



FEDERAL UNIVERSITY WUKARI (FUW)

REGULATIONS GOVERNING CONDITIONS OF SERVICE, SCHEME OF SERVICE AND GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF STAFF IN FEDERAL UNIVERSITY WUKARI.

5TH AUGUST, 2022

SECTION A

REGULATIONS GOVERNING CONDITIONS OF SERVICE FOR STAFF IN FEDERAL UNIVERSITY WUKARI.

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FEDERAL UNIVERSITY WUKARI

SECTION A

REGULATIONS GOVERNING CONDITIONS OF SERVICE FOR STAFF

TITLE AND COMMENCEMENT

1.0 Preamble

The revised *Regulations Governing the Conditions of Service for Staff of Federal University Wukari 2022* is made by the Governing Council of the University.

1.1. Citation and Commencement

- i. These regulations shall be cited as the *Regulations Governing the Conditions of Service for Staff of Federal University Wukari* and shall replace all previous regulations.
- ii. The commencement of these regulations shall be 5th August, 2022.
- iii. Where there is any inconsistency between *The Regulations Governing the Conditions of Service for Staff of Federal University Wukari*, and the provisions of the **Universities (Miscellaneous Provisions Act 2003 (as amended))**, the Provision of these *Regulations* shall be void to the extent of the inconsistency.

1.2. Application

The Regulations Governing the Conditions of Service for Staff of Federal University Wukari shall apply to all Staff of Federal University Wukari.

1.3. Definitions

In the *Regulations Governing the Conditions of Service for Staff of Federal University Wukari*, unless the context otherwise requires, the following expressions shall have the meaning(s) indicated below:

- i. “**The Act**” means the University Miscellaneous Provisions (2003) and where the context permits, shall include the Universities (Miscellaneous Provisions) Act 2003 as amended.
- ii. “**Regulations**” means regulations governing conditions of service for Staff of Federal University Wukari.
- iii. “**University**” means the Federal University Wukari as established by the Federal Government of Nigeria.
- iv. “**Council**” means the Governing Council of the Federal University Wukari.
- v. “**Senate**” means the Senate of the Federal University Wukari.

- vi. **“Vice-Chancellor”** means the Vice-Chancellor of the Federal University Wukari.
- vii. **“Deputy Vice-Chancellor”** means the Deputy Vice-Chancellors of the Federal University Wukari.
- viii. **“Registrar”** means the Registrar of the Federal University Wukari.
- ix. **“Bursar”** means the Bursar of the Federal University Wukari.
- x. **“University Librarian”** means the University Librarian of the Federal University Wukari.
- xi. **“Principal Officers”** refers to Vice-Chancellor, Deputy Vice-Chancellors, Registrar, Bursar and University Librarian.
- xii. **“College”** means any College established by the University.
- xiii. **“Provost”** means the Provost of any College established by the University.
- xiv. **“Faculty”** means any Faculty established by the University
- xv. **“Dean”** means the Dean of a Faculty, School or Student Affairs.
- xvi. **“Deputy Dean”** means the Deputy Dean of a Faculty, School or Student Affairs.
- xvii. **“Director”** means a person so designated by the University.
- xviii. **“Deputy Director”** means a person so designated by the University.
- xix. **“Department”** means any teaching, research or administrative Unit, Institute, School, Centre, Division or any other unit so recognized by the University.
- xx. **“Head of Department”** means a person so designated by the University.
- xxi. **“Leave Year”** means the period between the 1st of October of each Calendar year to the 30th of September of the following year, or as may be determined from time to time by the University.
- xxii. **“Financial Year”** means the period from 1st January of one year to 31st December of the same year or as may be determined by the University.
- xxiii. **“Emolument”** means any money earned or otherwise gained through a job or position held in the University.
- xxiv. **“Passages”** means expenses incurred by the University on transportation and baggage of staff and family on assumption of duty and when they finally leave service.
- xxv. **“Session or Academic Year”** means the twelve-month period beginning from 1st October of one year and ending on the 30th September of the following year.
- xxvi. **“Semester”** means the half of an academic year or session.
- xxvii. **“Established Staff”** means all full-time Staff of the University whose appointment is in accordance with the laid down procedures for the appointment of Staff.
- xxviii. **“Senior Staff”** means any member of staff of the University on CONTISS II 6 and above or CONUASS I and above or as may be determined by Council from time to time.
- xxix. **“Family”** in relation to a staff member means one (1) spouse and four (4) children not above the ages of eighteen years, who are unmarried and not in gainful employment.
- xxx. **“Expatriate Staff”** means non-Nigerian(s) employed by the University for a specified period of time, whose family consists of one (1) spouse and two (2) children not above the age of eighteen (18).
- xxxi. **“Married Officer”** is one recognized as married under the law.
- xxxii. **“Child”** in relation to staff member, means a biological or a legally adopted child.
- xxxiii. **“Baby”** for the purpose of these Regulations refers to infant within the age of 0 to 12 months.
- xxxiv. **“Next- of-kin”** means person(s) so nominated by a member of staff.
- xxxv. **“Registered Domicile,”** in the case of a Nigerian staff, means the place within Nigeria which, on appointment, the staff declared to be his home, and in the case of a non-Nigerian, his country of origin.
- xxxvi. **“Promotion”** means advancement of a staff to a position of higher rank on the grounds of merit, **character** and efficient performance in his/her current position. This is based on the assessment of the overall ability of the staff for the higher post, by reference to the overall requirements of the higher post as contained in the Guidelines for Appointments and Promotions of Senior Staff.
- xxxvii. **“Promotion year”** means 1st October to 30th September of the next year. Effective date for promotion is 1st October of each year.

