

FEDERAL POLYTECHNIC, AYEDE

STAFF MANUAL



FEDERAL POLYTECHNIC, AYEDE
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PART A

OBJECTIVES OF THE POLYTECHNIC AND CODE OF CONDUCT FOR PUBLIC OFFICERS

OBJECTIVES OF POLYTECHNIC

Preamble

The Polytechnic is a higher institution set up primarily to produce middle and higher level technical manpower for the nation's economy. By its establishment, government desires that the nation's drive towards technological development would be attained at a fast pace. Polytechnic graduates are expected to prove themselves worthy diplomats or ambassadors who are able to use their brains as adeptly as they can apply their hands. These ideals must

be reflected in the type of training and knowledge graduates are exposed to, in order to build a dynamic and prosperous nation.

Educational Objectives

It is the desire of government setting up the polytechnic to have the twin goals of academic excellence as well as meeting the manpower requirements of the national economy. The educational objectives will be seen largely in the institution's effort to produce competent middle and higher level Technicians/Technologists/ Professionals.

The educational objectives are:

- i) To strive for excellence in education through acceptable curricula that are designed to produce well-groomed graduates;
- ii) To endeavour to expose students to such educational standards and programmes that are designed to improve their global competitive advantage;
- iii) To acquire sufficient facilities, both in physical and human terms, and rationalize their use with a view to giving the best instructional training to its graduates;
- iv) To encourage meaningful interaction between staff and students both in-house and externally;
- v) To encourage its staff to contribute to learned journals/publications and also create an atmosphere conducive for publication of textbooks and reading materials, scientific research and inventions.

Technological Objectives

With the abundant natural and human resources with which Nigeria is endowed, there is need for harnessing these resources for the acquisition, adaptation and development of technology.

As these objectives are seen as a pivot of Polytechnic education, the institution should endeavour to:

- a) Keep abreast of all technological developments. In this regard, the polytechnic should be able to convince government of the need to fund applied research adequately.
- b) Promote and encourage the study of technology-based disciplines;
- c) Emphasize self-reliance by striving to improve indigenous technologies.
- d) Encourage its graduates to scientific and rational approach to life in general by exposing them to the ideals of objectivity and balanced thinking;
- e) Produce graduates who can operate in ICT-driven labour environment.

Economic Objectives

The economic objectives of the nation are to build:

- a) A united, strong and self-reliant nation;
- b) A just and egalitarian society;
- c) A great and dynamic economy; and
- d) A land of bright and full opportunities for all its citizens.

To achieve the set goals, the Polytechnic should be able to produce competent technicians/technologists of the right caliber and in the right mix that would sustain the national economy.

In summary, the economic objectives should be to:

- i) Foster the spirit of handwork and consequently high productivity with a view to increasing the nation's wealth and improving the quality of life of Nigerians;
- ii) Strive to turn out competent technicians/technologists who shall produce and maintain good quality machineries for the nation's industries;
- iii) Produce technicians/technologists who are able to adapt globally; iv) Strive to produce prospective captains of industry whose aspirations will not be limited to capturing the commanding heights of the nation's economy but who will also desire to compete globally;
- v) Engage in consultancy services and other economic ventures, which would improve the financial standing of the institution.

Social Objectives

- a) The social objectives shall cover the area of social responsibility. Thus, the Polytechnic should strive to make an impact on both its immediate and external environments.
- b) The Polytechnic shall serve as an agent for imparting the best moral values and the positive traditional norms of society and shall strive to propagate the ideals in national rebirth.
- c) The Polytechnic should strive to promote sporting activities with a view to producing healthy and active graduates. It is expected that sporting links with other tertiary educational institutions should be forged so as to foster the spirit of oneness and sense of belonging in the graduates in the larger society.

In summary, the social objectives of the polytechnic are:-

- i) To uphold the best social values and norms of society;
- ii) To promote the concept of social responsibility within its internal and external environments;

- iii) To promote the physical, mental and social well-being of its graduates; iv) To foster the spirit of self-discipline and self-sacrifice as being propagated in the campaign for national rebirth.
- v) To encourage the preservation and development of human values and respect for fellow human beings.

Political Objectives

The intention of the Federal Government in setting up the Polytechnic must be seen as a means of achieving national cohesion in the process of nation building. The Polytechnic should therefore contribute to the growth of national unity and strive for the continuing expression of the Nigerian identity. It is essential for the Polytechnic to aim at promoting national consciousness and unity.

As such, the political objectives are primarily to:

- (a) Identify and promote civic responsibility among Nigerians;
- (b) Inculcate in its students/graduates the spirit of tolerance of divergent shades of opinions;
- (c) Promote the notion of unity in diversity;
- (d) Mobilize its students/graduates towards the achievement of national goals; (e) Promote the concept of social justice which hinges on the rights and obligations of the individual student in the institutions and same should be extended to the larger society;
- (f) Create the right political awareness among its students/graduates.

CODE OF CONDUCT FOR PUBLIC OFFICERS

General: This section was lifted from the Code of Conduct for public officers as enshrined in the constitution of the Federal Republic of Nigeria.

Conflict of interest with duty: A public officer shall not put himself in a position where his personal interest conflicts with his duties and responsibilities.

Restrictions on specified officers: Without prejudice to the generality of the foregoing paragraph, a public officer shall not:

- a. Receive or be paid the emoluments of any public office at the same time as he receives or is paid the emoluments of any other public office; or
- b. Except where he is not employed on full time basis, engage or participate in the management or running of any private business, profession or trade. However nothing in this sub-paragraph shall prevent a public officer from engaging in farming.

Prohibition of foreign accounts: The President, Vice-President, Governor, Deputy Governor, Ministers of the Government of the Federation and Commissioners of the Governments of the States, members of the National Assembly and of the Houses of Assembly of the States, and such other public officers or persons as the National Assembly may by law prescribe shall not maintain or operate a bank account in any country outside Nigeria.

Retired Public Officer: A public officer shall not, after his retirement from public service and while receiving pension from public funds, accept more than one remunerative position as Chairman, Director or employee of:

- a. A company owned or controlled by the government; or
- b. Any public authority.

A retired public servant shall not receive any other remuneration from public funds in addition to his pension and the emolument of such one remunerative position.

Certain Retired Public Officers: Retired public officers who have held offices to which this paragraph applies are prohibited from service or employment in foreign companies or foreign enterprises. This paragraph applies to the offices of President, Vice-President, Chief Justice of Nigeria, Governor and Deputy Governor of a State.

Gifts or Benefits in kind

- i. A public officer shall not ask for or accept property or benefits of any kind for himself or any other person on account of anything done or omitted to be done by him in the discharge of his duties.
- ii. For the purposes of sub-paragraph (i) of this paragraph, the receipt by a public officer of any gifts or benefits from commercial firms, business enterprises or persons who have contracts with the government shall be presumed to have been received in contravention of the said sub-paragraph unless the contrary is proved.
- iii. A public officer shall only accept personal gifts or benefits from relatives or personal friends to such extent and on such occasions as are recognized by custom; provided that any gift or donation to a public officer on any public or ceremonial occasion shall be treated as a gift to the appropriate institution represented by the public officer, and accordingly, the mere acceptance or receipt of any such gift shall not be treated as a contravention of this provision.

Restriction on loans, gifts or benefits to Certain Public Officers: The President or VicePresident, Governor or Deputy Governor, Ministers of the Government of the Federation or Commissioners of the Government of a State, or any other public officer who holds the office of a Permanent Secretary or Head of any public corporation, university, or other parastatal organization shall not accept:

- a. A loan, except from government or its agencies, a bank, building society mortgage institution or other financial institution recognized by a law, and
- b. Any benefit of whatever nature from any company, contractor, or businessman, or the nominee or agent of such person;

Provided that the head of a public corporation or of a university or other parastatal organization may, subject to the rules and regulations of the body, accept a loan from such body.

Bribery of Public Officers: No person shall offer a public officer any property, gift or benefit of any kind as an inducement or bribe for the granting of any favour or the discharge in his favour of the public officer's duties.

Abuse of Office: A public officer shall not do or direct to be done, in abuse of his office, any arbitrary act prejudicial to the rights of any other person knowing that such act is unlawful or contrary to any government policy.

Membership of Societies: A public officer shall not be a member of, belong to, or take part in any society the membership of which is incompatible with the functions or dignity of his office.

Declaration of Assets: Subject to the provisions of the Constitution, every public officer shall within three months after the coming into force of this Code of Conduct or immediately after taking office and thereafter:

- a. At the end of every four years; and
- b. At the end of his term of office.

Submit to the Code of Conduct Bureau a written declaration of all his properties, assets, and liabilities, and those of his unmarried children under the age of eighteen years.

Any statement in such declaration that is found to be false by any authority or person authorized in that behalf to verify it shall be deemed to be a breach of this Code.

Any property or assets acquired by a public officer after any declaration required under the Constitution and which is not fairly attributable to income, gift, or loan approved by the Code shall be deemed to have been acquired in breach of this Code unless the contrary is proved.

Allegation of breach of Code: Any allegation that a public officer has committed a breach of or has not complied with the provisions of the Code shall be made to the Code of Conduct Bureau.

Agents and Nominees: A public officer who does any act prohibited by the Code through a nominee, trustee, or other agent shall be deemed ipso facto to have committed a breach of this Code.

Exemptions: In its application to public officers:

- a. Members of legislative houses shall be exempt from the provisions of paragraph 4 of the Code; and
- b. The National Assembly may by law exempt any cadre of public officers from the provisions of paragraphs 4 and 11 of the Code if it appears to it that their position in the public service is below the rank which it considers appropriate for the application of those provisions.

Powers

- i. Where the Code of Conduct Tribunal finds a public officer guilty of contravention of any of the provisions of the code it shall impose upon that officer any of the punishments specified under sub-paragraph (ii) of this paragraph and such other punishment as may be prescribed by the National Assembly.
- ii. The punishment which the Code of Conduct Tribunal may impose shall include any of the following:
 - a. Vacation of office or seat in any legislative house, as the case may be;
 - b. Disqualification from membership of a legislative house and from the holding of any public office for a period not exceeding ten years; or
 - c. Seizure and forfeiture to the state of any property acquired in abuse or corruption of office.
- iii. The sanctions mentioned in sub-paragraph (ii) hereof shall be without prejudice to the penalties that may be imposed by any law where the conduct is also a criminal offence.
- iv. Where the Code of Conduct Tribunal gives a decision as to whether or not a person is guilty of a contravention of any of the provisions of this Code, an appeal shall lie as of right from such decision or from any punishment imposed on such person to the Court of Appeal at the instance of any party to the proceedings.
- v. Any right of appeal to the Court of Appeal from the decisions of the Code of Conduct Tribunal conferred by sub-paragraph (iv) hereof shall be exercised in accordance with the provisions of an Act of the National Assembly and rules of court for the time being in force regulating the powers, practice and procedure of the court of Appeal.
- vi. Nothing in the paragraph shall prejudice the prosecution of a public officer punished under this paragraph or preclude such officer from being prosecuted or punished for an offence in a court of law.
- vii. The provisions of this Constitution relating to prerogative of mercy shall not apply to any punishment imposed in accordance with the provisions of the paragraph.

Interpretations

In this code, unless the context otherwise requires:

Assets: includes any property, movable and immovable, and incomes owned by a person.

Business: means any profession, vocation, trade, or any adventure or concern in the nature of trade, and excludes farming.

Child: includes a biological child, step-child, a lawfully adopted child, a child born out of wedlock and any child to whom any individual stands in place of a parent.

Emolument: means any salary, wage, overtime or leave pay, commission, fee, bonus, gratuity, benefit, advantage (whether or not that advantage is capable of being turned into money or money's worth), allowance, pension or annuity paid, given or granted in respect of any employment or office.

Foreign companies or foreign enterprise: means companies or enterprise in which the controlling shares are owned by persons other than the government, its agencies or citizens of Nigeria whose policies are determined by persons or organizations outside Nigeria; Misconduct: means breach of the Oath of Allegiance or Oath of Office of a member or breach of the provisions of this Constitution or a misconduct of such nature as amounts to bribery or corruption or false declaration of assets and liabilities;

Public officer: means a person holding any of the offices specified in Part II of the Schedule; and public office shall not include the Chairmanship or membership of ad hoc tribunals, commissions or committees.

Public Officers for the purpose of the Code of Conduct

- i. The President of the Federation
- ii. The Vice President of the Federation
- iii. The President and Deputy President of the Senate, Speaker, Deputy Speaker of the House of Representatives and Speakers and Deputy Speakers of Houses of Assembly of States; and all members and staff of legislative houses.
- iv. Governors and Deputy Governors of States.
- v. Chief Justice of Nigeria, Justices of the Supreme Court, President and Justices of the Court of Appeal, all other judicial officers and all staff of court of law.
- vi. Attorney General of the Federation and Attorney General of each state.
- vii. Ministers of the Government of the Federation and Commissioners of the Governments of the States.
- viii. Chief of Defence Staff, Chief of Army Staff, Chief of Naval Staff, Chief of Air Staff and all members of the armed forces of the Federation.
- ix. Inspector General of Police, Deputy Inspector-General of Police and all members of the Nigeria Police Force and other government security agencies established by law.
- x. Secretary to the Government of the Federation, Head of the Civil Service, Permanent Secretaries, Director-General and all other persons in the civil service of the Federation or of the State.
- xi. Ambassadors, High Commissioners and other officers of Nigerian Missions abroad.
- xii. Chairman, members and staff of the Code of Conduct Bureau and Code of Conduct Tribunal.
- xiii. Chairman, members and staff of local government councils.

- xiv. Chairman and members of the Board or other governing bodies and staff of statutory corporations and of companies in which the Federation or state government has controlling interest.
- xv. All staff of universities, colleges and institutions owned and financed by the Federal or state government or local government councils.
- xvi. Chairman, members and staff of permanent commissions or councils appointed on full time basis.

PART B

INTRODUCTION, DEFINITIONS, INTERPRETATION, COMMUNICATION AND AMENDMENTS

Introduction

The following conditions of service were issued by the authority of the Governing Council of FEDERAL POLYTECHNIC, AYEDE

Title: This document may be referred to as “The Staff Manual” (Incorporating staff condition/scheme of service), hereinafter referred to as “The Manual”.

Effective Date: This staff manual shall come into force the same day it is ratified by Management and approved by Council.

Circulation of the Manual: This Staff Manual shall be widely circulated to all categories of staff who will be encouraged to avail themselves of its contents.

Application: Except where otherwise specified, the provisions of the condition of Service shall apply to all established staff in the service of the Institutions.

Definitions of Terms

Institution: means the Federal Polytechnic, Ayede as established by the Federal Government in 2021.

Governing Council or Expanded Management Committee: means the Governing Council of the Federal Polytechnic, Ayede as established under Section 3 of the Federal Polytechnic Decree N0.33 of 1979 and amendments of 1993 as well as new Polytechnic Act of 2019.

Management Committee: Management Committee consists of the six Principal Officers of the Polytechnic, namely: Rector, Two Deputy Rectors, Registrar, Bursar, Polytechnic Librarian, all Deans/Directors.

Academic Board: means the Academic Board of Federal Polytechnic, Ayede as established by the Polytechnic Act.

Rector: means the Chief Academic, Chief Administrative, Chief Accounting and Chief Security Officer of the Polytechnic. He is also the Chief Executive Officer responsible to the Governing Council as described by the Act.

Deputy Rector: means the Deputy Rector of the Polytechnic, responsible to the Rector.

Registrar: means the Chief Administrative Officer of the Polytechnic, responsible to the Rector for the day-to-day administrative work of the Polytechnic.

Bursar: means the Chief Financial Officer of the Polytechnic, responsible to the Rector for the day-to-day administration and control of the financial affairs of the Polytechnic.

Polytechnic Librarian: means the Academic and Professional Head of the Polytechnic Library who is responsible to the Rector for the administration of the library.

School: means a group of Academic Departments as constituted and established by the Academic Board and approved by Council.

Academic Department: means a component part of a School with top academic staff as Head.

Non-Academic Department: means a service component of the Institution headed by a Principal Officer or a Director recognized for that purpose by the Governing Council.

Section: means a sub-division of a department headed by a top senior staff of the Institution.

Unit: means a sub-division of section.

Dean of School: Means an academic member of staff who has attained the status of a Chief Lecturer elected according to the Polytechnic Act.

Head of Department: means Academic staff not below the rank of Senior Lecturer elected according to the Polytechnic Act 2019.

Coordinator: means a member of staff appointed by the Rector to coordinate a department or unit at the planning stage before the take-off of the department in the absence of a substantive head.

Academic Year or Session: means a period of two semesters as contained in the academic calendar as the Academic Board may from time to time designate/determine.

Employee/Staff: means any person employed by the Polytechnic

Family: means an employee's wife/husband and children

Child of an Officer: means a child under the age of 18 years or if over the age of 18 years, is still receiving full time education in an academic institution, and who:

- i. is the Officer's biological offspring, or
- ii. is the Officer's step child, being the biological offspring of a spouse of the Officer, or
- iii. a child adopted by the Officer in accordance with the statutory provision, and is entirely dependent on the officer. A child is not normally entirely dependent on a female employee unless the father of the child is dead or the mother is

divorced from the father and has been awarded legal custody of the child without a maintenance order.

- iv. Step Child, or a legally adopted child who is below the age of 18 years or in full time course of Education provided he/she is unmarried, not in gainful employment, and is wholly dependent on the member of staff concerned.

Senior Staff: means all staff on salary Scale CONTEDISS 6 and above.

Junior Staff: means all staff on Salary Scale CONTEDISS 3-5

Academic Staff: means all persons holding appointments as member of the teaching and or research staff including professional librarians of the Polytechnic,

Non-Teaching Staff: means all person holding appointments other than those enumerated under “ACADEMIC STAFF” above.

Date of Appointment: means the date on which an employee assumes duty in the Polytechnic.

Promotion: means elevation to employment on higher grade and status based on merit. All promotions take effect from 1st of January.

Special Promotion: means a promotion granted to an employee before he/she has spent the minimum years specified for his grade on the grounds of steadfast commitment and exceptional brilliance in discharge of his/her responsibility and performance of duty.

Conversion: means movement from one cadre to another

Upgrading: means movement from a lower level to a higher level.

Incremental Date: means 1st of January

Re-Grading: means a salary adjustment with reference to an employee’s qualification, experience and ability which may be utilized to overcome any previous anomaly in appointment but shall not be regarded as a promotion.

Permanent Employment: means a pensionable employee whose appointment has been confirmed by Council.

Temporary Employee: means an employee who is not on permanent employment.

Part-Time Employee: means an employee appointed not on full-time basis.

Probationary Period: means the two year period before a permanent appointment may be confirmed.

Confirmation of Appointment: means the ratification of a permanent appointment by Council after a stated period of probation.

Misconduct: means general misbehaviour to the standard of the Polytechnic or to the prejudice of discipline and the proper administration of the business of the Polytechnic.
General Inefficiency: Consists of a series of omissions or incompetence cumulative effect of which shows that the officer is not capable of discharging effectively the duty of the office he/she holds.

Contract Appointment: - Means an appointment for a definite period of time recorded in a formal document of agreement.

Transfer: - is the permanent release of an Officer from one cadre to another within the same service or between scheduled services.

Secondment: means the temporary release of an Officer to the service of another Institution or any other public service.

Withdrawal: means the cessation of an Officer's service at his own option after putting in not less than 5 years' service.

Resignation: means the cessation of an Officer's service at his own option.

Termination: means the cessation of an Officer's service by the Institution.

Dismissal: means removal of an Officer from the service of the Polytechnic as a result of gross misconduct.

Interdiction: If and when a prima facie case is made against an Officer and his continued presence is considered prejudicial to good administration, such an officer shall be asked to keep away from work and be placed on half salary until the determination of the case.

Suspension: means temporary removal of an Officer from duty resulting from misconduct. Such removal from office shall be for a period not exceeding 3 months and shall be placed on half salary or no salary depending on the gravity of the allegation.

Retirement: means cessation of an Officer's service upon attainment of 65 years of age in line with Pension Reform Act of 2001.

Casual Leave: means leave granted for exigencies other than ill-health.

Deferred Leave: means any Annual leave deferred on the prior written authority of the Polytechnic.

Established Staff:

- i. Any person employed on permanent and pensionable terms;
- ii. Any person employed in an established post on non-pensionable terms;
- iii. Any person holding a post provided in the estimates.

Married Woman includes a woman who:

- i. Is married under the Marriage Act; or under Christian or Islamic Marriage Law or under recognized Native laws/Customs.
- ii. Is separated from her husband (but does not include a widow or a woman divorced from her husband).
- iii. Nigerian Married Woman includes an expatriate who is married to a Nigerian husband provided she has formally acquired Nigerian Citizenship.

Month-to Month Basis Appointment: a temporary appointment, which deprives the staff of all, allowances and leave entitlements; such staff is only entitled to seven (7) days compassionate leave in the calendar year without the leave grant.

Serious Misconduct: Serious Misconduct is a specific act of very serious wrong-doing and improper behaviour which is inimical to the image of the service and which can be investigated and if proven may lead to dismissal.

Gross Misconduct: an act of serious wrong doing susceptible to investigation and proof. It includes: Wilful act or omission or general misconduct scandalous to the institution or the prejudice of discipline and proper administration of the institution e.g. corruption, dishonesty, falsification or suppression of information, destruction of records, conviction for criminal offence (other than traffic or sanitary offence or the like), financial embarrassment, examination malpractice, student victimization, withholding of files, absence from duty without leave, bribery, embezzlement, misappropriation, violation of oath of secrecy, advance fee fraud (Criminal Code 419), holding more than one full time job, nepotism or any form of preferential treatment, divided loyalty, sabotage, wilful damage to public property, disclosure of official information, sexual harassment, cultrelated activities and any other act unbecoming of a public officer.

Inefficiency: a series of acts of omission, incompetence or misbehaviour which in themselves are not serious to merit proceedings for misconduct but the cumulative effect of which is to show that an officer is not capable of discharging efficiently the duties of the office which he holds.

Constitution: the constitution of the Federal Republic of Nigeria.

Sabbatical leave: This refers to leave of one-year duration with pay granted to staff to be utilized for research, training and professional upgrade. The staff must have served the institution continuously (without break) for a minimum of five years. Beneficiary must have attained the rank of Senior Lecturer and above or administrative and professional staff on CONTEDEISS 12 and above.

Leave of Absence: Leave of Absence is absence of an officer from duty authorized on grounds of public policy or tenure appointment. Such a leave shall attract no remuneration.

Regularization of Appointment: means act of regularizing appointment of staff.

Warning: means to caution, summon, inform, notify etc. staff on impending danger on his/her appointment.

Committee: - means a body of two or more persons convened for accomplishment of some specific purpose, typically with formal protocols.

Discipline: Training people to obey rules or a code of behaviour.

Query: means an enquiry.

Staff Development: means training of staff at both home and abroad, conferences, and seminars and so on for effective performance.

In lieu of Service: means in place of

Annual Performance Evaluation Report (APER Form): means a form designed for evaluation of officer.

Allowance: This means a monetary benefit other than salary granted to an officer for a special purpose.

Work and Study: This means an officer on the job and also undergoing study at the same time.

Day Release: This means paid leave of absence from employment (a day or two) to study over a period of time.

Interpretation

The Registrar of the institution is empowered to interpret the provisions of this document provided that a member of staff who feels aggrieved by the interpretation shall have the right of appeal to the Rector and if still not satisfied to the Governing Council. In the event of any question or doubt arising out of or in connection with these Regulations the matters except in financial issues, shall be referred in the first instance to the Registrar for clarification, interpretation or decision, and then on appeal to the Rector.

In respect of financial matters, the question shall in the first instance be referred to the Bursar and thence on appeal to the Rector whose decision shall supersede previous decisions.

Where a member of staff is of the view that the interpretation of the Rector is prejudicial to him in so far as his terms and conditions of service are concerned, he may appeal to Council against the decision of the Rector and decision of the Council shall be final.

Lines of Communication

In order that communication within the Polytechnic Community may be efficient and effective, all communications from a Unit/Section/Department to the Rector shall be routed through the immediate boss of the Officer and to the next, in that order until it gets to its destination. No external communication shall be made in the name of the Polytechnic without prior clearance from the Rector.

Procedure for Amendment

These Regulations shall not be rescinded, amended, modified or in any way altered or varied except through a recommendation in writing:

- i. Support by a two-third majority vote of any staff union requiring such amendment.
- ii. By a staff member or a group of staff members requiring such amendment through his/her Head of Department and Dean/Director to the Management.
- iii. To this end, Management shall cause a committee to be set up within two weeks of receiving such recommendation, and the committee shall report back to Management within two weeks of its constitution, and pursuant to fair hearing, the officer(s) recommending such amendment shall be invited and be given ample opportunity to prove their case as to the need of such amendment.
- iv. Where general conditions of service are concerned, as it relates to the public service, amendment shall be made from time to time in accordance with applicable National/Federal policies, various circular instructions/directive and Gazette notices.
- v. This staff manual shall be subject to review every five years through a committee representing stakeholders in the Polytechnic set up by Management for that purpose. This is without prejudice to items (i) and (ii) above.

APPOINTMENTS, SALARIES AND INCREMENTS

2.1 Appointment

Offer of full time appointment for academic and non-academic staff; part time or ad-hoc staff; Headship position shall be by approval of Governing council of the institution.

Eligibility for Appointment: To be eligible for appointment, a candidate must have fulfilled the necessary conditions and met the eligibility criteria including those of relevant qualification and experience as may from time to time be prescribed by the institution.

Advertisement of Post

- i. Established post to be filled other than by promotion shall normally be advertised.
- ii. Once a post has been advertised, the basic qualifications laid down in the advertisement shall be observed while short-listing.
- iii. All vacant posts above CONPCASS 3/CONTEDEISS 9 shall be advertised internally and externally.

Method of Appointment

- i. Every appointment to an established post shall be made in writing by the Registrar, or by the officer authorized on his behalf, and shall not be valid until it has been accepted in writing.
- ii. Appointment to the service of the institution may also be by way of transfer or Secondment from any of the public services of the Federation of Nigeria.
- iii. For contract officers, the contract period shall be for an initial period of 2 years and renewable thereafter. Contract gratuity shall be payable once at the end of a prescribed year of service. When an officer resigns his appointment before the completion of his contract, gratuity may be paid on pro-rata basis.
- iv. A Nigerian below the age of 50 who has withdrawn from a previous service may be considered for contract appointment for posts on CONPCASS 01/CONTEDEISS 06 and above. The duration of contract shall be 3 years in the first instance and may be renewable for 2 years, thereafter and no more except on special demand
- v. A Nigerian possessing a qualification with scarcity value who opts to be employed on contract may be so employed irrespective of age.
- vi. A Nigerian who is not in receipt of pension and who is between the ages of 50 and 65 may be considered for contract appointment for posts on

CONPCASS 01/CONTEDEISS 06 and above for an initial period of 2 years and thereafter, 1 year contract subject to renewal. An officer who has retired at 65 may be employed under a personal work contract for 1 year in the first instance and subsequent annual renewal subject to satisfactory annual medical reports up to a maximum period of five years.

- vii. A contract officer who desires to renew the current contract shall, three months before he is due to go on leave at the expiration of the contract, notify the Registrar through the Head of Department of the wish in writing. In the absence of such notification, it will be assumed that he does not desire reengagement. On receipt of such notification, the Dean of School/Head of Department shall forward his recommendation to the Appointment and Promotion Committee through the Registrar and whatever decision taken shall be communicated to the officer at least one month before the expiration of the officer's contract.
- viii. Non-Nigerian female staff on posts below CONPCASS I/CONTEDESS 06 and above whether married to Nigerians or not, shall be considered for appointment on month-to-month basis.
- ix. Nigerians who are in receipt of pension and are to be considered for appointment into post below CONTEDEISS 06 may be offered temporary appointment on month-to-month basis or contract appointment without the contract addition. In either case, the determining factor will be the nature of job for which the employee is being considered.
- x. All new appointments will be subject to a satisfactory medical certificate of fitness to be issued by the medical officer of the institution or by any government medical officer.
- xi. All new appointments must be supported by birth certificates or statutory declaration of age. In no circumstances will the date of birth recorded on appointment be altered later.
- xii. A record of service sheet must be maintained for every officer serving in the institution since any incompleteness in entries or loss of personal records will seriously impede the determination of retiring benefits.
- xiii. An officer who marries while in the service of the institution shall notify the Registrar indicating whether the marriage is under the Marriage Act, Islamic/Christian or recognized Native laws/ Customs.

Record of Service: The Registrar of the institution shall be responsible for keeping up-to date records of service of all officers.

Letters of Appointment: Copies of all letters of appointment shall be sent to the Bursar, the Internal Auditor and Head of Department.

Confirmation of Appointment: Officers on probation will be required to render two years satisfactory service before being confirmed. Where an officer holds an appointment on probation, the Head of the School/Division in which he serves shall, three months before the expiration of the period of probation, consider whether the officer should be confirmed or whether the period should be extended and make appropriate recommendations to the Registrar. Without prejudice to above, it is the responsibility of every employee to apply through his Head of School/Division to the Appointment and Promotion Committee, through the Establishment Officer for the confirmation of his appointment at least one month to the date his appointment is due for confirmation.

Appointment of Deputy Rector(s)

The appointment of Deputy Rector shall be as laid down in the current Polytechnic Act. In addition, he/she must be a Chief Lecturer from any discipline and must have served as Head of Department or Dean of a School.

Appointment of Registrar, Bursar and Polytechnic Librarian

The appointment of Registrar, Bursar and Polytechnic Librarian, shall be as laid down in the current Polytechnic Act.

Appointment of Heads of Department, Deans of Schools, and Directors of Academic Units/Centres

Appointment to the headship of academic departments, units and centers shall recognize capacity, reflect priority for seniority and entrench hierarchies for healthy academic mentorship. This shall be by election according to current Polytechnic Act.

Election of Head of Department

i. The election of Head of Department shall be according to current Polytechnic Act.

ii. Where an elected Head of Department goes on Sabbatical Leave, or Leave of Absence, the headship shall be deemed to have lapsed at the commencement of the leave and another Academic member of the department appointed as Ag. Head of Department by the Rector to complete the tenure. Thereafter, a new election shall be conducted. Eligibility

- i. He or She must be a full time lecturer of rank not below Principal Lecturer (for departments offering HND programmes), or Senior Lecturer (for departments offering only ND programmes).
- ii. A record of scholarship in the relevant discipline.

- iii. An eligible candidate must not have been indicted of grievous misconduct in the past.

Tenure

- i. A Head of Department's elected shall serve for three-year tenure.
- ii. A Head of Department may be removed within the period of his or her tenure on grounds of proven incompetence or gross misconduct in the discharge of his duties following due process. An Acting Head is then appointed by the Rector before new Head of Department is elected within a period of six months.
- iii. The Acting Head of Department, who becomes a substantive HOD during his /her tenure of office as Ag. HOD shall have the period of his acting capacity counted as part of his or her statutory tenure of not more than 3 years all together.

Duties of Head of Department

- i. The Head of Department shall be responsible through the Dean to the Rector for the smooth running of the Department.
- ii. He or She shall make arrangement for the teaching and examining of all courses as well as research programmes in the Department.
- iii. He or She shall make budgeting and other proposals for the needs of the Department to the Dean and he operates the budget approved for the Department.
- iv. He or She shall process all promotion papers from the Department through the Dean to the Appointments and Promotions Committee.
- v. He or She shall provide leadership both for the academic and nonacademic staff of the department.
- vi. He or She shall represent the Department at interviews for the appointment of staff in the Department and also on the Academic Board.
- vii. He or She shall accompany the Dean to meetings as may be required from time to time.
- viii. He or She is to perform any other assigned duties by the Dean, and or Management of the Polytechnic.

The Dean of School

The Acting Dean, who becomes a substantive Dean during his or her tenure of office as Acting Dean shall have the period of his acting capacity counted as part of his or her statutory tenure of not more than 3 years all together.

Election of Dean of School

i. When a vacancy exists for the position of Dean, the Rector shall declare such at a Management meeting and direct the Registrar to constitute an electoral committee to be presented to Management for ratification. ii. The Dean of School shall be elected through ballot by a simple majority of Academic staff of the school. The Registrar shall communicate the name of the elected Dean to the Rector and issue him/her a formal letter of appointment accordingly.

Eligibility

- i. The Dean shall be a Chief Lecturer on full time employment in the School.
- ii. He or She must not have been indicted for gross misconduct in the past.
- iii. The Dean is elected for a tenure of three years only.
- iv. A Dean may be removed before the expiration of his tenure on grounds of proven incompetence or gross misconduct if the Rector receives a genuine complaint from staff in the school after following due process.
- v. If no Chief Lecturer exists in a School, the Rector may appoint an officer not lower in rank than a Senior Lecturer in acting capacity on six before a new election is organized.

Duties of Dean of School

- i. The Dean is given charge of the leadership, management and administration of a School.
- ii. He or She provides leadership for the academic and non-academic staff of the School.
- iii. He or She ensures that the resources of the School are utilized in the most cost effective way to foster quality collaborative research, mentorship, capacity building and the production of highly competitive students.
- iv. He or She coordinates the activities of the Heads of Department in the School for optimum performance.
- v. The Dean shall embody and propagate the vision and mission of the polytechnic. vi. He or She shall ensure proper maintenance of staff and students records in the School.

Directors of Academic Units/Centres

- i. The Directors of Academic Units or Centers shall be officers of the rank of Chief Lecturer or where there is no Chief Lecturer, a Principal Lecturer may be appointed on acting capacity on a year-to-year basis up to a maximum of two (2) years at a stretch.

- ii. The Rector, in consultation with Management, appoints Directors who possess cognate academic and professional qualification to head such units.
- iii. The name of the appointee shall be forwarded to the Governing Council for approval.
- iv. The position of the Director is for a tenure of three years only.

Part-Time Appointments (Academic)

- i. Proposal for a part-time appointment shall be made by the Head of Department, through the Dean and to the Rector.
- ii. The proposal shall be accompanied by the candidate's application and curriculum Vitae.
- iii. Part-time lecturers shall be limited to a minimum of two (2) hours per week or a maximum of six (6) hours per week.
- iv. Rates of payment shall be as approved from time to time.
- v. Any member of staff, whether academic or non-academic, who serves the institution in any part-time capacity, shall normally be remunerated.

Visiting Lecturer

Where a person who already has a permanent appointment in the polytechnic, and intends to take up part-time teaching or research by mutual agreement between two or more institutions as the case may be, could do so, subject to satisfying the following conditions:

- i. Principal Lecturer and above could be considered for the appointment.
- ii. The stipend to be paid shall be negotiated
- iii. No one person shall be engaged in more than two institutions at a time.
- iv. The maximum period of an engagement shall be one year, subject to renewal only once at the discretion of the institution involved.
- v. In the event of breach of conditions by the staff involved, the parent institution is at liberty to take appropriate measures.
- vi. The institution being visited shall be within 200-kilometer radius of the parent institution.

Eligibility

- i. To be eligible for a visiting appointment, the candidate must already have attained the status of at least Principal Lecturer in a recognized Polytechnic or equivalent in a University or a College of Education, or must have been appointed to such a status by the Polytechnic using normal procedures.
- ii. Visiting appointments shall be approved for one year in the first instance by the Appointments and Promotions Committee based on the recommendations made by the Rector.

iii. Extension of such appointments, which shall not exceed one year, shall only be on the approval of the Appointments and Promotions Committee. iv. In the event of any act of indiscipline by a visiting lecturer, the host institution may refer the case to the parent institution, which shall investigate any allegation against the Lecturer and ensure that disciplinary action is taken in accordance with laid down rules and regulations.

v. The institution being visited shall not be beyond 200km from the location of the parent institution.

Teachers Industrial Work Experience Schemes (TIWES)

This is a tripartite programme that should involve the staff, the institution and the Industry. The concept was revived in order to improve Polytechnic-industry relations. It should be partly funded by the institution. As this scheme develops, it is expected that it will be funded by the Federal Government through the Tertiary Education Trust Fund (TETFund) and jointly coordinated by the Industrial Training Fund (ITF) and the National Board for Technical Education (NBTE).

Objective: The objectives of TIWES is to:

- i. Prepare staff for practical impartation of knowledge to students through firsthand experience in the industry as trainers.
- ii. Provide industrial skills and experience to staff so that their teaching can be more practical oriented than theoretical.
- iii. Expose staff to the methods and techniques of handling equipment and machinery so that their teaching can be practical based and effective.
- iv. Pave way for a cordial working relationship between the institutions and the industries where students may eventually go for their SIWES

Eligibility: For a staff to be qualified for TIWES:

- i. He must be a confirmed academic staff.
- ii. He must be recommended by his or her Head of Department through the Dean of school to the Rector for Management approval.
- iii. He cannot benefit more than once in two years

Duration

The duration of TIWES should be a minimum of three months and maximum of six months. Each institution should determine the most suitable period for the staff to go for TIWES. The duration may be extended on specialized cases but should not be more than one year.

Industries to choose: The industries where members of staff choose to do TIWES must be relevant to their field of teaching

Supervision of TIWES

Each institution shall devise an effective method to monitor staff on TIWES to ensure the period is solely used for that purpose. A beneficiary of TIWES is expected to submit a documented report to the Rector at the end of the programme through the Head of Department and Dean of School. A copy of such report shall be deposited in the main library.

2.2 Salaries

On first appointment, as a general rule, salary shall be paid as from the date of assumption of duty. In the case of an expatriate or Nigerian officer who accepts a firm offer of appointment to a senior post with the Polytechnic while overseas, half salary shall be paid from the embarkation and full salary from date of arrival in Nigeria to assume duty. This is on the ground that staff proceeds directly to Nigeria; otherwise he shall be paid half salary for such time only as it is ordinarily required to perform the journey between the port of embarkation and Nigeria.

On transfer from another Government establishment to the Polytechnic, an officer shall be eligible for the salary attached to his new office with effect from the day he assumes duty. Except in a case of a promotion from non-pensionable to pensionable office, the following rules shall apply where an officer is promoted in the ordinary course within the Polytechnic to an office carrying salary on incremental scale:

- i. If the staff is promoted to a salary scale that does not overlap his old salary scale, he shall be placed at the minimum point of his new scale, or
- ii. If his salary in the former post is higher than entry point of his new scale of salary, he shall be placed at the point higher than his former salary.

When a staff receives an addition to the salary of his office, an allowance granted to him personally and not permanently attached to his office, he may when absent on half pay leave, receive only half of such personal allowance; the rest being left undrawn and reverts to the Polytechnic.

Payment of salary will cease from the date an officer resigns, withdraws his service, is dismissed, terminated, retired, dies, or on expiration of contract.

2.3 Increment

A staff on an incremental scale is not entitled to an increment by right, but increment shall normally be granted unless disciplinary action is in progress against the staff in accordance with provisions of act. The incremental date of a staff or employee appointed or promoted to a post shall be 1st January. Increment may be granted to a staff who has served the Institution for at least six months.

Suspension of Annual Increment

An annual increment shall be suspended if a staff expected to fulfil any of the following conditions fails to do so:

- i. Securing confirmation of appointment;
- ii. Passing of a prescribed examination or test, and
- iii. Having disciplinary action against him.

Where an employee has not attained requisite standards of efficiency and/or conduct, the annual increment may be deferred or withheld.

The approval/deferment/suspension/withholding of annual increment shall be by the recommendation of the Appointment and Promotion Committee.