- xxxviii. **“Appointments and Promotions Committee”** means the University Appointment and Promotion Committee as provided for by the Governing Council.
- xxxix. **“Staff Disciplinary Committee”** means the Committee set up as defined by the Governing Council.
- xl. **“Investigation Panel”** means a Panel constituted by the University as defined by the Council.
- xli. **“Good Cause”** means any act or omission amounting to gross-misconduct or inability of the staff to carry out the duties of his/her office or employment. This includes:
- a. Conviction for any offence which the Council considered to be such as to render the person concerned unfit for the discharge of the functions of his office; or
 - b. Any physical or mental incapacity which the Council after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold his office; or
 - c. Conduct of a scandalous or other disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office; or
 - d. Conduct which the Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with terms and conditions of his/her service.
- xlii. **“Misconduct”** means general or specific act of very serious wrong doing or an improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to one of various disciplinary measures.
- xliii. **“Inefficiency,”** for the purpose of these regulations, means incompetence or ineptitude; an action, which shows that the staff is not properly discharging the duties of his/her office.
- xliv. **“Tenure Appointment”** means appointments made to specific positions for a defined period of time as provided for by the Council.
- xlv. **“Full Time Appointment”** means, permanent and pensionable appointment by Council subject to two (2) years probationary period and subsequent confirmation.
- xlvi. **“Part Time Appointment”** means a temporary non pensionable appointment made by the Vice-Chancellor to senior staff on specified terms and period.
- xlvii. **“Contract Appointment”** means engagement of a retired Nigerian or a non-Nigerian, for a specified period on the recommendation of the Head of Department and Provost of College/Dean of Faculty and approved by the Vice-Chancellor on behalf of the University Council.
- xlviii. **“Provisional Appointment”** means appointment offered to an officer which is subject to confirmation after two (2) years.
- xlix. **“Visiting /Adjunct appointment”** means a temporary appointment made to academic staff not below the rank of Senior Lecturer/Chief Technologist from other Universities or other skilled professionals offered appointment discretionally, to attract payment not above the salary of a Senior Lecturer.
- i. **“Sabbatical Appointment”** means appointments given to academic and non-teaching staff not below the rank of Senior Lecturer and its equivalent from other Universities, which is for one (1) year and attracts payment of full salary for that rank.
 - ii. **“Honorary Appointment”** means appointment offered to academic staff not below the rank of Senior Lecturer from other Universities, which is for one (1) year and that attracts payment of specific allowances only.
 - iii. **“Pro-Bono Appointment”** means appointment offered to persons with skills in relevant fields of endeavour for a period of one (1) year and not attracting payment of any salary or allowance.
 - iiii. **“Probation”** means a period of two years when all first appointments to pensionable establishments will have to wait and be observed before confirmation of the appointment. During this period, the staff will neither be promoted, transferred nor seconded.
 - liv. **“Confirmation”** means establishment of permanent appointment of a person, after two (2) years of probation subject to satisfactory performance of duties, evidence of improved skills, demonstration of good character, passing prescribed assessment and approval of the Vice-Chancellor on behalf of the University Council.

- iv. **“Deferment of Confirmation”** means the withholding of confirmation and not warranting termination
- lvi. **“Transfer of service”** means the permanent release of staff from one scheduled service to another scheduled service.
- lvii. **“Acting Appointment”** means appointment of a Staff to hold brief a duty post where no staff of corresponding substantive rank is available for posting thereto, another officer may be appointed by the Vice-Chancellor to act in the duty post and assume either fully or in part, the duties and responsibilities thereof.
- lviii. **“Posting”** means the release of an officer from one Unit/Department to another within the University.
- lix. **“Redeployment”** means internal transfer of a staff by the University Management/Administration

1.4. Interpretation

Any question regarding the interpretation and application of these regulations shall be referred to the Registrar, or through him/her, to the Vice-Chancellor, and if further required, to the Council. The decision of the Council shall be final.

1.5. Amendment

The Regulations shall be amended by Council or on the written authority of Council as may be decided from time to time.

2.0 APPOINTMENT(S)

2.1. Terms of Appointment

- a. All appointment(s) shall be made pursuant to the provisions of the Council, and other conditions as contained in the letter of appointment of staff.
- b. Appointment(s) shall be made by the Council or on its behalf by the Vice-Chancellor in his capacity as Chairman of the Appointments and Promotions Committee, provided that all permanent and pensionable appointments are made subject to the approval of Council.
- c. Letters of appointment shall be signed and issued by the Registrar or his/her representative, except in the case of Principal Officers, where the Pro-Chancellor or his/her representative shall sign.
- d. No person shall be eligible for appointment to any post in the University if he/she has:
 - i. Ever been convicted for a criminal offence;
 - ii. Ever been dismissed from a university service or from any other establishment;
 - iii. Knowingly made false statement in his/her application or altered his/her credential(s);
 - iv. Obtained employment by any fraudulent act and
 - v. Not qualified for appointment.

2.2 Tenure Appointment

Nigerians are eligible for tenure appointment provided that they are:

- a. Not below the age of eighteen (18) years or above the age of fifty (50) years or as may be determined by government from time to time.
- b. Not prematurely retired from the Public Service.
- c. Applying for position which are specified, and for which period of tenure are defined.

2.3. Date of Commencement of Appointment

An appointment shall commence from the date the appointee assumes duty upon written acceptance letter for the offer within three (3) months.

2.4. Duties of Staff

Staff shall be assigned official duties and posted by the Vice-Chancellor, the Registrar, or their representatives, in accordance to his/her letter of appointment. He/she can also be assigned any additional duties wherever his/her services are required.

2.5. Probation:

- a. On first appointment, a staff shall be on probation for two (2) years.
- b. The period of probation shall be used to authenticate the credential(s), attitude to work, satisfactory performance of duties, evidence of improved skills, demonstration of good character or assessment.
- c. After the period of probation, the Head of Department shall recommend for confirmation or otherwise, of the staff on a prescribed form, to the Chairman Appointments and Promotions Committee through the Registrar.

2.6. Confirmation of Appointment

- a) Appointment shall be confirmed after two (2) years upon application by staff on a prescribed form, except in cases of deferment, on the recommendation of the Head of Department. The Registrar, or his/her representative, shall in writing, convey confirmation or deferment to staff. Deferment here means the withholding of confirmation not warranting termination.
- b) A staff who is due for confirmation of appointment shall be given a form for confirmation of appointment to be filled and sent to the Registrar, apply to the Registrar through the Head of Department and Dean. The Dean/Provost and the Head of Department/Provost must make a recommendation (positive or negative) to the University Appointments and Promotions Committee on the application.
- c) Where upon application by a staff, the Head of Department/Dean/Provost fails to make any recommendation within three (3) months of application, then the staff shall be deemed to have been confirmed.
- d) In the case of Graduate Assistant(s), confirmation is subject to obtaining a Master's degree within a period of three (3) academic sessions from the date of enrolment, subject to one (1) year extension.
- e) The University reserves the right to terminate the appointment of any staff on probation, with good cause, by giving one (1) month notice or one month salary in lieu of notice.
- f) Where a member of staff is on Study Fellowship for part or all of the first two years from the commencement of his/her appointment, the University will determine the suitability or otherwise of his confirmation.
- g) Confirmation of staff is to be approved by the Vice-Chancellor on behalf of the University Appointments and Promotions Committee subject to:
 - i. Satisfactory performance of duties
 - ii. Evidence of improved skills, and
 - iii. Demonstration of **good character**
 - iv. Authentication of the documents submitted.
- h) Where an appointment is confirmed, it shall continue to subsist to the retirement age of seventy (70) years for academic staff of Professorial cadre. All other staff shall retire at the age of sixty five (65) years.