CONFIDENTIAL ANNUAL PERFORMANCE EVALUATION REPORTS AND CERTIFICATE OF SERVICE

3.1 Duties of Reporting Officers

The Reporting Officer shall appraise subordinates in accordance with the guidelines set out in this document. The Reporting Officer should be the immediate superior officer of the staff being reported upon. Where an officer has served in more than one department or unit, the Reporting Officer shall be the immediate superior officer under whom he worked for the substantial part of the normal period a report shall cover. The following should be considered by the reporting officer during annual evaluation exercise:

- i. For the efficiency of the service of the institution, confidential reports shall be detailed, objective and candid.
- ii. Counter-signing officer should judiciously assess every report before counter-signing.
- iii. Where there is any adverse comment on an officer's work or conduct included in the report, it shall be communicated to him in writing in order to encourage him to overcome his short-comings.
- iv. Reports on Seconded Officers shall be forwarded to the authority from which the officer was seconded.
- v. If a reporting officer, owing to leave, transfer, etc. will be absent and not available to write a report at the end of the reporting period, he or she shall

- submit a report in advance. vi. If the period of absence will exceed one full month, the next superior officer shall write the report.
- vii. In evaluating the standard of performance of an officer, the reporting officer shall bear in mind the desirability of an employee being suitable for any training in order to develop his potential, remedy observed deficiency or specialize in a particular field.
 - viii. The Annual Appraisal Report is the basis for all promotions.
 - ix. However, for posts from CONPCASS or CONTEDISS 06 and above, the Appraisal Report plus academic publications or written and oral exams conducted by the Appointments and Promotions Committee respectively shall be required.
 - x. Samples of Annual Performance Evaluation Report forms are shown in the Appendices.

3.2 Certificate of Services

Upon resignation, withdrawal, termination or retirement, an officer shall be given a Certificate of Service showing the period he was employed by the institution and in what capacity, with an assessment of his conduct and efficiency during his service. The reason for leaving the service must always be stated in the certificate.

PROMOTIONS

4.1 General

- i. An officer shall be eligible for promotion after satisfying the minimum maturity period as specified in the Schemes of Service subject to satisfactory performance and availability of vacancy.
- ii. In assessing the merits of officers, a clear distinction shall be made between their records of performance or efficiency in the lower grades and their potential for promotion, i.e. ability and competence to perform efficiently the duties and responsibilities of the higher post.
- iii. Seniority and previous records of performance shall be taken into account in choosing between candidates with equal potential for promotion.
- iv. Emphasis shall be laid on productivity and good conduct and not necessarily on the number of the minimum years stipulated in the Conditions of Service.

4.2 Procedure

- i. Promotion exercises shall normally take place once a year and the effective date shall be 1st January.
- ii. Recommendations for promotion shall be made on the approved format by the reporting officer through the appropriate channel to the Registrar for consideration by the appropriate committee.
- iii. For administrative and other staff serving in units other than their own, their Heads of Departments shall obtain the opinions of the Heads of

Unit/Department where they are serving before making recommendations for promotion.

- iv. Where a Head of Department is due for promotion, the Dean/Director shall make the recommendation.

4.3 Basis for promotion of academic staff

The following shall be the basis for normal promotion of academic staff:

- i. Availability of vacancy;
- ii. Evidence of satisfactory performance of duty;
- iii. Evidence of continued efficiency in the performance of duty;
- iv. Effective contribution to the work and life of the institution;
- v. Personal integrity;
- vi. Evidence of exceptional teaching and/or administrative ability;
- vii. Evidence of scholarly achievements; viii. Evidence of special responsibility within the department and institution; ix. Evidence of additional relevant higher qualification;
- x. Evidence of habitual respectable appearance;
- xi. Absence of recorded disciplinary cases within the period of the promotion;

4.4 External Assessment of Publications

- i. Without prejudice to arrangement in various Polytechnics, it is mandatory to send the publications of candidates applying for promotion to the rank of Senior Lecturer and above for external assessment by three assessors. ii. The assessor must not be below the rank of Chief Lecturer in case of promotion to the rank of Principal Lecturer/Chief Lecturer while in case of promotion to the rank of Senior Lecturer, the assessor must not be below the rank of Principal lecturer.
- iii. For a candidate to qualify for promotion, at least two of the three assessors must give positive recommendation on the candidate.
- iv. The Polytechnic shall bear the cost of external assessment of the candidates.

4.5 Basis for the promotion of non-teaching staff

The following shall be the basis for normal promotion for Administrative/Technical staff:

- i. Availability of vacancy;
- ii. General ability, aptitude and experience;

- iii. Good disposition including readiness to accept additional responsibilities;
- iv. Evidence of satisfactory performance of duty;
- v. Evidence of outstanding administrative ability and capability;
- vi. Evidence of sound initiative and experience;
- vii. Evidence of significant contribution to civic activities;
- viii. Excellent human relations;
- ix. Personal integrity and respectable appearance.
- x. Absence of recorded disciplinary case(s) within the period of the promotion
- xi. Promotions shall be made strictly on the basis of merit by selection from among all suitable candidates.
- xii. Seniority and previous records of performance will be taken into account in choosing among candidates with equal potential for promotion. xiii. Emphasis shall be laid on productivity and good conduct and not necessarily on the number of the minimum years stipulated in the Schemes of Service. xiv. Promotion is earned. It is for the authorities of the institutions to consider the interest of all serving officers when filling promotion vacancies.
- xv. The only exceptions to the rule are:
 - a. Where posts are advertised and officers apply;
 - b. Where an officer has acquired additional qualification which will make him eligible for consideration for a higher appointment.
- xvi. An officer who shows exceptional skills and ability on his job may on the commendation of the Head of School/Department be served a letter of commendation.
- xvii. Notice of promotion shall be conveyed by a letter through the department showing the post, salary and effective date. The letter shall be copied to the Bursar and Internal Auditor.

Examination and Test

- i. Officers on CONTEDISS 06 and above must pass written and oral interview to be considered for promotion.
- ii. The passing of a Trade Test or any examination shall not automatically qualify any member of staff for promotion, advancement or upgrading. The institution reserves the right to be satisfied as to the ability of the staff to perform at the level of the qualification claimed.

Administering the promotion Exams

For posts on CONTEDISS 11 and below, the exercise can be administered with while for 12 and above, it shall be administered by consultants. Each polytechnic should have a

studying committee for administering and supervising the conduct of the examinations and interview. The committee shall consist of:

- i. Registrar – Chairman
- ii. DAP / Dean
- iii. Representative of Works and services /Physical Planning
- iv. Representative of Bursar
- v. Polytechnic Librarian
- vi. Medical services
- vii. Rep of ASUP
- viii. Rep of SSANIP
- ix. Rep of NASU

Interviews for officers on CONTEDISS 06-11 should be done within by the committee while for CONTEDISS 12 and above should involve a minimum of two resource persons from other sister institutions. In all cases for written and oral examination, the pass mark is 50 while 10 marks is allocated to APER in both cases.

Officers on In-Service Training Courses

- i. An officer on a course lasting more than one academic year will not be considered for promotion until he returns and when he does, he may be given notional promotion effective from the appropriate date in order to enable him retain his seniority without the financial remunerations.
- ii. Officers sponsored on study leave by the institution for a course not lasting more than one academic year may be considered along with other colleagues for promotion purposes.

TRANSFERS, SECONDMENTS AND CONVERSIONS

5.1. Transfers

Transfer of officers and employees between the institution and other institutions of learning or any other public service shall be subject to the approval of the Governing Council which shall be furnished with confidential reports covering the last three years or whole service if it is less than three years. An officer's wish shall as much as possible be considered.

Transfer from one post to another or from one cadre to another within the institution requires the approval of the Appointments and Promotions Committee or the authority empowered at that level. Application for such transfers must be submitted through the Dean of School/Head of Division.

Transfer from non-pensionable to pensionable services require the approval of the authority empowered at the levels concerned. All applications shall be submitted through the appropriate channels. All cases of transfer shall be communicated to the Bursar and Internal Auditor.

5.2. Secondments

Where a member of any of the public services of the Federation is seconded, he/she shall be notified of the terms and conditions of the Secondment. The Secondment shall be without prejudice to any pension rights which, but for the Secondment, would accrue to the officer. A person so seconded may elect to be transferred to the service of the institution and if the institution assents to his request, his former service in any of the public services as aforesaid, shall count as service for the purpose of any retiring benefits. Such request should be made no earlier than three months to the expiration of the period of Secondment.

Secondment of officers to and from the institution to other institutions of learning and any other public service shall be conducted through and subject to the approval of the Appointments and Promotions Committee or the authority empowered at that level.

Secondment of an officer to the service of another government or approved body at his or her own request shall be for an initial period of two years and renewable for another two years. Thereafter, he will be required to elect to be permanently released to the service to which he had been seconded or revert to his former post. He will be entitled to notional increment during the period of his Secondment and may be granted notional promotion by the institution on his return in order to restore his seniority as a result of the promotion of others during his absence.

If it is in the interest of the institution or it is in the public interest to second an officer to the service of another institution of learning or any other public service, the period of Secondment shall not be limited and the officer shall continue to be entitled to hold his substantive post and be entitled to increment and promotion and will be treated as having been posted on special duty.

5.3 Conversion

Conversion from one cadre to another within the institution requires the approval of the Governing Council through the recommendation of the Management. Application for conversion shall be routed through the Registrar to the Management. Conversion from any cadre to the Administrative Cadre will not be allowed beyond CONTEDESS 12. Conversion from Executive Cadre to Officer Cadre shall be done in such a way that the converting officer is placed on a grade level below his current grade level.

An Instructor or Technologist who has acquired requisite qualification for conversion to Lecturer Cadre shall be converted as follows:

- i. Chief Instructor/Chief Technologist- CONPCASS 8 - Senior Lecturer CONPCASS 7.
- ii. Asst. Chief Instructor/Assistant Chief Technologist-CONPCASS 7 - Lecturer I CONPCASS 6.

- iii. Principal Instructor I/ Prin. Technologist - I CONPCASS 6 - Lecturer II CONPCASS 5.
- iv. Principal II Instructor/ Prin. Technologist II CONPCASS 5 - Lecturer III CONPCASS 3.

EXIT FROM SERVICE

6.1 Resignation

An officer on permanent appointment below CONTEDEISS 12 (other than an academic member of staff) who wishes to resign his appointment will be required to give one month notice or pay one month salary in lieu of notice. In respect of contract officers, notice of their termination will be governed by the terms of their contract. All senior academic staff on permanent appointment below CONPCASS 05 wishing to relinquish their services with the institution shall be required to give a three-month notice to coincide with the end of an academic semester or pay three months' salary in lieu of notice. However, all staff on CONTEDEISS 12 or CONPCASS 05 and above shall be required to give three months' notice or pay three months' salary in lieu of notice.

6.2 Termination

If within the probation period it is established to the satisfaction of the authority empowered to appoint an officer that he is not qualified for efficient service, his appointment may be terminated by that authority at any time without any further compensation other than his contribution to Retirement Savings Account in accordance with the Pension Reform Act, 2004(as amended).

The appointment of an officer on probation who fails to secure confirmation in a post at the expiration of his/her probationary period including any extension, may have his appointment terminated. Where an officer's appointment has been terminated by the institution for reasons other than misconduct, the officer shall be entitled to his leave

and any other benefits which at the time of termination are due to him under these regulations.

6.3 Retirement

The compulsory retiring age shall be 65 years. However, an officer can voluntarily retire on attaining the age of 50.

6.4 Withdrawal of Service

An officer who wishes to withdraw his services could do so by giving a 3-month notice or pay one-month salary in lieu of notice. An officer who has withdrawn his services in line with the Pension Reform Act 2004 (as amended) may do so if he has not served up to five years in service.

6.5 Contributory Pension Scheme

All pensionable officers shall participate in the Contributory Pension Scheme as provided for in the Pension Reform Act, 2004 (as amended).

6.6 Payment of Retirement Benefits

In order to ensure that officers receive their retirement benefits promptly, Departmental Pension Officers are required to forward the up-to-date Record of Service of these officers together with the under-listed documents and any other documents as may be required from time to time:

- i. Pension Form Gen. 62 (in duplicate) with two recent colour passport photographs
- ii. Birth Certificate or Sworn Declaration of Age.
- iii. Record of Service
- iv. Acceptance of Retirement Letter
- v. Letter of Appointment or Gazette Publication of First Appointment
- vi. Letter of Confirmation of Appointment or Gazette publication
- vii. Clearance Certificate signed by the Registrar.
- viii. Clearance Certificate of Non-Indebtedness signed by the Director of Administration/Personnel Management.
- ix. Evidence of Last Promotion
- x. Current Personnel Emolument Card/Last Pay Certificate
- xi. Evidence of Transfer of Service (where applicable)
- xii. Evidence of Condemnation and Merger of service (where applicable)

- xiii. Carbon copy of audited computation sheet of terminal benefit
- xiv. Signed Payment Voucher for receipt of gratuity (if applicable); and;
- xv. Stamped Death Certificate (for deceased officers).

Officers who transferred their services to the institution shall retire when they attain the age of 65 years or they may voluntarily retire on attaining the age of 50 years.

Officers that are due for retirement will be duly notified by the Registry at least one year to the date and the Pension Commission will also be informed accordingly.

6.7 Death Benefits

When a pensionable officer dies in active service of the institution, it shall be the responsibility of the management to provide the following:

- i. Payment to the family of the deceased the cost of one full page obituary advert at the prevailing rate;
- ii. Cost of burial expenses at government approved rate.
- iii. Transportation of the corpse to the officer's hometown at a reasonable cost.
- iv. The institution shall notify the officer's Pension Fund Administrators of the death and arrange to provide the needed documents for the payment of the deceased's gratuities and other related benefits to the registered next of kin.

6.8 Completion of tenured appointment

Principal Officers other than Rectors that successfully completed their tenure of office shall be entitled to be paid severance/parting gifts to be approved by the Governing Council.

DISCIPLINE

7.1 General

- i. It shall be the duty of every officer to acquaint himself with the disciplinary procedure and any other regulations in the Polytechnic.
- ii. Responsibility for Discipline shall be that of the Council, the Rector, the Deans, the Directors of common services as well as Heads of Departments, depending on the level and gravity of the offence.
- iii. An aggrieved staff in the first instance should report the offending staff to the offenders. Head of Department for disciplinary action.
- iv. The Dean/Heads of Departments or anybody delegated by him/her shall notify the offender in writing of the ground upon which it is intended to discipline him/her and he/she shall be given opportunity to defend him/her both orally and in writing.
- v. The matter shall be investigated by the concerned Deans/Director or Head of department who shall where necessary, make a formal report of his/her findings to the Registrar who in turn will examine the evidence and make appropriate recommendation to the Rector for further action.
- vi. Pending a decision as to suspension/interdiction, the officer may, if it is considered necessary in the public interest be prohibited from carrying out

his/her duties but may not, until formally notified of his interdiction/suspension, be deprived of any part of his emoluments. The order prohibiting the officer from carrying out his/her duties must be in writing and signed by the Registrar.

- vii. The final decision shall be conveyed to the affected officer in writing.
- viii. Any officer who feels dissatisfied with a decision at a lower level can appeal finally to Council through the Rector for a review of his/her case.

7.2 General Inefficiency

- i. General inefficiency consist of series of acts of omissions or incompetence, the cumulative effect of which shows that the officer is not capable of discharging efficiently the duties of the office he holds.
- ii. It shall be the duty of every superior officer, as soon as he observes any fault or shortcoming in the work of an officer subordinate to him, to bring it to the officer's notice and to record that this has been done, with a view to improving the officer's usefulness and efficiency in the service. Before the proceeding for the removal of an officer for general inefficiency will commence, he must have been:
 - a. Warned on two or more occasions previously in writing or suffered loss or deferment of his last increment, and
 - b. Given ample opportunity for improvement (within one year).
- iii. The Management is authorized to terminate the employment of temporary staff at its discretion, provided that prior to the termination of appointment of any staff, such staff had been informed of the grounds on which his appointment is to be terminated. The officer must have been given an opportunity to submit representations on why his appointment should not be terminated.
- iv. As soon as the Management, in the exercise of its delegated powers, decides to withhold or defer the increment of an officer, it shall so inform him in writing, stating the reason, and in the case of deferment, the period of deferment.
- v. An employee whose appointment is terminated shall be given one month's notice or one month's salary in lieu of notice.

7.3 Misconduct

Misconduct is defined as a specific act of wrongdoing or improper behavior which is inimical to the image of the service and which can be investigated and proved. It can also lead to termination or retirement of appointment. It includes:

- i. Scandalous conduct such as:
 - a. Drunkenness;
 - b. Immoral behaviour;
 - c. Unruly behaviour;
 - d. Foul language;
 - e. Assault, and
 - f. Battery.
- ii. Refusal to proceed on transfer or to accept posting
- iii. Habitual lateness to work
- iv. Deliberate delay in treating official record
- v. Failure to keep record
- vi. Unauthorized removal of official records
- vii. Negligence
- viii. Membership of cults
- ix. Sleeping on duty
- x. Improper dressing while on duty
- xi. Hawking within office premises
- xii. Refusing to take/carry out lawful instructions from superior officers
- xiii. Malingering
- xiv. Insubordination xv. Discourteous behaviour to the public, and
- xvi. Any other act unbecoming of a public officer.

7.4 Serious Misconduct

Serious misconduct is defined as a specific act of very serious wrongdoing and improper behaviour which is inimical to the image of the service of the Polytechnic and which can be investigated and proved. It can also lead to dismissal of appointment. These include:

- i. Falsification of records;
- ii. Suppression of records;
- iii. Withholding of files; iv. Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like);
- v. Absence from duty without leave;
- vi. False claims against Institutions officials;
- vii. Engaging in partisan political activities;
- viii. Bankruptcy/serious financial embarrassment;
- ix. Unauthorized disclosure of official information;

- x. Bribery;
- xi. Corruption;
- xii. Embezzlement;
- xiii. Misappropriation;
- xiv. Violation of Oath of Secrecy;
- xv. Action prejudicial to the security of the state;
- xvi. Advance Fee Fraud Criminal code (419);
- xvii. Holding more than one full-time paid job;
- xviii. Nepotism or any other form of preferential treatment;
- xix. Divided loyalty;
- xx. Sabotage;
- xxi. Willful damage to public property;
- xxii. Sexual harassment;
- xxiii. Plagiarism; xxiv. Aiding and abetting examination malpractice; and
- xxv. Any other Act unbecoming of a public officer.

7.5 Disciplinary Procedure

- i. The Rector, as the Chief Executive, shall have power to exercise general authority over staff and shall have responsibility for discipline in the Polytechnic.
- ii. The Rector shall have the responsibility for the general disciplinary of members of staff and in the case of junior staff, the powers of discipline shall be exercised by the Registrar on behalf of the Rector.
- iii. It shall be the duty of every superior staff, as soon as he observes any fault or shortcoming in a staff subordinate to him, to bring it to the notice of the staff with a view to improving the staff effectiveness and efficiency in the service.
- iv. It is the duty of the Head of Department or Division to whose notice the misconduct of an officer is brought to setup committee to carry out a preliminary investigation into the matter thereafter, and in cases of serious offences, to report the matter to the Rector through the Registrar and make appropriate recommendations.

7.6 Disciplinary Actions

The following disciplinary actions may be taken against any staff for any of the offences and shortcomings defined as misconduct/serious misconduct in the regulation, namely:

- i. Verbal warning/reprimand; ii. Written advice; iii. Query and written warning; iv. Withholding /deferring increment; v. Reduction in grade /rank; vi. Interdiction; vii. Suspension; viii. Termination and; ix. Dismissal;
- x. Surcharge for negligence or xi. Willful damage of institution's property.

Verbal Warning/Reprimand: An employee who has committed a minor misconduct may be warned orally by the Head of Department.

Query and written warning

- i. An employee whose conduct or performance is unsatisfactory shall be issued a query in writing by the Head of Department. If the explanation to the query is considered by the Head of Department as adequate, no further action shall be taken. However, if the explanation to the query is unacceptable or is unsatisfactory, the Head of Department shall record a warning in writing against the employee and copy the Registrar.
- ii. Where a subsequent warning becomes necessary, the Head of Department shall issue a query to the employee concerned and obtain an explanation from him and forward both with his recommendation through the normal channel to the Registrar who would then issue a subsequent warning, if in his opinion, such conduct merits a warning.

Withholding/Deferring Increment

- i. If the work or conduct of a member of staff is unsatisfactory, the annual increment may be deferred or withheld for a period of not less than three months, by the Rector on the recommendation of the Dean or Head of Department/Section.
- ii. For the provision above to apply, the Registrar must have given notice in writing to the member of staff concerned intimating him that his increment shall be deferred Subject to improvement.

Reduction in Rank

- i. As a disciplinary measure, reduction in rank shall apply to a member of staff, on compassionate ground, in a circumstance that is considered to warrant dismissal. ii. Recommendation for reduction in rank shall take effect from the date of approval.

Interdiction

- i. Where a serious case that may lead to dismissal has been instituted against an officer, the Rector may interdict him/her on not more than half pay pending the determination of the case.
- ii. Recommendations to the Council for interdiction shall be made only if it is against the public interest that the officer should continue to perform any of the duties of his/her rank. When the charge against him/her is such that the continued performance of his/her present duties is against the public interest or prejudicial to the investigation of the charge against him/her, consideration shall be given to putting him/her on alternative duties. Interdiction shall only be resorted to where this is not possible.
- iii. When an officer is interdicted, he/she shall cease to report for duty. In the letter informing the officer of his/her interdiction it shall be indicated that while on interdiction, he/she should be paid 50% of his salary.
- iv. If proceedings under 9.6.5 (i) reveal that he or she is not guilty of the charge made against him/her, the officer shall immediately be reinstated and shall receive the full amount of his/her emoluments denied him/her while he/she was interdicted.
- v. If the officer is found guilty but is not dismissed, he/she may be refunded such portion of the emoluments denied him/her as the Council may determine.
- vi. An officer who is under interdiction or suspension shall notify his/her Rector of his/her intention to leave his/her station. He/she shall however not leave the country without the specific approval of the Governing Council or the Visitor in the absence of the Governing Council.
- vii. An officer under interdiction is also responsible for keeping his/her institution informed of the address at which instructions to him/her can be delivered.
- viii. If he or she fails to comply with the instruction delivered to him/her at such address within seven days of such delivery, he/she will be regarded as absent from duty without leave.

7.7 Suspension

- i. Suspension should not be used as synonymous with interdiction. It shall apply when a prima facie case, the nature of which is serious, has been established against an officer and it is considered necessary in the public interest that he should forthwith be prohibited from carrying on his duties. Pending investigation into the misconduct, the relevant authority shall forthwith suspend him from the exercise of the powers and functions of his office and from the enjoyment of his emoluments.

- ii. An officer convicted of a criminal offence (other than in minor traffic or sanitary offence or the like) shall be suspended with effect from the date of conviction pending consideration by the Governing Council.
- iii. If it appears to the Council that there are reasons for believing that an academic staff of the Polytechnic should be suspended on grounds of misconduct or inability to perform the functions of his office, the Council shall:
 - a. Cause a query to be given in writing to the staff concerned drawing his attention to the alleged misconduct or other default;
 - b. Set up an investigating Committee to investigate and report on the matter to the Governing Council for academic staff, and
 - c. The Investigating Committee shall consist of three members of the Council and two members from the Academic Board who are not members of council. The nominees of the Academic Board shall not be lower in rank than the staff concerned.
- iv. For Senior Administrative/Technical staff, the investigating Committee or Council shall investigate the matter and report to the Council.
 - a. The Governing Council shall give the staff whose conduct is the subject matter of investigation by a Committee, some reasonable opportunity of appearing before the Committee and of making such representation as he may think necessary with regard to any allegation made against him.
 - b. If the Council after considering the report of the investigating Committee, is satisfied that the officer whose conduct is the matter of the investigation ought to be suspended from office, the Council may, by an instrument in writing:
 - i. Suspend the staff, and
 - ii. In the case of the Rector, such recommendation should be forwarded to the Hon. Minister of Education for further necessary action in accordance with the provisions of the Polytechnic Act.
 - c. For good cause, any member of staff may be suspended from office, or his appointment may be terminated by council, and for the purpose of this regulation "Good cause" means:
 - i. Any physical or mental incapacity which the Governing Council, after obtaining medical advice from a properly constituted Medical Board, is considered to be such as to render the person concerned unfit for the discharge of the functions of his/her office; or

- ii. Any physical or mental incapacity which the Council, after obtaining medical advice, considers to be such as to render the concerned staff unfit to continue to hold his office; or
- iii. Conduct of scandalous or other disgraceful nature, which the Governing Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his/her office or to comply with the terms and conditions of his/her service.
- iv. Pursuant to the regulations above, the Council shall restore the staff so suspended to his position at the expiration of three months after the date of such suspension. The Council shall consider the case against the person suspended, pursuant to the regulation above, and come to a conclusion as to:
 - a. Reinstatement of such person. In which case the Council shall restore his full emoluments to him, with effect from the date of suspension;
 - b. Termination of the appointment of the staff in question. In which case the person will not be entitled to the proportion of his emoluments withheld during the period of suspension, and
 - c. Take lesser disciplinary action against such person, including restoration of such proportion of his emoluments that might have been withheld as the Council may determine. In any case, where the Council, pursuant to these regulations, decides to continue a person's suspension or decides to take further disciplinary action against a person, the Council shall, before the expiration of a period of three months from such decision, come to the final determination in respect of the case concerning such person.

7.8 Termination

- i. An employee on probation may have his appointment terminated by the Polytechnic for unsatisfactory work or conduct at any time.
- ii. A confirmed employee may have his appointment terminated by the Polytechnic on grounds of misconduct or general inefficiency provided that he has previously been warned in writing, at least twice, that his work has been unsatisfactory and that he was given the opportunity to defend himself or herself.
- iii. A junior staff on probation or with confirmed appointment may have his appointment terminated by the Rector for the same reasons as above on the advice of the Junior Staff Disciplinary Committee/Junior Staff Appointments and Promotions Committee, provided he was given the opportunity to defend himself or herself.
- iv. An employee on probation whose appointment is terminated shall be given a one month notice or one month's salary in lieu of notice and any benefits due to him or her.

7.9 Dismissal: An employee shall be dismissed if he is found guilty of serious misconduct after interdiction.

7.10 General (Junior and Senior Staff)

Whenever, in the opinion of the Head of Department/Dean of school, a misconduct, which is of such a nature as to warrant non-dismissal, has been committed by an employee whose work and conduct has been considered previously good, the Dean of School/Head of Department shall recommend to the Rector through the Registrar that the employee be suspended for a period of not more than one month without pay. The employee so suspended shall thereupon be forbidden to carry on his duties and to visit his place of work without the permission of the Rector.

A confirmed staff whose appointment is terminated as a result of inefficiency shall be given one calendar months' notice or one month's salary in lieu of notice as well as any leave due to him. If the termination is as a result of re-organization in the Polytechnic, three month's salary shall be paid in lieu of notice, and the staff shall have his accumulated leave commuted to cash. Repatriation allowance shall be paid to the staff by the Polytechnic to his home town at the current approved Government rates. If a confirmed staff is retired in the circumstance explained in regulations above, he shall be entitled to the same set of benefits in addition to his entitlements if he satisfies the conditions.

7.11 Equity: In all cases of discipline, it is essential that the principle of natural justice, fairness, equity and due process be adhered to.

7.12 Junior Staff

If any junior staff is accused of misconduct or inefficiency, the Rector may suspend him for not more than three months or he shall otherwise direct the Junior Staff Disciplinary Committee to consider the case, and make recommendations for the appropriate action to be taken by the Management. In all cases under this section, the officer shall be informed of the charge against him and shall be given reasonable opportunity to defend himself.

7.13 Right of Appeal

While the right of appeal is established, anonymous petitions shall not be entertained. The right of appeal shall be exercised in accordance with right of this document.

ALLOWANCES

8.1 Allowances

An allowance is a monetary benefit other than salary granted to an officer for specific purpose/duty. All allowances provided for in this chapter shall be subject to periodic review by the National Salaries Incomes and Wages Commission (NSIWC) through the issuance of appropriate circulars. However, this is without prejudice to other allowances that may be agreed upon between unions, management and or governments.

Eligibility: All staff who are eligible for any of the allowances described in this chapter shall be responsible for initiating claims.

8.2 Types of Allowances

The following are the types of allowances to be paid to qualified staff:

- i. Responsibility allowance;
- ii. Acting allowance;

- iii. Accommodation on first appointment;
- iv. Local Course Training allowance;
- v. Project/Research allowance
- vi. Conference allowance;
- vii. Book allowance;
- viii. Shift Duty allowance; ix. Duty Tour allowance;
- x. Kilometer allowance;
- xi. Transport and local running allowance;
- xii. Repatriation allowance;
- xiii. Baggage allowance; xiv. Estacode allowance;
- xv. Hazard allowance;
- xvi. Part-time teaching allowance;
- xvii. Entertainment allowance;
- xviii. Non- accident allowance;
- xix. Overtime allowance;
- xx. Project /Research allowance;
- xxi. Teaching Practice/SIWES allowance;
- xxii. Domestic servant allowance;
- xxiii. Learned society allowance;
- xxiv. Examination allowance, and
- xxv. Any other allowance that may be approved by the Government

8.2.1 Responsibility Allowance

Responsibility allowance, as indicated below, shall be paid at the Government approved rates to the following categories of officers:

- i. Rector;
- ii. Deputy Rector/Registrar/Bursar/Librarian; iii. Directors; iv. Deans of School;
- v. Heads of Department; vi. Hall Masters/Mistresses;
- vii. Examination Officers

Where an employee holds more than one office attracting responsibility allowance, he will be entitled to draw the highest of the allowances attached to any of the offices concerned.

8.2.2 Acting Allowance

For a staff to be eligible for acting allowance:

- a. Such a staff must have been on his substantive level for a period of not less than twelve months. Where a substantive holder of a post carrying specific responsibility is likely to be absent from duty for a period exceeding 28 days, the relevant authority may appoint a person to act for him. In such a case, the staff acting will be paid 100% of the difference between his salary and the initial step of the salary attached to the post in which he is acting.
- b. A member of staff shall be authorized in writing to act before he could draw an acting allowance.
- c. Except for statutory position, when a staff has been recommended to act in a grade immediately higher than his own, he will be regarded as adequately performing the full duties of the higher post and shall be entitled to 100% acting allowance.
- d. When a staff has been requested to act in a post two or more grades above his substantive rank, the maximum amount of acting allowance, which he may receive, shall be calculated as the difference between the salaries of his immediate superior to his own.
- e. Acting appointment shall be for a period of six months in the first instance and could be reviewed for another final period of six months.
- f. Acting duties do not constitute criteria for promotion or seniority.

8.2.3 Accommodation on First Appointment

Newly employed officers, officers on transfer/posting from cities different from their places of domicile, shall be entitled to transport fare for self, spouse and not more than four (4) children. In addition, such staff shall be eligible for hotel accommodation for the first 28 days or an allowance for the first 28 days in lieu of hotel accommodation at the following rates:

- | | | |
|--------------------------------------|---|------------------------|
| a. RECTOR | - | At Govt. approved rate |
| b. CONTEDEISS 13 - 15/CONPCASS 07-09 | - | At Govt. approved rate |
| c. CONTEDEISS 06 - 11/CONPCASS | - | At Govt. approved rate |
| d. CONTEDEISS 5 and below | - | At Govt. approved rate |

8.2.4 Local Course/Training Allowance

Where a staff is sent on a course of instruction locally (i.e. in Nigeria, but outside his own station) for a period exceeding 28 days, where boarding and lodging are not provided by the training institution concerned, he shall be entitled to appropriate travelling and local course allowance as per the approved Government rates for the first 28 days as follows:

- a. RECTOR - At Govt. approved rate
- b. CONTEDISS 14-15/CONPCASS08-09 - At Govt. approved rate
- c. CONTEDISS13/CONPCASS07 - At Govt. approved rate
- d. CONTEDISS 11/CONPCASS 03-05 - At Govt. approved rate
- e. CONTEDISS 06 - 08/CONPCASS 01 - At Govt. approved rate
- f. CONTEDISS 01 - 05 - At Govt. approved rate

For courses not exceeding 28 days, officers will be entitled to allowances at the following:

- a. RECTOR - At Govt. approved rate
- b. CONTEDISS 14-15/CONPCASS 08-09 - At Govt. approved rate
- c. CONTEDISS 13/CONPCASS 07 - At Govt. approved rate
- d. CONTEDISS 09 - 11/CONPCASS 03-05- At Govt. approved rate
- e. CONTEDISS 06 - 08/CONPCASS 01-02- At Govt. approved rate
- f. CONTEDISS 01 - 05 - At Govt. approved rate

Note: The above rates may be reviewed by Government from time to time.

8.2.5 Project/Research Allowance

A Project/Research allowance may be paid once at the rates to be determined from time to time by the Government. The beneficiary must deposit two copies of the project document in the Polytechnic, one in his Department and the other in the Polytechnic Library.

8.2.6 Book Allowance

A staff on a course of study shall be paid book allowance, once, at government approved rates.

8. 2.7 Shift Duty Allowance

Officers who perform shift duties and are not health professionals shall be paid shift duty allowance (including public holidays and work free days) at government approved rate the rate of 6% of their monthly-consolidated salaries.

8.2.8 Duty Tour Allowance

Travelling allowance, payable in lieu of hotels bills for each night a staff is away from his station on official assignment, shall be as follows:

- a. RECTOR - At Govt. approved rate
- b. CONTEDEISS 13 - 15/CONPCASS 06 – 09 - At Govt. approved rate
- c. CONTEDEISS 06 - 11/CONPCASS 01 – 07 - At Govt. approved rate
- d. CONTEDEISS 05 and below - At Govt. approved rate

8.2.9 Kilometre allowance

Kilometer allowance shall be paid to newly appointed officers reporting to their duty stations, retiring officers from duties, officers undertaking responsibilities using their cars and on transfer for posting, at the following rates:

- a. RECTOR - At Govt. approved rate
- b. CONTEDEISS 13 - 15 CONPCASS 08 – 09 - At Govt. approved rate
- c. CONTEDEISS 6 - 11/CONPCASS 01 - 07 - At Govt. approved rate
- d. CONTEDEISS 5 and below - At Govt. approved rate

8.2.10 Transport and Local Running Allowance

- a. All officers are entitled to economy class airfare depending on the exigencies of duty and with the approval of the Accounting Officer.
- b. Transport Allowance shall be paid to all officers when travelling to towns and cities, where air transport services do not exist, at the existing government rates per kilometer.
- c. For local running, officers shall be entitled to 30% of Duty Tour Allowance (DTA), in addition to airport and taxi fare, at the prevailing rate.

8.2.11 Repatriation Allowance

Repatriation allowance shall be paid to officers proceeding on retirement at the prevailing Government rates.

8.2.12 Baggage Allowance

A Nigerian Staff, who is required to proceed on an overseas official trip, is qualified for excess baggage allowance at the prevailing Government rate.

8.2.13 Estacode (Travel) Allowance

All staff on overseas official assignments shall be paid estacode allowance as follows:

- a. RECTOR - At Govt. approved rate
- b. CONTEDEISS 13-15 CONPCASS 08 – 09 - At Govt. approved rate
- c. CONTEDEISS 06-12/CONPCASS 05 - At Govt. approved rate
- d. CONTEDEISS 05/CONPCASS 04 and below - At Govt. approved rate

8.2.14 Estacode supplementation allowance

Where the cost of accommodation or hotel expenses of an officer travelling abroad is met by the host government or institution, such officer shall be entitled to estacode supplementation allowance as follows:

- i. Where the donor providing the training as a form of technical assistance to the institution also provides free boarding and lodging, the officer concerned shall be entitled to 10 percent of his appropriate estacode for the whole duration of his course; in other words, no full estacode for the first 28 days is payable;
- ii. Where the donor providing the training provides free lodging alone, the officer concerned, throughout the duration of the course, shall be paid 40% of his estacode to meet boarding and incidental expenses (full estacode for first 28 days not payable);
- iii. Where the donor provides free lodging plus cash allowance, the officer will claim the cash difference between the cash payment by the donor and the 30 percent of his appropriate estacode (no full estacode for the first 28 days);
- iv. However, where the donor merely gives the officer cash towards the cost of boarding and lodging and other incidentals, the officer is entitled to receive estacode rate payable to him by the Polytechnic, i.e he shall receive full estacode for the first 28 days and 30 percent of his appropriate estacode for the remaining period of the course, less the cash payment made to him by the donor.

8. 2.15 Hazard Allowance

Hazard allowance shall be paid to all qualified officers in accordance with the relevant government circulars.

8.2.16 Part-Time Teaching Allowance

A member of staff may undertake part-time Teaching for the Polytechnic at negotiated rates with the management. There are two categories of Part-Time Lecture.

- i. Internal
- ii. External

For the avoidance of doubt, a member of staff shall not receive part-time allowance for his normal duties.

8.2.17 Entertainment Allowance

This allowance shall be paid to the entitled officers at the prevailing government rate.

8.2.18 Non-accident Allowance

A non-accident bonus shall be paid to drivers at the approved government rate.

8.2.19 Overtime Allowance

Payment of overtime allowance on normal working days shall be at government approved rate of 0.7% of the monthly-consolidated salary of an officer, subject to a maximum of 45 hours in one month. Hours worked on work-free days and public holidays will be paid at government approved rate of 1.056% of the normal overtime rate while the rate shall, on public holidays, be 1.40% of the normal overtime rate. The Rector must approve all applications for payment of overtime allowance. Overtime allowance shall be paid to officers on CONTEDISS 02-12 who actually do overtime.

8.2.20 Disengagement Allowance

Disengagement allowance shall be paid to an officer proceeding on retirement from service at a uniform rate of 5% of annual basic emolument plus authorized allowances.

LEAVE AND LEAVE ALLOWANCE

9.1 General

Leave is the authorized absence of an officer from duty for a specified period of time as may be authorized by the Institution's Authority.

9.2 Leave year

- a. The leave year shall be the period from 1st January to 31st December of the same year. Employees shall be free to take their leave any time within the year, subject to official exigencies of work, and all leave entitlements must be taken within the year, otherwise it shall be forfeited, unless there is a special approval by the Polytechnic Authority.
- b. As far as possible, Annual Leave shall be granted and commenced during periods of light activity. Leave may be taken in instalments.

- c. Pro-rata Leave may be granted to an employee who resigns or whose appointment is terminated during the leave year provided he has served for not less than six months.
- d. Any employee who is dismissed forfeits all rights to Annual Leave.

9.3 Authority for Leave

- a. Leave shall be granted on the recommendation of the Head of Department concerned provided that such recommendation is in accordance with the provisions of Regulation 9.1.3 below.
- b. Leave entitlement is inclusive of Saturdays, Sundays and Public Holidays.
- c. An employee promoted from one grade to a higher one will be granted leave applicable to his new grade, provided he has completed at least 6 months on the new grade within the leave year.

9.4 Annual leave for Nigerian staff

The amount of leave on full pay to be granted by the institution to employees shall be in accordance with the subjoined table.

| LEAVE EARNING PERIOD | CONPCASS/CONTEDISS 01 – 07/06-15 and above | CONTEDISS 02 -05 |
|----------------------|--|--------------------|
| | No. of days/Annum | No. of days /Annum |
| 12 months | 30 | 21 |
| 11 months | 28 | 19 |
| 10 months | 25 | 18 |
| 9 months | 23 | 16 |
| 8 month | 20 | 14 |

| | | |
|----------|----|----|
| 7 months | 18 | 13 |
| 6 months | 15 | 11 |
| 5 months | 13 | 9 |
| 4 months | 10 | 7 |
| 3 months | 8 | 6 |
| 2 months | 5 | 4 |
| 1 month | 3 | 2 |

9.5 Passages for Expatriate Staff

- a. Expatriate officers are entitled, at the institution's expense, to travel to their countries when on leave by air in economy class. The period of any leave granted under the provision of this chapter shall include all Saturdays, Sundays and Public Holidays accruing therein.
- b. The normal period for taking vacation leave shall be at the end of the academic session.