2.7. Transfer of Appointment to Federal University Wukari

A staff on permanent and pensionable appointment wishing to transfer his/her services from another Scheduled Organization to the Federal University Wukari shall follow either of the following steps:

- a) Staff already in the employment of the Federal University Wukari shall apply in writing through the Head of Department where the staff serves, to the Vice Chancellor, who on behalf of Council, may approve.
- b) Staff in another scheduled Organization wishing to transfer his/her service to the Federal University Wukari shall apply to the Council, through the Vice Chancellor. The Vice Chancellor, in consultation with the Head of the Department to which the applicant seeks to serve, may (if found suitable for appointment and vacancy exists), recommend the transfer to Council for approval.
- c) In both cases, the staff seeking transfer must have had his/her appointment confirmed in their previous place of employment.

2.8. Full-Time Appointment

- a) Upon the declaration of vacancies by Council, the Appointments and Promotions Committee shall recommend persons found suitable for appointment to the Council for approval.
- b) All staff on full-time appointment shall not engage in any other full-time employment.

2.9. Temporary Appointment

- a) The Vice-Chancellor may make temporary appointment of staff to vacant posts for a maximum period of twelve months, and shall notify Council at its next meeting.
- b) The University shall determine the rate of remuneration payable to such staff from time to time in line with the existing University Policy.

2.10. Part-Time Appointment

- a) The Vice-Chancellor may make part-time appointments to vacant posts for a maximum period of twelve months,
- b) A person on part-time appointment shall not be eligible for promotion by the University.
- c) The rate of remuneration payable to such staff from time to time shall be determined by the University in line with the existing University Policy.

2.11. Contract Appointment

- a) Non-Nigerians shall be appointed, and a Nigerian staff on retirement may be re-engaged, on contract by the Appointments and Promotions Committee or by the Vice-Chancellor as Chairman on its behalf.
- b) The terms of contract shall be clearly stated in the letter of appointment.
- c) By mutual agreement, the period of contract may be extended or renewed on the recommendation of the Head of Department and upon approval by the Vice-Chancellor.
- d) Contract appointment shall be made only when it is absolutely necessary and shall not be longer than two years, subject to renewal, based on the exigencies, for a period not longer than another two (2) years.
- e) At the end of the contract period, in seeking for renewal, a contract staff shall present a medical certificate of fitness from the University Health Services as a requirement.

2.12. Visiting Appointment

- a) Members of academic staff of other Universities may be granted one (1) year temporary appointment renewable on satisfactory performance to join Federal University Wukari on visiting appointment.
- b) Visiting appointments are temporary, attracting payment of not more than one third (1/3) of the salary for that rank, and can be terminated upon payment of one (1) month's salary in lieu of notice by either of the parties.
- c) Subject to approval by the Vice-Chancellor, a member of staff not below the rank of Senior Lecturer/Chief Technologist may be granted permission to participate in Visiting Lectureship in not more than a maximum of two (2) Universities at a time.

2.13. Honorary Appointment

- a) The University may grant an Honorary Appointment to a specialist in any field, which either has, a direct or incidental contribution to imparting knowledge or research programmes of the University.
- b) The appointed staff shall be entitled to temporary accommodation and honorarium if available.

2.14. Appointment of Principal Officer(s)

- a) A Principal Officer of the University shall be appointed on such terms and conditions as may be specified in his/her letter of appointment and in accordance with the Universities (Miscellaneous Provisions) (Amendment) Act 2012, as may be amended from time to time.
- b) The Principal Officer(s) with the exception of Deputy Vice-Chancellor(s) shall hold office for a period of five (5) years beginning from the effective date of the appointment. They shall thereafter, relinquish their posts and may be re-assigned other duties in the University if they are permanent and pensionable staff of the University.

2.15 Responsibility Allowance

A responsibility allowance is payable at the rate that is from time to time approved by Council. Same rate shall be applicable to officers in acting capacity, provided there is a letter to that effect from the Vice-Chancellor.

2.16. Professional Registration

Senior staff are expected to register with professional, regulatory bodies as appropriate and update their practising licence from time to time as applicable.

2.17. Termination of Appointment(s)

Appointments shall be terminated in accordance with the provisions of the Universities Miscellaneous Act 2003 (As amended), the Regulations and the approval of the Council.

2.18. Dismissal

A member of staff may be dismissed in accordance with the University Regulations.

- a) An act of gross misconduct prejudicial to the interest of the University.
- b) Conviction for a criminal offence.

2.19. Change of Name after Appointment

The Vice-Chancellor, on application by the affected staff, may consider any change of name after his/her appointment. The change(s) shall be supported with valid documents, in accordance with the law and practice relating to change of name in Nigeria.

3.0 PASSAGES AND BAGGAGE(S)

3.1. Passages

- a. A member of staff is required to declare his biological and or adopted children and dependants with evidence at the time of assumption of duty, or at any reasonable time for the purpose of payment of passages.
- b. The University shall pay for the most direct route and at the most economic rate to the staff's domicile.

3.2. Payment of Passages to Nigerian(s)

A Nigerian on first appointment, or when retiring from service, shall be entitled to passages and baggage allowances for himself/herself, four (4) dependent children not more than eighteen (18) years of age and his/her spouse from place of recruitment or any other place as agreed.

3.3. Passages where both Husband and Wife are Members of Staff

Where both husband and wife are members of staff of the University, they shall be entitled to passages in their individual rights. However, both of them shall not claim passages in respect of more than four (4) children jointly.

3.4. Expatriate(s)

Upon appointment, an expatriate staff shall be entitled to:

- a. Payment of the passage and baggage for staff and family from the place of recruitment or any other place as agreed, to be the place of work at the University.
- b. Payment for staff and family from the place of work to his/her domicile, upon expiration of the contract.
- c. An expatriate staff is entitled to home leave after an accumulated contract period of two (2) years and a payment of home passage for himself/herself, two (2) dependent children, not above eighteen (18) years of age, and his/her spouse.
- d. For a yearly contract appointment, a home leave may only be approved after consecutive accumulative contract period of two (2) years, and shall be eligible for payment of home passage for self, spouse and two (2) dependent children, not above eighteen (18) years of age.

3.5. Passages on Special Grounds

Any member of staff, who, on medical grounds of obvious urgency, requires passages abroad other than normal leave, shall have such return passage paid.

3.6. Official Travel(s)

When travelling on official University business within or outside Nigeria, a member of staff is entitled to transport and baggage for himself/herself only.

3.7. Mode of Transport

- a. For the purpose of transport expenses the University shall use the most direct and economic routes within or outside Nigeria.
- b. Transport by air or rail and local running shall be paid at the approved Government rates.
- c. Transport by road shall be at a rate approved by Government or the University.

3.8. Declaration of Domicile

- a. For the purpose of payment of passage, “domicile” for a Nigerian shall mean his/her home town, the place where the staff member declared to be his/her home, while the “domicile” of a married woman is deemed to be that of her husband. Evidence shall be required in respect of change of domicile.
- b. For an expatriate staff, domicile means his/her home country.

3.9 Baggage Grant

- a. Within Nigeria, a baggage grant based on an approved government rate shall be paid to staff and spouse.
- b. Staff recruited from outside Nigeria shall be paid baggage grant for self and family, at rates to be determined by the University, in line with the existing University Policy. A similar payment may be made on final departure after expiration of the contract.
- c. The University may pay for excess baggage for staff recruited from overseas, at a rate to be based on the national air and shipping freight, or as may be approved by the University. An excess baggage shall not exceed 200 kilograms, or 4 cubic metres, as the case may be.
- d. In exceptional cases, the Vice-Chancellor may authorize additional refunds. The provision will not apply, if another body or organization pays for the transported baggage.
- e. On first appointment, a member of staff recruited from within Nigeria shall be refunded his/her expenses of packing and transporting his/her baggage to the University. A similar payment shall be made on final departure from the University to the member of staff's place of domicile.
- f. If such a staff resigns his/her appointment from the University within six (6) months of his/her assumption of duty, such a staff shall be required to refund to the University in full, the baggage and passage paid on him/her and the family, where applicable.

4.0 EMOLUMENTS

4.1. At Point of Entry on Appointment

- a. Point of Entry for a member of staff with the qualification(s) and minimum experience specified for a post shall be the starting point as indicated in the guidelines for Appointments and Promotions in Federal University Wukari.
- b. Staff with equivalent qualification(s) and experience as approved in the University Appointments and Promotions Guidelines, shall have the same entry point.
- c. Where a member of staff appeals on inappropriate placement in terms of appointment or promotion, the case should be referred to Appointments and Promotions Committee (A & PC) through the normal communication channel for consideration.

4.2. Increment in Salaries

- a. A member of staff shall be entitled to an increment in salary by one step with every additional year of experience, except deferred, withheld or suspended, or where the staff have reached the bar on the salary scale.
- b. The incremental date is 1st October of each year.
- c. If a member of staff assumes duty after 30th June in any calendar year, he/she shall not earn his/her increment in the following year.

5.0 PROMOTION(S)

Promotion shall be an annual exercise which shall normally commence in July and take effect from the first day of October of the year for which the relevant exercise was initiated.

Computer Literacy: All staff are encouraged to be computer literate.