9.6 Curtailment of Leave

- a. A Nigerian officer who has been granted his annual leave may be written to curtail it in the interest of the institution's services. Such curtailment shall be regarded as Deferred Leave.
- b. Any leave not taken when due as laid down in these regulations shall lapse except it is not possible for an employee to go on leave at a time that it was due. The leave may be deferred with the approval of the Institution's authorities and granted when convenient, provided such leave is taken within the year.

9.7 Casual Leave

An employee may be granted occasional permission on compassionate grounds, to absent himself from duty for reasons of any proven serious personal problems, provided that the aggregate number of days so taken shall not exceed seven days in any one year. Application for such casual leave shall be made through the appropriate channel to the Registrar who shall convey approval. In exceptional cases an employee who has exhausted all his leave entitlements may be granted a few days at the discretion of the Rector. Casual Leave is deducted from Annual

Leave either in advance or arrears of earned leave. Officers are required to be on duty throughout the period even when students are on vacation, except they are on Annual Leave or granted specific permission to be absent from duty.

9.8 Examination Leave

Leave for Compulsory Examination: An officer may be granted Special Leave for the purpose of taking an examination, which he/she is required to pass by the condition of his/her appointment.

Leave for Non-Compulsory Examination: An officer may be allowed special leave with full pay to take an examination, the passing of which is not a condition for his/her current appointment, provided that the Registrar certifies the following:

- a. that passing the examination is likely to enhance his/her value to service;
- b. evidence of admission for the course;
- c. evidence of a time-table for the examination.

9.9 Compassionate Leave

An officer may be allowed special leave from duty on full pay on compassionate ground for a period up to a maximum of two weeks for burial of spouse or child or parents or parents of spouse.

9.10 Maternity Leave

Maternity leave is the authorized absence from duty of a serving female officer granted on account of pregnancy covering the prenatal and postnatal period. A female staff that is pregnant is entitled to 16 weeks at a stretch beginning less than four weeks from the Expected Delivery Date (EDD) with full pay. The Medical Certificate showing the Expected Date of Delivery must be presented. The annual leave for that year shall be regarded as part of the maternity leave for such officer.

9.11 Leave to Participate in Voluntary Organization

A member of staff may, subject to exigencies of the service, be granted Special Leave for the purpose of taking part in any approved voluntary organization activities, e.g. sports, trade union, religion, etc. provided that such leave is limited to the shortest period which will allow the member of staff to participate in the extracurricular activities without adversely affecting his normal duties.

9.12 Sick Leave

- a. A member of staff who is absent from duty on grounds of ill –health shall be regarded as absent on sick leave, provided that such illness is covered by a medical certificate issued by the institution’s Medical Officer or certified by him when issued by any recognized Medical officer. The Head of Department shall be required to forward such a certificate to the Registrar immediately.

- b. The Sick Leave history of each member of staff shall be noted in his annual or periodic report as well as in his personal records at the Establishment Office and shall be an important factor in considering his eligibility for some of the privileges conferred by these regulations.
- c. Provided there is reasonable prospect of a member of staff's eventual recovery and return to duty, he may be allowed sick leave on full pay for a period not exceeding six months in the aggregate during any period of one year and thereafter – sick leave on half pay subject always to maximum of twelve months' sick leave in any continuous period of four years or less.
- d. Sick Leave on full pay for a continuous period of six months may be allowed on the recommendation of Director of the institution's Health Services. If, at the end of that period, the member of staff is still unfit to return to duty, the Director of the institution's Health Services shall seek the assistance of a Medical Board with a view to ascertaining whether the sick member of staff should be invalidated from the service or be allowed further sick leave on half pay.
- e. Sick Leave in excess of twelve months, whether continuous or in the aggregate (in the latter case over a continuous period of four years or less) shall be without pay and shall not be reckoned with for the purpose of increment, gratuity or pension.
- f. A member of staff who is incapacitated as a result of injury sustained in the course of his official duties shall be entitled to his full salary until he is discharged from Sick Leave or medically declared a permanent invalid.
- g. A member of staff who is recommended by a Medical Board to be permanently invalidated ceases to be eligible for Sick Leave with effect from the date of the approval of such a recommendation
- h. An officer who is recommended by a Medical Board to be permanently invalidated will forthwith commence a vacation prior to retirement. The length of the leave granted will be either:
- i. His/her deferred leave, if any, plus the proportion of his/her Annual Leave calculated.
 - ii. Two months

9.13 Composition of Medical Board

The Medical Board shall consist of the Director of Medical Services of the institution as chairman and one medical officer drawn from the State Medical

Services and the doctor treating the patient. In the absence of the Medical Director, the Head of the Medical Services shall be the Chairman of the Medical Board.

9.14 Over-staying leave

An officer who without an acceptable excuse fails to resume duty on the approved date after vacation shall be deemed to have committed an act of misconduct and may, without prejudice to any measure that may be taken against him, forfeit his salary for the period of his absence without permission.

STAFF DEVELOPMENT

10.1 Preliminaries

Further training of staff is generally recognized as one approach for achieving increased efficiency in an organization. Through staff appraisals, the organization identifies training needs of individual staff and prescribes a suitable programme of training. In such a situation, a Study Fellowship may be granted to the staff in order to enhance the level of his contribution to the organization. In other instances, the individual staff seeks self-development and merely requires the assistance of the organization in achieving his ambition. A Study Leave may be granted to the staff to aid the realization of his full potential.

A policy on Staff Development for the institution must be consciously related to the primary aim of the institution which is to effectively promote technical/technological education and training in support of manpower development of the country. In this regard, the proper measure of the success of any venture designed to improve the efficiency of the institution is that which relates to the primary function of the institution. Thus, in the allocation of the limited resources available for staff development, priority will be given to sponsoring programmes which will enable staff to contribute more effectively to the success of the institution.

10.2 Study Leave

This refers to leave granted to a confirmed serving officer to undertake an approved course of study, research, professional qualification within or outside the country. Study Leave is a privilege and not a right. It is leave granted for the purpose of study, training, research, acquisition of higher degrees or professional qualifications, intellectual development and the general improvement of the individual.

Generally there are five types of study leave:

Short-term Study Leave: This is a Study Leave not exceeding twelve months.

Long-term Study Leave: A Study Leave exceeding twelve months.

Study Leave without pay: This is a Study Leave during which the staff does not receive any pay from the institution. The officer must have served the institution for at least two years to qualify. In addition, the duration of such leave shall not be more than four years in the first instance after which one-year extension could be granted. However, the period of study leave without pay shall not be regarded as break of service.

Study Leave with pay: Refers to leave for study granted to an officer with normal emoluments and allowances. The duration of the study leave shall not exceed

three years. However, a one-year extension could be granted based on convincing report from institution.

Work Study Leave/Day Release: Refers to approval given to staff to undertake course of studies on part-time or full time basis without full sponsorship. The officer shall report to perform his duties based on agreement. As much as possible staff should be encouraged to enroll in nearby schools within the vicinity. The officer must have served the Polytechnic continuously for at least one year to qualify. During the study, the officer shall receive his/her full emolument and allowances.

10.3 Study Fellowship for Academic Staff

This a short-term opportunity lasting for a few months to several years focused on professional development (research and teaching) of the fellow usually sponsored by a specific Association or Organizations seeking to expand the leadership in the fields.

This facility is intended to allow an academic staff on pensionable appointment to raise his/her qualification by acquiring a relevant higher degree or to gain practical experience where it is considered in the interest of the Polytechnic to do so. The fellowship should be based on the recommendation of the Head of Department/Dean of School in line with the training needs of the Department. It could be granted under the following conditions:

Full Time Fellowship

- i. For PhD programmes, a staff should be confirmed and will be required to sign a bond with the institutions. The bond would require the staff on return from the studies to serve the institution for double the number of years spent on fellowship.
- ii. For a Master's Degree Programme, a staff may need confirmation but should be bonded as in (i) above

The Polytechnic on her part should provide the staff on study fellowship with monthly salary, book allowance, passage, tuition and registration fees and other related expenses where such are not provided by the scholarship being enjoyed by the fellow.

The staff strength and need of the Department should determine the number of staff to be released on fellowship at a time.

Part-Time Fellowship

For the purpose of this policy a part-time study fellowship means acquisition of academic or professional qualifications in a specialized area or the acquisition of relevant experience from other institutions or organizations.

10.4 Types of Fellowship

There shall be two types of study Fellowship viz:

- i. In-Service Study Fellowship: This implies a situation where a member of staff is selected by the institution to benefit from a training assistance made available by a donor organization outside the institution.
A member of staff who is on In-Service Study Fellowship shall in addition to whatever the fellowship attracts be entitled to every financial benefit which his normal appointment attracts. He shall put up for promotion if he is qualified during the period of his fellowship. Any In-Service Study Fellowship shall normally last for not more than one calendar year
- ii. Short Term study fellowship: This refers to a situation where a member is selected by the institution to benefit from training assistance made available by a donor organization outside the institution. Such a member of staff shall be without pay but shall be given all the allowances which his fellowship attracts plus his pension and gratuity throughout the duration of his Study Fellowship.

10.5 Conditions for Study Fellowship

- i. Study Fellowship may be granted by the Staff Development Committee on the recommendation of the Dean/Head of Department; and on such terms and condition as the Council may from time to time approve especially in the case of members of staff who are on short term Study Fellowship, and are making satisfactory progress.
- ii. While on Study Fellowship, a member of staff shall follow the programme approved by the Staff Development Committee and shall not change it without the approval of the body, which shall consider the application to make the change if it is supported by the recipients who shall be required to submit a report to the Committee.
- iii. Any member of staff granted a Study Fellowship shall be required to return to work in the Polytechnic for a period double the length of his training. The member of staff shall be bonded with two sureties to serve the institution after his return.
- iv. A member of staff granted Study Fellowship who fails to return to the Polytechnic after expiration of the period or on completion of the study for a period stipulated above without reasonable excuse backed by the prior consent and agreement of the Polytechnic will have his appointment

terminated and or refund the salary and allowances paid to him during the period of study.

- v. Staff could be allowed to pursue higher degrees in institutions of their choice on part time basis and should continue to perform the responsibilities assigned by the department.
- vi. A Part-Time Fellowship should not be bonded.
- vii. A staff granted Part-Time Study Fellowship must return to the Polytechnic to work for at least one (1) session. Failure to do so would be regarded as being absent from duty for the period and the staff would be required to refund salary as well as face disciplinary action.

10.6 Study Fellowship for Non- Academic Staff

- i. An administrative or professional staff may apply for Study Leave after a minimum of 2 years of continuous service.
- ii. Where Study Leave is required before putting two years of service or involves the Polytechnic in additional expenditure directly or indirectly, this may be considered on its merit by the Management.
- iii. An application for study leave shall be submitted through the Head of Department and the Registrar for consideration by Staff Development Committee. The application shall contain a clear statement on the programme of study and where it is to be carried out.
- iv. Study Leave with pay may be granted to a staff for a period of 3 – 6 month for the purpose of undertaking some work with a view to improving his/her competencies
- v. This should be based strictly on recommendation of the Head of Department in line with the training needs of the department.

10.7 Benefits of Study Leave

- i. A member of staff on local study leave shall only be entitled to the payment of his/her salary (as appropriate) and approved allowances. A member of staff on study leave abroad shall normally be entitled to the same payment as that of local study leave.
- ii. A member of staff shall be entitled to leave or leave allowance if he/her has spent at least six months in the service of the Institution, since returning from his last study leave. In calculating this, Sundays and public holidays are inclusive.

10.8 Procedure for Study Leave

- i. All applications for study leave shall be submitted through the Head of Department and where applicable, through the Director/Dean to the Registrar not less than three months in case of junior staff and six months in case of senior staff before the course begins so that they can be considered by the Staff Development Committee.
- ii. Evidence shall be afforded to the Staff Development Committee that the applicant can be spared from his/her duties.
- iii. The programme of study to be undertaken during the period of leave shall be approved by the appropriate Staff Development Committee
- iv. Approval of study leave by Council shall be subject to the submission of evidence of admission into the approved programme not later than the end of September of that year.
- v. The applicant shall undertake to submit to the Staff Development Committee on his return, a written report of the work done during his study leave.
- vi. The applicant shall undertake to return to the service of the Polytechnic for at least double the period of the duration of his Study Leave. vii. Failure to comply with the above conditions may render the person concerned liable to the following disciplinary action:
 - a. The salary and allowances of staff will be stopped forthwith as soon as there is over-stay.
 - b. The period of unapproved over-stay would be non –pensionable.
 - c. A Dean/Head of Department wishing to take Study Leave shall apply to the Rector outlining clearly any arrangement he intends to make for the proper running of the Division/School while away. The Rector will then forward such application to the Committee for consideration after satisfying himself of these arrangements.
 - d. An expatriate staff shall not be entitled to study leave.
 - e. There shall be semester by semester progress report from Officer on study leave concerning his/her course.

10.9 Bond

The beneficiary shall be required to enter into a bond to serve the institution for two years for every one year of sponsorship up to a maximum of five years.

10.10 Approval

Having regard to the funds available in the Staff Development vote, the Staff Development Committee shall decide which applications for study leave with pay or recommendation for study fellowships to propose to the Management of the Institution for approval.

10.11 Process of Release

- a. Application for release for study purposes should be routed through the Head/Dean of Unit to the Registrar. This should be accompanied by Clearance

Certificate duly signed by appropriate authority. Date of final departure should be stated. A formal letter of release shall be delivered to the recipient.

- b. Any staff that was granted study fellowship receives funds for such purpose and if he/she defers the admission, should refund the amount paid to him until such a time when he/she is able to complete all process.

10.12 Acceptance

All offers for Study Fellowship should be accepted not later than 30 days after the offer. All such offers that have been accepted will remain tenable until the end of the academic session of award i.e. if the offer is, however, not taken up after that date it lapses.

10.13 Validity

An award of study leave/fellowship shall remain normally valid up to the end of the academic session following the year when the candidate should have first made use of the award.

10.14 Priority Consideration

- a. Staff sponsorship into Nigerian institutions is to be encouraged rather than for studies overseas.
- b. Since scholarship holders cost the institution less they should be given priority in the award of study leave (with pay)
- c. Approval of Study Leave with pay rather than award of Study Fellowship is to be emphasized so as to make the utilization of available resources more elastic.

10.15 Leave of absence

Leave of Absence is absence of an officer from duty authorized on grounds of public policy. All such leave shall be approved by the Governing Council based on the recommendations of the Head of Department through the Registrar to the Rector.

10.16 Types of Leave of Absence

The various types of Leave of Absence are:

- i. Leave of Absence to join spouse on course of instruction of not less than 9 months duration abroad.
- ii. Special leave of absence to join spouse on grounds of public policy.
- iii. Leave of Absence on grounds of public policy for Technical Aid programme
- iv. Leave of Absence for special/personal assistant assignment on grounds of public policy.

- v. Leave of Absence for spouse of President, Vice President, Governors, Deputy Governors, Legislatures on grounds of public policy.

10.17 Leave of Absence to join spouse on course of instruction abroad

An officer who is also a public servant shall be permitted to join his/her spouse proceeding abroad on a course of instruction. The officer is eligible for free passage at government expense where the course of instruction is not less than 9 months.

10.18 Special Leave of Absence to join spouse on grounds of public policy

On grounds of public policy, the spouse of a serving officer may be granted leave without pay for a period not exceeding five years to enable him/her join his/her spouse on posting abroad on the following conditions:

- a. That the officer's spouse be disallowed from taking up paid employment;
- b. That such leave shall not be regarded as break in service;
- c. Where such spouses improve themselves by acquiring additional qualifications, which will enhance their usefulness to the service, they shall be considered for advancement in consonance with the prevailing regulations;
- d. The period a spouse can be on leave of absence shall be four years in the first instance and subject to an extension of not more than one year

10.19 Leave of Absence for Technical Aid Corps programme

A number of Public Staff may be selected for the Technical Aid Corps by the Federal Ministry of Foreign Affairs. In order to preserve the terminal benefits of the officers so selected and ensure the continuity of their service, such officers shall be granted Leave of Absence on grounds of public policy.

10.20 Leave of Absence for Special or Personal Assistants

Polytechnic Staff who accept appointments as Special or Personal Assistants are required to apply to the Governing Council through the Rector for Leave of Absence on grounds of public policy if they intend to return to the service at the end of the assignment.

10.21 Leave of Absence for spouses of President, Vice President, Governors, Deputy Governors and Legislatures

The spouses of the President, Vice President, Governors Deputy Governors who are Polytechnic Staff are required to apply to the Governing Council through the Rector for leave of absence on grounds of public policy to joint spouses during their tenure of office.

10.22 Sabbatical Leave

This refers to leave of one-year duration (with pay) granted to academic and nonacademic staff who have completed a minimum of five years continuous service in the institution.

Academic, Administrative and Professional officers on CONPCASS 07/CONTEDISS 13 and above may take Sabbatical leave of one year (in every five years) which could be utilized on a training programme designed to meet the needs of either the service or that of the officer.

10.23 Conference Attendance

Each staff is entitled to three days and not more than seven days DTA to attend conference at most every year depending on availability of funds. The following conditions also shall be considered:

- i. Only confirmed serving officers are eligible for sponsorship.
- ii. Sponsorship for Conferences/Seminars/Workshops are restricted to staff on CONTEDISS 7 and above for Non-Academic Staff and all confirmed Academic Staff.
- iii. Only dedicated and hardworking staff are eligible for sponsorship.
- iv. Staff with pending disciplinary cases are not eligible for sponsorship to Conferences/Seminars/Workshops.
- v. Seniority should also be considered in assessing applications for sponsorship.
- vi. Staff sponsored for conferences must on return, organize an in-house training for colleagues to share the knowledge acquired.
- vii. Staff on sponsorship for conference/seminars/workshop shall submit a report to the authority on return.

Composition of Staff Development Committee

- | | |
|-------------------------|------------|
| - Deputy Rector | - Chairman |
| - Polytechnic Librarian | - Member |

- Registrar - Member - Bursar
- Member
- Director of Academic Planning - Member
- Deans of School - Member - Rep of
- ASUP - Member - Rep of SSANIP
- Member
- Rep of NASU - Member
- Deputy Registrar (Human Resource and Training) - Secretary

MEDICAL SERVICES

11. 1 Medical treatment

Treatment in Nigeria: The Polytechnic Medical Services (PMS) Department provides medical and dental services to staff, his spouse and four children under the National Health Insurance Scheme (NHIS). Medical attention may be extended to additional dependants under conditions provided in the scheme. A staff shall, however, be at liberty to enter into arrangement with a hospital of his choice under the NHIS.

Treatment outside Nigeria: The Polytechnic accepts no liability for medical or dental expenses incurred outside Nigeria (except for the necessary cost of any inoculations required by Nigerian regulations) but the Rector may, on the recommendation of a Medical Board, authorize the reference of cases for treatment outside Nigeria. He may also, on recommendation of the Director of Health Services, authorize the refund of part or full medical expenses of a member of staff, if he is satisfied that the treatment is necessary, that it could not be obtained either in Nigeria or under the NHIS, and that the expenses, while reasonable in themselves, are onerous in relation to the member of staff's salary. A member of staff finding it necessary while abroad to undergo treatment for which he may seek a refund should inform the Polytechnic of the circumstances as soon as possible. Refunds may be refused if it

appears that treatment could have been avoided through care or earlier action on the part of the member of staff.

11.2 Medical Examination

All appointments including the renewal of contract appointments are normally subject to satisfactory medical report. All medical certificates and reports shall be authenticated and kept by the institution's Medical Centre with a copy forwarded to the Registrar for record purposes.

PASSAGES

12.1 Approval for Passage

Passages on the institution's business shall be authorized by the Rector on the recommendation of the Registrar.

12.2 Eligibility for Passage

Each non-Nigerian staff of the institution may be granted a leave passage at the end of each tour to his place of domicile for himself, spouse and a maximum of 4 children at economy class rate. Only children under the age of 18 shall be eligible under this arrangement.

The Rector, Registrar, Dean/Service Heads and all other senior officers shall be entitled to economy class air passages unless otherwise directed. In the case of journey by road, rail or sea, all senior officers shall be entitled to first class fares by the shortest direct route for themselves, their spouses and up to four children below the age of 18 in respect of:

- i. Their journeys to the institution from their places of domicile on first appointment;

- ii. Their departure from the institution to their places of domicile on retirement or withdrawal or termination in accordance with their terms of appointment.

MISCELLANEOUS (STAFF WELFARE)

13.1 Role of Institution

The institution shall support and encourage any activities which in the opinion of the Management are likely to improve the welfare of staff.

13.2 Recognized Society, Club, Association

The Rector, on the request of a properly constituted and recognized staff association, may approve a grant of a reasonable amount of money in support of specific activities or projects that are aimed at improving staff welfare such as sporting activities, publications, cultural activities, etc. Only staff associations whose activities are in the general interest of the institution as a whole shall be recognized for the purpose of grants mentioned in this regulation.

13.3 Commendations

An appropriate letter of commendation may be issued to a deserving officer by the Registrar at the discretion of the Council or Management.

13.4 Certificate of Service

Upon resignation, retirement or withdrawal of service, an officer shall be given a Certificate of Service, jointly signed by the Registrar and appropriate Head of

Department showing the period he has served and the capacity in which he served. A statement shall be made on his conduct and the cause of his leaving the service.

13.5 Deceased Staff

If any officer dies in the active service of the institution, the institution shall announce his death and funeral arrangements in the form of an obituary in accordance with the extant regulations. Assistance by the institution shall be given to the family of a deceased staff as stated below:

- a. To assist in funeral arrangements as provided in the extant rules and regulations;
- b. Allow members of the deceased family to live in the institution's quarters (if he was allocated one) free of charge for a period not exceeding three months or as may be directed by the Housing Committee.
- c. The cost of electricity and water bills within the period of grace shall be settled by the institution.

13.6 Security

There shall be provision for establishing an institution's security service to ensure staff's rights and to protect staff's property and institution's property.

13.7 Insurance

An officer on official tour shall be covered against injury and accidental death by means of an appropriate insurance cover.

A staff of the institution, spouse, children, Council members and non-officials travelling by Air, land or sea at the institution's expense on the institution's business are eligible for free insurance cover in line with government approved rate.

ADVANCES AND LOANS

14.1 Rent Advance

- a. An advance of up to three months' salary (in accordance with the provision of edict relating to the maximum number of monthly rent payable in advance) may be granted to a newly appointed officer who is not provided with institution's quarters for the purpose of paying rent, provided that the total deductions of the officer's monthly salary do not exceed one-third of his total salary. In this regard, the officer shall show genuine proof of having found a house and his genuine intention to rent the house.
- b. A serving officer has to show genuine proof of eviction from his present residence by presenting a genuine proof of eviction countersigned by the Director of Works of the Institution before being considered as (a) above.
- c. The advance will be recovered in six equal monthly instalments.

14.2 Housing loan

Staff may wish to exploit the loan facilities in the National Housing Fund (NHF), Federal Mortgage Bank and other facilities for the purpose of housing loan.

14.3 Limit of Loan

The total indebtedness of a staff shall be limited to such a sum as will ensure that his total monthly repayment advances and/or loans do not exceed one third (1/3) of his gross monthly salary

STAFF HOUSING

15.1 Definition

Housing in this chapter includes houses owned or leased by the institution for accommodation of staff.

15.2 Responsibility of the Institution

The institution is not bound to provide accommodation for any or every eligible staff. Accommodation should be provided subject to availability with preference given to more senior members of staff and principal officers.

15.3 Temporary/Transit Accommodation

On arrival, staff may be accommodated in Hotel/Guest Houses for a maximum of 28 days at the institution's expense after which the staff will be expected to find accommodation for himself and receive the normal housing allowance or be allocated suitable quarters. However, this could be monetized at the prevailing government approved rate.

15.4 Staff on Essential Services

Housing may normally be provided for staff on essential services on a temporary basis within the campus or as close as possible to the campus.

15.5 Condition of Occupancy

A member of staff who occupies the institution's quarters shall be bound by the rules and regulations governing the occupancy of such accommodation drawn up by the Housing Committee from time to time.

15.6 Rents, Rates and Charges

Staff provided accommodation in the staff quarters should pay rent at a negotiated rate. A member of staff provided with quarters shall be responsible for prompt payment of electricity, water and other rates charged in respect of his quarters.

15.7 Responsibility and Accountability

- a. An inventory of the furniture shall be made in respect of each quarters and the occupier shall accept full responsibility for all the items of furniture in the quarter. No alteration whatsoever shall be made to the structure or any features of the quarters without the written permission of the Director of Works. Any damage or defect should be reported to the Director of Works.
- b. All institution's quarters remain the property of the institution at all times and only authorized staff shall have access to them including boys' quarters at all times. It is the responsibility of the occupant to ensure environmental sanitation of his/her quarters.
- c. The institution reserves the absolute right to withhold the privilege of any member of staff who contravenes the terms and conditions of these regulations. Where contravention involves financial loss to the institution, the institution also reserves the right to assess and surcharge the member of staff accordingly.
- d.

15.8 Vacation of Quarters

No staff of the institution shall continue to occupy the quarters after the date on which his resignation takes effect or beyond 90 days from the date on which he starts his retirement leave or from the date he finally leaves the service for any other cause.

COPYRIGHT, INVENTIONS LETTER OF PATENT AND CONSULTANCY SERVICES

16.1 Publications

Staff are not restricted as to the publication of the results of their research work or to expressing their views on matters of public concern but the following guidelines are provided for observation where appropriate:

- a. Where work is undertaken concerning the activities of government or public bodies in Nigeria, the provision of appropriate registration shall apply.

- b. Subject to appropriate legislations, matters of confidential nature concerning the polytechnic should not be published or disclosed to outside parties by members of the polytechnic staff, without the Rector's approval.

16.2 Inventions

Subject to the polytechnic's research policy, the following provisions apply:

Provisional Protection of Invention

A member of staff who has made an invention which in some respect is related to his work at the polytechnic should immediately report it to the Rector through the Head of Department. He may, at his own expenses, or at the expenses of the polytechnic, if so required by the Rector, lodge an application for provisional protection of the patent.

Appointment of Awards Committee

The Council will appoint an Awards Committee, including at least one qualified lawyer, to make investigations and recommendations in respect of inventions. The Awards Committee may make rules regulating its proceedings, but any member of staff involved in an invention shall be entitled to appear personally or to be represented before the Committee.

Polytechnic's Option

As soon as practicable, the Awards Committee will recommend and Council will decide whether the member of staff will be allowed controlling rights in the patent. Pending the decision of Council, the right shall be deemed to belong to the staff and be held in trust by the Polytechnic. Where an invention is in all respect alien to the employment of the member of staff, he will normally be granted the controlling rights. If the Member of staff is allowed controlling rights, the following provision shall apply:

- a. The member of staff will be responsible for all expenditure for taking out the patent;
- b. The Council may attach to its decision such condition as it may think fit and in particular, may reserve to the Polytechnic a user right of the invention free of royalty and/or may reserve the right to a share of any commercial proceeds.

16.3 Rules when a member is not allowed controlling rights

If a member of staff is not allowed controlling rights of the patent, the following provisions shall apply:

- a. The member of staff shall assign his rights in the invention to the polytechnic

- b. The polytechnic will be responsible for all the expenditure in taking out patent
- c. The Awards Committee will recommend and Council will decide on whether the member of staff will be allowed a share of any royalties or commercial proceeds accruing therefrom.

16.4 Determination of Award

Whether or not a staff is allowed controlling rights, the member of staff may apply to the Awards Committee for an award in respect of his invention. In fixing the amount of any award or share of commercial proceeds:

- a. Any reasonable expenses incurred by the member of staff in respect of his invention shall be taken into account;
- b. The reservation of the user right, free of royalty by the polytechnic, shall not be taken into account, but if and when such right is exercised by the polytechnic, a material change calling for modification of the award shall be deemed to have taken place. The Awards Committee will submit its recommendation for Council's consideration.

16.5 Ex-gratia Payment

A sum of money may be paid on ex-gratia basis where copyright has been disposed of for a lump sum. Where the subject of the copyright has been used for commercial purposes, a certain percentage of royalty as approved by the institution may be paid to the staff concerned.

16.6 Inventions and Letters of Patent

- i. All rights on inventions and patent are vested in the institution whether the inventions stem from the inventor's duties or not.
- ii. The staff concerned may be paid a sum of money on an ex-gratia basis and such further sums as may seem appropriate to the institution of the inventor.
 - a. If the institution wishes to assign or otherwise dispose of the right to apply for letters of patent, it will do so in consultation with the inventor.
 - b. If the institution and its assignees or nominees decide not to apply for letter of patent, the member of staff may deal with the invention as he deems fit but may be required to grant the right to use the product for further academic purposes to the institution.

16.7 Consultancy

Efforts shall be made to boost the capability and potentials of the institutions to handle consultancy work.

Where a department undertakes consultancy work either in-house or for external clients. The proceeds accruing to staff engaged in such consultancies shall be as follows:

- i. Participating staff shall be entitled to 60% of what it would have cost the institution had it commissioned external professionals to handle the project.
- ii. For a building project whose commissions extend beyond design work and supervision, the institution may negotiate the scale of fees as approved by government to top up the proceeds with special ex-gratia payment to participating staff made at the prevailing government rate.

16.8 External Clients

The proceeds from such commissions shall be shared, after deducting whatever capital outlay provided by the institution, in the following proportions:

- a. one-quarter to the department;
- b. two-quarter to the participating staff;
- c. one quarter to the polytechnic.

PART C

REVISED SCHEME OF SERVICE FOR NBTE, POLYTECHNICS AND OTHER SIMILAR TERTIARY INSTITUTIONS

LECTURER CADRE

1.1 POST

| | | |
|--------------------|---|-------------|
| Graduate Assistant | - | CONPCASS 01 |
| Assistant Lecturer | - | CONPCASS 02 |
| Lecturer III | - | CONPCASS 03 |
| Lecturer II | - | CONPCASS 05 |
| Lecturer I | - | CONPCASS 06 |
| Senior Lecturer | - | CONPCASS 07 |
| Principal Lecturer | - | CONPCASS 08 |
| Chief Lecturer | - | CONPCASS 09 |

1.2 DUTIES

Graduate Assistant - CONPCASS 01

- a. Lecturing courses at National Diploma (ND) level under supervision and as assigned by Head of Department.
- b. Serving as examiner in courses taught.

- c. Assisting senior colleagues in the department in the conduct of research and experiments etc.
- d. Performing other duties as may be assigned.

Assistant Lecturer - CONPCASS 02

- a. Lecturing courses at National Diploma (ND) level under supervision and as assigned by Head of Department.
- b. Serving as examiner in courses taught.
- c. Assisting senior colleagues in the department in the conduct of research and experiments etc.
- d. Performing other duties as may be assigned.

Lecturer III - CONPCASS 03

- a. Performing the duties of Assistant Lecturer stated above but at a higher level of responsibility.
- b. Performing other duties as may be assigned.

Lecturer II - CONPCASS 05

- a. Performing the duties of Lecturer III at a higher level of responsibility.
- b. Coordinating and supervising the teaching of a number of related subjects.
- c. Acting as co-examiner for subjects taught by staff at the Assistant Lecturer and Lecturer III levels.
- d. Supervision of ND students' projects.
- e. Performing other related duties that may be assigned by the Head of Department.

Lecturer I - CONPCASS06

- a. Performing the duties of a Lecturer II at a higher level.
- b. Coordinating and supervising teaching of a number of related subjects.
- c. Acting as co-examiner in subjects taught by staff at the Lecturer II level
- d. Supervising student's projects and carrying out projects work/applied research
- e. Assisting with the grooming of subordinate lecturers at lower level.
- f. Serving as Departmental Examination Officers
- g. Assisting in developing students' practical manuals.
- h. Performing other duties as may be assigned.

Senior Lecturer - CONPCASS07

- a. Development of curricula in an area of specialisation
- b. Assisting in administration of the department including conduct of examination, preparation of time- table, supervision and guiding the academic staff at the lower level.
- c. Coordinating and supervising teaching of subjects in an area of specialisation.

- d. Taking charge of Laboratory/Workshop management and studio work.
- e. Acting as a moderator in examining students in a number of related subjects
- f. Carrying out project work/applied research and supervising students' projects.
- g. Assisting in academic and administrative leadership
- h. Heading a section or department
- i. Performing other duties as may be assigned.

Principal Lecturer - CONPCASS08

- a. Teaching and examining students in the area of specialisation.
- b. Taking charge of major area of work and development of curricula.
- c. Laboratory/Workshops/Studio Management and related responsibilities.
- d. Initiating and co-ordinating students and staff based projects.
- e. External moderator or examiner in the area of specialisation.
- f. Assisting in the administration of the Department.
- g. Heading of Section or Unit.
- h. Performing other duties as may be assigned.

Chief Lecturer - CONPCASS09

- a. Performing the duties of a principal lecturer at a higher level of responsibility.
- b. Responsibility for a major area of work and curriculum development.
- c. Academic/Professional level leadership.
- d. Direct responsibility for or overall administration of the department or assisting the Head of Department in the general administration of the department.
- e. Undertaking and/or overseeing projects, for, or on behalf of the Polytechnic
- f. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Graduate Assistant - CONPCASS 01

By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) or HND (Upper Credit) in relevant discipline plus NYSC Certificate.

Assistant Lecturer - CONPCASS 02

- a. By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) or Higher National Diploma (Upper Credit) plus PGD in relevant discipline with NYSC certificate and at least three years cognate experience.

- b. By promotion of a suitable Graduate Assistant who possess a good Bachelors' degree(minimum of Second Class Lower Division) and has spent a minimum of three years' satisfactory service or Higher National Diploma (Upper Credit) who has acquired PGD in the relevant field.

Lecturer III - CONPCASS 03

- a. By direct appointment of a candidate possessing relevant Masters' Degree with at least three years cognate experience plus at least one conference/seminar papers.
- b. By promotion of a suitable Assistant Lecturer with at least three years satisfactory service on that grade with at least one conference/seminar paper.

Lecturer II - CONPCASS 05

- a. By direct appointment of a candidate possessing relevant Masters' Degree plus at least six years teaching/research or industrial work experience with three conference papers and one journal publication or a doctorate Degree in relevant discipline plus three journal publications and three conference/seminar papers.
- b. By promotion of a suitable Lecturer III with relevant Masters' degree and at least three years satisfactory service on that grade plus one-journal publication and two additional conference/seminar papers.

Lecturer I -CONPCASS 06

- a. By direct appointment of a candidate possessing relevant Masters' Degree plus at least twelve years' teaching/research or industrial work experience and four journals accepted for publication plus five conference/seminar papers or a Doctorate Degree in relevant discipline plus three years teaching/research or industrial work experience plus two journal publications and three conference/seminar papers.
- b. By promotion of a suitable Lecturer II with at least three years' satisfactory service on that grade plus two additional conferences/seminar papers and two additional published Journal articles or one chapter contribution in a standard textbook.
- c. Membership of relevant professional body is mandatory.

Senior Lecturer - CONPCASS 07

- a. By direct appointment of a candidate possessing relevant Masters' Degree with at least fifteen years' teaching/research or industrial work experience. Such a candidate must have published a total of seven conference/seminar papers, six journal articles accepted for publication, or contribution of two chapters in a standard text book(s).
- b. 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 five journals and six conference/seminar papers.
- c. 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 an additional three

conference/seminar papers in addition to three journal articles accepted for publication or two chapters in a standard textbook(s).

- d. Membership of relevant professional body is mandatory.

Principal Lecturer - CONPCASS 08

- a. By direct appointment of a candidate possessing relevant Masters degree plus at least eighteen years teaching/research or industrial working experience. Such a candidate must have published a total of 10 conference/seminar papers, nine journal articles accepted for publication or contribution of two chapters in a standard textbook or a candidate possessing a Doctorate degree with at least 12 years cognate experience and must have a total of nine conference papers and 10 journal articles accepted for publications or four chapters contribution in a standard textbooks.
- b. By promotion of a suitable Senior Lecturer after a minimum of three years satisfactory service on that grade.
- c. In addition to the above, candidates must have, since the last promotion, presented at least three papers at national/international conference/seminar and ANY of the following:
 - i. Three additional papers/articles accepted for publication in reputable journals.
 - ii. Two meaningful chapters' contributions in standard textbook(s)
- d. In addition to the above, candidates must show evidence of ability to initiate and supervise research work and must be registered with relevant professional body.

Chief Lecturer - CONPCASS 09

- a. By direct appointment of a holder of a Doctorate Degree in the relevant field(s) from a recognized institution with at least 15 years of teaching/applied research/industrial work experience. The candidate must have a total of 13 conference/ seminar papers and 12 journal articles and or nine meaningful chapters contribution in a standard text book or two standard textbooks.
- b. By promotion of a suitable Principal Lecturer who has spent at least three years of satisfactory service on that grade plus a demonstrable evidence of competence in applied research/production/construction and scholarship

- c. In addition to the above, the candidate should have three additional papers presented at national/international conference/seminar since last promotion and ANY of the following:
 - i. Three additional papers/articles published in reputable journal.
 - ii. Four meaningful chapters' contributions in standard textbook(s) or
 - iii. Two standard textbooks
- d. In addition to the above, candidates must show evidence of ability to initiate and supervise research work and must be a registered member of relevant professional body.
- e. Without prejudice to arrangement in various Polytechnics, it is mandatory to send the publications of candidates applying for promotion to the rank of Chief Lecturer for external assessment by three assessors.
- f. The assessor must not be below the rank of Chief Lecturer.
- g. For a candidate to qualify for promotion, at least two of the three assessors must give positive recommendation on the candidate.
- h. The Polytechnic shall bear the cost of external assessment of the publications.

Note: There shall be no advancement in the Lecturer Cadre.

INSTRUCTOR CADRE

1.1 POST

| | | | |
|------------|---|---|--------------------|
| Instructor | - | - | CONPCASS 01 Higher |
| Instructor | - | | CONPCASS 02 |

| | | | |
|------------------------|---|-------------|-----------|
| Senior Instructor | - | CONPCASS 03 | Principal |
| Instructor II | - | CONPCASS 05 | |
| Principal Instructor I | - | CONPCASS 06 | Assistant |
| Chief Instructor | - | CONPCASS 07 | |
| Chief Instructor | - | CONPCASS 08 | |

1.2 DUTIES

Instructor - CONPCASS 01

- a. Instructing as required by Head of Department under supervision at National Diploma (ND) level.
- b. Acting as examiner in subjects taught
- c. Assisting in Laboratory /Workshop/Studio work.
- d. Performing other duties that may be assigned.

Higher Instructor - CONPCASS 02

- a. Performing the duties of Instructor at a higher level of responsibility.
- b. Serving as an examiner for subjects taught.
- c. Organizing and executing plans for industrial visits.

Senior Instructor - CONPCASS 03

- a. Performing the duties of a Higher Instructor at a higher level of responsibility.
- b. Serving as an examiner for subjects taught.
- c. Organizing and executing plans for industrial visits.
- d. Performing other related duties that may be assigned.

Principal Instructor II - CONPCASS 05

- a. Performing the duties of a Senior Instructor at a higher level of responsibility.
- b. Supervision of students' projects and carrying project work.
- c. Coordinating and supervision of the teaching of a group of subjects.
- d. Serving as a moderator for subject of examination.
- e. Performing other related duties that may be assigned by the Head of Department.

Principal Instructor I - CONPCASS 06

- a. Performing the duties of Principal Instructor II at a higher level of responsibility.
- b. Supervising the teaching of a group of subjects.
- c. Responsible for administering some aspects of a department.

- d. Carrying out project work and supervising students' projects.
- e. Handling industrial liaison.
- f. Participating in curriculum development.
- g. Performing other related duties that may be assigned by the Head of Department.

Assistant Chief Instructor - CONPCASS 07

- a. Performing the duties of a Principal Instructor I at a higher level of responsibility.
- b. Assisting the Head of Department in administrative work.
- c. Carrying out project work and supervising students' projects.
- d. Representing department at academic and professional functions.
- e. Performing other related duties that may be assigned by the Head of Department.

Chief Instructor - CONPCASS 08

- a. Assisting the HOD in administrative work as may be assigned
- b. Carrying out project work and supervising students' projects.
- c. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Instructor - CONPCASS 01

By direct appointment of a holder of Higher National Diploma at a minimum of Credit level or equivalent qualification from recognized Institutions plus NYSC Certificate

Higher Instructor - CONPCASS 02

- a. By direct appointment of a holder of Higher National Diploma at a minimum of Credit level or equivalent qualification from recognized Institution with NYSC Certificate plus a minimum of three years post qualification cognate experience in teaching or industry.
- b. By promoting a suitable Instructor after a minimum of three years' satisfactory service record on the grade.

Senior instructor - CONPCASS 03

- a. By direct appointment of a holder of Higher National Diploma at a minimum of Credit level or equivalent qualification from recognized Institution with NYSC Certificate plus a minimum of six years post qualification cognate experience in teaching or industry.
- b. By promotion of a suitable Higher Instructor after a minimum of three years' satisfactory service record on the grade.

Principal Instructor II - CONPCASS 05

- a. By direct appointment of a holder of Higher National Diploma at Credit level or equivalent qualification with at least nine years cognate experience in teaching or industry.
- b. By promotion of a suitable Senior Instructor with a minimum of three years satisfactory service record on the grade.
- c. Evidence of practical project (at least one).

Principal Instructor I - CONPCASS 06

- a. By direct appointment of a holder of Higher National Diploma at Credit level or equivalent qualification with a minimum of 12 years cognate experience.
- b. Membership of relevant recognized professional body is mandatory.
- c. Evidence of at least two (2) independent practical projects.
- d. By promotion of a suitable Principal Instructor II with a minimum of three years satisfactory service.

Assistant Chief Instructor- CONPCASS 07

- a. By direct appointment of a holder of Higher National Diploma at Credit level plus Masters degree with a minimum of 12 years cognate experience with proven evidence of outstanding contributions to technical/vocational education.
- b. By promotion of a suitable Principal Instructor I who possess Higher National Diploma at credit level plus a Masters degree with a minimum of three years satisfactory service record on the grade.
- c. Evidence of at least three (3) practical projects.
- d. Membership of relevant professional body is mandatory.

Chief Instructor - CONPCASS 08

- a. By direct appointment of a holder of Higher National Diploma at credit level plus Masters degree or equivalent qualification with a minimum of 15 years cognate experience with proven evidence of outstanding contributions to technical/vocational education.
- b. By promotion of an Assistant Chief Instructor with a minimum of three years satisfactory service record on the grade.

- c. Evidence of at least four (4) practical projects
- d. Membership of relevant professional body is mandatory.

1.4 METHODS OF ADVANCEMENT

- a. Any officer in the Instructor Cadre with appropriate cognate experience and suitable University Degree shall be eligible to compete for appropriate higher position in the Lecturer cadre.
- b. Advancement is subject to vacancy and satisfactory service record.
- c. Conversion to lecturer cadre shall not be lateral beyond Lecturer II on CONPCASS 05.

Note:

- a. Institutions should ensure the phasing out of the Instructor cadre within the next three years effective from when the Schemes of Service become operational.
- b. Without prejudice to the requirement of independent practical project for promotion, instructors in fields other than science, engineering and technology may opt for publication as provided for officers in similar grade level in the lecturer cadre.
- c. Instructors/Technologists converting to Lecturer Cadre will have their publications recognized effective from the date they acquire the relevant qualifications.

LIBRARIAN CADRE

1.1 POST

Librarian II - CONPCASS 01 Librarian I -
CONPCASS 02 Senior Librarian - CONPCASS 03 Principal
Librarian II - CONPCASS 05
Principal Librarian I - CONPCASS 06 Assistant Chief Librarian -
CONPCASS 07 Deputy Chief Librarian - CONPCASS 08 Chief
Librarian - CONPCASS 09
Polytechnic Librarian - CONSOLIDATED

1.2 DUTIES

Librarian II - CONPCASS 01

- a. Cataloguing and classifying books
- b. Assisting in book ordering, library exhibition, circulation and loans
- c. Shelf reading/Shelf maintenance
- d. Filing catalogue entries and maintenance
- e. Assisting in Teaching Use of Library
- f. Performing other duty that may be assigned.

Librarian I - CONPCASS 02

- a. Attending to readers' inquiries and providing information services.
- b. Subject specialists in charge of book selection.
- c. Assisting readers, supervising issues and loans.
- d. Compiling bibliographies and reading list
- e. Teaching Use of Library.
- f. Performing other related duties that may be assigned.

Senior Librarian - CONPCASS 03

- a. Assisting in stock-taking.
- b. Assisting in books ordering in the library
- c. Indexing and abstracting.
- d. Teaching Use of Library.
- e. Assisting in reference and circulation duties.

- f. Performing other related duties as may be assigned.

Principal Librarian II-CONPCASS 05

- a. Assisting in staff training
- b. Supervising staff, stock and readers.
- c. Teaching use of Library.
- d. May head a Unit in the Library system.
- e. Stocktaking, in-charge of books ordering.
- f. Performing other duties that may be assigned by the Polytechnic Librarian.

Principal Librarian I -CONPCASS 06

- a. Indexing, abstracting, stock development and stock evaluation.
- b. Teaching Use of Library.
- c. Assist in establishing cataloguing and classification policy
- d. Performing other duties as may be assigned to him.
- e. Performing other duties as may be assigned

Assistant Chief Librarian - CONPCASS 07

- a. Responsible for acquisition of materials and stock, audiovisuals, etc.
- b. Heading one of the major divisions of the Library, e.g. Technical, Readers Services, Audio-visuals etc.
- c. Assisting in staff selection, training on Library instruction, publication and book selection.
- d. Performing other duties may be assigned.

Deputy Chief Librarian - CONPCASS 08

- a. Teaching use of Library.
- b. Assisting in establishing cataloguing, classifications, reference and selection policies.
- c. Expanding and developing classification system.
- d. Performing other duties as may be assigned to him.

Chief Librarian -CONPCASS 09

- a. Assisting the Polytechnic Librarian in the performance of his duties.
- b. Collating library statistics/production of annual reports and other internal publications.
- c. Heading a library division.

- d. Producing/maintenance of catalogue records.
- e. Coordinating book selection.
- f. Perform any other assign duties

Polytechnic Librarian - CONSOLIDATED

- a. Responsible for the smooth running of the Library.
- b. Framing library policies, personal contacts and liaison with departments.
- c. Preparing Library budgets.
- d. Responsible for establishing policy of Library exchange.
- e. Engaging in matters of common interest.
- f. Performing other duties that may be assigned by the Rector.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Librarian II - CONPCASS 01

By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) or Higher National Diploma (Upper credit) in Library Science (B.LS) plus NYSC Certificate.

Librarian I - CONPCASS 02

- a. By direct appointment of a candidate possessing a Bachelors' Degree (minimum of Second Class Lower Division) or Higher National Diploma (Upper credit) in Library science with at least three years post-qualification cognate experience.
- b. By promotion of a suitable Librarian II who possess a good Bachelors' degree and has spent a minimum of three years satisfactory service or HND (Upper Credit) who has acquired a PGD in the relevant field.

Senior Librarian - CONPCASS 03

- a. By direct appointment of a candidate possessing a good Bachelors' degree and MLS with at least three years post-qualification cognate experience plus at least two conference papers.
- b. By promotion of a confirmed and suitable Librarian I with at least three years satisfactory service on that grade and a minimum of Masters' degree in Library Science plus at least conference/seminar paper.

Principal Librarian II - CONPCASS 05

- a. By direct appointment of a candidate possessing a recognized and MLS with at least six years post-qualification cognate experience plus at least two conference papers and one journal articles accepted for publication.
- b. By promotion of a confirmed and suitable Senior Librarian with at least three years' satisfactory service on that grade.
- c. In addition to 3.4.2 above candidate should have at least two additional conference/seminar papers and journal article accepted for publication

Principal Librarian I - CONPCASS 06

- a. By direct appointment of a candidate possessing MLS with at least nine years' experience plus three journal articles accepted for publication and six national conference/seminar papers.
- b. By promotion of a suitable Principal Librarian II who has served at least three years' on that grade satisfactorily plus two additional Journal articles accepted for publication and two additional national conference papers after last promotion.
- c. Membership of relevant professional body is mandatory.

Assistant Chief Librarian - CONPCASS 07

- a. By direct appointment of a candidate possessing MLS with at least 12 years postqualification cognate experience. Candidates must have eight conference/seminar papers and six journal articles accepted for publication or two chapters contribution in a standard textbook.
- b. By promotion of a suitable Principal Librarian I with an M.L.S who has spent at least three years on the post and show evidence of three additional Journal publication plus three additional national conference/seminar papers or two chapters contribution in a standard text book since last promotion.
- c. Membership of relevant professional body is mandatory

Deputy Chief Librarian - CONPCASS 08

- a. By direct appointment of a candidate possessing MLS with at least 15 years postqualification cognate experience. In addition, candidates must provide 10 conference/seminar papers and eight journal articles accepted for publication and four meaningful chapter contributions in a standard textbook.
- b. By promotion of a suitable Assistant Chief Librarian with an M.L.S who has spent at least three years on the post and show evidence of three additional Journal publication plus three additional national conference/seminar papers or two chapters contribution in a standard text book since last promotion.
- c. Membership of relevant professional body is mandatory

Chief Librarian - CONPCASS 09

- a. By direct appointment of a candidate possessing MLS with at least 18 years post qualification cognate experience. The candidate must have a total of 15 conference/ seminar papers and 12 journal articles and nine meaningful chapters contribution in a standard textbooks or two standard textbooks.
- b. By promotion of a suitable Deputy Chief Librarian with at least three years satisfactory service on that grade plus a minimum of three additional journal publications and three additional conference/seminar papers four meaningful chapter contributions in a standard text book or two standard textbooks since last promotion.
- c. Membership of relevant professional body is mandatory.
- d. Evidence of community service will be an added advantage.

Polytechnic Librarian - CONSOLIDATED

- a. Appointment to the position of Polytechnic Librarian is by TENURE to be preceded by internal and external advertisement. Candidate must have the following requirements.
- b. By direct appointment of a candidate possessing MLS with at least 21 years postqualification cognate experience with evidence of registration with professional library body. There must be evidence of journal publication, seminar/conference papers. Such candidates must have produced at least 12 journals and 18 conference/ seminar papers or five chapters in standard textbook(s) or two textbooks.
- c. Evidence of community service.

LIBRARY OFFICER CADRE

1.1 POST

Assistant Library Officer - CONTEDISS 05 Library Officer -
CONTEDISS 06

| | | |
|---------------------------------|---|------------------------|
| Higher Library Officer | - | CONTEDISS 07 Senior |
| Library Officer | - | CONTEDISS 08 Principal |
| Library Officer II | - | CONTEDISS 09 |
| Principal Library Officer I | - | CONTEDISS 11 |
| Assistant Chief Library Officer | - | CONTEDISS 12 |
| Chief Library Officer | - | CONTEDISS 13 |

1.2 DUTIES

Assistant Library Officer - CONTEDISS 05

- a. Supervising and filing cards into catalogue cabinet.
- b. Book ordering, writing orders, checking orders, simple reference work and checking bibliographies.
- c. Performing other duties as may be assigned.

Library Officer - CONTEDISS 06

- a. Assisting readers to find books and supervising circulation of books loaned out.
- b. Taking charge of Library furniture, exhibition and other Library routine as assigned by his superior.
- c. Performing other duties as may be assigned.

Higher Library Officer - CONTEDISS 07

- a. Undertaking stock editing.
- b. Taking charge of ordering.
- c. Taking charge of reference and circulation duties.
- d. Performing other duties as may be assigned.

Senior Library Officer - CONTEDISS 08

- a. Organizing Library exhibition.
- b. Initiating review of Library materials.
- c. Performing other duties as may be assigned.

Principal Library Officer II - CONTEDISS 09

- a. Assisting in coordinating activities of Library units.
- b. Assisting in training and appraising junior staff
- c. Performing other duties as may be assigned.

Principal Library Officer I - CONTEDISS 11

- a. Taking charge of training and appraisal of junior staff.
- b. Assisting in supervising and coordinating duties/schedules of subordinate staff.
- c. Demonstrating proficiency in use of IT in providing E-Library services.
- d. Performing other duties as may be assigned.

Assistant Chief Library Officer - CONTEDISS 12

- a. Assisting the Chief Library Officer in the general administration of the Library.
- b. Supervising and coordinating duties/schedule of subordinate staff.
- c. Performing other duties as may be assigned.

Chief Library Officer - CONTEDISS 13

- a. General administration of a section in the Library.
- b. Giving professional advice to the Polytechnic Librarian on Library matters.
- c. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Assistant Library Officer - CONTEDISS05

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

Library Officer - CONTEDISS 06

- a. By direct appointment of a candidate possessing National Diploma at Credit level, in Library and Information Science/Technology with at least three years post qualification cognate experience.
- b. By promotion of a confirmed and suitable Assistant Library Officer with at least three years' satisfactory service on that grade.

Higher Library Officer -CONTEDISS07

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in Library and Information Science/Technology plus NYSC Certificate or a candidate possessing a National Diploma in Library and Information Science/Technology with at least six years' post- qualification cognate experience.
- b. By promotion of a confirmed and suitable Library Officer with at least three years' satisfactory service on that grade.

Senior Library Officer-CONTEDISS 08

- a. By direct appointment of a candidate possessing Higher National Diploma at Credit level, in Library and Information Science/Technology with at least three years post qualification cognate experience.
- b. By promotion of a confirmed and suitable Higher Library Officer with at least three years' satisfactory service on that grade.

Principal Library Officer II - CONTEDISS 09

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in Library and Information Science/Technology with at least six years' post- qualification cognate experience. Membership of professional body is mandatory.
- b. By promotion of a confirmed and suitable Senior Library Officer with Higher National Diploma at Credit level in Library and Information Science/Technology plus at least three years' satisfactory service on that grade subject to vacancy.

Principal Library Officer I - CONTEDISS 11

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in Library and Information Science/Technology with at least nine years' post- qualification cognate experience.
- b. By promotion of a confirmed and suitable Principal Library Officer II with HND and at least three years' satisfactory service on that grade.
- c. Membership of relevant professional body is mandatory.

Assistant Chief Library Officer - CONTEDISS 12

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in Library and Information Science/Technology with at least 12 years post qualification cognate experience. Membership of professional body is mandatory.

- b. By promotion of a confirmed and suitable Principal Library Officer I with HND and at least three years' satisfactory service on that grade subject to vacancy.
- c. Membership of relevant professional body is mandatory

Chief Library Officer - CONTEDEISS 13

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in Library and Information Science/Technology with at least 15 years' post- qualification cognate experience.
- b. By promotion of a confirmed and suitable Assistant Chief Library Officer with at least three years' satisfactory service on that grade.
- c. Membership of relevant professional body is mandatory.

LIBRARY ASSISTANT CADRE

1.1 POST

Library Attendant - CONTEDEISS 02 Library
 Assistant - CONTEDEISS 03 Senior Library
 Assistant - CONTEDEISS 04 Assistant Library
 Officer - CONTEDEISS 05

1.2 DUTIES:

Library Attendant - CONTEDEISS 02

- a. Ensuring the cleanliness of the library premises.
- b. Dusting of Library books.
- c. Ensuring the security of library books.

Library Assistant - CONTEDEISS 03

- a. To handle cataloguing.
- b. Writing orders.
- c. Assist with library chores as directed by the Chief Librarian

Senior Library Assistant - CONTEDEISS 04

To handle the duties of the Library Assistant at a higher level of responsibility.

Assistant Library Officer - CONTEDEISS 05

- a. Filling cards.
- b. Assist with binding books.
- c. Performing other related duties that may be assigned from time to time.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Library Attendant - CONTEDISS 02

By direct appointment of a candidate possessing the First School Leaving Certificate or its equivalent.

Library Assistant - CONTEDISS 03

- a. By direct appointment of a candidate possessing West African School Certificate with credit in English Language or G.C.E. 'O' level in 5 subjects including English Language.
- b. By promotion of a suitably qualified Library Attendant that has spent three years on the post.

Senior Library Assistant - CONTEDISS 04

- a. By direct appointment of a candidate possessing the WASC with Credit in English Language or GCE 'O' level in 5 subjects including English Language plus at least 3 years cognate experience.
- b. By promotion of a suitable Library Assistant after a minimum of three years of satisfactory service record in that post.

Assistant Library Officer - CONTEDISS 05

- a. By direct appointment of a candidate possessing a certificate in Library studies.
- b. By promotion of a suitable Senior Library Assistant with at least three years of satisfactory service record.

TECHNOLOGIST CADRE

1.1 POST

Technologist - CONPCASS 01 Higher Technologist - CONPCASS 02
Senior Technologist - CONPCASS 03 Principal Technologist II -
CONPCASS 05 Principal Technologist I - CONPCASS 06 Assistant Chief
Technologist - CONPCASS 07
Chief Technologist - CONPCASS 08

1.2 DUTIES

Technologist – CONPCASS 01

- a. Taking overall charge of a given section of a departmental laboratory, workshop or studio.
- b. Seeing to the safety use of laboratory, studio or workshop equipment
- c. Setting out equipment for laboratory/workshop/studio practical as may be required by the lecturers
- d. Introducing students to safe use of laboratory/workshop
- e. Performing other duties as may be assigned by superior officers.

Higher Technologist – CONPCASS 02

- a. Assisting with general supervision of laboratories and/or workshop including the supervision of subordinate staff.
- b. Maintaining proper records of all equipment (both capital and consumables) and preventing loss of materials and equipment.
- c. Ensuring that apparatus required for students' practical are properly laid out and in good working condition.
- d. Arranging for prompt maintenance of equipment.
- e. Supporting and assisting in the execution of projects.
- f. Performing other duties as may be assigned.

Senior Technologist – CONPCASS 03

- a. Assisting and evaluating students' practical.
- b. Assisting superior officers in running of laboratories and workshops.
- c. Performing other duties as may be assigned.

Principal Technologist II - CONPCASS 05

- a. Supporting and assisting in the execution of projects.
- b. Taking custody of laboratory and workshop consumables.
- c. Render account to HOD for all laboratory and workshop consumables.

- d. Arranging and coordinating students' excursion and field trip.
- e. Developing and improving practical manuals
- f. Performing other duties that may be assigned.

Principal Technologist I-CONPCASS 06

- a. Supporting and assisting in the execution of projects.
- b. Taking custody of laboratory and workshop consumables.
- c. Render account to HOD for all laboratory and workshop consumables.
- d. Arranging and coordinating students' excursion and field trip.
- e. Developing and improving practical manuals
- f. Performing other duties that may be assigned.

Assistant Chief Technologist – CONPCASS 07

- a. Assisting in project development and instrument fabrication.
- b. Assisting in supervising all categories of subordinates.
- c. Assisting in supervising the execution of projects.
- d. Performing other duties as may be assigned.

Chief Technologist – CONPCASS 08

- a. Conceptualizing and development of projects.
- b. General supervision of all categories of laboratory staff.
- c. Overall supervising of all aspect of technologist work.
- d. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Technologist - CONPCASS 01

By direct appointment of a candidate possessing a Higher National Diploma in relevant discipline at credit level, plus NYSC Certificate.

Higher Technologist - CONPCASS 02

- a. By direct appointment of a candidate possessing Higher National Diploma in relevant field, at credit level, from a recognized Institution plus at least three years post qualification cognate experience.
- b. By promotion of a confirmed and suitable Technologist with at least three years' satisfactory service on that grade.
- c. There should be evidence of production or fabrication of one functional project in the relevant discipline in both cases above.

Senior Technologist - CONPCASS 03

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in the relevant discipline plus at least six years post qualification cognate experience.
- b. By promotion of a confirmed and suitable Technologist with at least six years' satisfactory service on that grade.
- c. There should be evidence of production or fabrication of one functional project in the relevant discipline.

Principal Technologist II-CONPCASS 05

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in relevant discipline with at least nine years post-qualification cognate experience.
- b. By promotion of a confirmed and suitable Senior Technologist with at least three years satisfactory service on that grade.
- c. There should be evidence of production or fabrication of one functional projects in the relevant discipline in both cases above.
- d. Membership of relevant professional body is mandatory.

Principal Technologist I-CONPCASS 06

- a. By direct appointment of a candidate possessing a good Higher National Diploma (HND) at Credit level, plus a Post Graduate Diploma (PGD) in relevant discipline with at least 12 years post-qualification cognate experience.
- b. By promotion of a confirmed and suitable Principal Technologist II with at least three years satisfactory service on that grade.
- c. There should be evidence of production or fabrication of two functional projects in the relevant discipline in both cases above.
- d. Membership of relevant professional body is mandatory.

Assistant Chief Technologist - CONPCASS 07

- a. By direct appointment of a candidate possessing a recognized Master degree in relevant discipline with at least 12 years post-qualification cognate experience.
- b. By promotion of a confirmed and suitable Principal Technologist I who possess a Masters' degree with at least three years satisfactory service on that grade.
- c. There should be evidence of production or fabrication of three functional projects in the relevant discipline.
- d. Membership of relevant professional body is mandatory.

Chief Technologist - CONPCASS 08

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level plus a Masters' degree in relevant discipline with at least 15 years post-qualification cognate experience.
- b. By promotion of a confirmed and suitable Assistant Chief Technologist with at least three years' satisfactory service on that grade subject to vacancy.
- c. There must be evidence of production or fabrication of three functional projects in the relevant discipline in both cases above.
- d. Membership of relevant professional body is mandatory.
- e. Evidence of Community Service is an added advantage.

NOTE

- a. Any officer in the Technologist cadre who acquires any of the qualifications specified for appointment into any higher grade is eligible for conversion to a suitable cadre, subject to vacancy and satisfactory service.
- b. Effective from the date this Revised Schemes of Service becomes operational, a three-year moratorium shall be given to all Principal Technologists I and Assistant Chief Technologists to acquire a M.Sc. before their next promotion.
- c. Conversion to other cadres shall not be lateral beyond Lecturer III, CONPCASS 03.

TECHNICIAN CADRE

1.1 POST

- a. Assistant Technician - CONTEDISS 05
- b. Technician - CONTEDISS 06
- c. Higher Technician - CONTEDISS 07
- d. Senior Technician - CONTEDISS 08
- e. Principal Technician - CONTEDISS 09
- f. Chief Technician - CONTEDISS 11

1.2 DUTIES

Assistant Technician - CONTEDISS 05

- a. Ensuring the cleanliness of Laboratory equipment, facilities and laboratory environment.
- b. Assisting the Laboratory Technician in the discharge of duties.
- c. Performing any other duties as may be assigned.

Technician - CONTEDISS 06

- a. Designing and supervising on the job training for newly recruited staff.
- b. Deploying and coordinating the activities of subordinate staff.
- c. Compiling periodic relevant returns and report on same
- d. Performing any other assigned duties

Higher Technician - CONTEDISS 07

- a. Taking charge of a specific aspect of a departmental Laboratory or workshop
- b. Assisting with the imparting of practical skills in his area of specialization.
- c. Performing any other duties as may be assigned.

Senior Technician - CONTEDISS 08

- a. Maintaining stains and culture, performing biochemical staining and examining fibres for bacteria and other pathogens.
- b. Carrying out declassification and preparation of paraffin.
- c. Analyzing urine and cerebral spinal fluid, quantitative estimation of any lass, urea, glucose etc.
- d. Performing any other duties as may be assigned.

Principal Technician - CONTEDISS 09

- a. Assisting with the general supervision of laboratories and/or workshop including the supervision of subordinate staff.
- b. Maintaining proper records of all equipment (both capital and consumables) and preventing loss of materials and equipment.
- c. Ensuring that apparatus required for students practical are properly laid out and in good working condition.
- d. Arranging for and ensuring prompt maintenance of equipment.
- e. Teaching practical skills to students in his area of specialization
- f. Supporting and assisting in the execution of projects.
- g. Performing other duties as may be assigned.

Chief Technician - CONTEDISS 11

- a. Preparing anticoagulants used in blood transfusion and carrying out other supervisory duties as may be assigned.
- b. Treating blocks before cutting, preparation and use of Erich's Harries and Weigert Haematoxy line.
- c. Assisting superior officers in running of laboratories or workshops
- d. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Assistant Technician - CONTEDISS 05

By direct appointment of candidates possessing National Diploma at credit level in the relevant field

Technician - CONTEDISS 06

- a. By direct appointment of a candidate possessing National Diploma at Credit level in the relevant field with at least two years cognate experience.
- b. By direct appointment of a candidate possessing a National Laboratory Assistant Certificate from a recognized School of Health Technology with at least six years post qualification cognate experience.
- c. By promotion of Technician after three years of satisfactory service on that grade

Higher Technician - CONTEDISS 07

- a. By direct appointment of a candidate possessing a National Diploma in relevant discipline at credit level with at least six years post qualification cognate experience.
- b. By promotion of a suitable Technician with at least three years satisfactory service on that grade.

Senior Technician - CONTEDISS 08

- a. By direct appointment of a candidate possessing a National Diploma at credit level with at least nine years post qualification cognate experience.
- b. By promotion of a Higher Technician with at least three years satisfactory service on that grade.

Principal Technician - CONTEDISS 09

- a. By direct appointment of a candidate possessing a National Diploma at credit level with at least twelve years post qualification cognate experience.
- b. By promotion of a Senior Technician with at least three years satisfactory service on that grade.

Chief Technician - CONTEDISS 11

- a. By direct appointment of a candidate possessing a National Diploma at Credit level with at least 15 years post qualification cognate experience.
- b. By promotion of a suitable Principal Technician with at least three years satisfactory service on that grade.

1.4 ADVANCEMENT BEYOND THE CADRE

Any officer in the Technician Cadre who acquires HND in the relevant area is eligible for conversion to technological level, subject to vacancies.

LABORATORY ASSISTANT CADRE

1.1 POST

- a. Laboratory/Workshop Assistant - CONTEDISS 03
- b. Higher Laboratory/Workshop Assistant - CONTEDISS 04
- c. Senior Lab/Workshop Assistant - CONTEDISS 05
- d. Principal Lab/Workshop Assistant - CONTEDISS 06
- e. Chief Lab/Workshop Assistant - CONTEDISS 07

1.2 DUTIES

Laboratory/Workshop Assistant – CONTEDISS 03

- a. Assisting the Laboratory/Workshop Assistant I in routine duties.
- b. Preparing solutions and materials ready for practical classes.
- c. Ensuring the smooth running of the Laboratory.
- d. Performing other duties as may be assigned.
- e. Cleaning and Keeping the workshop tidy

Higher Laboratory/Workshop Assistant – CONTEDISS 04

- a. Assisting in the sterilization of optical instruments
- b. Assisting in keeping patients in check to ensure their safety
- c. Assisting in handling laboratory/workshop equipment.
- d. Performing other duties as may be assigned.

Senior Laboratory/Workshop Assistant – CONTEDISS 05

- a. Assisting the Technologist in preparing materials ready for practical classes
- b. Taking charge of instruments and tools
- c. Overseeing the functions of Laboratory/Workshop Assistants.
- d. Ensuring the smooth running of the Laboratory.
- e. Performing other duties as may be assigned.

Principal Laboratory/Workshop Assistant - CONTEDISS 06

- a. Designing and supervising on the job training for the newly recruited staff.
- b. Deploying and coordinating the activities of subordinate staff.
- c. Compiling periodic relevant returns and report on same
- d. Performing other duties that may be assigned.

Chief Laboratory/Workshop Assistant - CONTEDISS 07

- a. Taking charge of a specific aspect of a departmental Laboratory or workshop.
- b. Assisting in imparting practical skills in his area of specialization.
- c. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Laboratory/Workshop Assistant – CONTEDISS 03

- a. 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.

Higher Laboratory/Workshop Assistant – CONTEDISS 04

- a. 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 or the National Laboratory Assistant Cadres certificate from a recognized School of Health Technology with at least two years post qualification cognate experience.
- b. By promotion of a suitable Laboratory Assistant with at least two years satisfactory service on that grade.

Senior Laboratory/Workshop Assistant – CONTEDISS 05

- a. By direct appointment of a candidate possessing Senior School Certificate, National Technical Certificate or equivalent with at least six years cognate experience and has four Credits passes at a sitting or five Credits passes at two sittings, two of which must be Chemistry, Biology or Physics or the National Laboratory Assistant

Certificate from a recognized School of Health Technology with six years post qualification experience.

- b. By promotion of a suitable Higher Laboratory Assistant with at least three years satisfactory service on that grade.

Principal Laboratory/Workshop Assistant – CONTEDISS 06

- a. By direct appointment of a candidate possessing Senior School Certificate, National Technical Certificate or equivalent with at least nine years cognate experience and has four Credits passes at a sitting or five Credits passes at two sittings, two of which must be Chemistry, Biology or Physics or the National Laboratory Assistant Certificate from a recognized School of Health Technology with nine years post qualification experience.
- b. By direct appointment of a candidate possessing relevant National Diploma (ND) at credit level.
- c. By promotion of a suitable Senior Laboratory Assistant with at least two years satisfactory service on that grade.

Chief Laboratory/Workshop Assistant – CONTEDISS 07

- a. By direct appointment of a candidate possessing a relevant National Diploma at credit level with at least two years post qualification cognate experience.
- b. By promotion of a suitable Principal Laboratory/Workshop Assistant with at least two years' satisfactory service on that grade plus National Diploma at credit level or equivalent in the relevant discipline.

ADVANCEMENT BEYOND THE CADRE

- a. Any officer in the Laboratory Assistant Cadre who acquires HND in the relevant subject is eligible for conversion to Laboratory Technologist Cadre, subject to vacancy.

REGISTRAR CADRE

1.1 POST

| | | |
|----------------------------------|---|--------------|
| a. Administrative Officer II | - | CONTEDISS 07 |
| b. Administrative Officer I | - | CONTEDISS 08 |
| c. Assistant Registrar | - | CONTEDISS 09 |
| d. Senior Assistant Registrar II | - | CONTEDISS 11 |
| e. Senior Assistant Registrar I | - | CONTEDISS 12 |
| f. Principal Assistant Registrar | - | CONTEDISS 13 |
| g. Deputy Registrar | - | CONTEDISS 14 |
| h. Senior Deputy Registrar | - | CONTEDISS 15 |
| i. Registrar | - | CONSOLIDATED |

1.2 DUTIES

Administrative Officer II–CONTEDISS 07

- Assisting in all matters pertaining to general administration.
- Assisting in servicing Statutory Committees.
- Assisting in preparing interview briefs for specific meetings.
- Assisting in actual implementation of approved staff welfare provisions, e.g. housing, pensions etc.
- Collecting administrative data, reports and maintaining personnel records.
- Performing other duties as may be assigned.

Administrative Officer I - CONTEDISS 08

- Performing the duties of Administrative Officer II at a higher level of responsibility.
- Taking charge of specified subjects within a unit of the Registry with little or no supervision.
- Collating and assisting in analyzing data.
- Performing other duties as may be assigned.

Assistant Registrar - CONTEDISS 09

- Providing welfare services for both staff and students.
- Assisting in covering proceedings of meetings and other statutory committees.
- Assisting in maintaining and keeping custody of statutory records and documents.
- Implementing under supervision, approved training policy and programmes.
- Performing other duties as may be assigned.

Senior Assistant Registrar II - CONTEDISS 11

- Covering proceedings of meetings and other statutory committees.

- b. Supervising and maintaining discipline in the Registry.
- c. Providing essential support services, e.g. staff accommodation and other welfare facilities.
- d. Assisting in Personnel matters: recruitment, promotion/advancement and salary administration.
- e. Preparing monthly and annual reports.
- f. Performing other duties as may be as assigned.

Senior Assistant Registrar I - CONTEDISS 12

- a. Processing papers on recruitment, admission, selection/promotion.
- b. Applying and interpreting administrative regulations.
- c. Assisting in preparing relevant budget proposals when necessary.
- d. Heading a Unit of the Registry.
- e. Supervising activities of staff in a Section.
- f. Performing other duties as may be assigned.

Principal Assistant Registrar - CONTEDISS 13

- a. Processing papers on recruitment, admission, selection/promotion.
- b. Applying and interpreting administrative regulations.
- c. Assisting in preparing relevant budget proposals when necessary.
- d. Heading a Unit of the Registry.
- e. Supervising activities of staff in a Section.
- f. Performing other duties as may be assigned.

Deputy Registrar -CONTEDISS 14

- a. Assisting in the day-to-day running of the Registry Department
- b. Acting for the Registrar in his absence.
- c. Heading a Section of the Registry.
- d. Undertaking administrative staff deployment and allocating administrative facilities.
- e. Performing other duties as may be assigned.

Senior Deputy Registrar - CONTEDISS 15

- a. Responsible to the Registrar on the efficient administration of the Registry and management of the Polytechnic.
- b. Assisting on administrative matters including appointment, promotion, discipline, academic and welfare of staff.
- c. Interpreting and applying the Polytechnic laws and other related rules, regulations and procedures including personnel management.
- d. Harmonizing the Registry work and to induce, inspire, motivate, influence and relate with staff and students on behalf of the Registrar.
- e. Carry out other duties that may be assigned.

Registrar -CONSOLIDATED

- a. Responsible to the Rector for the day to day administration of the Polytechnic.
- b. Taking charge of the Registry.
- c. Functioning as Secretary to the Governing Council and all its Committees.
- d. Functioning as Secretary to the Academic Board.
- e. Signing of Certificates.
- f. Taking charge of keeping statutory and other relevant records of the institution.
- g. Interpreting and applying rules and regulations of the Polytechnic.
- h. Keeping custody of the Polytechnic seal.
- i. Initiating and advising on training needs manpower development of the Polytechnic.
- j. Performing any other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Administrative Officer II -CONTEDISS 07

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Arts, Social Science or Humanities plus NYSC Certificate.

Administrative Officer I - CONTEDISS 08

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in the Arts, Social Science or

Humanities with at least three years' post-qualification relevant experience or a candidate possessing a Masters Degree in the relevant discipline with at least three year post-qualification cognate experience.

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

Assistant Registrar -CONTEDISS 09

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in the Arts, Social Science or Humanities plus at least six years' post qualification cognate experience or holder of a Masters Degree in the relevant discipline plus at least three years' post-qualification cognate experience.
- b. By promotion of a confirmed and suitable Administrative Officer I with at least three years' satisfactory service on that grade.

Senior Assistant Registrar II - CONTEDISS 11

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) 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 six years' post-qualification cognate experience, or a relevant Doctorate Degree with at least three years' post qualification cognate experience.
- b. By promotion of a confirmed and suitable Assistant Registrar with at least three year's satisfactory service on that grade.

Senior Assistant Registrar I - CONTEDISS 12

- a. By direct appointment of a candidate possessing a good Bachelors Degree in the Arts, Social Science or Humanities plus at least 12 years' post qualification-cognate experience or Masters Degree in the relevant discipline plus at least nine years' postqualification cognate experience, or a relevant Doctorate Degree with at least three years' post qualification cognate experience.
- b. By promotion of a confirmed and suitable Senior Assistant Registrar I with at least three years' satisfactory service on that grade.

- c. Membership of a recognised professional body is mandatory.

Principal Assistant Registrar - CONTEDISS 13

- a. By direct appointment of a candidate possessing a good Bachelors Degree 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 12 years' post-qualification cognate experience, or a relevant Doctorate Degree with at least six years' post qualification cognate experience.
- b. By promotion of a confirmed and suitable Senior Assistant Registrar I with at least three years' satisfactory service on that grade.
- c. Membership of a recognised professional body is mandatory.

Deputy Registrar - CONTEDISS 14

- a. By direct appointment of a candidate possessing a minimum of Bachelors degree in the Arts, Social Science or Humanities plus at least 18 years' post qualification cognate experience or a relevant Masters Degree with at least 15 years post qualification cognate experience.
- b. By promotion of a confirmed and suitable Principal Assistant Registrar with at least three years satisfactory service on the grade.
- c. Possession of Masters Degree is an added advantage.
- d. Membership of a recognised professional body is mandatory.

Senior Deputy Registrar- CONTEDISS 15

- a. By the promotion of a suitable Deputy Registrar with at least three years satisfactory service on the grade.
- b. Membership of professional body is mandatory
- c. Evidence of community service

Registrar - CONSOLIDATED

- a. Appointment to the position of the Registrar is by TENURE to be preceded by internal and external advertisement.

- b. By direct appointment of a candidate possessing a minimum of a good honours degree (Minimum of Second Class Lower Division) in Arts, Social Science or Humanities with 21 years cognate working experience or Masters Degree in Arts, Social Science or Humanities plus at least 18years post qualification cognate experience or Doctoral Degree in the relevant discipline with at least 15years' post qualification cognate experience.
- c. By direct appointment of Senior Deputy Registrar who must have spent at least seven of satisfactory service on the grade.
- d. Membership of a recognised relevant and recognized professional body is Mandatory.
- e. Evidence of Community Service.

EXECUTIVE OFFICER (ADMINISTRATION) CADRE

1.1 POST

| | | |
|--------------------------------------|---|--------------|
| a. Assistant Executive Officer | - | CONTEDISS 05 |
| b. Executive Officer | - | CONTEDISS 06 |
| c. Higher Executive Officer | - | CONTEDISS 07 |
| d. Senior Executive Officer | - | CONTEDISS 08 |
| e. Principal Executive Officer II | - | CONTEDISS 09 |
| f. Principal Executive Officer I | - | CONTEDISS 11 |
| g. Assistant Chief Executive Officer | - | CONTEDISS 12 |
| h. Chief Executive Officer | - | CONTEDISS 13 |

1.2 DUTIES

Assistant Executive Officer– CONTEDISS 05

- a. Handling routine correspondence on subjects under his schedule of duty
- b. Applying the Polytechnic service rules, government regulations, etc. and in treating specific subjects assigned to him under supervision.
- c. Making appropriate submissions to superior officer on matters under his schedule of duty.
- d. Performing any other duties as may be assigned.
- e. performing any other duties as may be assigned

Executive Officer – CONTEDISS 06

- a. Performing other duties of Assistant Executive Officer at a higher level of responsibility.
- b. Taking charge of specified subject(s) or schedule of duties within a section or Unit under supervision.
- c. Making submissions to appropriate officers on matters assigned to him.
- d. Performing other duties as may be assigned.

Higher Executive Officer - CONTEDISS 07

- a. Taking charge of specified subjects within a unit of a department.
- b. Supervising junior officers in his unit.
- c. Ability to demonstrate good understanding of Polytechnic's regulations, rules and procedures.
- d. Performing other duties as may be assigned.

Senior Executive Officer - CONTEDISS08

- a. Taking charge of specified subjects(s) or schedule of duties requiring little or no supervision within a unit of a department.
- b. Taking charge of a section or unit of a department.
- c. Supervising the work of junior officers in a unit.
- d. Assisting in taking minutes at meetings.
- e. Performing other duties as may be assigned.

Principal Executive Officer II - CONTEDISS 09

- a. Taking charge of specified assignments or subject(s) within a unit in a division/department.
- b. Assisting in the collation of data for the preparation of manpower needs.
- c. Taking charge of a section or unit of a department.
- d. Performing other duties as may be assigned

Principal Executive Officer I -CONTEDISS 11

- a. Applying the Polytechnic's rules, regulations and procedures in the discharge of responsibilities.
- b. Collation of data for the preparation of manpower needs.
- c. Participating in the planning and execution of specific programmes/assignments and other matters of Polytechnic administration.
- d. Supervising the work of subordinates in a unit/department.
- e. Performing other duties as may be assigned

Assistant Chief Executive Officer - CONTEDISS 12

- a. Collating and analyzing data for the preparation of manpower needs.
- b. Supervising the work of subordinate staff at a higher level of responsibility.