5.1. Conditions for Promotion(s)

The conditions for promotions are as stipulated in the relevant Appointments and Promotions Guidelines. In addition to these guidelines:

- a. The Appointments and Promotions Committee (A&PC) shall, on behalf of Council, have responsibility for all matters pertaining to the promotion of all categories of staff in the University.
- b. The Appointments and Promotions Committee (A&PC) shall approve confirmation and recommend to Council promotions, advancements, re-designations and conversion of staff, on the recommendations of the relevant Committee(s) as contained in the Guidelines for Appointments and Promotions.
- c. Promotions shall take effect from 1st October of each year.
- d. Promotions are guided by:
 - i. Confirmation of Appointment
 - ii. Personal integrity and **good character**
 - iii. General efficiency and ability to perform
 - iv. Demonstration of administrative competence and initiative
 - v. Good assessment of teaching and research work, as well as evidence of publications and innovations in the case of academic staff.
 - vi. Favourable Annual Performance Evaluation Report (APER) and external assessment reports, where applicable.
 - vii. Time in rank/waiting period
 - viii. Competitive merit from amongst all the eligible Candidates.
 - ix. Availability of vacancy for which provisions have been made in the current budget where applicable.
- e. When a member of staff is promoted or advanced to a higher level, he/she will enter the new level at a point with a **minimal increase** in salary over his/her normal annual increment.
- f. No member of staff shall be made to suffer any financial disadvantage consequent upon his/her promotion.
- g. Promotion of a member of staff may, where the circumstances so dictate, be withheld by Council on the recommendation of the Council Disciplinary Committee.

5.2. Conversion/Change of Cadre

Any staff who acquires recent or additional qualification in any field of study as approved by the University may apply for a change of cadre and where appropriate, may be considered for

advancement, conversion or promotion in accordance with approved guidelines, provided that he/she has the pre-requisite qualification, subject to:

- a. Availability of vacancy
- b. Budgetary provision
- c. Internal advertisement
- d. Application by staff whose appointment has been confirmed
- e. Evidence of approval of study by the University
- f. Passing interview
- g. Approval of Council

For Conversion, all staff being converted from one cadre to another shall be graded as applicable.

5.3. Complaint against Non-Promotion

Appeals against non-promotion or advancement may be made to the University's Appointments and Promotions Committee, and if not satisfied, to Council.

5.4. Right of Appeal (Promotions)

- a. When an eligible member of staff is not recommended for promotion, such a decision shall be communicated to him/her within one (1) month to enable him/her exercise his/her right of appeal.
- b. An appeal pursuant to Section 5, Subsection (4)(a) above shall be made through the Head of Department/Unit and Provost/Dean/Registrar to the Appointments and Promotions Committee in the first instance.
- c. Where a member of staff is not satisfied with the outcome in subsection (4)(b) above, he/she may appeal to the Council through the Vice-Chancellor within three (3) months.

6.0 GRIEVANCE PROCEDURE

6.1. Procedures

- a. Where a member of staff is aggrieved on any matter relating to his/her work, he/she shall first complain to his/her Reporting Officer and if after ten (10) working days nothing is done, he/she may bring the matter to the notice of the next higher officer until it gets to the Council.
- b. Where a grievance contains criminal matters like threat to life or likelihood of breach of the peace among others, the affected staff shall lodge his/her complaint directly at the Security and Safety Unit and copy the Registrar. If after two (2) days, the Registrar or the Security and Safety Unit do not respond, the aggrieved staff shall forward his/her complaint to the Vice-Chancellor.
- c. An aggrieved member of staff may forward a direct complaint to the Registrar provided a copy is served on all parties affected by the complaint.
- d. Where the complaint is against any, or, all Principal Officers of the University, such complaint shall first be forwarded to the Vice-Chancellor and if after two weeks, no response is received, he/she shall forward same to the Pro-Chancellor and Chairman of Governing Council.
- e. If the complaint is against the Vice-Chancellor, it should be forwarded directly to the Pro-Chancellor provided a copy is served on the Vice-Chancellor.
- f. Where a complaint has been forwarded to the Pro-Chancellor for two (2) months and no response is received, a pre-action notice of seven (7) days shall be served on the Registrar before any legal proceedings are instituted.

- g. In every other situation resulting in litigation, an aggrieved staff member shall serve a Pre-Action Notice of one (1) month on the University before commencing legal proceedings.
- h. The Registrar shall, in writing, query any member of staff who sues the University in violation of these provisions and appropriate administrative actions shall follow. No staff shall sue the University without exhausting the internal mechanism of seeking redress.