- c. Performing other duties as may be assigned

Chief Executive Officer - CONTEDISS 13

- a. Assisting in the training of staff on Executive Cadre.
- b. Assisting in coordinating and supervising activities in a unit/department.
- c. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Assistant Executive Officer - CONTEDISS 05

- a. By direct appointment of a candidate possessing a National Diploma at Credit level in relevant discipline.

Executive Officer - CONTEDISS 06

- a. By direct appointment of a candidate possessing the qualification specified for Assistant Executive Officer with at least two years cognate experience.
- b. By promotion of a suitable Assistant Executive Officer with at least two years of satisfactory service on that grade and subject to vacancy.

Higher Executive Officer - CONTEDISS 07

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in relevant discipline plus NYSC Certificate.
- b. By promotion of a suitable Executive Officer with at least three years satisfactory service on that grade and subject to vacancy.

Senior Executive Officer - CONTEDISS08

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in relevant discipline with at least three years post qualification cognate experience.
- b. By promotion of a suitable Higher Executive Officer with at least three years satisfactory service on that grade subject to vacancy.

Principal Executive Officer II - CONTEDISS09

- a. By direct appointment of a candidate possessing a Higher National Diploma in the relevant field with at least six years cognate experience.
- b. By promotion of a suitable Senior Executive Officer with at least three years satisfactory service on that grade and subject to vacancy.

Principal Executive Officer I -CCONTEDISS 11

- a. By direct appointment of a candidate possessing a Higher National Diploma plus at least nine years post qualification cognate experience.
- b. By promotion of a suitable Principal Executive Officer II with HND and at least three years satisfactory service on that grade and subject to vacancy.
- c. Membership of relevant professional body is mandatory.

Assistant Chief Executive Officer - CONTEDISS 12

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in relevant discipline with at least 13 years post qualification cognate experience.
- b. By promotion of a suitable Principal Executive Officer I with HND who has spent at least three years satisfactory service on that grade and subject to vacancy.
- c. Membership of relevant professional body is mandatory.

Chief Executive Officer - CONTEDISS 13

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in relevant discipline plus 16 years post qualification cognate experience.
- b. By promotion of suitable Assistant Chief Executive Officer with HND who has spent at least three years satisfactory service on the grade and subject to vacancy.
- c. Membership of relevant professional body is mandatory.
- d. Evidence of Community service is compulsory

ADVANCEMENT BEYOND THE CADRE

- a. Any officer in the Executive cadre who acquires any of the qualifications specified for appointment to higher grade in the relevant cadre is eligible for conversion to

that cadre subject to vacancy and satisfactory performance. However there shall be no lateral conversion for officers beyond CONTEDISS 09.

CONFIDENTIAL SECRETARY CADRE

1.1 POST

| | | |
|---|---|--------------|
| a. Confidential Secretary III | - | CONTEDISS 05 |
| b. Confidential Secretary II | - | CONTEDISS 06 |
| c. Confidential Secretary I | - | CONTEDISS 07 |
| d. Senior Confidential Secretary | - | CONTEDISS 08 |
| e. Principal Confidential Secretary II | - | CONTEDISS 09 |
| f. Principal Confidential Secretary I | - | CONTEDISS 11 |
| g. Assistant Chief Confidential Secretary | - | CONTEDISS 12 |
| h. Chief Confidential Secretary | - | CONTEDISS 13 |

1.2 DUTIES

Confidential Secretary III - CONTEDISS 05 a.

Providing secretarial services.

- b. Receiving visitors, enquiries and telephone calls on behalf of the officer attached to.
- c. Performing office routine associated with the secretarial duties enumerated above.
- d. Performing other duties as may be assigned.

Confidential Secretary II - CONTEDISS 06

- a. Providing secretarial services, at a higher level.
- b. Receiving visitors, enquiries and telephone and telephone calls on behalf of the officer attached on.
- c. Performing office routine associated with the secretarial duties.
- d. Performing other duties as may be assigned.

Confidential Secretary I - CONTEDISS 07

- a. Taking notes at meetings, preparing minutes and producing reports.

- b. Receiving visitors, enquiries and telephone calls
- c. Performing other duties as may be assigned

Senior Confidential Secretary - CONTEDISS 08

- a. Organizing the office work and providing secretarial services at a higher level.
- b. Supervising subordinates in the office.
- c. Taking notes at meetings, preparing minutes and producing reports.
- d. Performing other duties as may be assigned.

Principal Confidential Secretary II - CONTEDISS 09

- a. Maintaining discipline among subordinates.
- b. Providing secretarial services at higher level.
- c. Keeping and ensuring security of office records and equipment.
- d. To be attached to officers on CONTEDISS 12 and above.
- e. Keeping and ensuring secrecy of official documents under his custody.
- f. Performing other duties as may be assigned.

Principal Confidential Secretary I - CONTEDISS 11

- a. Supervising subordinates and ensuring efficient running of the department.
- b. Maintaining minutes of meetings and reports.
- c. Performing other duties as may be assigned.

Assistant Chief Confidential Secretary - CONTEDISS 12

- a. Coordination of subordinate staff.
- b. Assisting the leadership in overseeing secretarial and other administrative duties.
- c. Performing other duties as may be assigned.

Chief Confidential Secretary- CONTEDISS 13

- a. Taking charge of the office arrangements.
- b. Supervising and coordinating the entire office.
- c. Demonstrating initiatives in the execution of responsibilities.
- d. Ensuring “on the job training” for subordinates.
- e. Ensuring and keeping security of office records and equipment.
- f. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Confidential Secretary III - CONTEDISS 05

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

Confidential Secretary II - CONTEDISS 06

- a. By direct appointment of a candidate possessing a National Diploma at Credit level in Office Technology and Management or equivalent with at least two years post qualification cognate experience.
- b. By promotion of a suitable Confidential Secretary III with at least two year's satisfactory service on the grade and subject to vacancy.

Confidential Secretary I - CONTEDISS 07

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in Office Technology and Management or its equivalent plus NYSC Certificate.
- b. By promotion of suitable Confidential Secretary II with at least three years satisfactory service on that grade subject to vacancy.

Senior Confidential Secretary - CONTEDISS 08

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in Office Technology and Management or its equivalent with at least three years' post qualification cognate experience.
- b. By promotion of a suitable Confidential Secretary I with at least three years satisfactory service on that grade subject to vacancy.

Principal Confidential Secretary II - CONTEDISS 09

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in Office Technology and Management or its equivalent plus at least six years post qualification cognate experience.
- b. By promotion of a suitable Senior Confidential Secretary with at least three years satisfactory service on that grade subject to vacancy.
- c. Membership of relevant professional body is mandatory.

Principal Confidential Secretary I - CONTEDISS 11

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in Office Technology and Management or its equivalent plus at least nine years post qualification cognate experience.
- b. By promotion of a suitable Principal Confidential Secretary II with HND in Office Technology and Management or its equivalent plus three years satisfactory service on that grade.
- c. Membership of a relevant professional body is mandatory.

Assistant Chief Confidential Secretary - CONTEDISS 12

- a. By direct appointment of a candidate possessing a recognized Higher National Diploma at Credit level in Office Technology and Management or its equivalent plus at least 13 years post qualification cognate experience.
- b. By promotion of a suitable Principal Confidential Secretary I with HND and at least three years satisfactory service on that grade.
- c. Membership of a relevant professional body is mandatory.

Chief Confidential Secretary - CONTEDISS 13

- a. By direct appointment of a candidate possessing a Higher National Diploma at Credit level in Office Technology and Management or its equivalent plus at least 16 years post qualification cognate experience.
- b. By promotion of a suitable Assistant Chief Confidential Secretary with HND and at least three years satisfactory service on that grade.
- c. Membership of a relevant professional body is mandatory.
- d. Evidence of Community Service will be an added advantage.

SECRETARIAL ASSISTANT CADRE

1.1 POST

| | | |
|------------------------------------|---|--------------|
| a. Secretarial Assistant III | - | CONTEDISS 03 |
| b. Secretarial Assistant II | - | CONTEDISS 04 |
| c. Secretarial Assistant I | - | CONTEDISS 05 |
| d. Senior Secretarial Assistant II | - | CONTEDISS 06 |
| e. Senior Secretarial Assistant I | - | CONTEDISS 07 |
| f. Chief Secretarial Assistant | - | CONTEDISS 08 |

1.2 DUTIES

Secretarial Assistant III - CONTEDISS 03

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

Secretarial Assistant II - CONTEDISS 04

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

Secretarial Assistant I - CONTEDISS 05

- Performing the typing duties
- Assisting in keeping typing materials such as papers, stencils etc.

Senior Secretarial Assistant II - CONTEDISS 06

- a. Performing typing duties.
- b. Taking charge of a typing pool
- c. Keeping records of typing materials and stationary
- d. Performing any other duties as may be assigned

Senior Secretarial Assistant I - CONTEDISS 07

- a. Performing the typing duties
- b. Supervising junior typists
- c. Taking charge of a small typing pool

Chief Secretarial Assistant - CONTEDISS 08

- a. Performing the secretarial duties.
- b. Taking charge of a small typing pool.
- c. Keep records of typing materials and stationeries
- d. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Secretarial Assistant III - CONTEDISS 03

- a. By direct appointment of a candidate possessing at least Senior Secondary School Certificate plus a Certificate with 50 W.P.M. in typewriting, obtained from NABTEB, Government approved Training Institution or Centres such as NBC, FTC, etc.

Secretarial Assistant II - CONTEDISS 04

- a. By promotion of a suitable Secretarial Assistant III with 50 W.P.M. and at least two years satisfactory service on that grade subject to vacancy.

Secretarial Assistant I - CONTEDISS 05

- a. By promotion of a confirmed and suitable Secretarial Assistant II who has satisfactorily spent at least two years on the grade and possessed 50 W.P.M

Senior Secretarial Assistant II - CONTEDISS 06

- a. By promotion of a suitable Secretarial Assistant I who has satisfactorily spent at least two years on the grade

Senior Secretarial Assistant I - CONTEDISS 07

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

Chief Secretarial Assistant - CONTEDISS 08

- a. By the promotion of a suitable Senior Secretarial Assistant I who has spent at least three years satisfactory service on that grade

ADVANCEMENT BEYOND THE CADRE

- a. Any officer in the Secretarial Assistant cadre who acquires any qualification specified for appointment to any higher cadre is eligible for conversion to the Cadre, subject to vacancy and satisfactory service record.

CLERICAL OFFICER CADRE

1.1 POST

- a. Clerical Officer - CONTEDISS 03
- b. Senior Clerical Officer - CONTEDISS 04
- c. Assistant Chief Clerical Officer - CONTEDISS 05
- d. Chief Clerical Officer - CONTEDISS 06

1.2 DUTIES

Clerical Officer - CONTEDISS 03

- a. Performing routine clerical duties under supervision.
- b. Dispatch of letters and correspondence.
- c. Performing other duties as may be assigned.

Senior Clerical Officer - CONTEDISS 04

- a. Performing routine clerical duties as specified.
- b. Assisting in taking charge of correspondence and records.
- c. Performing other duties as may be assigned. Assistant Chief Clerical

Officer - CONTEDISS 05

- a. Performing routine clerical duties as specified.
- b. Taking charge of correspondence and records.
- c. Performing other duties as may be assigned.

Chief Clerical Officer - CONTEDISS 06

- a. Maintaining discipline among subordinate staff
- b. Rendering returns in respect of staff.
- c. Maintaining file archives.
- d. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Clerical Officer - CONTEDISS 03

- a. 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.

Senior Clerical Officer - CONTEDISS 04

- a. By promotion of a suitable Clerical Officer with at least two years satisfactory service on that grade.

Assistant Chief Clerical Officer - CONTEDISS 05

- a. By promotion of a suitable Senior Clerical Officer with at least two years of satisfactory service on that grade.

Chief Clerical Officer - CONTEDISS 06

- a. By promotion of a suitable Assistant Chief Clerical Officer with at least two years satisfactory service on that grade.

ADVANCEMENT BEYOND THE CADRE

- a. Any officer on the Clerical cadre who obtained any of the relevant qualifications specified for appointment to the Executive Cadre is eligible for conversion subject to availability of vacancy and good records of service.

DATA PROCESSING OFFICER CADRE

1.1 POST

- a. Data Processing Officer - CONTEDEISS 07
- b. Higher Data Processing Officer - CONTEDEISS 08
- c. Senior Data Processing Officer - CONTEDEISS 09
- d. Principal Data Processing Officer - CONTEDEISS 11
- e. Assistant Chief Data Processing Officer - CONTEDEISS 12
- f. Chief Data Processing Officer - CONTEDEISS 13

1.2 DUTIES

Data Processing Officer - CONTEDEISS 07

- a. Ensuring test-coding consistency with cards layout.
- b. Keeping records of uncompleted and outstanding jobs.
- c. Supervising the different sections in the Operating Unit.
- d. Providing the system with from cards, tapes and disk packs.
- e. Taking inventory of Data Processing supplies and materials
- f. Performing other duties as may be assigned. Higher Data Processing Officer -

CONTEDEISS 08

- a. Organizing work for machine and computer operators
- b. Training new operators on the job.
- c. Keeping records of equipment and hardware.
- d. Enforcing production schedules.
- e. Training subordinate staff.
- f. Performing other duties as may be assigned. Senior Data Processing Officer-

CONTEDEISS 09

- a. Supervising and coordinating the activities of the Computing Unit and Record Unit.
- b. Review performance of equipment and subordinate staff.
- c. Preparing data processing equipment budget.
- d. Performing other duties as may be assigned. Principal Data Processing Officer -

CONTEDEISS 11

- a. Training operational staff.
- b. Ensuring security of Libraries of Data and Programme Files.
- c. Liaising with the system programming and user section to ensure operational practicability.

- d. Performing other duties as may be assigned.

Assistant Chief Data Processing Officer - CONTEDISS 12

- a. Training operational staff.
- b. Ensuring security of Libraries of Data and Programme Files.
- c. Liaising with the system programming and user section to ensure operational practicability.
- d. Performing other duties as may be assigned. Chief Data Processing Officer - CONTEDISS 13

- a. Coordinating computer and data control and data preparation operations
- b. Initiating development of jobs procedures and scheduling.
- c. Evaluating operational personnel performance.
- d. Liaison with the systems programming and user section to ensure operational practicability.
- e. Overall supervision of the unit.
- f. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Data Processing Officer - CONTEDISS 07

- a. By direct appointment of a candidate possessing a Higher National Diploma (HND) lower credit in Computer Science/Statistics plus NYSC Certificate.

Higher Data Processing Officer - CONTEDISS 08

- a. By direct appointment of a candidate possessing HND lower credit in Computer Science/Statistics with at least three years post qualification cognate experience.
- b. By promotion of a suitable Data Processing Officer who has spent at least three years on the grade subject to vacancy.

Senior Data Processing Officer - CONTEDISS 09

- a. By direct appointment of a candidate possessing HND lower credit in Computer Science/Statistics with at least six years post qualification cognate experience.
- b. By promotion of a suitable Higher Data Processing Officer with at least three years satisfactory service on the grade subject to vacancy.

Principal Data Processing Officer - CONTEDISS 11

- a. By direct appointment of a candidate possessing an HND lower credit in Computer Science/Statistics with at least nine years post qualification cognate experience.
- b. By promotion of a suitable Senior Data Processing Officer who has spent at least three years on the grade subject to vacancy and registered with relevant professional body.

Assistant Chief Data Processing Officer - CONTEDISS 12

- a. By direct appointment of a candidate possessing an HND lower credit in Computer Science/Statistics with at least twelve years post qualification cognate experience.
- b. By promotion of a suitable Principal Data Processing Officer who has spent at least three years on the grade subject to vacancy and registered with relevant professional body.

Chief Data Processing Officer - CONTEDISS 13

- a. By direct appointment of a candidate possessing HND lower credit in Computer Science/Statistics with at least 15 years post qualification cognate experience.
- b. By promotion of a suitable Assistant Chief Data Processing Officer who has spent at least three years on the grade with satisfactory service record.
- c. Possession of relevant professional qualification is mandatory.
- d. Evidence of community service.

ADVANCEMENT BEYOND THE CADRE

- a. Any officer who acquires additional qualification shall be eligible for conversion subject to satisfactory performance and availability of vacancy.

DATA PROCESSING ASSISTANT CADRE

1.1 POST

- | | | |
|--|---|--------------|
| a. Data Processing Assistant | - | CONTEDISS 03 |
| b. Senior Data Processing Assistant | - | CONTEDISS 04 |
| c. Principal Data Processing Assistant | - | CONTEDISS 05 |
| d. Chief Data Processing Assistant | - | CONTEDISS 06 |

1.2 DUTIES

Data Processing Assistant -CONTEDISS 03

- Taking control of mechanical system from receipt of original documents to preparation of final records including proof of mechanical accuracy.
- Assisting in supervising the activities of subordinates Data processing Assistants.
- Preparing Operating Instructions.
- Processing data from original documents and checking the accuracy of the end product.
- Performing other duties as may be assigned.

Senior Data Processing Assistant - CONTEDISS 04

- Supervising the preparation of Operating Instructions.
- Assisting in writing computer programmes.
- Supervising the activities of a number of subordinate assistants.
- Performing other duties as may be assigned.

Principal Data Processing Assistant - CONTEDISS 05

- Assisting in coordinating the activities of a number of subordinate assistants in the unit.
- Checking all tabulated data and machines to ensure the accuracy of end product.
- Assisting in keeping inventory of stationery to ensure that prescribed levels are maintained.
- Assisting in preparing data operations.
- Performing other duties as may be assigned.

Chief Data Processing Assistant - CONTEDEISS 06

- a. Coordinating the activities of a number of subordinate assistant in the unit.
- b. Overall checking all tabulated data and machines to ensure the accuracy of end product.
- c. Keeping inventory of stationery to ensure that prescribed levels are maintained
- d. Preparing data operations.
- e. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Data Processing Assistant - CONTEDEISS 03

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

Senior Data Processing Assistant - CONTEDEISS 04

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

Principal Data Processing Assistant - CONTEDEISS 05

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

Chief Data Processing Assistant- CONTEDEISS 06

- a. By promotion of a confirmed and suitable Principal Chief Data Processing Assistant with at least two years' satisfactory service on that grade.

ADVANCEMENT BEYOND CADRE

- a. Any officer who acquires additional qualification for appointment into higher cadre shall be eligible for conversion subject to satisfactory performance and availability of vacancy

PROGRAMMER/SYSTEM ANALYST CADRE

1.1 POST

- a. Programmer/System Analyst II - CONTEDEISS 07

| | | |
|--|---------------|---------------|
| b. Programmer/System Analyst I | - | CONTEDEISS 08 |
| c. Senior Programmer/System Analyst | - | CONTEDEISS 09 |
| d. Principal Programmer/System Analyst II | - | CONTEDEISS 11 |
| e. Principal Programmer/System Analyst I | - | CONTEDEISS 12 |
| f. Assistant Chief Programmer/System Analyst | - | CONTEDEISS 13 |
| g. Chief Programmer/System Analyst | - | CONTEDEISS 14 |
| h. Director ICT - | CONTEDEISS 15 | |

1.2 DUTIES

Programmer/System Analyst II – CONTEDEISS 07 a.

Assisting in writing standard working programmes.

- b. Applying of software packages in the system.
- c. Analysing data.
- d. Reporting computer system's faults or breakdown.
- e. Performing other duties as may be assigned.

Programmer/System Analyst I –CONTEDEISS 08

- a. Coordinating system planning and design with necessary card and proper design.
- b. Supervising and coordinating programming and operating activities of junior staff.
- c. Undertaking programme writing.
- d. Ensuring proper programme/system record keeping.
- e. Taking inventory of the systems.
- f. Performing other duties as may be assigned.

Senior Programmer/System Analyst – CONTEDEISS 09

- a. Carrying out on the spot system investigation and finalizing the detailed layout of files.
- b. Organizing system examination and flow charting.
- c. Arranging data system requirements
- d. Supervising and coordinating the activities of the system and other units.
- e. Performing other related duties as may be assigned.

Principal Programmer/System Analyst – CONTEDEISS 11 a.

Designing and producing computer input/output format.

- b. Reviewing performance of the systems and subordinate staff.
- c. Initiating and supervising computer/system related projects including training programmes
- d. Initiating system development, procedure and scheduling
- e. Ensuring security of the programme/system, and data.
- f. Performing any other duties as may be assigned.

Principal Programmer/System Analyst – CONTEDISS 12 a.

Designing and producing computer input/output format.

b. Reviewing performance of the systems and subordinate staff.

c. Initiating and supervising computer/system related projects including training programmes.

d. Initiating system development, procedure and scheduling

e. Ensuring security of the programme/system, and data.

f. Performing any other duties as may be assigned.

Assistant Chief Programmer/System Analyst-CONTEDISS 13

a. Gathering and analyzing information for developing new and modifying existing data processing systems.

b. Coordinating operations of other lower level staff.

c. Carrying out feasibility study on computer related projects.

d. Planning and implementing the development of new systems.

e. Investigating recurring system problems.

f. Performing other duties as may be assigned.

Chief Programmer/System Analyst – CONTEDISS 14

a. Compiling and presenting reports of the Unit/Department to the Director.

b. Taking charge of computer and data processing development planning.

c. Reporting to the Director on the liaison with ICT Companies, Universities, Polytechnics and International agencies.

d. Responsible for the overall supervision of the internet networking of the institution under the Director.

e. Providing advice on the general communication network of the Institution.

f. Performing other duties as may be assigned.

Director ICT – CONTEDISS 15

a. Responsible to the Rector for the overall supervision of the internet networking of the institution.

b. Taking charge of the general administration of the Department.

c. Taking charge of computer and data processing development planning and implementation.

d. Liaising with ICT Companies, Universities, Polytechnics, regulatory bodies and International agencies.

e. Providing advice on the general communication network of the institution.

- f. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Programmer/System Analyst II–CONTEDISS 07

- a. By direct appointment of a candidate possessing a good Bachelor's Degree/Higher National Diploma in Computer Science and other related disciplines plus NYSC discharge certificate.

Programmer/System Analyst I – CONTEDISS 08

- a. By direct appointment of a candidate possessing a good Bachelor's Degree/Higher National Diploma in Computer Science with at least three years' post qualification cognate experience.
- b. By direct appointment of a candidate possessing a Master's Degree in Computer Science.
- c. By promotion of a confirmed and suitable Programme Analyst II with at least three years' satisfactory service on that grade.

Senior Programmer/System Analyst– CONTEDISS09

- a. By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) in Computer Science with at least six years post qualification cognate/working experience.
- b. By direct appointment of a candidate possessing Masters Degree in Computer Science with at least three years' post-qualification cognate experience or Doctorate Degree in Computer science from a recognized institution.
- c. By promotion of a confirmed and suitable Programme Analyst I with at least three years' satisfactory service on that grade.

Principal Programmer/System Analyst II–CONTEDISS 11

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division in Computer Science with at least nine years post qualification cognate/working experience.
- b. By direct appointment of a candidate possessing Masters Degree in Computer Science with at least six years post-qualification cognate experience or Doctorate Degree in Computer science with at least 3 years cognate experience from a recognized institution.
- c. By promotion of a confirmed and suitable Senior Programme/System Analyst with at least three years' satisfactory service on that grade.
- d. Membership of relevant professional body is mandatory.

Principal Programmer/System Analyst I–CONTEDISS 12

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Computer Science with at least 12 years post qualification cognate/working experience.
- b. By direct appointment of a candidate possessing Masters Degree in Computer Science with at least six years post-qualification cognate experience or Doctorate Degree in Computer science with at least 3 years cognate experience from a recognized institution.
- c. By promotion of a confirmed and suitable Principal Programmer/System Analyst II with at least three years' satisfactory service on that grade.
- d. Membership of relevant professional body is mandatory.

Assistant Chief Programmer/System Analyst- CONTEDISS 13

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) or Higher National Diploma at Credit level in Computer Science with at least 15 years post qualification cognate/working experience.
- b. By direct appointment of a candidate possessing Masters Degree in Computer Science with at least 12 years' post-qualification cognate experience or Doctorate Degree in Computer science with at least 9 years cognate experience from a recognized institution.
- c. By promotion of a confirmed and suitable Principal Programmer Analyst with at least three years' satisfactory service on that grade.
- d. Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

Chief Programmer/System Analyst– CONTEDISS 14

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Computer Science or any other relevant field in IT with at least 18 years post qualification cognate/working experience.
- b. By direct appointment of a candidate possessing Masters Degree in Computer Science with at least 15 years' post-qualification cognate experience or Doctorate Degree in Computer science with at least 12 years cognate experience from a recognized institution.
- c. By promotion of a confirmed and suitable Assistant Chief Programmer/System Analyst with at least three years' satisfactory service on that grade.
- d. Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.
- e. Evidence of community service

Director (ICT)

- a. By direct appointment of a candidate possessing qualification specified for the Chief Programmer Analyst plus at least 21 years relevant experience, or a Masters Degree with 18 years' experience or a PhD with 15 years relevant experience.
- b. Membership of relevant professional body (e.g. Computer Professional Registration Council) is mandatory.

STATISTICIAN CADRE

1.1 POST

| | | |
|---------------------------------|---|--------------|
| a. Statistician II | - | CONTEDISS 07 |
| b. Statistician I | - | CONTEDISS 08 |
| c. Senior Statistician | - | CONTEDISS 09 |
| d. Principal Statistician II | - | CONTEDISS 11 |
| e. Principal Statistician I | - | CONTEDISS 12 |
| f. Assistant Chief Statistician | - | CONTEDISS 13 |
| g. Chief Statistician | - | CONTEDISS 14 |

1.2 DUTIES

Statistician II- CONTEDISS 07

- a. Collecting and collating all statistical data.
- b. Undertaking research in Statistical Methodology.
- c. Performing other duties as may be assigned.

Statistician I - CONTEDISS 08

- a. Collecting, processing, analysing and presenting relevant Statistical data.
- b. Performing other duties as may be assigned.

Senior Statistician - CONTEDISS 09

- a. Planning and directing Statistical investigations and enquiries.
- b. Performing other duties as may be assigned Principal Statistician II

- CONTEDISS 11

- a. Supervising and coordinating the duties of a number of subordinate officers.
- b. Planning, designing and directing Statistical activities in the areas assigned to him.
- c. Taking charge of Statistical Unit.
- d. Performing other duties as may be assigned.

Principal Statistician I - CONTEDISS 12

- a. Supervising and coordinating the duties of a number of subordinate officers.
- b. Planning, designing and directing Statistical activities in the areas assigned to him.
- c. Taking charge of Statistical Unit.

- d. Performing other duties as may be assigned.

Assistant Chief Statistician - CONTEDISS 13

- a. Coordinating/supervising the duties of a number of subordinate staff.
- b. Assisting in statistical development and staff training.
- c. Assisting in planning and developing departmental statistics.
- d. Taking charge of statistical section or unit.
- e. Evaluating statistical studies and reports.
- f. Performing other duties as may be assigned.

Chief Statistician - CONTEDISS 14

- a. Directing and undertaking Statistical Studies in complex subject areas.
- b. Taking charge of a Statistical Section Unit.
- c. Organizing statistical programmes relevant to the needs of the Polytechnic.
- d. Performing other duties as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Statistician II - CONTEDISS 07

- a. By direct appointment of a candidate possessing a good Bachelors Degree in Statistics (minimum of Second class/Lower Credit level) plus NYSC Certificate.

Statistician I - CONTEDISS 08

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Statistics with at least three years' post-qualification cognate experience or a Masters Degree in Statistics from a recognized institution.
- b. By promotion of a confirmed and suitable Statistician II with at least three years' satisfactory service on that grade and subject to vacancy.

Senior Statistician - CONTEDISS 09

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) Statistics with at least six years postqualification cognate experience or a Masters Degree with at least 3 years cognate experience.
- b. By promotion of a suitable Statistician I with at least three years satisfactory service on that grade and subject to vacancy.

Principal Statistician - CONTEDISS 11

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Statistics with at least nine years' post-qualification cognate experience or a Masters Degree with at least six years' experience or Doctorate Degree with three years' experience.
- b. By promotion of a confirmed and suitable Senior Statistician with at least three years satisfactory service on that grade.

Principal Statistician - CONTEDISS 12

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Statistics with at least 12 years' postqualification cognate experience or a Masters Degree with at least nine years' experience or Doctorate Degree with three years' experience.
- b. By promotion of a confirmed and suitable Senior Statistician with at least three years satisfactory service on that grade.

Assistant Chief Statistician - CONTEDISS 13

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Statistics with at least 15 years' postqualification cognate experience or a Masters Degree with at least 12 years' experience or Doctorate Degree with six years' experience.
- b. By promotion of a confirmed and suitable Principal Statistician with at least three years' satisfactory service on that grade.
- c. Membership of relevant professional body is mandatory

Chief Statistician- CONTEDISS 14

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Statistics with at least 18years' postqualification cognate experience or a Masters Degree with at least 15 years' experience or Doctorate Degree with 12years experience.
- b. By promotion of a suitable Assistant Chief Statistician with at least three years satisfactory service on that grade and subject to vacancy.
- c. Possession of relevant Professional qualification is mandatory.
- d. Evidence of community service.

ACCOUNTANT/INTERNAL AUDITOR CADRE

1.1 POST

- | | | |
|--|---|---------------|
| a. Accountant II/Internal Auditor II | - | CONTEDISS |
| 07 | | |
| b. Accountant I/Internal Auditor I | - | CONTEDISS 08 |
| c. Senior Accountant/Senior internal Auditor | - | CONTEDISS 09 |
| d. Principal Accountant II/Principal Internal Auditor II- | | CONTEDISS 11 |
| e. Principal Accountant I/ Principal Internal Auditor I- | | CONTEDISS 12 |
| f. Assistant Chief Accountant/Assistant Chief Internal Auditor | | -CONTEDISS |
| 13 | | |
| g. Chief Accountant/Chief Internal Auditor | | -CONTEDISS 14 |
| h. Deputy Bursar | - | CONTEDISS 15 |
| i. Bursar | - | CONSOLIDATED |

1.2 DUTIES

Accountant II/ Internal Auditor II - CONTEDISS07

- a. Taking charge of receipt and disbursement in the Bursary
- b. Performing internal audit duties and investigation.
- c. Performing other duties as may be assigned.

Accountant I/Auditor I - CONTEDISS08

- a. Assisting in maintaining vote books and rendering expenditure returns.
- b. Assisting in supervising revenue collection.
- c. Checking payments voucher.
- d. Conducting enquiries and investigations into frauds losses etc.
- e. Performing other duties as may be assigned.

Senior Accountant/Senior Internal Auditor - CONTEDISS09

- a. Taking charge of the pay-roll.
- b. Submitting reconciliation statements.
- c. Taking charge of one or more major areas of accounting functions.
- d. Carrying out audit management duties.
- e. Performing other duties as may be assigned.

Principal Accountant II/ Principal Internal Auditor - CONTEDISS 11

- a. Coordinating accounting activities in related Sections of the Bursary.
- b. Assisting in the training, supervision and guiding of subordinate staff.
- c. Taking charge of Final Accounts
- d. Performing other duties as may be assigned.

Principal Accountant I/Principal Internal Auditor I - CONTEDISS 12

- a. Co-ordinating accounting activities in related Sections of the Bursary.
- b. Assisting in the training, supervision and guiding of subordinate staff.
- c. Taking charge of Final Accounts.
- d. Performing other duties as may be assigned.

Assistant Chief Accountant/Assistant Chief Internal Auditor - CONTEDISS 13

- a. Supervising and coordinating the activities of a number of junior staff.
- b. Assisting in establishing appropriate internal control system.
- c. Assisting in payment process.
- d. Heading a Section in the Bursary/Internal Audit.
- e. Supervising the Central Pay Office.
- f. Performing other duties as may be assigned.

Chief Accountant /Chief Internal Auditor -CONTEDISS 14

- a. Assisting in planning, organizing, directing and coordinating the financial system of the Polytechnic.
- b. Assisting the Bursar/Rector in the administration of staff of the Bursary/Internal Audit.
- c. Heading a Section of the Bursary/Taking charge of the Internal Audit Unit.
- d. Assisting in preparation of quarterly and annual financial report.
- e. Assisting in preparation of annual budget estimates.
- f. Performing other duties as may be assigned.

Deputy Bursar - CONTEDISS 15

- a. Assisting in planning, organizing, directing and coordinating the financial system of the Polytechnic at higher level.
- b. Assisting the Bursar in the administration of staff of the Bursary.
- c. Assisting in preparation of quarterly and annual financial report.
- d. Assisting in preparation of annual budget estimates.
- e. Performing other duties as may be assigned.

Bursar - CONSOLIDATED

- a. Planning, organizing, directing and coordinating the operation of the financial system of the Polytechnic.
- b. Taking charge of the general administration of the Bursary.
- c. He/she is responsible to the Rector.
- d. Performing other related matters as may be assigned.

1.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Accountant II/Internal Auditor II - CONTEDISS07

By direct appointment of a candidate possessing a recognized and good Bachelors, Degree (minimum of Second Class Lower Division) in Accountancy/Finance plus NYSC discharge certificate.

Accountant I/Internal Auditor I - CONTEDISS08

- a. By direct appointment of a candidate possessing a good BachelorsDegree (minimum of Second Class Lower Division) in Accountancy plus at least three years' postqualification cognate experience or Masters' degree in Accountancy /Finance from recognized institution or Professional qualification e.g. Association of National Accountants of Nigeria (ANAN) or ICAN with relevant Higher National Diploma, with a minimum of Credit level.
- b. By promotion of a confirmed and suitable Accountant II/Auditor II with at least three years' satisfactory service on that grade subject to vacancies.

Senior Accountant/ Senior Internal Auditor - CONTEDISS 09

- a. By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) with at least 6 years post-qualification cognate experience or Professional qualification e.g. Association of National Accountants of Nigeria (ANAN) or ICAN with relevant Higher National Diploma, with a minimum of Credit level.
- b. By promotion of a confirmed and suitable Accountant I/Auditor I with HND and at least three years satisfactory service on that grade subject to vacancies.

Principal Accountant II/ Principal Internal Auditor II - CONTEDISS 11

- a. By direct appointment of holder of a good Bachelor's Degree (minimum of Second Class Lower Division) in Accountancy or Finance plus membership of relevant professions body with at least 9 years post qualification cognate experience.
- b. By promotion of a suitable Senior Accountant/Senior Auditor with at least three years of satisfactory service on that grade.

Principal Accountant I/Principal Internal Auditor I - CONTEDISS12

- a. By direct appointment of holder of a good Bachelors Degree (minimum of Second Class Lower Division) in Accountancy or Finance plus membership of relevant professions body with at least 12 years post qualification cognate experience.
- b. By promotion of a suitable Principal Accountant/Principal Auditor II with at least three years of satisfactory service on that grade.

Assistant Chief Accountant/Assistant Chief Internal Auditor - CONTEDISS13

- a. By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) with at least 15 years post qualification cognate experience.
- b. By promotion of a suitable Principal Accountant who has spent at least three years satisfactory service on that grade subject to vacancy.
- c. Membership of relevant professional body such as ICAN, ANAN, etc. is mandatory.

Chief Accountant/Chief Internal Auditor - CONTEDISS 14

- a. By direct appointment of a candidate possessing a minimum of Bachelors degree in Accounting or Finance with at least 18 years post qualification cognate experience.

- b. By promotion of a suitable Assistant Chief Accountant with a minimum of Bachelors degree in Accounting or Finance and at least three years satisfactory service on that grade.
- c. Membership of relevant professional body such as ICAN, ANAN, etc. is mandatory.

Deputy Bursar - CONTEDISS15

- a. By promotion of a suitable Chief Accountant with at least three years satisfactory service on that grade.
- b. Membership of relevant professional body such as ICAN, ANAN, etc. is mandatory.

Bursar -CONSOLIDATED

- a. Appointment to the position of Bursar is by TENURE to be preceded by internal and external advertisement.
- b. By direct appointment of candidate possessing a minimum of Bachelors degree in Accounting or Finance with at least 21 years post qualification experience
- c. By the appointment of a Deputy Bursar who must have spent three years of satisfactory service on that grade
- d. Membership of relevant professional body such as ICAN, ANAN etc is mandatory
- e. Evidence of Community Service.

Note that holders of Higher National Diploma (HND) at credit level with the relevant professional qualification (ICAN, ANAN etc) are eligible for appointment into the Accountant/Auditor cadre.

EXECUTIVE OFFICER (ACCOUNTS AND AUDIT) CADRE

| | | | |
|-----|-----------------------------|---|--------------|
| 1.0 | 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 11
- 1.7 Assistant Chief Executive Officer - CONTEDISS 12
- 1.7 Chief Executive Officer - CONTEDISS 13

2.0 DUTIES

- 2.1 Assistant Executive Officer - CONTEDISS 05

2.1.1 Performing under supervision, the following duties:-

1. Assisting in checking and passing of Payment Vouchers.
 2. Assisting in keeping Advances Registers.
 3. Assisting in rendering Monthly Returns on advances.
 4. Assisting in maintaining Vote Books and Unclaimed Wages Register and Cash Books.
 5. Assisting in rendering A.I.E. and Bank Reconciliation Returns.
 6. 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.
- 2.5.1 Assisting in supervising Revenue Collection.

- 2.5.2 Assisting in supervising Clerical Staff.
- 2.5.3 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 other duties as may be assigned.

2.3 Higher Executive Officer (Accounts & Audit) -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 other duties as may be assigned.

2.3 Senior Executive Officer (Accounts & Audit) -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 Performing other duties as may be assigned.

2.5 Principal Executive Officer II (Accounts & Audit) - CONTEDEISS 09

2.5.1 Taking charge of small Sub-Treasuries, where the authorized cash holding is not more than ₦50,000.00

2.5.2 Submitting reconciliation statements on the Treasury.

2.5.3. Coordinating the activities of a number of subordinates.

2.5.4 Assisting in preparing reports.

2.5.5 Taking charge of a section of the Bursary.

2.5.6 Assisting in investigation duties.

2.5.7 Performing other duties as may be assigned.

2.6 Principal Executive Officer I (Accounts & Audit) - CONTEDEISS 11 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 Issuing Advances and maintaining Advances Ledgers.

2.6.5 Taking charge of accounts and audit activities.

2.6.6 Preparing draft reports.

2.6.7 Assisting in investigation duties.

2.6.8 Supervising activities in specified areas.

2.6.9 Performing other duties as may be assigned.

2.7 Assistant Chief Executive Officer (Accounts & Audit) - CONTEDEISS 12

2.7.1 Assisting in issuing and signing Local Purchase Orders (LPO) forms.

2.7.2 Assisting in preparation of Final Accounts.

2.7.3 Supervising the preparation and submission of transcripts.

2.7.4 Preparing and submitting Bank Reconciliation Statements.

- 2.7.5 Assisting in organizing training programmes for staff.
- 2.7.6 Assisting in investigation duties.
- 2.7.7 Supervising activities in a number of specified areas.
- 2.7.8 Performing other duties as may be assigned.

2.8 Chief Executive Officer (Accounts & Audit) -CONTEDISS 13

- 2.8.1 Supervising and coordinating the activities of subordinate staff.
- 2.8.2 Assisting in taking charge of a section.
- 2.8.3 Assisting in payment process
- 2.8.4 Assisting in training subordinate staff.
- 2.8.5 Supervising activities in a number of specified areas.
- 2.8.6 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.5 Assistant Executive Officer (Accounts & Audit) - CONTEDISS 05

- 3.5.2 By direct appointment of a candidate possessing a National Diploma or its equivalent in Accountancy or Finance at Credit level obtained from a recognized institution.

3.6 Executive Officer(Accounts & Audit) - CONTEDISS 06

- 3.6.2 By direct appointment of a candidate possessing a National Diploma or its equivalent in Accountancy or Finance plus at least three years post qualification cognate experience.
- 3.6.3 By promotion of a confirmed and suitable Assistant Executive Officer (Accounts & Audit) who has spent at least two years on that grade and subject to vacancy.