7.0 DISCIPLINE

7.1. Misconduct

Misconduct is defined as a specific act of wrong-doing or an improper behaviour which is inimical to the image of the Federal University Wukari and which can be investigated and proved. It can also lead to termination and retirement. It includes but not limited to:

- a. Scandalous conduct such as:
 - i. Immoral behaviour
 - ii. Unruly behaviour
 - iii. Drunkenness
 - iv. Foul Language
 - v. Assault
 - vi. Battery
 - vii. Stealing
 - viii. Forgery
 - ix. Perjury
- b. Refusal to proceed on posting
- c. Habitual lateness to work
- d. Deliberate delay in treating official document
- e. Failure to keep records
- f. Unauthorized removal of public records
- g. Dishonesty
- h. Negligence
- i. Sleeping on duty
- j. Hawking merchandize within office premises during official hours
- k. Refusal to take/carry out lawful instruction from superior officers
- l. Malingering
- m. Insubordination
- n. Discourteous behaviour to the public
- o. Violation of Oath of Secrecy
- p. Nepotism or any other form of preferential treatment
- q. Publications that are inimical/injurious to the image, good name or interest of the University
- r. Threatening staff or students
- s. Any other similar misconduct

7.2. Gross Misconduct

Gross Misconduct is defined as a specific act of wrong-doing or an improper behaviour which is inimical to the image of the Federal University Wukari and which can be investigated and proved. It can also lead to dismissal. It includes but not limited to:

- i. Falsification of records
- ii. Suppression of records
- iii. Withholding of files
- iv. Conviction on a criminal charge (other than minor offences)

- v. Absence from duty without approval
- vi. Abscondment
- vii. False claims against University officials
- viii. Bankruptcy/serious financial embarrassment
- ix. Unauthorized disclosure of official information
- x. Bribery
- xi. Corruption
- xii. Embezzlement
- xiii. Misappropriation
- xiv. Action prejudicial to the security of the University
- xv. Advance Fee Fraud
- xvi. Holding more than one full-time paid job
- xvii. Divided loyalty
- xviii. Sabotage
- xix. Wilful damage to University property
- xx. Membership of cults
- xxi. Plagiarism
- xxii. Sexual harassment.

7.3. Disciplinary Measures

Staff who engages himself/herself in any misconduct as stated in section 7.1 and 7.2 above shall be disciplined in any one or a combination of the following:

- a. Drawing attention to short-coming(s)
- b. Issuance of query within 48 hours
- c. Written warning
- d. Withholding of annual increment
- e. Suspension
- f. Demotion
- g. Deferred promotion
- h. Termination
- i. Dismissal
- j. Making good the loss or damage to University property
- k. Any other sanction as may be prescribed by the Senior Staff Disciplinary Committee and approved by the Governing Council.

7.3.1 Misconduct shall attract any of the following:

- a. Drawing attention to short-coming
- b. Issuance of Query within 48 hours
- c. Written Warning
- d. Withholding of increment
- e. Suspension

7.3 2 Gross Misconduct shall attract any of the following:

- i. Demotion
- ii. Deferred promotion
- iii. Termination
- iv. Dismissal
- v. Making good the loss or damage to University property
- vi. Any other sanction as may be prescribed by the Council Disciplinary Committee.

7.3.3 Disciplinary Measures

The Disciplinary measures stated above are explained as follows:

a. Drawing attention to shortcomings

It shall be the duty of every Head of Department/Unit as soon as he/she observes any fault or shortcoming in the work of a subordinate, to bring it to his/her notice and to record that such has been done, with a view to improving the OFFICERS usefulness and efficiency.

b. Issuance of query

- i. An officer may be issued a query (to be answered within forty eight (48) hours), if in the opinion of his/her Head of Department/Unit; his/her disposition is unsatisfactory.
- ii. Head of Department/Unit shall query staff in writing, and if the reply is unacceptable, then the Head of Department shall forward it together with his/her own recommendation to the Registrar, who shall take further appropriate action.

c. Warning

- i. Where an officer was issued three (3) queries and is unable to exculpate himself/herself on each of the three (3) occasions he/she shall be issued a warning by the Registrar.
- ii. Where an officer has received two (2) warnings, and commits a third (3rd) offence, disciplinary procedure shall be initiated in line with the provisions of the Regulations.