3.7 Higher Executive Officer (Accounts & Audit) - CONTEDISS 07

- 3.7.2 By direct appointment of a candidate possessing a Higher National Diploma in Accountancy or Finance at Credit level, obtained from a recognized Institution plus NYSC discharge Certificate.
- 3.7.3 By promotion of a confirmed and suitable Executive Officer who has spent at least three years on that grade subject to vacancy.

3.8 Senior Executive Officer (Accounts & Audit) - CONTEDISS 08

- 3.8.2 By direct appointment of a candidate possessing a Higher National Diploma in Accountancy or Finance at Credit level, obtained from a recognized Institution with at least three years post qualification cognate experience.
 - 3.8.3 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years satisfactory service on that grade and subject to vacancy.
- 3.6. Principal Executive Officer II (Accounts & Audit) - CONTEDISS 09
- 3.6.1 By direct appointment of a candidate possessing a Higher National Diploma at Credit level, in Accountancy or Finance obtained from a recognized Institution with at least six years post-qualification cognate experience.
 - 3.6.2 By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on that grade subject to vacancy.
- 3.7 Principal Executive Officer I (Accounts & Audit) - CONTEDISS 11
- 3.7.1 By direct appointment of a candidate possessing a Higher National Diplomat Credit level, in Accountancy or Finance obtained from a recognized Institution with at least nine years post-qualification cognate experience.
 - 3.6.2 By promotion of a confirmed and suitable Principal Executive Officer II, who has spent at least three years of satisfactory service on that grade and subject to vacancy.
 - 3.6.3 Membership of relevant and recognized professional body is mandatory.
- 3.8 Assistant Chief Executive Officer (Accounts & Audit)-CONTEDISS 12
- 3.8.1 By direct appointment of a candidate possessing a Higher National Diploma Credit at level, in Accountancy or Finance obtained from a recognized Institution with at least 13years post-qualification cognate experience.
 - 3.8.2 By promotion of a confirmed and suitable Principal Executive Officer I (Accounts & Audit) who possesses a Higher National Diploma in Accountancy or Finance and has spent at least three years of satisfactory service on that grade and subject to vacancy.
 - 3.8.3 Membership of relevant and recognized professional body such as Institute of Chartered Accountants of Nigeria (ICAN), Association of National Accountants of Nigeria (ANAN), etc, is mandatory.

3.8 Chief Executive Officer (Accounts & Audit) - CONTEDISS 13

3.9.1 By direct appointment of a candidate possessing a Higher National

Diploma at Credit level, in Accountancy or Finance obtained from a recognized Institution with at least 16 years post-qualification cognate experience.

3.7.1 By promotion of a confirmed and suitable Assistant Chief Executive Officer who possesses a Higher National Diploma in Accountancy or Finance and has spent at least three years of satisfactory service on that grade and subject to vacancy.

3.7.2 Membership of relevant and recognized professional body such as ICAN, ANAN, etc., is mandatory.

3.9.4 Evidence of Community service mandatory

4.0 `ADVANCEMENT BEYOND THE CADRE

4.1 Any officer in the Executive Officer (Accounts/Audit) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/conversion to that cadre in accordance with extant regulations. Also officers who acquire professional certificates ICAN or ANAN are eligible for advancement to CONTEDISS 9 on the Accountant cadre if they were not on that grade. However, it should be noted that there is no lateral conversion for officers beyond CONTEDISS 09.

STORES OFFICER CADRE

1.0 POST

1.1 Assistant Stores Officer - CONTEDISS05

1.2 Stores Officer - CONTEDISS06

1.3 Higher Stores Officer - CONTEDISS07

- 1.4 Senior Stores Officer - CONTEDISS08
- 1.5 Principal Stores Officer II - CONTEDISS 09
- 1.6 Principal Stores Officer I - CONTEDISS 11
- 1.7 Assistant Chief Stores Officer - CONTEDISS 12
- 1.8 Chief Stores Officer - CONTEDISS 13

2.0 DUTIES

2.1 Assistant Stores Officer– 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 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.
- 2.2.3 Performing other duties as may be assigned.

2.3 Higher Stores Officer– CONTEDISS 07

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

2.4 Senior Stores Office– CONTEDISS08

- 3.3.2 Assisting in disposing boarded and obsolete store items.
- 3.3.3 Assisting in rendering quarterly reports in respect of store services
- 3.3.4 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 other duties as may be assigned.

2.5 Principal Stores Officer II–CONTEDISS09

2.5.1 Assisting organizing bulk purchase of stores within stipulated limits.

2.5.2 Conducting periodic survey and checking stores under his jurisdiction.

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

2.1.2 Performing other duties as may be assigned.

2.2 Principal Stores Officer I – CONTEDISS 11

2.2.1 Supervising the stores subordinates.

2.2.2 Conducting periodic survey and checking stores under jurisdiction.

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

2.2.4 Performing other related duties that may be assigned.

2.7 Assistant Chief Stores Officer –CONTEDISS 12

2.7.1 Assisting in taking custody of delivery and drawing attention to shortages and damage to goods.

2.7.2 Supervising the operations of the central stores.

2.7.3 Assisting in the application of Stores Accounting System, requisition and clearance procedures.

2.7.3 Performing other duties as may be assigned.

2.8 Chief Stores Officer–CONTEDISS 13

2.8.1 Taking charge of Polytechnic's stores

2.8.2 Application of Stores Accounting System, requisition and clearance procedures.

2.8.3 Organizing training for stores staff

2.8.4 Preparing quarterly reports in respect of central stores.

2.8.5 Initiating claims for shortages in delivery and damage to goods.

2.8.6 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 Assistant Stores Officer – CONTEDISS05
By direct appointment of a candidate possessing a National Diploma at Credit level in Business Studies, Marketing or Purchasing and Supply.

- 3.1 Stores Officer – CONTEDISS 06
 - 3.2.1 By direct appointment of a candidate possessing National Diploma in Business Studies/Purchasing and Supply/ Marketing at Credit level with at least two years post qualification cognate experience.
 - 3.2.2 By promotion of a suitable Assistant Stores Officer with at least two years satisfactory service on that grade.

- 3.2 Higher Stores Officer - CONTEDISS07
 - 3.3.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply/Marketing at Credit level plus NYSC Certificate.
 - 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 Higher National Diploma in Business Studies/Purchasing and Supply/Marketing, at Credit level, with at least two years post-qualification cognate experience.
 - 3.4.2 By promotion of a suitable Higher Stores Officer with at least two years satisfactory service on that grade.

- 3.5 Principal Stores Officer II - CONTEDISS09
 - 3.5.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply/Marketing, at Credit level with at least six years post-qualification cognate experience.
 - 3.5.2 By promotion of a suitable Senior Stores Officer with at least three years satisfactory service on that grade.

- 3.2 Principal Stores Officer I - CONTEDISS 11

3.6.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply/Marketing, at Credit level with at least nine years post-qualification cognate experience.

3.6.2 By promotion of a suitable Principal Stores Officer II with at least three years' satisfactory service on that grade plus acquisition of HND in relevant discipline.

3.6.3 Membership of relevant and recognized professional body is mandatory.

3.7 Assistant Chief Stores Officer - CONTEDISS 12

3.7.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply/Marketing, at Credit level with at least 13years post-qualification cognate experience.

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

3.7.3 Membership of relevant and recognized Professional body is mandatory.

3.8 Chief Stores Officer - CONTEDISS 13

3.8.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply/Marketing, at Credit level with at least 16years post-qualification cognate experience.

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

3.8.3 Membership of relevant and recognized Professional body is mandatory.

3.7.3 Evidence of Community service is mandatory.

4.0 PROGRESSION BEYOND THE CADRE

4.1 Any officer who acquires higher qualification the relevant qualification specified for appointment in the relevant higher grade is eligible for transfer/conversion to that grade subject to availability of vacancy and good record of service.

STOREKEEPER CADRE

1.0 POST

1.1 Storekeeper - CONTEDISS 03

1.2 Senior Storekeeper - CONTEDISS04

- 1.3 Assistant Chief Storekeeper - CONTEDISS05
- 1.4 Chief Storekeeper - CONTEDISS06

2.0 DUTIES

2.1 Storekeeper -CONTEDISS 03

- 2.1.1 Taking charge of a small store.
- 2.1.2 Assisting in performing routine and manual stores work under supervision.
- 2.1.3 Keeping simple stores record under supervision.
- 2.1.4 Ensuring the cleanliness of the stores and the store.
- 2.1.5 Performing other duties as may be assigned.

2.2 Senior Storekeeper -CONTEDISS 04

2.2.1 Taking charge of stores.

- 2.2.2 Issuing and receiving materials and equipment.
- 2.2.3 Keeping relevant store records.
- 2.2.4 Checking stock under supervision.
- 2.2.5 Performing other duties as may be assigned.

2.3 Assistant Chief Storekeeper - CONTEDISS 05

- 2.3.1 Supervising subordinate officers within the unit.
- 2.3.2 Checking stock in a large division or department of the institution.
- 2.3.3 Performing other duties as may be assigned.

2.4 Chief Storekeeper - CONTEDISS 06

- 2.4.1 Supervising and training subordinate staff.
- 2.4.2 Carrying out stock verification.
- 2.4.3 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Storekeeper - CONTEDISS 03

- 3.1.1 By direct appointment of a candidate possessing a Senior Secondary School Certificate with four credits passes at one sitting or five credits passes at two sittings, including English Language and Mathematics.

- 3.2 Senior Storekeeper - CONTEDISS 04
- 3.2.1 By direct appointment of a candidate possessing the qualifications specified for the post of storekeeper with at least two years post qualification cognate experience.
- 3.2.1 By promotion of a suitable Storekeeper with at least two years satisfactory service on that grade.
- 3.3 Assistant Chief Storekeeper - CONTEDISS 05
- 3.3.1 By direct appointment of a candidate possessing the qualifications specified for the post of a Senior Storekeeper with at least six years post qualification cognate experience.
- 3.3.2 By promotion of a confirmed and suitable Senior Storekeeper with at least two years satisfactory service record on that grade and subject to vacancy.
- 3.8 Chief Storekeeper - CONTEDISS 06
- 3.4.1 By promotion of a suitable Assistant Chief Storekeeper with at least two years' satisfactory service record on that grade and subject to vacancy.
- 3.0 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 appropriate Cadre, subject to vacancy and good record of service.

PROCUREMENT OFFICER CADRE

- 1.0 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 11
- 1.5 Principal Procurement Officer I - CONTEDISS 12
- 1.6 Assistant Director Procurement - CONTEDISS 13
- 1.7 Deputy Director Procurement - CONTEDISS 14

1.8 Director Procurement - CONTEDISS 15

2.0 DUTIES

2.1 Procurement Officer II - CONTEDISS 07

2.1.1 Rendering procurement record and report.

2.1.2 Maintaining procurement inventory and stock-taking in all procurement sub-heads.

2.1.3 Performing other duties as may be assigned.

2.2 Procurement Officer I - CONTEDISS 08

2.2.1 Taking charge of central procurement process.

2.2.1 Allocating procured items to Departments or stores unit.

2.2.3 Rendering reports to appropriate authorities in all procurements.

2.2.4 Performing other duties as may be assigned.

2.3 Senior Procurement Officer - CONTEDISS 09

2.3.1 Taking charge of a large central procurement processes.

2.3.2 Organizing bulk procurement within the stipulated limits.

2.3.3 Conducting periodic survey and checking all the procurement under jurisdiction.

2.3.4 Rendering quarterly/annual reports in respect of procurements service within the officers' jurisdiction.

2.3.5 Performing other duties as may be assigned.

2.4 Principal Procurement Officer II - CONTEDISS 11

2.4.1 Organizing procurement processes and verification.

2.4.1 Conducting periodic survey and checks of all procurements.

- 2.4.2 Keeping up-to-date prices of procured materials, responsible for price analysis.
- 2.4.3 Developing due process mechanisms in line with procurement act.
- 2.4.5 Performing other related duties that may be assigned.

2.5 Principal Procurement Officer I - CONTEDISS 12

- 2.5.1 Organizing procurement processes and verification.
- 2.5.2 Conducting periodic survey and checks of all procurements.
- 2.5.3 Keeping up-to-date prices of procured materials, responsible for price analysis.
- 2.5.4 Developing due process mechanisms in line with procurement act.
- 2.5.5 Performing other related duties that may be assigned.

2.6 Assistant Director Procurement– CONTEDISS 13

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 Supervising the operations of the central procurement processes.
- 2.6.4 Ensuring compliance with due process and procurement acts.
- 2.6.5 Organizing training programmes for procurement staff.
- 2.6.6 Performing other duties as may be assigned.

2.7 Deputy Director Procurement - CONTEDISS 14

- 2.7.1 Responsible for the discharge of all procurement processes.
- 2.7.2 Preparing annual reports in respect of the central procurement.
- 2.7.3 Reviewing procurement policies, regulations and guidelines.
- 2.7.4 Advising the Polytechnic on all procurement matter and coordinating the activities of the Procurement Unit.
- 2.7.5 Performing other duties as may be assigned.

2.8 Director Procurement - CONTEDISS 15

- 2.8.1 Coordinating the procurement process of the institution

- 2.8.2 Responsible for the discharge of all procurement processes.
- 2.8.3 Preparing annual reports in respect of the central procurement.
- 2.8.4 Reviewing procurement policies, regulations and guidelines.
- 2.8.5 Advising the Polytechnic on all procurement matter and coordinating the activities of the Procurement Unit.
- 2.8.6 Liaising with relevant offices in the execution of all procurement process of the institution
- 2.8.7 Performing other duties as may be assigned

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Procurement Officer II - CONTEDISS 07

- 3.1.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields. or any other relevant discipline plus NYSC Certificate.

3.2 Procurement Officer I - CONTEDISS 08

- 3.2.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields. or any other relevant discipline with at least three years post qualification cognate work experience or a Masters Degree in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields.
- 3.2.2 By promotion of a suitable Procurement Officer II with at least three years satisfactory service on that grade.

3.3 Senior Procurement Officer - CONTEDISS 09

- 3.3.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields. or any other relevant discipline with at least six years post qualification cognate work experience or a Masters Degree in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields with at least three years post qualification cognate work experience.
- 3.3.2 By promotion of a confirmed and suitable Procurement Officer I with at least three years satisfactory service on that grade.

3.4 Principal Procurement Officer II- CONTEDEISS 11

3.4.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields or with at least nine years post qualification cognate experience or a Masters Degree in Business Administration/Finance Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields. or any other relevant discipline with at least six years post qualification cognate work experience.

3.4. 2 By promotion of a suitable Senior Procurement Officer with at least three years satisfactory service on that grade.

3.8.1 Membership of relevant and recognized professional body is mandatory.

3.5 Principal Procurement Officer I - CONTEDEISS 12

3.5.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields or any other relevant discipline with at least twelve years post qualification cognate experience or a Masters Degree in Business Administration/Finance Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields. or any other relevant discipline with at least nine years post qualification cognate work experience.

3.5. 2 By promotion of a suitable Principal Procurement Officer II with at least three years satisfactory service on that grade.

3.5.3. Membership of relevant and recognized professional body is mandatory

3.6 Assistant Director Procurement - CONTEDEISS 13

3.6.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields with at least 15 years post qualification cognate experience or a Masters Degree in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields with at least 12 years post qualification cognate work experience.

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

3.6.3 Membership of a relevant and recognized Professional body is mandatory.

- 3.7 Deputy Director Procurement - CONTEDISS 14
- 3.7.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance with at least 18 years post qualification cognate Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields work experience or a Masters Degree in Business Administration/Finance, Marketing, Economics, Purchasing and Supply, Engineering and Allied Fields with at least 15 years post qualification cognate work experience.
- 3.7.2 By promotion of a confirmed and suitable Assistant Director Procurement with at least three years satisfactory service on that grade.
- 3.7.3 Membership of a relevant and recognized Professional body is mandatory. 3.7.4 Evidence of Community service is an added advantage
- 3.8 Director Procurement - CONTEDISS 15
- 3.8.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Business Administration/Finance or any other relevant discipline with at least 21 years post qualification cognate work experience or a Masters Degree in Business Administration/Finance with at least 18 years post qualification cognate work experience.
- 3.8.2 By promotion of a confirmed and suitable Deputy Director Procurement with at least three years satisfactory service on that grade.
- 3.8.3 Membership of a relevant and recognized Professional body is mandatory.
- 3.8.4 Evidence of Community service.

EXECUTIVE OFFICER (PROCUREMENT)

1. POST

- | | | |
|------------------------------------|---|--------------|
| 1.1 Assistant Executive Officer | - | CONTEDISS 05 |
| 1.2 Executive Officer | - | CONTEDISS06 |
| 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 - CONTEDISS11
- 1.7 Asst. Chief Executive Officer - CONTEDISS 12
- 1.8 Chief Executive Officer - CONTEDISS 13

2.0 DUTIES

2.1 Assistant Executive Officer (Procurement)- CONTEDISS05 2.1.1 Assisting in taking charge of all procurements in departmental supplies.

2.1.2 Assisting in checking and revising procurement positions.

2.1.3 Performing any other duties as may be assigned.

2.2 Executive Officer (Procurement) - CONTEDISS06

2.2.1 Taking charge of materials and equipment procured for delivery to the store.

2.2.2 Checking procured stocks whether allocated or unallocated.

2.2.3 Performing any other duties as may be assigned.

2.3 Higher Executive Officer (Procurement) -CONTEDISS07 2.3.1 Taking charge of a departmental procurement process.

2.3.2 Allocating procured items to departments or stores unit.

2.3.3 Rendering reports as may be required by superior officers.

2.3.4 Performing any other duties as may be assigned.

2.4 Senior Executive Officer (Procurement) - CONTEDISS08

2.4.1 Taking charge of minor central procurement processes.

2.4.2 Organizing bulk procurement within the stipulated limits.

2.4.3 Conducting periodic survey and checking minor procurements.

2.4.4 Rendering monthly reports in respect of procurements service within the officer's jurisdiction.

2.0.1 Performing any other duties as may be assigned.

2.5 Principal Executive Officer II (Procurement) - CONTEDISS09

2.5.1 Undertaking procurement verifications.

2.5.2 Conducting periodic survey and checks of all procurements.

2.5.3 Keeping up-to-date prices of procured materials.

2.5.4 Performing other related duties that may be assigned.

2.6 Principal Executive Officer (Procurement) I - CONTEDISS11 2.6.1
Supporting the operations of the central procurement processes.

2.6.2 Monitoring compliance with due process and procurement act.

2.6.3 Performing any other duties as may be assigned.

2.7 Assistant Chief Executive Officer (Procurement) - CONTEDISS12 2.7.1
Preparing monthly reports in respect of all procurement.

2.7.2 Organising training programmes for procurement staff.

2.7.3 Performing any other duties as may be assigned.

2.8 Chief Executive Officer (Procurement) - CONTEDISS13 2.8.1
Responsible for the discharge of all procurement processes.

2.8.1 Preparing quarterly reports in respect of all procurement.

2.8.2 Advising the Polytechnic on procurement matter.

2.8.3 Performing any other duties as may be assigned.

3.0 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Executive Officer (Procurement) - CONTEDISS 05

By direct appointment of a candidate possessing a National Diploma at Credit level in Business Studies/Purchasing and Supply or any other relevant discipline.

3.2 Executive Officer (Procurement) - CONTEDISS06

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

3.2.2 By promotion of a suitable Assistant Executive Officer (Procurement) with at least two years satisfactory service on that grade.

3.3 Higher Executive Officer (Procurement) – CONTEDISS07

- 3.3.1 By direct appointment of a candidate possessing a Higher National Diploma in Purchasing and Supply at credit level with three years' experience or National Diploma in Business Studies/Purchasing and Supply at Credit level with at least nine years post qualification cognate work experience.
- 3.3.2 By promotion of a suitable Executive Officer (Procurement) with at least three years satisfactory service on that grade.

- 3.4 Senior Executive Officer (Procurement)- CONTEDISS08
 - 3.4.1 By direct appointment of a candidate possessing a Higher National Diploma in Purchasing and Supply at Credit level with at least six years post qualification cognate experience or National Diploma in Business Studies/ Purchasing and Supply or any other relevant discipline with at least 12 years post qualification cognate work experience.
 - 3.4.2 By promotion of a suitable Higher Executive Officer (Procurement) with at least three years satisfactory service on that grade.

- 3.5 Principal Executive Officer II(Procurement) -CONTEDISS09
 - 3.8.2 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply or any other relevant discipline at Credit level with at least nine years post qualification cognate experience.

 - 3.5.2 By promotion of a suitable Senior Executive Officer (Procurement) with at least three years satisfactory service on that grade.

- 3.6 Principal Executive Officer I(Procurement) – CONTEDISS11
 - 3.6.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply or any other relevant discipline at Credit level with at least 12 years post qualification cognate experience.
 - 3.6.2 By promotion of a suitable Principal Executive Officer II (Procurement) with at least three years satisfactory service on that grade.
 - 3.8.3 Membership of relevant Professional body is mandatory.

- 3.9 Assistant Chief Executive Officer (Procurement) - CONTEDISS12

- 3.7.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply or any other relevant discipline at Credit level with at least 15 years post qualification cognate experience.
- 3.7.2 By promotion of suitable Principal Executive Officer I (Procurement) with at least three years satisfactory service on that grade.
- 3.7.3 Membership of relevant Professional body is mandatory.

3.10 Chief Procurement Officer - CONTEDISS13

- 3.8.1 By direct appointment of a candidate possessing a Higher National Diploma in Business Studies/Purchasing and Supply or any other relevant discipline at Credit level with at least 23 years post qualification cognate experience.
- 3.8.2 By promotion of suitable Assistant Chief Executive Officer (Procurement) with at least four years satisfactory service on that grade.
- 3.8.3 Membership of relevant Professional body is mandatory.
- 3.8.4 Evidence of Community service

ENGINEER CADRE

| | | | |
|-----|---|---|------------------|
| 1.0 | 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 11 |
| 1.5 | Principal Engineer I | - | CONTEDISS 12 |
| 1.6 | Asst. Director Engineering | - | CONTEDISS 13 |
| 1.7 | Deputy Director Engineer | - | CONTEDISS 14 1.8 |
| | Director (Works & Engineering Services) - | | CONTEDISS |

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2.0 DUTIES

- 2.1 Engineer II - CONTEDISS07
 - 2.1.1 Undergoing three-year pupilage programme and performing other duties under supervision
 - 2.1.2 Carrying out assigned duties in one or more major areas of services.
 - 2.1.3 Performing other duties as may be assigned.
- 2.2 Engineer I - CONTEDISS08
 - 2.2.1 Preparing cost estimates in respect of projects to be carried out.
 - 2.2.2 To be responsible for a specific area or division of a major project in case of direct labour.
 - 2.2.3 Conducting engineering installations and maintenance.
 - 2.2.4 Performing other duties as may be assigned.
- 2.3 Senior Engineer - CONTEDISS09
 - 2.3.1 Supervising the duties of a number of subordinate staff.
 - 2.3.2 Assisting in testing, inspecting and certifying engineering projects.
 - 2.3.3 Assisting in the formulation and execution of engineering training programmes.
 - 2.3.4 Performing other duties as may be assigned.
- 2.4 Principal Engineer II - CONTEDISS 11
 - 2.4.1 Responsible for 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 - CONTEDISS12
 - 2.5.1 Responsible for the planning and execution of engineering projects.
 - 2.5.2 Carrying out detailed engineering designs.
 - 2.5.3 Preparing tender reports.
 - 2.5.4 Investigating accidents, prosecuting contraventions of regulations and maintaining compliance.
 - 2.5.5 Performing other duties as may be assigned.
- 2.6 Assistant Director Engineering -CONTEDISS13 2.6.1
 - Assisting in preparing recurrent estimates for the division.

- 2.6.2 Undertaking and overseeing major projects for or on behalf of the Polytechnic.
- 2.6.3 Assisting in drafting and modifying engineering operations in the Polytechnic.
- 2.6.4 Assist in coordinating engineering activities in other units, departments or campuses.
- 2.6.5 Taking charge of specified subjects/projects in the Department.
- 2.6.6 Undertaking the planning of new projects.
- 2.6.7 Performing other duties as may be assigned.

2.7 Deputy Director Engineering - CONTEDISS14

- 2.7.1 Responsible the smooth operation of the appropriate division or divisions.
- 2.7.2 Drafting and modifying engineering operations in the Polytechnic.
- 2.7.3 Coordinating the planning and execution of training programmes for staff.
- 2.7.4 Assisting in the supervision of staff in a division.
- 2.7.5 Performing other duties as may be assigned.

2.8 Director of Works and Engineering Services -CONTEDISS15 2.8.1 Exercising control in the Department.

- 2.8.2 Formulating divisional strategies to achieve the institutional goals.
- 2.8.3 Planning and controlling the technical activities of the Works and Engineering Services Department.
- 2.8.4 Advising the Rector on the acquisition, operation and maintenance of all Polytechnic assets as the case may be.
- 2.8.5 Preparing the Department's budget and exercising budgetary controls.
- 2.8.6 Keeping an inventory of all vehicles, their maintenance, security and up-keep.
- 2.8.7 Performing other duties as may be assigned by the Rector.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Engineer II -CONTEDISS07

- 3.1.1 By direct appointment of a candidate possessing good Bachelors Degree (minimum of Second Class Lower Division) in relevant discipline plus NYSC Certificate.

3.1 Engineer I - CONTEDISS08

- 3. 2.1By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in the relevant engineering discipline, plus

at least three years' post-qualification cognate/working experience or Masters Degree in Engineering from a recognized institution.

3.2.2 By promotion of a suitable Engineer II who has successfully completed a three years pupillage on the grade.

3.2 Senior Engineer - CONTEDISS 09

3.2.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in the relevant engineering discipline with at least six years post-qualification cognate working experience or Masters Degree in Engineering plus at least 3 years cognate experience.

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

3.3 Principal Engineer II - CONTEDISS 11

3.3.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in the relevant engineering discipline with at least nine years post-qualification cognate experience and registration with COREN or Masters Degree in Engineering with at least six years cognate experience plus registration with COREN

3.3.2 By promotion of a confirmed and suitable Senior Engineer who has spent at least three satisfactory years on that grade and registered with COREN.

3.4 Principal Engineer I - CONTEDISS 12

3.4.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in the relevant engineering discipline with at least 12 years post-qualification cognate experience and registration with COREN or Masters Degree in Engineering with at least nine years cognate experience.

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

3.5 Assistant Director Engineering - CONTEDISS 13

3.5.1 By direct appointment of a candidate possessing a good Bachelor degree in Engineering with 15 years cognate experience or Masters

Degree in the relevant discipline plus at least 12 years post-qualification cognate working experience and must have been registered with COREN.

3.6.2 By promotion of confirmed and suitable Principal Engineer I who has spent at least three satisfactory years on that grade.

3.6 Deputy Director Engineering - CONTEDISS 14

3.7.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Engineering with at least 18years post-qualification cognate working experience or Masters Degree with at least 15 years cognate experience plus membership of COREN.

3.7.2 By promotion of a confirmed and suitable Assistant Director Engineering who has spent at least three year's satisfactory on that grade and registered with COREN.

3.8 Director of Works and Engineering Services - CONTEDISS 15

3.6.1 By direct appointment of a fully registered engineer possessing a good honours degree (minimum of Second Class lower division) in Engineering with at least 21 years post qualification cognate experience or Masters degree in Engineering with at least 18 years post – qualification cognate experience or a registered engineer with Doctoral Degree in Engineering plus 15 years post – qualification cognate experience.

3.6.2 By the promotion of a confirmed and suitable deputy Director Engineering who has spent at least three years' satisfactory service on that grade 3.8.3 Membership of COREN is mandatory

3.8.4 Evidence of Community Service.

TECHNICAL OFFICER CADRE

| | | | |
|-----|--------------------------------|---|--------------|
| 1.0 | POST | | |
| 1.1 | Assistant Technical Officer | - | CONTEDISS05 |
| 1.2 | Technical Officer | - | CONTEDISS06 |
| 1.3 | Higher Technical Officer | - | CONTEDISS07 |
| 1.4 | Senior Technical Officer | - | CONTEDISS08 |
| 1.5 | Principal Technical Officer II | - | CONTEDISS09 |
| 1.6 | Principal Technical Officer I | - | CONTEDISS 11 |

1.7 Assistant Chief Technical Officer - CONTEDISS 12 1.8
Chief Technical Officer - CONTEDISS 13

2.0 DUTIES

2.1 Assistant Technical Officer - CONTEDISS05

2.1.1 Performing minor routine maintenance

2.1.1 Assisting the Technical Officer in the execution of his duties.

2.1.3 Performing 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 other duties as may be assigned.

2.3 Higher Technical 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 other duties as may be assigned.

2.4 Senior Technical Officer - CONTEDISS08

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

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

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

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

2.4.4 Performing other duties as may be assigned.

2.5 Principal Technical Officer II - CONTEDISS09

2.5.1 Coordinating 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 – CONTEDISS11
- 2.6.1 Supervising subordinate staff in the unit.
 - 2.6.2 Responsible to Assistant Chief Technical Officer for the execution of projects/Workshop operations.
 - 2.6.3 Performing other duties as may be assigned.
- 2.7 Assistant Chief Technical Officer – CONTEDISS 12
- 2.7.1 Responsible to superior Officers for the administration and supervision of technical staff in a section/unit.
 - 2.7.2 Performing other responsibilities as may be assigned.
- 2.8 Chief Technical Officer - CONTEDISS 13
- 2.8.1 Assisting in the supervision of subordinate staff.
 - 2.8.2 Assisting in planning and execution of maintenance functions of the institution.
 - 2.8.3 Performing other responsibilities as may be assigned.
- 4.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
- 4.1 Assistant Technical Officer - CONTEDISS05
- 4.1.1 By direct appointment of a candidate possessing a recognized National Diploma at Credit level or its equivalent in relevant discipline.
- 4.2 Technical Officer - CONTEDISS06
- 4.2.1 By direct appointment of a candidate possessing a recognized National Diploma or equivalent at Credit level in relevant discipline plus at least two years post qualification cognate experience.
 - 4.2.2 By promotion of a suitable Assistant Technical Officer with at least two year satisfactory service on that grade.
- 4.3 Higher Technical Officer - CONTEDISS 07
- 4.3.1 By direct appointment of a candidate possessing a recognized HND at Credit level in relevant discipline or equivalent qualification.
 - 4.3.2 By promotion of a confirmed and suitable Technical Officer with at least three years satisfactory service record on that grade.

- 4.4 Senior Technical Officer - CONTEDISS08
- 4.4.1 By direct appointment of a candidate possessing a recognized HND at Credit level in relevant discipline plus at least three years' post qualification cognate experience.
- 4.4.2 By promotion of a confirmed and suitable Higher Technical Officer with three years satisfactory service on that grade.
- 4.5 Principal Technical Officer II - CONTEDISS09
- 4.5.1 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.
- 4.5.2 By promotion of a confirmed and suitable Senior Technical Officer with at least three years satisfactory service on that grade.
- 4.6 Principal Technical Officer I - CONTEDISS 11
- 4.6.1 By direct appointment of a candidate possessing a recognized HND at Credit level in relevant discipline with at least nine years post qualification cognate experience.
- 4.6.2 By promotion of a suitable Principal Technical Officer II with at least three years satisfactory service on that grade plus HND in relevant discipline.
- 4.6.3 Membership of a recognized relevant professional body (e.g. COREN, SURCON) is mandatory.
- 4.7 Assistant Chief Technical Officer - CONTEDISS12
- 4.7.1 By direct appointment of a candidate possessing a recognized HND at Credit level in relevant discipline with at least 13 years post qualification cognate experience.
- 4.7.2 By promotion of a suitable Principal Technical Officer I with at least three years satisfactory service on that grade plus HND in the relevant discipline.
- 4.7.3 Membership of a recognised relevant professional body (e.g. COREN, NIOB etc.) is mandatory.
- 4.8 Chief Technical Officer - CONTEDISS 13
- 4.8.1 By direct appointment of a candidate possessing a recognized HND at Credit level in relevant discipline with at least 16 years post qualification cognate experience.
- 4.8.2 By Promotion of an Assistant Chief Technical Officer with at least three years satisfactory service on that grade and subject to vacancy.
- 4.8.3 Membership of relevant professional body (e.g. COREN, NIOB etc) is mandatory.
- 4.0 ADVANCEMENT
- 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 relevant cadre subject to availability of vacancy and good records of service.

ARTISAN/CRAFTSMAN CADRE

| | | | | |
|-----|------------------|---|---------------|-----|
| 1.0 | POST | | | |
| 1.1 | Craftsman | - | CONTEDEISS 03 | |
| 1.2 | Senior Craftsman | - | CONTEDEISS 04 | |
| 1.3 | Foreman | - | CONTEDEISS 05 | I.5 |
| | Senior Foreman | - | CONTEDEISS 06 | |

2.0 DUTIES

2.1 Craftsman - CONTEDEISS03

- 2.1.1 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.
- 2.1.2 Checking and allocating materials and preparing simple job reports.
- 2.1.3 Performing routine individual trade jobs.
- 2.1.4 Performing other duties as may be assigned.

2.2 Senior Craftsman -CONTEDEISS04

- 2.2.1 Performing trade jobs requiring estimation, calculation, reading drawings and specifications.
- 2.2.2 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.
- 2.2.3 Laying out the work, setting up equipment, selecting tools and materials, determining work procedures and modifying techniques to meet varying job requirements.
- 2.2.4 Preparing records of work done and rendering periodical reports to the Foreman.
- 2.2.5 Performing other duties as may be assigned.

2.3 Foreman - CONTEDEISS 05

- 2.3.1 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.

- 2.3.2 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.
 - 2.3.3 Coordinating workshop activities with those of other trades' workshop units.
 - 2.3.4 Performing any other duties as may be assigned.
- 2.4 Senior Foreman - CONTEDISS06
- 2.4.1 Supervising and coordinating of the operation of several workshop units employing skilled tradesmen and helpers in a variety of trades.
 - 2.4.2 Performing other duties as may be assigned.
- 3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
- 3.1 Craftsman -CONTEDISS 03
- 3.1.1 By direct appointment of a candidate possessing either:
- (a) National Technical Certificate or its equivalent with a minimum of two years experience.
 - (b) Government Trade Test Certificate Grade III. plus a minimum of two years' satisfactory service on that grade.
- 3.1.2 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 direct appointment of a candidate possessing Government Trade Test Grade I who has spent a minimum of two years in the trade.
 - 3.2.2 By promotion of a 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.
- 3.3 Foreman - CONTEDISS05
- 3.3.1 By direct appointment of a candidate with Trade Test Certificate Grade I and a minimum of nine years post qualification cognate experience.

3.3.2 By promotion of a suitable Craftsman who has demonstrated competent performance with at least three years satisfactory service on that grade.

3.4 Senior Foreman - CONTEDIS06

3.4.1 By direct appointment of a candidate with Trade Test Certificate Grade I and a minimum of nine years post qualification cognate experience.

3.2.1 By promotion of a 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 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 subject to vacancy and good records of service.

MOTOR DRIVER/MECHANIC CADRE

1.0 POST

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

2.0 DUTIES

2.1 Heavy Duty Vehicle Driver/Motor Driver/Mechanic II– CONTEDEISS 03

2.1.1 Driving with care and caution any vehicle that may be assigned.

2.1.2 Keeping the vehicle clean

2.1.3 Keeping an accurate and up-to-date logbook of the movement of the vehicle and reporting promptly to the appropriate officer any fault or defects discovered.

2.1.4 Undertaking the maintenance and repairs of the vehicle.

2.2 Motor Driver/Mechanic Grade I – CONTEDEISS 04

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

2.2.2 Maintaining record of fuel and lubrication consumption by vehicles.

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

2.2.4 Performing other duties as may be assigned.

2.3 Senior Motor Driver/Mechanic – CONTEDEISS05

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

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

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

2.3.4 Performing other duties as may be assigned.

2.4 Chief Driver– CONTEDEISS 06 2.4.1

Taking prompt action on accident cases.

- 2.4.2 Supervising Motor Driver/Mechanics and Senior Motor Driver/Mechanics
- 2.4.3 Taking inventory of vehicles in his custody.
- 2.4.4 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Heavy Duty Vehicle Driver/Motor Driver/Mechanic II – CONTEDISS 03

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

3.2 Motor Driver/Mechanic Grade I– CONTEDISS04

- 3.2.1 By direct appointment of a suitable and experienced candidate possessing Senior Secondary School Certificate or its equivalent with relevant Class ‘E’ & C Driving License plus Trade Test Grade I for Motor – Driver/Mechanic plus at least six years satisfactory post qualification cognate experience.
- 3.2.1 By promotion of a Motor Driver/Mechanic Grade II after three years driving experience on that grade plus trade test certificate Grade II.

3.3 Senior Motor Driver/Mechanic - CONTEDISS05

- 3.3.1 By direct appointment of a candidate possessing Senior Secondary School Certificate or Class ‘E’ Driving License plus Trade Test Grade I with a minimum of nine years post qualification cognate experience.
- 3.3.2 By promotion of a suitable Motor Driver/Mechanic Grade I who must have spent a minimum of three years satisfactory service on that grade and possess trade test grade I certificate.

3.4 Chief Driver - CONTEDISS 06

- 3.4.1 By direct appointment of a candidate possessing Senior Secondary School Certificate or Class ‘E’ Driving License plus Trade Test Grade I with a minimum of twelve years post qualification cognate experience.
- 3.4.2 By promotion of a suitable Senior Driver Mechanic with at least three years satisfactory service on that grade.

NOTE: Officers on this cadre shall be made to undergo periodic medical test (Eye test) and Competency conducted by the Federal Road Safety Corps (FRSC).

QUANTITY SURVEYOR CADRE

- 1.0 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 11
- 1.5 Principal Quantity Surveyor I - CONTEDISS 12
- 1.6 Assistant Chief Quantity Surveyor - CONTEDISS 13
- 1.7 Chief Quantity Surveyors - CONTEDISS 14
- 1.8 Director of Physical Planning - CONTEDISS 15

- 2.0 DUTIES
- 2.1 Quantity Surveyor II -CONTEDISS 07
 - 2.1.1 Undergoing three-year pupillage programme and performing other duties under supervision
 - 2.1.2 Carrying out assigned quantity surveying duties on one or more major areas of services.
 - 2.1.3 Performing other duties as may be assigned.

- 2.2 QUANTITY SURVEYOR I - CONTEDISS08
 - 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 - CONTEDISS11
 - 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 Assisting and overseeing quality of major projects in the Polytechnic.
 - 2.4.5 Performing other duties as may be assigned.

- 2.5 Principal Quantity Surveyor I - CONTEDISS12
 - 2.5.1 Responsible for the planning and execution of projects.
 - 2.5.2 Carrying out detailed quantity surveying and specifications.
 - 2.5.3 Preparing quantity surveying component of tender reports.
 - 2.5.4 Assisting and overseeing quality of major projects in the Polytechnic.
 - 2.5.5 Performing other duties as may be assigned.

- 2.6 Assistant Chief Quantity Surveyor - CONTEDISS13
 - 2.6.1 Assisting the Chief Quantity Surveyor in the general administration of the division.
 - 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 Assessing, monitoring and evaluating projects.
 - 2.6.5 Supervision of projects to ensure value for money.
 - 2.6.6 Responsible for the training of staff in the division.
 - 2.6.7 Preparing briefs and specifications on specific projects.
 - 2.6.8 Performing other duties as may be assigned.

- 2.7 Chief Quantity Surveyor - CONTEDISS14
 - 2.7.1 Responsible for the smooth operation of the appropriate division or divisions.
 - 2.7.2 Overall supervision of projects to ensure value for money in the execution of projects.
 - 2.7.2 Responsible for overall assessment, monitoring and evaluation of projects.
 - 2.7.4 Assisting the Director in the day to day running of the division.
 - 2.7.5 Performing other duties as may be assigned.

- 2.8 Director of Physical Planning - CONTEDISS15
 - 2.8.1 Exercise control on the Department.
 - 2.8.2 Formulating divisional strategies to achieve the institutional goals.

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

2.5.1 Advising the Rector on the status of the acquired Polytechnic assets in terms of quality and quantity as the case may be.

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

2.8.6 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 candidate possessing any of the following qualifications:

1. A good Bachelor's Degree in Quantity Surveying from a recognised University.
2. A pass in the final examination of the Royal Institute Chartered Surveyors.
3. A pass in the final examination of the Nigerian Institute of Quantity Surveyors.

3.2 Quantity Surveyor I -CONTEDISS08

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 holder of a Masters Degree in relevant field.

3.2.2 By advancement of a suitable Quantity Surveyor II who has successfully completed a three year pupillage programme. Promotion beyond this grade is subject to registration with NIQS.

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 six years post-qualification cognate experience, or a Masters Degree with three years cognate experience.

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

- 3.4 Principal Quantity Surveyor II - CONTEDISS11
 - 3.4.1 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 above plus nine years cognate experience or a Masters Degree with at least 6 years cognate experience.
 - 3.4.2 By promotion of a confirmed and suitable Senior Quantity Surveyor, with at least three years satisfactory service on that grade.

- 3.5 Principal Quantity Surveyor I - CONTEDISS 12
 - 3.5.1 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 above plus 12 years cognate experience or a Masters Degree with at least nine years cognate experience.
 - 3.5.2 By promotion of a confirmed and suitable Principal Quantity Surveyor II, with at least three years satisfactory service on that grade.

- 3.6 Assistant Chief Quantity Surveyor -CONTEDISS13
 - 3.6.1 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 above plus 15 years cognate experience or Masters Degree with at least 12 years cognate experience.

.6.2 By promotion of a confirmed and suitable Principal Quantity Surveyor with at least three years satisfactory service on that grade.

- 3.7 Chief Quantity Surveyor - CONTEDISS14
 - 3.7.1 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 above plus 18 years cognate experience or Masters Degree with at least 15 years cognate experience.
 - 3.7.2 By promotion of a confirmed and suitable Assistant Chief Quantity Surveyor with at least three years' satisfactory service on that grade.

- 3.8 Director of Physical Planning - CONTEDISS 15

- 3.8.1 By direct appointment of a fully registered professional in the relevant field who possess a good honours degree with at least 21 years post-qualification cognate experience or Masters’ degree with at least 18 years post – qualification cognate experience or a registered professional with Doctoral Degree plus 15 years post – qualification cognate experience.
- 3.8.2 By promotion of a fully registered Chief Quantity Surveyor who has spent at least three years satisfactory service on that grade.

ARCHITECT CADRE

| | | | |
|-----|-----------------------------|---|--------------|
| 1.0 | POST | | |
| 1.1 | Architect II | - | CONTEDISS07 |
| 1.2 | Architect I | - | CONTEDISS08 |
| 1.3 | Senior Architect | - | CONTEDISS09 |
| 1.4 | Principal Architect II | - | CONTEDISS 11 |
| 1.5 | Principal Architect I | - | CONTEDISS 12 |
| 1.6 | Assistant Chief Architect | - | CONTEDISS 13 |
| 1.7 | Chief Architect | - | CONTEDISS 14 |
| 1.8 | Director, Physical Planning | - | CONTEDISS 15 |

- 2.0 DUTIES
- 2.1 Architect II - CONTEDISS 07
 - 2.1.1 Undergoing three-year pupillage programme and performing other duties under supervision.
 - 2.1.2 Carrying out assigned architectural duties in the Polytechnic.
 - 2.1.3 Performing other duties as may be assigned.
- 2.2 Architect I - CONTEDISS08
 - 2.2.1 Preparing cost estimates and developing architectural designs in respect of projects to be carried out.
 - 2.2.2 Assisting in carrying out architectural inspections and certifications of all works.
 - 2.2.3 Performing other duties as may be assigned.
- 2.3 Senior Architect - CONTEDISS09
 - 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 Preparing, describing and illustrating outline design proposals
 - 2.3.5 Performing other duties as may be assigned.
- 2.4 Principal Architect II - CONTEDISS 11
 - 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 - CONTEDISS12
 - 2.5.1 Responsible for the Architectural planning and execution of projects.
 - 2.5.2 Carrying out detailed Architectural designs.
 - 2.5.3 Preparing Architectural component of tender reports.
 - 2.5.4 Assessing the Architectural quality and quantity of job done.
 - 2.5.5 Performing other duties as may be assigned.

- 2.6 Assistant Chief Architect - CONTEDISS 13
 - 2.6.1 Assisting in the operation of the appropriate division or divisions.
 - 2.6.2 Assisting in physical development by sustaining the architectural quality of projects 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 Overall supervision of all building projects in the division.
 - 2.6.6 Performing other duties as may be assigned.

- 2.7 Chief Architect - CONTEDISS 14
 - 2.7.1 Overall 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 Performing other duties as may be assigned.

- 2.8 Director of Physical Planning - CONTEDISS 15
 - 2.8.1 Exercise control in the Department.
 - 2.8.2 Formulating divisional strategies to achieve the institutional goals.
 - 2.8.3 Responsible for the Rector for planning and controlling the technical activities of the Physical Planning Department.
 - 2.8.4 Advising the Rector on the Architectural designs of the Physical (building) assets of the Polytechnic.
 - 2.8.5 Preparing the Department's budget and exercising budgetary controls.
 - 2.8.6 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1. Architect II -CONTEDISS07

By direct appointment of a candidate possessing any of the following or equivalent qualifications registerable with the Architectural Registration Council of Nigeria (ARCON):

- a. A good Bachelor of Science Degree (minimum of Second Class Lower Division) in Architecture from a recognized University.
- b. A pass in the final I Examination of the Royal Institute of British Architects (RIBA).
- c. A pass in the final I Examination of the Nigerian Institute of Architects (NIA).

- 3.2 Architect I - CONTEDISS 08
- 3.2.1 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1.1 above or Masters Degree in Architecture.
- 3.2.2 By direct appointment of candidate possessing Masters Degree in Architecture obtained from an institution of Architects or the Royal Institute of Architects.
- 3.2.2 By advancement of a suitable Architect II who has completed three years pupilage programme.
- 3.3 Senior Architect - CONTEDISS 09
- 3.3.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Architecture or equivalent plus provisional registration of ARCON and spent at least six years on the grade, or 3 years for Masters Degree in Architecture.
- 3.3.2 By promotion of a confirmed and suitable Architect I who has provisional registration with ARCON and has spent at least three years on that grade.
- 3.4 Principal Architect II -CONTEDISS11
- 3.4.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Architecture with at least nine years post- qualification cognate experience or Masters Degree with at least six years relevant experience.
- 3.4.2 By promotion of a 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.
- 3.5 Principal Architect I - CONTEDISS12
- 3.5.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Architecture with at least 12 years post-qualification cognate experience or Masters Degree with at least nine years relevant experience.
- 3.5.1 By promotion of a suitable Principal Architect II who has passed the NIA examination of professional competence and fully registered with ARCON and spent at least three years on the grade.
- 3.6 Assistant Chief Architect - CONTEDISS 13

- 3.6.1 By direct appointment of candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Architecture or equivalent with at least 15 years cognate experience or Masters Degree with at least 12 years cognate experience and fully registered with ARCON.
- 3.6.2 By promotion of a confirmed and suitable Principal Architect with at least three years satisfactory service on that grade and full registration of ARCON.

- 3.7 Chief Architect - CONTEDISS 14
 - 3.7.1 By direct appointment of holder of Bachelors Degree (minimum of Second Class Lower Division) in Architecture fully registered with ARCON with at least 18 years cognate experience or Masters Degree with at least 15 years cognate experience.
 - 3.7.2 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 Director of Physical Planning - CONTEDISS15
 - 3.8.1 By direct appointment of a fully registered professional in the relevant field possessing Masters Degree plus 18 years post – qualification cognate experience, or a registered professional with Doctorate Degree plus 15 years post qualification cognate experience.

BUILDER CADRE

| | | | |
|-----|----------------------|---|--------------|
| 1.0 | POST | | |
| 1.1 | Builder II | - | CONTEDISS07 |
| 1.2 | Builder I | - | CONTEDISS08 |
| 1.3 | Senior Builder | - | CONTEDISS 09 |
| 1.4 | Principal Builder II | - | CONTEDISS 11 |

- 1.5 Principal Builder I - CONTEDISS 12
- 1.6 Assistant Chief Builder - CONTEDISS 13
- 1.7 Chief Builder - CONTEDISS 14
- 1.8 Director, Physical Planning - CONTEDISS 15

2.0 DUTIES

2.1 Builder II - CONTEDISS07

- 2.1.1 Undergoing three-year pupillage programme and performing other duties under supervision.
- 2.1.2 Performing other duties as may be assigned.

2.2 Builder I - CONTEDISS08

- 2.2.1 Assisting in preparing cost estimates and developing building designs in respect of projects to be carried out.
- 2.2.2 Assisting in Carrying out building inspections and certifications of all works.
- 2.2.3 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 Assisting in testing and inspecting quality of building 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 Builder II - CONTEDISS 11

- 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 - CONTEDISS12

- 2.5.1 Responsible for planning and execution of building projects.

- 2.5.2 Carrying out structural designs and construction details.
- 2.5.3 Surveying buildings and recommending maintenance.
- 2.5.4 Preparing building or structural component of tender reports.
- 2.5.5 Assessing the building quality and quantifying job done.
- 2.5.6 Performing other duties as may be assigned.

2.6 Assistant Chief Builder - CONTEDISS13

- 2.6.1 Assisting in the smooth operation of the appropriate division or divisions.
- 2.6.2 Assisting in adherence to standard procedures and quality of building project in the Polytechnic.
- 2.6.3 Assisting in monitoring of building construction projects in the Polytechnic.
- 2.6.4 Performing other duties as may be assigned.

2.7 Chief Builder - CONTEDISS14

- 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.
- 2.7.4 Coordinating and supervising the activities of the Division.
- 2.7.5 Assisting the Director in the day-to-day running of the Department.
- 2.7.6 Performing other duties as may be assigned.

2.8 Director of Physical Planning - CONTEDISS15 2.8.1

Exercise general control on the Department.

- 2.8.2 Formulating and executing policies and programmes on relevant matters.
- 2.8.3 Responsible to the Rector for planning and controlling the technical activities of the Physical Planning of the Polytechnic.
- 2.8.4 Advising on building needs, designs and construction of the physical (building) assets in terms of quality and quantity.
- 2.8.5 Preparing the Department's budget and exercising budgetary controls.
- 2.8.6 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, registerable with the Council of Registered Builders of Nigeria (CORBON):

- a) A good Bachelors Degree (minimum of Second Class Lower Division) in Building or Building Technology from a recognized university
- b) A pass in the final Examination II examination of the Nigeria Institute of Builders (NIB).
- c) 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:

- a. A good Bachelor's Degree (minimum of Second Class Lower Division) in Building /Building Technology or equivalent with at least 3 years cognate experience.
- b. A Masters of Science Degree in Building Technology from a recognized university.
- c. Corporate Membership of the Nigeria Institute of Builders.
- d. Corporate membership of the Chartered Institute of Builders, England.

3.2.2 By promotion of a suitable Builder II who has successfully completed the prescribed three year pupillage programme.

3.3 Senior Builder - CONTEDISS 09

3.3.1 By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph 3.1.1 or 3.2.2 above, plus at least six or three years post qualification cognate experience respectively.

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

3.4 Principal Builder II - CONTEDISS11

3.4.1 By direct appointment of a candidate possessing any of the qualification specified in 3.1.1 or 3.1.2 above, plus 12 years or nine years post qualification cognate experience respectively.

3.4.2 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 II - CONTEDISS12

- 3.5.1 By direct appointment of a candidate possessing any of the qualification specified in 3.1.1 or 3.1.2 above, plus 15 years or 12 years post qualification cognate experience respectively.
 - 3.5.2 By promotion of a confirmed and suitable Principal Builder II 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.
- 3.6 Assistant Chief Builder - CONTEDISS13
- 3.6.1 By direct appointment of a candidate possessing any of the qualification specified in 3.1.1 or 3.1.2 above, plus 15 years or 12 years post qualification cognate experience respectively.
 - 3.6.2 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 Chief Builder - CONTEDISS 14
- 3.7.1 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 or 3.1.2 above, plus 18 years or 15 years post qualification cognate experience respectively.
 - 3.8.3 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).
- 3.9 Director of Physical Planning - CONTEDISS15
- 3.8.1 By direct appointment of a fully registered professional in the relevant field possessing a Masters degree plus 18 years post – qualification cognate experience or a registered professional with Doctorate Degree plus 15years post qualification cognate experience.

TOWN PLANNER CADRE

1.0 POST

| | | |
|-----------------------------------|---|--------------|
| 1.1 Town Planner II | - | CONTEDISS07 |
| 1.2 Town Planner I | - | CONTEDISS08 |
| 1.3 Senior Town Planner | - | CONTEDISS09 |
| 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 |

Note: There shall be only one Director of Physical planning from the relevant professional Cadres including Quantity Surveyor, Architect, Builder, Town Planner and Estate Surveyor.

2.0 DUTIES

2.1 Town Planner II – CONTEDISS07

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

- a. Investigating sites for project/other uses.
- b. Collecting information for town planning purposes.
- c. Examining building plans and other physical development proposals..
- d. Performing other duties as may be assigned.

2.2 Town Planner I – CONTEDISS08

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.

2.3 Senior Town Planner –CONTEDISS 09

2.3.1 Supervising the duties of a number of other subordinate staff.

- 2.3.2 Assisting in testing and inspecting compliance of all projects to town planning laws and environmental requirements.
 - 2.3.3 Assisting in the formulation and execution of training programmes.
 - 2.3.4 Assisting in carrying out an assessment and review of development and structure plan of the institution.
 - 2.2.1 Performing other duties as may be assigned.
- 2.4 Principal Town Planner II –CONTEDISS 10
- 2.4.1 Responsible for planning and execution of the structure plan.
 - 2.4.2 Assisting in carrying out assessment and review of the master plan of the institution
 - 2.4.3 Carrying out detailed structural and building designs.
 - 2.4.4 Preparing planning component of tender reports by ensuring conformity with town or urban regional development control.
 - 2.4.5 Assessing the quality of physical infrastructure in conformity with development plan.
 - 2.4.6 Performing other duties as may be assigned.
- 2.5 Principal Town Planner I –CONTEDISS 11
- 2.5.1 Carrying out assessment and review structure and development plans of the institution.
 - 2.5.2 Assessing and overseeing development plans for major building projects for the Polytechnic in line with the provisions of the master plan.
 - 2.5.3 Initiating planning research programmes.
 - 2.5.4 Supervising the activities of a number of subordinates.
 - 2.5.6 Performing other duties as may be assigned.
- 2.6 Assistant Chief Town Planner –CONTEDISS 12
- 2.6.1 Assisting in the smooth operation of the appropriate division or divisions.
 - 2.6.2 Assisting in ensuring quality of building projects in the Polytechnic in compliance with master and development plan and control.
 - 2.6.3 Assisting in coordinating structural planning activities in the Polytechnic.
 - 2.6.4 Taking charge of specified subject/projects.
 - 2.6.5 Performing other duties as may be assigned.
- 2.7 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.

2.8 Chief Town Planner –CONTEDISS 14

- 2.8.1 Supervising and coordinating the activities of the Division.
- 2.8.2 Assisting in the general administration of the Department.
- 2.8.3 Advising the authority on relevant matters..
- 2.8.4 Performing other duties as may be assigned.

2.9 Director of Physical Planning –CONTEDISS 15

- 2.9.1 Taking charge of the general administration of the Department.
- 2.9.2 Formulating and executing strategies to achieve institutional goals.
- 2.9.3 Planning and controlling the technical activities of the Physical Planning of the Institution.
- 2.9.4 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.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Town Planner II –CONTEDISS07

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–CONTEDISS08

- 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 –CONTEDISS09

- 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' postqualification 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.

3.4 Principal Town Planner II –CONTEDISS 10

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

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

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

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

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 YOPREC.

3.9.2 By direct appointment of a candidate possessing the qualifications specified in subparagraph 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.

NOTE: 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 SURVEYOR CADRE

1.0 POST

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

2.0 DUTIES

2.1 Estate Surveyor II - CONTEDISS 07

2.1.1 Undergoing three-year pupillage programme and performing other duties under supervision.

2.1.2 Carrying out assigned estate surveying and management duties on all the properties of the Polytechnic.

2.1.3 Performing other duties as may be assigned.

2.2 Estate Surveyor I - CONTEDISS08

2.2.1 Preparing the condition survey and valuation in respect of all completed projects or physical properties of the Polytechnic.

2.2.2 Carrying out estate surveying management inspections and certifications of all properties.

2.2.3 Performing other duties as may be assigned.

2.2 Senior Estate Surveyor - CONTEDISS 09

2.3.1 Supervising the duties of a number of other subordinate staff.

- 2.3.2 Assisting in taking inventory and value of all lands and buildings in the Polytechnic.
- 2.3.3 Assisting in the valuation of property and machinery or equipment for the purpose of boarding or auction
- 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 Estate Surveyor II -CONTEDISS 11
 - 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.
 - 2.4.3 Performing other duties as may be assigned.
- 2.5 Principal Estate Surveyor I -CONTEDISS12
 - 2.5.1 Assisting in carrying out periodic condition surveys and preparing reports on the management of the properties and assets of the Polytechnic.
 - 2.5.2 Assessing and maintaining the quality and value of all fixed assets of the Polytechnic.
 - 2.5.3 Performing other duties as may be assigned.
- 2.6 Assistant Chief Estate Surveyor - CONTEDISS13
 - 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 other duties as may be assigned
- 2.7 Chief Estate Surveyor -CONTEDISS14 2.7.1
 - Supervising all staff in the division.
 - 2.7.2 Assisting the Director in the day-to-day running of the division.
 - 2.7.3 May act for the Director in his absence.
 - 2.7.4 Performing other duties as may be assigned.
- 2.8 Director of Physical Planning - CONTEDISS 15

- 2.8.1 Controlling of the Department.
- 2.8.2 Formulating divisional strategies to achieve the institutional goals.
- 2.8.3 Planning and controlling the technical activities of the Physical Planning of the Polytechnic.
- 2.8.4 Advising the Rector on the valuation of physical assets building needs, designs, construction and maintenance requirements of the Polytechnic's landed properties or assets in terms of quality and quantity.
- 2.8.5 Preparing the Department's budget and exercising budgetary controls.
- 2.8.6 Responsible to the Rector.
- 2.8.7 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Estate Surveyor II - CONTEDISS07

By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) in Estate Management plus NYSC Certificate.

3.2 Estate Surveyor I -CONTEDISS08

- 3.2.1 By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) in Estate Management, plus at least three years cognate working experience or a Masters' Degree in the relevant discipline.
- 3.2.2 By promotion of a suitable Estate Surveyor II with at least three years satisfactory service on that grade.

3.3 Senior Estate Surveyor - CONTEDISS09

- 3.3.1 By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) in Estate Management with at least six years cognate working experience or a Masters' Degree in the relevant field plus three years post qualification cognate experience.
- 3.3.2 By promotion of a suitable Estate Surveyor I with at least three years satisfactory service on that grade.

3.4 Principal Estate Surveyor II- CONTEDISS 11

- 3.4.1 By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) in Estate Management with at least

nine years post qualification cognate experience or a Masters' Degree with at least six years relevant experience.

3.4.2 By promotion of a suitable Senior Estate Surveyor with at least three years satisfactory service on that grade plus membership of relevant professional body.

3.5 Principal Estate Surveyor I - CONTEDISS 12

3.5.1 By direct appointment of a candidate possessing a good Bachelors' Degree (minimum of Second Class Lower Division) with at least 12 years cognate working experience and must have been registered with the appropriate professional body.

3.5.2 By direct appointment of a candidate possessing a Masters' Degree in Estate Management plus at least nine years cognate working experience and must have been registered with the relevant professional body.

3.5.3 By promotion of a suitable Principal Estate Surveyor II with at least three years satisfactory service on that grade.

3.6 Assistant Chief Estate Surveyor - CONTEDISS 13

3.6.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Estate Management with at least 15 years cognate working experience in a project/work management or with a Masters Degree plus 12 years cognate experience and must have been registered with the relevant professional body.

3.6.2 By promotion of suitable Principal Estate Surveyor with at least three years satisfactory service on that grade.

3.7 Chief Estate Surveyor -CONTEDISS14

3.7.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) plus at least 18 years relevant experience or a Masters Degree with 15 years or a PhD with nine years cognate experience and must have been registered with the relevant professional body.

3.7.2 By promotion of a suitable Deputy Chief Estate Surveyor with at least three years satisfactory service on that grade.

3.8 Director of Physical Planning - CONTEDISS15

3.8.1 By direct appointment of a fully registered professional in the relevant field, possessing a Masters degree plus 18 years cognate experience or a registered professional with Doctoral degree plus 15 years cognate experience.

MEDICAL OFFICER CADRE

| | | | |
|-----|---------------------------------|---|----------------|
| 1.0 | POST | | |
| 1.1 | Medical Officer (NYSC) | - | CONMESS 01 |
| 1.2 | Medical Officer | - | CONMESS 02 |
| 1.3 | Senior Medical Officer | - | CONMESS 03 |
| 1.4 | Principal Medical Officer | - | CONMESS 04 |
| 1.5 | Assistant Chief Medical Officer | - | CONMESS 05 1.6 |
| | Chief Medical Officer | - | CONMESS 06 |
| 1.7 | Director of Medical Services | - | CONMESS 07 |

NOTE: There shall a Medical Director who shall serve an initial tenure of four years renewal for another four years and no more.

2.0 DUTIES

- 2.1 Medical Officer (NYSC) - CONMESS 01
 - 2.1.1 Attending to medical care patients in the Medical Centre.
 - 2.1.2 Attending to emergency cases.
 - 2.1.3 Performing other duties as may be assigned.

- 2.2 Medical Officer I -CONMESS 02
 - 2.2.1 Attending to medical care patients in the Medical Centre.
 - 2.2.2 Attending to emergency cases.
 - 2.2.3. Performing other duties as may be assigned.

- 2.3 Senior Medical Officer-CONMESS 03
 - 2.3.1 Assisting in general medical duties.
 - 2.3.2 Be familiar with and carrying out minor surgical procedures
 - 2.3.3 Participating in health promotion activities.
 - 2.3.4 Performing other duties as may be assigned.
- 2.4 Principal Medical Officer-CONMESS 04
 - 2.4.1 Carrying out general medical duties.
 - 2.4.2 Practicing in specialist medical area.
 - 2.4.3 Supervising the training of junior staff.
 - 2.4.4 Offering medical guidance.
 - 2.4.5 Performing other duties as may be assigned.

- 2.5 Assistant Chief Medical Officer -CONMESS 05
 - 2.5.1 Assisting in initiating the review of health policies of the institution.
 - 2.5.2 Assisting the Chief Medical Officer with day-to-day running of the Medical Centre.
 - 2.5.3 Assisting in coordinating the training programmes of subordinate medical staff.
 - 2.5.4 Assisting in giving professional advice on medical matters.
 - 2.5.5 Assisting in coordinating preventive and curative health services in the performance of his professional and administrative duties.
 - 2.5.6 Assisting the Chief Medical Officer in the performance of his professional duties.
 - 2.5.7 Assisting in handling special medical cases.
 - 2.5.8 Performing other duties as may be assigned.

- 2.6. Chief Medical Officer - CONMESS 06
 - 2.6.1 Giving professional advice on medical matters.
 - 2.6.2 Coordinating preventive and curative health services.
 - 2.6.3 Assisting the Director of Medical Services in the performance of his professional and administrative duties.

- 2.6.4 Taking care of special medical cases.
- 2.6.5 Performing other duties as may be assigned.

2.8 Director of Medical Services – CONMESS 07

- 2.7.1 Taking over-all charge of the Medical Centre.
- 2.7.2 Coordinating the work and activities of subordinate staff of the Medical Centre.
- 2.7.3 Responsible to the Rector for the smooth running of the Medical Centre.
- 2.7.4 Performing other duties as may be assigned by the Rector.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE 3.1 Medical Officer (NYSC)- CONMESS 01

By the direct posting of NYSC Member possessing a MOBS degree and registerable with Medical and Dental Council of Nigeria (MDCN).

3.2 Medical Officer - CONMESS02

By direct appointment of a candidate possessing M.B.B.S and registered with the Medical and Dental Council of Nigeria, plus NYSC Certificate plus one year cognate experience.

3.3 Senior Medical Officer - CONMESS03

- 3.3.1 By direct appointment of a candidate possessing M.B.B.S and registered with the Medical and Dental Council of Nigeria, with three years post qualification cognate experience.
- 3.3.2 By promotion of a confirmed and suitable Medical Officer I with at least three years' satisfactory service on that grade.

3.4 Principal Medical Officer - CONMESS04

- 3.4.1 By direct appointment of a candidate possessing M.B.B.S and registered with the Medical and Dental Council of Nigeria, with six years post qualification cognate experience or a candidate with post-graduate medical qualification in medicine with at least three years post qualification cognate experience.
- 3.4.2 By promotion of a confirmed and suitable Senior Medical Officer with at least three year's satisfactory service on that grade subject to vacancy.

3.5 Assistant Chief Medical Officer - CONMESS 05

- 3.5.1 By direct appointment of a candidate possessing M.B.B.S and registered with the Medical and Dental Council of Nigeria, with 10 years post qualification cognate experience or a candidate with post-graduate medical qualification in medicine with at least six years post qualification cognate experience.
- 3.5.2 By promotion of a confirmed and suitable Principal Medical Officer with at least three years' satisfactory service on that grade subject to vacancy.

3.6 Chief Medical Officer - CONMESS 06

- 3.6.1 By direct appointment of a candidate possessing M.B.B.S and registered with the Medical and Dental Council of Nigeria, with 12 years post qualification cognate experience or a candidate with post-graduate medical qualification in medicine with at least nine years post qualification cognate experience.
- 3.6.2 By promotion of a suitable Assistant Chief Medical Officer with at least three years of satisfactory service on that grade.

3.7 Director of Medical Services - CONMESS 07

- By direct appointment of a candidate possessing M.B.B.S and registered with the Medical and Dental Council of Nigeria, with 15 years post qualification cognate experience or a candidate with post-graduate medical qualification in medicine with at least 12 years post qualification cognate experience.

PHARMACIST CADRE

| | | | |
|-----|----------------------------|---|----------------|
| 1.0 | POST | | |
| 1.1 | Pharmacist | - | CONHESS08 |
| 1.2 | Senior Pharmacist | - | CONHESS 09 1.3 |
| | Principal Pharmacist | - | CONHESS 11 |
| 1.4 | Assistant Chief Pharmacist | - | CONHESS 12 |
| 1.5 | Chief Pharmacist | - | CONHESS 13 |
| 1.6 | Deputy Director | - | CONHESS 14 |
| 1.7 | Director | - | CONHESS 15 |

2.0 DUTIES

2.1 Pharmacist -CONHESS 08

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 other duties as may be assigned.

2.2 Senior Pharmacist-CONHESS 09

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

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 other duties as may be assigned.

2.3 Principal Pharmacist-CONHESS 11

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 other duties as may be assigned.

2.4 Assistant Chief Pharmacist -CONHESS 12

2.4.1 Coordinating pharmaceutical supplies and allocation.

2.4.2 Preparing Pharmaceutical and drugs needs.

2.4.3 Assisting in supervision of subordinate staff

2.4.4 Performing other duties as may be assigned.

2.5 Chief Pharmacist-CONHESS 13

2.5.1 Coordinating pharmaceutical supplies and allocation.

2.5.2 Performing other duties as may be assigned.

2.6 Deputy Director-CONHESS 14

2.6.1 Overseeing the general administration and management of the Division.

2.6.2 Advising the Head of Medical Centre on the pharmaceutical policies and professional matters of the institution.

2.6.3 Performing other duties as may be assigned.

2.7 Director - CONHESS 15

2.7.1 Taking charge of the generation administration of the Department

2.7.2 Advising on the formulation, review and execution of policies and programmes on pharmacy

2.7.3 Performing any other related duties that may be assigned from time to time.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Pharmacist -CONHESS 08

By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Pharmacy and full registration with the Pharmacists Registration Board of Nigeria plus NYSC discharge certificate.

3.2 Senior Pharmacist-CONHESS09

- 3.2.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Pharmacy with three years relevant experience. Candidate with a post-graduate qualification should have at least two years relevant experience or a holder of Masters Degree in Pharmacology must have one-year post-qualification cognate experience with full professional registration.
- 3.2.2 By promotion of a confirmed and suitable Pharmacist I with at least three years satisfactory service on that grade.

3.3 Principal Pharmacist -CONHESS 11

- 3.3.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Pharmacy with six years relevant experience. Candidate with a post-graduate qualification should have at least four years relevant experience or a holder of Masters Degree in Pharmacology must have three years post-qualification cognate experience with full professional registration.
- 3.3.2 By promotion of a suitable Senior Pharmacist with at least three years satisfactory service on that grade.

3.4 Assistant Chief Pharmacist -CONHESS 12

- 3.4.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Pharmacy with nine years relevant experience. Candidate with a post-graduate qualification should have at least seven years relevant experience or a holder of Masters Degree in Pharmacology must have six year post-qualification cognate experience with full professional registration.
- 3.4.2 By promotion of a suitable Principal Pharmacist with at least three years satisfactory service on that grade subject to vacancy.

3.5 Chief Pharmacist-CONHESS 13

- 3.5.1 By direct appointment of a candidate possessing a good Bachelors Degree in Pharmacy with 12 years relevant experience. Candidate with a post-graduate qualification should have at least 11 years relevant experience or a holder of Masters Degree in Pharmacology must have nine-year post-qualification cognate experience with full professional registration.
- 3.5.2 By promotion of a suitable Assistant Chief Pharmacist with at least three years satisfactory service on that grade subject to vacancy.

- 3.6 Deputy Pharmacist - CONHESS 14
- 3.6.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Pharmacy with 18 years relevant experience. Candidate with a post-graduate qualification should have at least 15 years relevant experience or a holder of Masters Degree in Pharmacology must have 12-year post-qualification cognate experience with full professional registration.
 - 3.6.2 By promotion of a suitable Chief Pharmacist with at least three years satisfactory service on that grade subject to vacancy.
- 3.7 Director - CONHESS 15
- 3.7.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Pharmacy with 21 years relevant experience. Candidate with a post-graduate qualification should have at least 18 years relevant experience or a holder of Masters Degree in Pharmacology must have 15-year post-qualification cognate experience with full professional registration.
 - 3.7.2 By promotion of a suitable Deputy Director with at least three years satisfactory service on that grade subject to vacancy.
 - 3.7.3 Membership of relevant professional body is mandatory
 - 3.7.4 Evidence of community service is required.

STAFF NURSE/STAFF MIDWIFE CADRE

| | | | |
|-----|---|---|----------------|
| 1.0 | POST | | |
| 1.1 | Staff Nurse/Staff Midwife II | - | CONHESS 06 |
| 1.2 | Staff Nurse/Staff Midwife I | - | CONHESS 07 |
| 1.3 | Senior Staff Nurse/Senior Staff Midwife | - | CONHESS 08 |
| 1.4 | Principal Nurse II/Principal Midwife II | - | CONHESS 09 |
| 1.5 | Principal Nurse I/Principal Midwife I | - | CONHESS 11 1.6 |
| | Assistant Chief Nurse/Assistant Chief Midwife - | | CONHESS 12 |
| 1.7 | Chief Nurse/Chief Midwife | - | CONHESS 13 |

2.0 DUTIES

2.1 Staff Nurse II/Staff Midwife II –CONHESS 06

- 2.1.1 Attending to health needs of students and staff after the Medical Officer must have made the prescriptions.
- 2.1.2 Providing general nursing care.
- 2.1.3 Maintaining hygienic environment for nursing in the Medical Centre.
- 2.1.4 Keeping child-mortality and morbidity records of medications.
- 2.1.5 Administering anti- and post-natal dressings and injections.
- 2.1.6 Performing other duties as may be assigned.

2.2 Staff Nurse I/Staff Midwife I-CONHESS07

- 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 other duties as may be assigned.

2.3 Senior Staff Nurse /Senior Staff Midwife-CONHESS 08

- 2.3.1 Organizing group therapy for anti- natal, post-natal and other health issues for the Polytechnic community.
- 2.3.2 Performing of Staff Nurse/Midwife at higher level of responsibility.
- 2.3.3 Performing other duties as may be assigned.

- 2.4 Principal Nurse II/Principal 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 other duties as may be assigned.
- 2.5 Principal Nurse I/Principal Midwife I- CONHESS 11
- 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.
 - 2.8.2 Organizing lectures, seminars and related group discussion on healthcare.
 - 2.8.3 Performing other duties as may be assigned.
- 2.6 Assistant Chief Nurse/Assistant Chief Midwife - CONHESS 12
- 2.6.1 Assisting in the planning and execution of policies relating to nursing care at the Medical Centre.
 - 2.6.2 Supervising subordinates nurses.
 - 2.6.3 Supervising anti- and post-natal drugs administration and treatment.
 - 2.6.4 Performing other duties as may be assigned.
- 2.7 Chief Nurse/Chief Midwife -CONHESS 13
- 2.7.1 Supervising and deploying Nurses in the Medical Centre
 - 2.7.2 Admitting patients and administering resuscitation procedures.
 - 2.7.3 Planning and implementing policies relating to nursing the Medicalcentre.
 - 2.7.4 Taking responsibility of safe-keeping for health centre equipment.
 - 2.7.5 Recommending the purchase of consumables and equipment/instruments for the Unit.
 - 2.7.6 Performing other duties as may be assigned.
- 3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
- 3.1 Staff Nurse/Staff Midwife II -CONHESS06
- By direct appointment of a candidate possessing Nigerian Registered Nurse (N.R.N)/Nigerian Registered Midwife (N.R.M.) certificate.

- 3.1 Staff Nurse I/Staff Midwife I – CONHESS 07
- 3.2.1 By direct appointment of a candidate possessing Nigerian Registered Nurse (N.R.N)/Nigerian Registered Midwife (N.R.M.) certificate with three years post qualification cognate experience.
- 3.2.2 By promotion of a suitable staff Nurse/Midwife II with at least three years satisfactory service on that grade.
- 3.3 Senior Staff Nurse/Senior Staff Mid-wife - CONHESS 08
- 3.3.1 By direct appointment of a candidate possessing the dual qualification of NRN and NRM certificates with at least six years post qualification cognate experience.
- 3.3.2 By promotion of a confirmed and suitable Higher Staff Nurse/Midwife with at least three years' satisfactory service on that grade.
- 3.4 Principal Nurse II/Principal Mid-wife II - CONHESS 09
- 3.4.1 By direct appointment of a candidate possessing the dual qualification of NRN and NRM certificates with at least nine years post qualification cognate experience.
- 3.4.2 By promotion of a confirmed and suitable Senior Staff Nurse/Midwife with three years' satisfactory service on that grade.
- 3.5 Principal Nurse I/Principal Mid-wife I - CONHESS 11
- 3.5.1 By direct appointment of a candidate possessing the dual qualification of NRN and NRM certificates with at least 12 years post qualification cognate experience.
- 3.5.2 By promotion of a confirmed and suitable Principal Staff Nurse/Midwife II with at least three years' satisfactory service on that grade.
- 3.6 Assistant Chief Nurse/Midwife - CONHESS 12
- 3.6.1 By direct appointment of a candidate possessing the Nigerian Registered Nurse (NRN)/Nigerian Registered Midwife (NRM) Certificate with at least 15 years post qualification cognate experience.
- 3.6.2 By promotion of a suitable Principal Nurse/Midwife I with at least three years satisfactory service on that grade.

- 3.7 Chief Nurse/Chief Midwife - CONHESS 13
- 3.0.1 By direct appointment of a candidate possessing the Nigerian Registered Nurse (NRN)/Nigerian Registered Midwife (NRM) certificate with at least 18years post qualification cognate experience.
- 3.0.2 By promotion of a suitable Assistant Chief Nurse/Midwife with at least three years satisfactory service on that grade.
- 4.0 ADVANCEMENT BEYOND THE CADRE
- 4.1 Any officer who acquires the relevant higher qualification for appointment into the Nursing Officer cadre is eligible to convert/transfer laterally subject to vacancy and good record of service.

NURSING OFFICER CADRE

- | | | | |
|-----|------------------------|---|------------|
| 1.0 | 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 | 11 |
| 1.5 | Principal Nursing Officer I | - | CONHESS | 12 |
| 1.6 | Assistant Chief Nursing Officer | - | CONHESS | 13 |
| 1.7 | Chief Nursing Officer | - | CONHESS | 14 |

2.0 DUTIES

2.1 Nursing Officer II - CONHESS07

- 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.
- 2.1.5 Performing 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 other duties as may be assigned.

2.3 Senior Nurse Officer - CONHESS 09

- 2.3.1 Organizing group therapy for the Polytechnic community.
- 2.3.2 Monitoring patients' response to treatment and administering injection.
- 2.3.3 Supervising clinical laundry and responsible for deployment of laundry staff.
- 2.3.4 Performing other duties as may be assigned.

2.4 Principal Nursing Officer II-CONHESS 11

- 2.4.1 Coordinating and organising all the subordinate staff in the Medical Centre.
- 2.4.2 Supervising inspection of premises and disposal of contaminated items.
- 2.4.3 Compiling the results of medical examinations conducted.
- 2.4.4 Performing other duties as may be assigned.

- 2.5 Principal Nursing Officer I-CONHESS 12
 - 2.5.1 Coordinating and organising all the subordinate staff in the Medical Centre.
 - 2.5.2 Supervising inspection of premises and disposal of contaminated items.
 - 2.5.3 Compiling the results of medical examinations conducted.
 - 2.5.4 Performing other duties as may be assigned.

- 2.6 Assistant Chief Nursing Officer-CONHESS 13
 - 2.6.1 Supervising other Nursing subordinates.
 - 2.6.2 Supervising drugs administration and treatment.
 - 2.6.3 Admitting patients and administering resuscitating procedures.
 - 2.6.4 Writing report on medical cases.
 - 2.6.5 Performing other duties as may be assigned.

- 2.7 Chief Nursing Officer-CONHESS 14
 - 2.7.1 Responsible for the overall supervision of Nurses/Midwives in the Medical Centre
 - 2.7.2 Overseeing planning and implementation of policies relating to Nursing in the medical centre.
 - 2.7.3 Planning report on medical centre.
 - 2.7.4 Performing other duties as may be assigned.

- 3.1 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
- 3.2 Nursing Officer II - CONHESS07
 - 3.2.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division)in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N).

- 3.3 Nursing Officer I - CONHESS08
 - 3.3.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Nursing plus

registration with Nursing and Midwifery Council of Nigeria (N.M.C.N) and at least three years post qualification cognate experience.

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

3.4 Senior Nursing Officer-CONHESS09

3.4.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N) and at least six years post qualification cognate experience.

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

3.5 Principal Nursing Officer II-CONHESS 11

3.5.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N) and at least nine years' post qualification cognate experience.

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

3.6 Principal Nursing Officer I-CONHESS 12

3.6.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N) and at least 12 years post qualification cognate experience.

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

3.7 Assistant Chief Nursing Officer - CONHESS 13

3.7.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N) and at least 15 years post qualification cognate experience.

3.7.2 By promotion of a suitable Principal Nursing Officer with at least three years satisfactory service on that grade.

3.8 Chief Nursing Officer - CONHESS14

3.8.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Nursing plus registration with Nursing & Midwifery Council of Nigeria (N.M.C.N) and at least 18 years post qualification cognate experience.

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

2.7.3 Evidence of community service.

HEALTH RECORDS ASSISTANT CADRE

1.0 POST

| | | | |
|-----|------------------------------------|---|----------------|
| 1.1 | Health Records Assistant | - | CONHESS 03 |
| 1.2 | Higher Health Record 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 |

2.0 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 Specified service areas.
- 2.2.4 Performing 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 Organizing, classifying and taking custody of Health records
- 2.3.3 Assisting in the retrieval of patients Health records
- 2.3.4 Performing other duties as may be assigned.

2.4 Principal Health Records Assistant - CONHESS 06

2.4.1 Arranging and maintaining 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 Organizing Shift Duties in the Unit.

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

2.3.2 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Health Records Assistant- CONHESS 03

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

3.2 Higher Health Records Assistant- CONHESS 04

3.2.1 By direct appointment of a candidate possessing National Certificate

of the Nigerian Health Records Association/Health Records Officers Registration Board of Nigeria.

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

3.3 Senior Health Records Assistant- CONHESS 05

3.3.1 By direct appointment of a candidate possessing a good National Certificate of the Nigerian Health Records Association/Health Records Officers Registration Board of Nigeria plus two years cognate experience.

3.3.2 By promotion of a Higher Health Records Assistant with at least two years satisfactory service on the grade.

3.4 Principal Health Records Assistant - CONTEDISS 06

By promotion of a suitable senior Health Records Assistant

3.5 Chief Health Records Assistant- CONHESS 07

3.5.1 By direct appointment of a candidate possessing National Diploma or National Innovative Diploma or equivalent at Credit level with at least two years cognate experience.

3.5.2 By promotion of a Principal Health Records Assistant with at least two years satisfactory service on the grade subject to vacancy.

ENVIRONMENTAL HEALTH ASSISTANT CADRE

1.0 POST

| | | | |
|-----|--|---|------------|
| 1.1 | Environmental Health Assistant | - | CONHESS03 |
| 1.2 | Higher Environmental Health Assistant | - | CONHESS 04 |
| 1.3 | Senior Environmental Health Assistant | - | CONHESS 05 |
| 2.2 | Principal Environmental Health Assistant | - | CONHESS 06 |
| 2.3 | Chief Environmental Health Assistant | - | CONHESS 07 |

2.0 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 Campus and staff houses.
- 2.2.3 Performing any other duties as may be assigned.

2.3 Senior Environmental Health Assistant -CONHESS 05

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

2.4 Principal Environmental Health Assistant - CONHESS 06

- 2.4.1 Supervising routine inspection of the Polytechnic Campus and staff quarters.
- 2.4.2 Supervising and co-ordinating duties and activities of subordinate Environmental Health Assistants.
- 2.4.3 Participating in the organisation and Conduct of workshops and seminars for staff students

2.3.4 Performing any other duties as may be assigned.

2.4 Chief Environmental Health Assistant - CONHESS 07

2.5.1 Developing Environmental Health plans and routine duties.

2.5.2 Supervising subordinate staff

2.5.3 Preparing duty roaster for Environmental Health Assistants.

2.5.4 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 with four Credits passes at one sitting or five Credits at two sittings in relevant subjects.

3.2 Higher Environmental Health Assistant - CONHESS 04

3.2.1 By direct appointment of a candidate possessing Environmental Health Assistant Course Certificate.

3.2.2 By promotion of Environmental Health Assistant with at least two years satisfactory service on that grade subject to vacancy.

3.3 Senior Environmental Health Assistant- CONHESS05

3.3.1 By direct appointment of a candidate possessing National Diploma at Credit level in that field.

3.3.1 By promotion of a suitable Higher Health Assistant with at least two years satisfactory service on that grade and subject to vacancy.

3.4 Principal Environmental Health Assistant- CONHESS 06

By promotion of a confirmed and suitable Senior Environmental Health

Assistant possessing a National Diploma or National Innovative Diploma plus two years' satisfactory service on that grade subject to vacancy.

3.5 Chief Environmental Health Assistant - CONHESS 07

By promotion of a confirmed and suitable Principal Environmental Health Assistant possessing a National Diploma or National Innovation Diploma plus three years satisfactory service on that grade subject to vacancy.

MEDICAL LABORATORY SCIENTIST CADRE

1.0 POST

- | | | | |
|-----|--|---|------------|
| 1.1 | Medical Laboratory Scientist II | - | CONHESS 07 |
| 1.2 | Medical Laboratory Scientist I | - | CONHESS 08 |
| 1.3 | Senior Medical Laboratory Scientist | - | CONHESS 09 |
| 1.4 | Principal Medical Laboratory Scientist II | - | CONHESS 11 |
| 1.5 | Principal Medical Laboratory Scientist I | - | CONHESS 12 |
| 1.6 | Assistant Chief Medical Laboratory Scientist | - | CONHESS 13 |
| 1.7 | Chief Medical Laboratory Scientist | - | CONHESS 14 |

2.0 DUTIES

2.1 Medical Laboratory Scientist II - CONHESS 07

- 2.1.1 Performing on routine basis, simple diagnostic tests in the areas of Medical Microbiology, Virology, and Histopathology, Parasitology, Hematology 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 - CONHESS 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 - CONHESS 09
 - 2.3.1 Carrying out more advanced diagnostic and prognostic tests such as molecular biological tests (gene probing polymerase chain reaction, immune-blotting) and 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 call lines for tissue culture.

- 2.4 Principal Medical Laboratory Scientist II - CONHESS 11 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.
 - a. Carrying out research studies into descriptive and experimental epidemiology.

- 2.5 Principal Medical Laboratory Scientist I - CONHESS 12
 - 2.5.1 Supervising the duties of subordinates.
 - 2.5.2 Taking charge of specialized diagnostic and prognostics tests.
 - 2.5.3 Researching into development and production of local laboratory products of diagnostic and antibiogram studies.
 - 2.5.4 Assisting in quality control of biological such as vaccines.
 - 2.5.5 Taking part in the training of laboratory personnel.
 - 2.5.6 Carrying out research studies into descriptive and experimental epidemiology.

- 2.6 Assistant Chief Medical Laboratory Scientist - CONHESS 13 2.6.1
 - Assisting in coordinating and monitoring diagnosis of epidemics.
 - 2.6.2 Advising on budget and ordering of laboratory equipment chemical 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 Chief Medical Laboratory Scientist - CONHESS14

- 2.7.1 Assigning responsibilities to and supervising subordinates.
- 2.7.2 Ensuring maintenance of quality control and standards in service laboratories.
- 2.7.3 Collating and reviewing annual reports.
- 2.7.4 Evaluating and monitoring reports on epidemiological surveys.
- 2.7.5 Assisting in employment and ensuring adequate and continuous training of medical laboratory personnel.
- 2.7.8 Advising on policy matters relating to medical laboratory services (planning and budget).
- 2.7.9 Conducting epidemiological research into disease outbreaks.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Medical Laboratory Scientist II- CONHESS 07

By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Medical Laboratory Science, registerable with the Institute of Medical Laboratory Scientist (IMLS) plus NYSC Certificate.

3.2 Medical Laboratory Scientist I - CONHESS 08

- 3.2.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Medical Laboratory Science, registerable with the Institute of Medical Laboratory Science with at least three years postqualification cognate experience or Masters Degree in Medical Laboratory Science.
- 3.2.2 By promotion of a Medical Laboratory Scientist II with at least three years satisfactory service on that grade.

3.3 Senior Medical Laboratory Scientist - CONHESS 09

- 3.3.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Medical Laboratory Science, registerable with Institute Medical Laboratory Science with at least six years post qualification cognate experience or Masters Degree with at least three years cognate experience.

- 3.3.2 By promotion of a Medical Laboratory Scientist I with at least three year satisfactory service on that grade.
- 3.4 Principal Medical Laboratory Scientist II- CONHESS 11
- 3.4.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division)in Medical Laboratory Science, registerable with Institute Medical Laboratory Science with at least nine years post qualification cognate experience or Masters Degree with at least six years or Doctorate Degree in Medical lab science.
- 3.4.2 By promotion of a Senior Medical Laboratory Scientist with at least three years satisfactory service on that grade.
- 3.5 Principal Medical Laboratory Scientist I- CONHESS 12
- 3.5.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division)in Medical Laboratory Science, registerable with Institute Medical Laboratory Science with at least 12 years post qualification cognate experience or Masters' Degree with at least nine years cognate experience.
- 3.5.2 By promotion of a Principal Medical Laboratory Scientist II with at least three years satisfactory service on that grade.
- 3.6 Assistant Chief Medical Laboratory Scientist - CONHESS 13
- 3.6.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division) in Medical Laboratory Science, registerable with Institute Medical Laboratory Science with at least 15 years post qualification cognate experience or Masters Degree with at least 12 years cognate experience.
- 3.6.2 By promotion of a Principal Medical Laboratory Scientist I with at least three years satisfactory service on that grade.
- 3.6.3 Membership of relevant professional body is mandatory.
- 3.7 Chief Medical Laboratory Scientist - CONHESS 14

- 3.7.1 By direct appointment of a candidate possessing a good Bachelors Degree (minimum of Second Class Lower Division)in Medical Laboratory Science, registerable with Institute Medical Laboratory Science with at least 18 years post qualification cognate experience or Masters Degree with at least 15 years or Doctorate Degree with at least nine years cognate experience.
- 3.7.2 By promotion of an Assistant Chief Medical Laboratory Scientist with at least three years satisfactory service on that grade.
- 3.7.3 Membership of relevant professional body is mandatory.
- 3.7.4 Evidence of community service is required.

SPORTS COACH CADRE

1.0 POST

- 1.1 Coach Grade 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 11
- 1.5 Principal Coach I - CONTEDISS12
- 1.6 Assistant Chief Coach - CONTEDISS 13 1.7 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 organization and conduct of sporting exercises for students and staff.
 - 2.1.3 Assisting in ensuring the good up-keep of sporting arenas/fields.
 - 2.1.4 Performing other duties as may be assigned.

2.2 Coach Grade II - CONTEDISS07

- 2.2.1 Assisting in taking custody of all sporting equipment.
- 2.2.2 Assisting in Collating sports records.
- 2.2.3 Assisting in leading participants to sporting competitions and ensuring their good conduct.
- 2.2.4 Performing other duties as may be assigned.

2.3 Coach Grade I - CONTEDISS 08

- 2.3.1 Taking custody of all sporting equipment.
- 2.3.2 Ensuring good up-keep of sports fields/arenas.
- 2.3.3 Collecting sports records.
- 2.3.4 Performing other duties as may be assigned.

2.4 Senior Coach - CONTEDISS 09

- 2.4.1 Participating in leading sport men and women to sporting competitions and ensuring their good conduct.
- 2.4.2 Confirming the sports equipment in the custody of the unit.
- 2.4.3 Analysing the sports records.
- 2.4.4 Performing other duties as may be assigned.

2.5 Principal Coach II - CONTEDISS 11 2.5.1

- 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 other duties as may be assigned.

2.6 Principal Coach I - CONTEDEISS 12 2.6.1

Assisting in Periodic sporting activities.

2.6.2 Assisting in organizing sporting events.

2.6.3 Assisting in scouting for and developing talents in various sporting fields.

2.6.4 Assisting in recommending sporting activities in the Polytechnic.

2.6.5 Performing other duties as may be assigned.

2.7 Assistant Chief Coach - CONTEDEISS 13

2.7.1 Organizing periodic sporting activities

2.7.2 Organizing sporting events (such as NIPOGA, NIPOSSGA, WAPOGA) etc.

2.7.3 Assist in developing and strengthening linkages with outside bodies.

2.7.4 Liaise with hi superior in coordinating and supervising staff and students' participation in sports activities.

2.7.5 Propose the manpower development and training needs of the sports units.

2.7.6 Prepare annual budget estimates for the sports units.

2.7.7 Perform other assigned duties

2.8 Chief Coach - CONTEDEISS 14

2.8.1 Organizing periodic sporting activities

2.8.2 Organizing sporting events (such as NIPOGA, NIPOSSGA, WAPOGA) etc.

2.8.3 Developing and strengthening linkages with outside bodies.

2.8.4 Coordinating and supervising staff and students' participation in sports activities

2.8.5 Recommending manpower development and training needs of the sports units.

2.8.6 Vet and prepare annual budget estimates for the sports units.

2.8.7 Performing other duties as may be assigned.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Coach Grade III - CONTEDEISS 06

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

1. Nigeria Certificate in Education (NCE) in Physical and Health Education
2. National Institute for Sports Grade II Coaching Certificate.

3.2 Coach Grade II -CONTEDEISS 07

3.2.1 By direct appointment of a candidate possessing ANY of the following qualifications:

1. A good Bachelor's Degree (minimum of Second Class Lower Division) in Physical and Health Education.
2. Nigeria Certificate in Education (Physical and Health Education) plus three years cognate experience.
3. National Institute for Sports Grade II Coaching Certificate with at least three years coaching experience.

3.2.2 National Institute for Sports Grade I Coaching Certificate with at least one year coaching experience.

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 direct appointment of a candidate possessing a Good Bachelors Degree in Physical and Health Education plus NYSC Certificate with at least three years cognate experience.

3.3.2 By promotion of a Coach II with at least three years' satisfactory service on that grade.

3.4 Senior Coach - CONTEDISS 09

3.4.1 By direct appointment of a candidate possessing ANY of the following:

- a. Masters Degree in Physical and Health Education with at least one year post qualification cognate experience.
- b. Good Bachelor's Degree in Physical and Health Education with at least six years coaching experience.

3.4.2 By promotion of a suitable Coach I with at least three years satisfactory service on that grade.

3.5 Principal Coach II - CONTEDISS 11

3.5.1 By direct appointment of a candidate possessing ANY of the following:

- a. Masters Degree in Physical and Health Education with at least six years post qualification cognate experience.
- b. Good Bachelor's Degree in Physical and Health Education with at least nine years coaching experience.

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

3.5.3 Professional coaching certificate is mandatory.

3.6 Principal Coach I - CONTEDEISS 12

3.6.1 By direct appointment of a candidate possessing ANY of the following:

- a. Masters Degree in Physical and Health Education with at least nine years post qualification cognate experience.
- b. Good Bachelor's Degree in Physical and Health Education with at least 12 years coaching experience.

3.6.2 By Promotion of a suitable Principal Coach II subject to acquisition of a good Bachelor's Degree (minimum of Second Class Lower Division) in Physical and Health Education with at least three years satisfactory service on that grade.

3.6.3 Professional registration with relevant body and a coaching certificate are mandatory.

3.7 Assistant Chief Coach -CONTEDEISS13

3.7.1 By direct appointment of a candidate possessing ANY of the qualifications specified for Principal Coach above with at least three additional years of coaching experience.

3.7.2 By Promotion of a suitable Principal I Coach who possesses a Bachelor's Degree in Physical & Health Education and has spent at least three years satisfactory service on that grade and subject to vacancy.

3.7.3 Professional registration with relevant body and a coaching certificate are mandatory.

3.7.4 Evidence of Community service is mandatory.

3.9 Chief Coach - CONTEDEISS14

3.9.1 By direct appointment of a candidate possessing ANY of the qualifications specified in 3.6.1 with the requisite number of coaching experience.

3.9.2 By Promotion of a suitable Assistant Chief Coach who possesses a Bachelors Degree in Physical & Health Education and has spent at least three years satisfactory service on that grade.

3.9.3 Professional registration with relevant body and a coaching certificate are mandatory.

3.9.4 Evidence of Community service.

PORTER/HOSTEL SUPERVISOR CADRE

10 POST

1.1. Porter - CONTEDEISS 03

1.2. Senior Porter - CONTEDEISS 04

1.3. Chief Porter - CONTEDEISS 05

1.4. Hostel Supervisor - CONTEDEISS 06

2.0 DUTIES

2.1 Porter - CONTEDEISS 03

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 other duties as may be assigned.

2.2 Senior Porter - CONTEDEISS 04

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 other duties as may be assigned.

2.3 Chief Porter- CONTEDEISS 05

2.3.1 Deploying porters at strategic buildings.

2.3.1 Safe keeping of lost but found items.

2.3.2 Submitting report of lost but found items.

2.3.3 Vetting of duty roster.

2.3.5 Performing other duties as may be assigned.

2.4 Hostel Supervisor - CONTEDISS 06

2.4.1 Keeping records of hostel supplies and distribution.

2.4.2 Allocation of rooms and bed space

2.4.3 Preparation of report on hostel administration.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Porter - CONTEDISS03

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

3.2 Senior Porter - CONTEDISS 04

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 demonstrated competent performance with at least two years satisfactory service on the grade.

3.3 Chief Porter - CONTEDISS 05

3.3.1 By direct appointment of a candidate possessing the Senior Secondary School Certificate or equivalent qualification with passes in five subjects including English Language plus two years post qualification cognate experience.

3.3.2 By promotion of a suitable Senior Porter with at least two years satisfactory service on that grade.

3.4 Hostel Supervisor - CONTEDISS 06

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

2.0 ADVANCEMENT BEYOND THE CADRE

4.1 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.

FIRE SUPERINTENDENT CADRE

1.0 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 II | - | CONTEDISS 9 |
| 1.6 | Principal Fire Superintendent I | - | CONTEDISS 11 |
| 1.7 | Assistant Chief Fire Superintendent | - | CONTEDISS 12 1.8 |
| | Chief Fire Superintendent | - | CONTEDISS 13 |

2.0 DUTIES

2.1 Assistant Fire Superintendent - CONTEDISS 05

This includes training 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 O6

2.2.1 Participating in firefighting, 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 subordinate officers at fire sites.
 - 2.4.3 Allocating specific tasks to subordinate 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 Assisting in coordinating the activities of subordinate officers in operations.
 - 2.5.2 Assisting in supervising activities in the telecommunications control room.
 - 2.5.3 Assisting in supervising subordinate officers on inspection of buildings.
 - 2.5.4 Assisting in vetting reports on fire incidences prepared by subordinates.
 - 2.5.5 Assisting in the day- to- day running of the station.

- 2.6 Principal Fire Superintendent I - CONTEDISS 11
 - 2.6.1 Coordinating the activities of subordinate officers in operations.
 - 2.6.2 Supervising activities in the telecommunications control room.
 - 2.6.3 Supervising subordinate officers on inspection of buildings.
 - 2.6.4 Vetting reports on fire incidences prepared by subordinates.
 - 2.6.5 Assist in the day-to-day running of the station.

- 2.7 Assistant Chief Fire Superintendent - CONTEDISS 12
 - 2.7.1 Assisting in supervising and coordinating the activities of a number of stations.
 - 2.7.2 Supervising the activities of a number of subordinates.

- 2.8 Chief Fire Superintendent - CONTEDISS 13
 - 2.8.1 Assisting in supervising and coordinating the activities of a number of fire stations under a zone.
 - 2.8.2 Supervising subordinate officers and reporting to the Chief Fire Officer in charge of a zone or a unit.
 - 2.8.3 Assisting in the day to day running of a section.
 - 2.8.4 Assisting in the day to day running of 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) at Credit level in either Building, Mechanical, Electrical Engineering or Chemical 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 direct appointment of candidate possessing a recognized National Diploma (ND) at Credit level in either Building, Mechanical, Electrical Engineering or Chemical Engineering with at least two years post qualification cognate experience.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Fireman Superintendent who has spent at least three years on the grade and successfully completed the prescribed training programme.
 - 3.2.3 By direct appointment of a candidate possessing the Graduate Membership Diploma at Credit level of the Institute of Fire Engineers.

- 3.2.4 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 subparagraph 3.3.1 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 at Credit level in either Building Technology, Chemical Engineering, Mechanical or Electrical Engineering from a recognized institution.
- 3.4 Senior Fire Superintendent - CONTEDISS 08
- 3.4.1 By direct appointment of a candidate possessing a recognized Higher National Diploma at Credit level in either Building Technology, Chemical Engineering, Mechanical or Electrical Engineering from a recognized institution with at least three years post-qualification cognate experience.
- 3.4.2 By promotion of a confirmed and suitable Higher Fire Superintendent who has spent at least three years on the grade.
- 3.4.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.3.2 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 direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.2.1 or 3.3.3 above plus at least nine or six years' post qualification cognate experience respectively.
- 3.5.2 By promotion of a confirmed and suitable Senior Fire Superintendent who has spent at least three years on the grade.
- 3.6 Principal Fire Superintendent I - CONTEDISS 11

- 3.6.1 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.2.1 or 3.3.3 above plus at least nine or nine years' post qualification cognate experience respectively.
- 3.6.2 By promotion of a confirmed and suitable Principal Fire Superintendent II who has spent at least three years on the grade.

3.7 Assistant Chief Fire Superintendent - CONTEDISS 12

- 3.7.1 By direct appointment of a candidate possessing the qualifications specified in subparagraph 3.2.2 or 3.3.3 above plus at least thirteen nine years post qualification cognate experience respectively.
- 3.7.2 By promotion of a suitable Principal Fire Superintendent Grade I who possesses a HND in relevant discipline at Credit level and has spent at least three years on the grade

3.8 Chief Fire Superintendent - CONTEDISS 13

- 3.8.1 By promotion of a suitable Assistant Chief Fire Superintendent who possesses a Higher National Diploma in relevant discipline at Credit level and has spent at least three years on the grade.

4.0 ADVANCEMENT BEYOND THE CADRE

- 4.1 Any officer in the Fire Superintendent Cadre, who acquires any of the qualification specified for appointment to any higher grade, is eligible for conversion/transfer to the grade, subject to vacancy.

FIREMAN/FIRE TECHNICIAN CADRE

1.0 POST

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

2.0 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 fighting fire.

2.2 Fireman - 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 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 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 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 - CONTEDISS 03
 - 3.2.1 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
 - 3.2.2 By promotion of a suitable Fireman Grade II with at least two years satisfactory service on that grade subject to availability of vacancy and satisfactory service.

- 3.3 Leading Fireman-CONTEDISS 04
 - 3.3.1 By promotion of a suitable Fireman with at least two years satisfactory service on that grade subject to availability of vacancy and satisfactory service.

- 3.4 Senior Fireman - CONTEDISS 05
 - 3.4.1 By direct appointment of a candidate possessing a National Diploma in either Electrical, Mechanical, Building or Chemical Engineering.

3.4.2 By promotion of a suitable leading Fireman with at least two years satisfactory service on that grade plus basic Fire Fighting Training Certificate subject to vacancy and satisfactory service.

3.5 Chief Fireman - CONTEDISS 06

3.5.1 By direct appointment of a candidate possessing a National Diploma in the relevant discipline plus at least two years cognate experience.

3.5.2 By promotion of a suitable Senior Fire Officer with at least two years satisfactory service on that grade plus basic Fire Fighting Training Certificate subject to vacancy and satisfactory service.

4.0 ADVANCEMENT BEYOND THE CADRE

A Senior 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.

APPENDICES APPENDIX
A THE FEDERAL
POLYTECHNIC, AYEDE

ANNUAL PERFORMANCE EVALUATION REPORT

(SENIOR ACADEMIC STAFF)

(To be completed by Staff on level 07 and above)

File
No.....

Period of Report: From.....19....To.....19.....

PART A

(To be completed by member of staff)

1. Name of Staff.....
2. (a) Date of Birth.....(b) Nationality..... (c) Marital Status.....(d) No of Children.....
3. (a) Schools/Service Unit.....
(b) Department.....
4. Date and Grade of First Appointment to College.....
5. Date and Grade of Current Appointment (if different from 4 and 5 above).....
6. Has Appointment been confirmed?.....Date of Confirmation.....
7. Salary Grade Level.....Present Salary.....Step.....
8. Courses attended during the Period of Report

.....

 10. Qualification:

(a) Academic

| Qualification | Awarding Body/Society | Date of Award |
|---------------|-----------------------|---------------|
| | | |

(b) Professional

| Qualification | Awarding Body/Society | Date of Award |
|---------------|-----------------------|---------------|
| | | |

11. Experience:

(a) Teaching Experience: (Please indicate Institution, your designation, area of specialization, subject(s) taught and date)

| Institution | Designation | Area of Specialisation | Subject Taught | Date |
|-------------|-------------|------------------------|----------------|------|
| | | | | |

(b) Professional Experience:

| Employer's Name and Address | Designation | Nature of Duty | Date | | |
|-----------------------------|-------------|----------------|------|----|--|
| | | | From | To | |
| | | | | | |

12. Research/Project/Invention/Innovation/Design:

(a) Brief Description (if any)

.....

(b) Research/Project/Invention/Design completed but not yet published or patented

| Topic | Date |
|-------|------|
| | |

(c) Recognised publications/Exhibitions/Designs (give details of books and articles, stating exact references)

List your publications under the following broad headings

State dates of publications very clearly

- (i) Dissertation or Thesis
- (ii) Books and Monographs
- (iii) Articles that have already appeared in learned journals
- (iv) Papers already accepted for publication
- (v) Exhibitions/Designs/Projects

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(d) Unpublished papers read at conferences (with names of conference and dates)

| Title | Where read | Dates |
|-------|------------|-------|
| | | |

13. Other activities with the college:

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14. Other relevant activities outside normal College work:

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PART B

(To be completed by head of Department)

15. Assessment by the head of department or director of school (in letter Grades A-E)

| | General Evaluation Grades | | | | |
|---|---------------------------|---|---|---|---|
| | A | B | C | D | E |
| a) Quality of Teaching | | | | | |
| b) Current Research/ Exhibition/ Innovation/ Design | | | | | |
| c) Quality of Research/ Exhibition/ Innovation/ Design | | | | | |
| d) Quality of Publications/ Exhibition/ Innovation/ Design | | | | | |
| e) Other department responsibility | | | | | |
| f) Contributions to the college or the country | | | | | |
| g) Relationship with colleagues | | | | | |
| h) Acceptance of Responsibilities | | | | | |
| i) Management of Staff(if applicable) | | | | | |
| j) Appearance | | | | | |
| k) Punctuality | | | | | |
| l) General Assessment | | | | | |

Keys to Grades:

- A - Very Good
- B - Good
- C - Satisfactory
- D - Fair
- E - Poor

General Remarks:

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The Officer has served under me
from.....to.....

.....
.....
Signature of Head of Department Date

16. Training Needs:
(a) If, as a result of the assessment made earlier in the report, you consider that performance or potential could improve by training please specify the needs.

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(a) If they cannot be met by training on the job, please suggest, if possible, in which way they might be met.

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17. Comments by the members of staff (if any)
I can certify that I have read the contents of this report and I have the following comments to add.

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.....

 Signature of members of staff and Date Signature of Head of Department and Date

18. Comments by Director of School

.....

.....
 Signature if D.O.S and Date

PART C

(Only in respect of members of staff being recommended for promotion/confirmation of appointment the scoring to be done by the school appointment and promotion committee):

| Criteria | Waiting Maximum points | Scores |
|--|---------------------------|--------|
| i) Academic/ Professional qualification Academic Qualification Professional qualifications | 10 5 | 15 |
| ii) Teaching a) Length b) Load c) Quality | 15 10 10 | 35 |
| iii) Current Research | | 10 |
| iv) Recognised Publications/ Exhibition/ Project Innovation/ Design | | 20 |
| v) Interview performance | | 10 |
| vi) Contributions to the college or country | | 5 |
| Administration Experience | | 5 |

Total.....

Percentage

20. Recommendations

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.....
Signature of Chairman School
Promotion committee

.....
Date

21. Recommendation of the senior appointment and promotion committee

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.....
.....

.....
Signature of Chairman School
committee

.....
Date Promotion

APPENDIX B THE FEDERAL
POLYTECHNIC, AYEDE
ANNUAL PERFORMANCE EVALUATION REPORT

(SENIOR ADMINISTRATIVE STAFF)

(To be completed by Staff on level 07 and above)

File
No.....

Period of Report: From.....19....To.....19.....

PART A

(To be completed by member of the staff)

1. Name of Staff.....
2. (a) Date of Birth.....(b) Nationality..... (c)
Marital Status.....(d) No of Children.....
3. (a) Schools/ServiceUnit.....
(b) Department.....
4. Date and Grade of First Appointment to College.....
5. Date and Grade of Current Appointment (if different from 4 and 5 above).....
.....
6. Has Appointment been confirmed?.....Date of Confirmation.....
7. Salary Grade Level.....Present Salary.....Step.....
8. Courses attended during the Period of Report.....

.....
10. Qualification:

(a) Academic

| Qualification | Awarding Body/Society | Date of Award |
|---------------|-----------------------|---------------|
| | | |

(b) Professional

| Qualification | Awarding Body/Society | Date of Award |
|---------------|-----------------------|---------------|
| | | |

11. Job Description:

(a) State below in order of importance the main official duties performed during the period of report.....
.....
.....

(b) State the important and hoc duties performed which are not of continuous nature:
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.....
.....

(c) Other activities within the College:
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.....
.....

12. Other relevant activities outside normal College work:
.....
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.....

PART B (To be

completed by head of Department)

13. Do you and the person reported upon agreed to the job description and the order of importance? Yes/No

(if not, please discuss the changes with him and record any unresolved difference here).

.....
 ...

 ...

14. Assessment of Performance:

How effective is he/she in the performance of the duties set out in 11(a) and (b)? What is needed here is an indication, for each of the duties in 11(a) and (b) or how far he/she achieved the required results.

.....
 ...

 ...

 ...

 ...

15. Aspects of Performance:

In assessing performance you have already considered or all of the following aspects would you now comment on and assess the aspects separately. Each aspect is described in term of outstanding (A) and unsatisfactory (E). The three intermediate ratings *(B),(C) and (D) represent behavior between these extremes.

Rating 'A' or 'E'; should be given if you believe it is a generally true statement that could be supported if necessary, by specific occurrences.

If you feel any aspect of performance not in the list call for special comment, please mention it at the end.

| | | | | | | | |
|--|--|---|---|---|---|---|--|
| | | A | B | C | D | E | |
|--|--|---|---|---|---|---|--|

| | | | | | | | |
|----------------|---|--|--|--|--|--|--|
| a) Foresight | Anticipates problems and develops solution in advance | | | | | | Grapples with problems after they arise |
| b) Preparation | Get straight to the roots of a problem | | | | | | Seldom sees below the surface of a problem |

| | | | | | | |
|--|---|--|--|--|--|---|
| c) Judgement | His decisions or proposals are consistently sound | | | | | Poor perception of relative merits or feasibility in most situation |
| d) Expression on Paper | Always cogent, clear | | | | | Ambiguous, clumsy and obscure |
| e) Oral Expression | Puts his points across convincingly and concisely | | | | | Finds difficulty in expressing himself |
| f) Numerical Ability(if applicable) | Accurate in the use and interpretation of figures | | | | | Get confused with figures |
| g) Relationship with Colleagues | Sensitive to other people's feelings, tactful and understanding or personal problems; earns great respect | | | | | Ignores or belittles other people's feelings; intolerant, does not earn respect |
| h) Relationship with the public | Exceptionally effective in dealing with people of all types | | | | | Tactless and cannot deal with the public |
| i) Acceptance of responsibility | Seeks and accepts responsibility at all times | | | | | Avoids responsibility ;will pass it on when possible |
| j) Reliability under pressure | Performs competently under pressure | | | | | Easily thrown off balance; not reliable even under normal circumstances |
| k) Drive and determination | Wholehearted application to tasks; determined to carry task through to the end | | | | | Lacks determination; easily baulked by minor setbacks |
| l) Application of Professional/ Technical Knowledge(if applicable) | Highly proficient in the practical application of professional/technical knowledge | | | | | Deficient in applying professional/technical knowledge to practical issues |

| | | | | | | | |
|---|---|--|--|--|--|--|---|
| m) Management of staffs(if applicable) | Organises and inspires staff to give of their best | | | | | | Inefficient in the use of staff; engenders low morale |
| n) Output of work | Get a great deal done within a set time | | | | | | Sloppish in output |
| o) Quality of work | Maintains very high standard; work is virtually error-proof | | | | | | Maintains consistently low standard of work; source of constant complaint |
| p) Punctuality | Regularly punctual at work | | | | | | No regard for punctuality |
| q) Appearance | | | | | | | |

Indicate overall performance of duties by ticking the appropriate box below.
 (This assessment should reflect the performance actually achieved in the circumstances which prevailed).

- Outstanding Exceptionally effective 1
- Very Good More than generally effective than generally Effective but not positively outstanding 2
- Good Generally effective 3
- Fair Performs duties moderately well Without serious shortcomings 4
- Unsatisfactory Definitely ineffective and not up to the duties 5

I certified that I have seen the contents of this report and I have tge following comments to add (if any):

.....
 ...

Signature of Officer reported on Date

He has served under me fromto.....

.....
Signature of Reporting Officer and Date

Name.....Grade Level.....

PART C

(To be completed by Head of Department)

16. Training Needs:

(a) If, as a result of the assessments made earlier in the report, you consider that performance or potential could be improved by training, please specify the needs.

.....
.....
.....

(b) If they cannot be met by training on the job, please suggest, if possible, in which way they might be met.

.....
.....

17. Next Job at the same level:

Should he be considered during the next year for:

(b) A different job in the same grade Yes/No

(c) Transfer to a job at similar level in another occupational group or grade Yes/No If you have answered Yes to either question, say which kind of job and give your reasons below:

.....
.....
.

18. Promotability:

(a) Normal Promotion

He is at present

Well fitted)
)

or fitted)

or not fitted)

for promotion to

1



3



2



Comment on recommendation:

.....
.....
.

(b) Special Promotion (i.e selection for training grades, grade skipping or promotion into another occupational group or cadre).

He should be specially considered for promotion to

(Grade)

Give the reason for your recommendation

.....

 19. He has served under me foryears
 Signature.....Grade.....Date.....
 Name.....

PART D

20. Recommendation by the Senior Appointment and Promotion Committee

.....
 Chairman, senior A&P

.....
 Date

APPENDIX C THE FEDERAL POLYTECHNIC, AYEDE

ANNUAL PERFORMANCE EVALUATION REPORT

(JUNIOR STAFF)

(To be completed by Staff on level 01-06)

File
 No.....

Period of Report: From.....19....To.....19.....

PART A

(To be completed by member of staff)

1. Name of Staff (Surname first)..... 2.
 (a) Date of Birth.....(b) Nationality..... (c)
 Marital Status.....(d) No of Children.....
3. (a) Schools/Service Unit.....
 (b) Department.....
4. (a) Date of First Appointment to College.....
 (b) Status of appointment (Temporary/ Permanent/ Contract/ Confirmed/ Not Confirmed)

- (c)Present post and salary Grade Level.....
5. Date of last promotion/appointment and salary grade level.....
6. Present Annual Salary.....
7. Qualification with Dates States subjects and grade of passes where appropriate box

(a) Academic

| Name of Institution | Duration | | Qualification obtained |
|---------------------|----------|----|------------------------|
| | From | To | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

(b) Professional:

| Qualification | Awarding Body/Society | Date of Award |
|---------------|-----------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

8. Record of service since joining the College, details of increments to be stated with dates:

| Department | From | To | Office under whom you served |
|------------|------|----|------------------------------|
| | | | |

9. Job Description

(a) State your main duties during the period by this Report:

.....

.....

.....

(b) What major difficulties did you encounter in the performance of your duties? Offer Suggestions for their solution

.....

.....

10. Any other useful information peculiar to your duty during the period covered by this Report

.....

.....

PART B

EVALUATION OF PERFORMANCE

(To be completed by immediate superior or Head of Unit of Staff)

11. State main work performed by the staff during the period covered by this Report.

.....

.....

12. State any training recommended for the improvement of this staff

.....

.....

.....
13. State any other useful information about the staff which is not covered by this report

.....
.....
.....
.....

14. ASSESSMENT BY THE REPORTING OFFICER

Status of Reporting Officer

Date

PART C

OVERALL ASSESSMENT BY HEAD OF DEPARTMENT

16. Judging from the overall performance of this member of staff during the period covered by this Report, please tick the appropriate box:

- a) Ripe for Promotion
- b) Ripe for Confirmation
- c) Satisfactory performance
- d) Recommended for increments
- e) Requires additional qualifications before next promotion
- f) Has reached the end of present career structure, otherwise, a good candidate for promotion
- g) To be transferred to different job after training
- h) Unsatisfactory
- i) To be advised
- j) To be reprimanded, or
- k) To lose annual increment
- l) Grossly unsatisfactory
- m) To be reduced in rank
- n) Appointment to be terminated or
- o) To be dismissed from service

.....
.....
.....
.....

Signature of Head of Department of
Date:.....

Rank of Head of Department

17. Recommendations by Department Committee

.....
.....
..... Date.....

Signature of Chairman of Department
Committee

18. Decision of Junior Appointment and Promotion Committee:

.....
.....
.....

Signature of Chairman, J.PA.PC.
Date.....

APPENDIX D

APPLICATION FORM FOR THE PROMOTION OF ACADEMIC STAFF

INSTRUCTION

This form is to be filled by prospective candidates during the promotion year.

A - PERSONAL DATA

- 1. Name.....
- 2. Department.....
- 3. College/Unit.....
- 4. Present rank.....
- 5. Present salary/CONPCASS.....
- 6. Date of first appointment.....
- 7. Date of present appointment.....
- 8. Rank/promotion (in view).....

B EDUCATIONAL QUALIFICATIONS (Maximum 14 points)

| Qualification | Points scored |
|---|---------------|
| 1. PhD (5 points)..... | |
| 2. Masters (4 points)..... | |
| 3. PGD (2 points for candidates without M.sc/MA degrees)..... | |
| 4. B.sc/HND/B.A (3 Points) | |

C - TEACHING (Maximum 40 points)

- 1. Work Load (maximum 10 points) (Attach course allocation letter)
- | Course Name/Code | Points (2 Points per course) |
|------------------|------------------------------|
| | |
| | |
| | |
| | |

-
-
2. Experience in Teaching/Research (maximum of 10 points).....Yrs x 0.5..... points
 3. Contact Hours (maximum of 10 points)..... units x 0.5.....points
 4. Punctuality (5points).....
 5. Project Supervision (5 points)..... Units x 0.5.....points (Attach title(s) of project and year)Sub
- Total.....

D PUBLICATIONS/INDEPENDENT PRACTICAL PROJECT/ EXHIBITION (maximum of 22 points)

1. Seminar/Workshop/Conference Papers (out of 2 points)x 0.5.....
 2. Technical Report (out of 2 points)..... x 0.5.....
 3. Journal Article/Independent Personal Project/Exhibition(1 point per journal article/ independent Personal Project/ Exhibition)(out of 5 points).....
 4. Standard Text Book (4 points per book).....
 5. Chapter in a Text Book (2 points per chapter) (maximum of 4 points).....
 6. Editing of Standard Text Book/Journal (2 points per book/journal edited) (out of 4 points).....
 7. Compilation of Bibliography or Index (0.5 point per bibliography/index compiled) (maximum of 1 point).....
- Sub Total.....

E ADMINISTRATIVE EXPERIENCE/ COMMUNITY SERVICE

(Maximum 24 points)

1. Directorship/Deanship (1point per year) (5 points maximum).....
2. Headship of Department (1 point per year)..... (Maximum 4 points)
3. Departmental/College Responsibility (1 point per year)..... (maximum 3 points)

- 5. Membership of Standing Committee (0.5 point per C'ttee)..... (maximum 3 points)
- 6. Membership of Ad Hoc Committee (0.5 point per C'ttee)..... (maximum 2 points) 7.
- Community Service (0.5 point per community service)..... (maximum 2 points)

Sub Total..... F

MEMBERSHIP REGISTRATION WITH PROFESSIONAL BODY/LEARNED SOCIETY (Maximum 5 points) (Attach certificate)

.....

 Sub Total.....

G OVERALL ASSESSMENT

- 1. Minimum Number of Points Required.....
- 2. Total Number of Points Scored.....
- 3. Recommendation of Departmental A & PC

Chairman's Signature Date.....

- 4. Recommendation by the College A & PC.....

Chairman's Signature..... Date.....

- 5. Recommendation of Screening Committee

Signature.....Date.....

Rector's Approval

Signature.....Date.....