d. Suspension

- i. If after due process, it is established that an act of gross misconduct has been committed, the Vice-Chancellor shall suspend the staff from duty on half pay (50% of gross pay).
- ii. During the period of suspension, the staff may be summoned before the Senior Staff Disciplinary Committee as provided for in the University Regulations.
- iii. While on suspension, staff shall not be allowed to leave the service of the University until the determination of the case.
- iv. Staff that is suspended shall not carry out his/her duties or visit his/her place of work except with the express written permission of the Registrar. He/she shall handover all University property in his/her possession to his/her Head of Department.
- v. If he/she is not responsible for the act in respect of which he/she has been suspended he/she will be re-instated to his/her post.
- vi. If he/she is re-instated he/she shall receive his/her full pay in arrears for the period of the suspension.
- vii. Where staff is found to have committed the alleged offence, he/she shall be punished appropriately.

e. Withholding of Annual Increment

A staff's increment for a particular year may be withheld as a disciplinary measure. A withheld increment shall not be restored retrospectively.

f. Deferment of increment

An increment may be deferred for not less than three (3) months and not more than six (6) months. A deferred increment may not be subsequently granted except with the approval of the Vice-Chancellor.

g. Demotion

A member of staff may be demoted to a lower rank after committing an offence of misconduct. The demotion is for a period of three (3) years, after which the staff can be assessed for promotion. If a similar offence is repeated, the appointment of the staff may be terminated, or he/she may be dismissed.

h. Deferred Promotion

A staff's promotion may be deferred by the University Administration as a disciplinary measure for an offence.

i. Termination

- i. A staff whose probationary service is considered unsatisfactory shall after proper investigation, have his/her appointment terminated after due notice and after the case might have been considered and approved by Council.
- ii. A staff whose appointment has not been confirmed may have his/her appointment terminated on the ground(s) of general inefficiency, provided that he/she has previously been warned at least two (2) times by the Registrar that his/her work has been unsatisfactory. The warnings shall specifically state the reasons and intimate the staff that termination will follow unless improvement is made on his/her conduct.
- iii. The appointment of a part-time staff may be terminated on ground(s) of inefficiency, misconduct or redundancy.
- iv. The appointment of a confirmed staff shall not be terminated until he/she has been given the opportunity of making representations to the Vice-Chancellor through the Head of Department and such representations have been given due consideration by the Vice-Chancellor and Council.
- v. A confirmed staff whose appointment is to be terminated for inefficiency shall be given three months' notice or alternatively three (3) months' pay in lieu of notice. Any leave entitlements accruing at the time of termination may be granted to run concurrently and terminates with the notice. In case of three (3) months' pay in lieu of notice, the staff shall be paid off on submission of clearance certificate.
- vi. A confirmed staff who terminates his/her appointment by resignation shall be required to give three (3) months' notice or pay one months' salary in lieu of notice. He/she shall also be required to vacate University premises at the expiration of the notice. Officers on CONUASS 7/CONTISS II Level 14 and above are required to give three (3) months' notice or pay three (3) months' salary in lieu of notice.
- vii. Any staff who terminates his/her appointment before he/she is confirmed shall give one (1) month notice or pay one (1) month salary in lieu of notice.
- viii. Any staff who commits an act of gross misconduct shall have his/her appointment terminated after proper disciplinary procedure has been followed.

j. Dismissal

- i. A staff under suspension who is found guilty by an Administrative Panel or convicted by a Court of law on any of the charges preferred against him/her shall be dismissed.
- ii. Upon conviction of any staff on a criminal charge, he/she shall be dismissed with effect from the date on which he was convicted.

7.4. Removal from Office

a. Removal from office includes:

- i. Termination of appointment
- ii. Compulsory retirement, and
- iii. Dismissal

b. Effect of removal from office.

- i. An officer who is dismissed forfeits his/her retirement benefits except his/her contributory pension,

- ii. A confirmed officer whose appointment is terminated shall be entitled to claim retiring benefits, contributory pension, and transport grant, as he/she may be qualified to claim.
- iii. An officer who is compulsorily retired from service of the University shall be entitled to claim retiring benefits, contributory pension, leave and transport grant, as he/she may be qualified to claim.

7.5. Appeal

A person, who is sanctioned for an act of gross misconduct pursuant to the provision of Section 16 or Section 17 of the University Miscellaneous Act 2012 and this Regulation, may appeal through the Office of the Vice-Chancellor to the Governing Council.

7.6. Court Action

No staff shall resort to a law court without proof of having exhausted the internal avenues for settling disputes or grievances or for seeking redress.

7.7 Procedure for Staff Discipline

Without prejudice to the statutory power of the Vice-Chancellor to discipline staff and students, the following procedure shall apply:

- a. On receipt of an allegation of misconduct, the Head of Department/Unit shall conduct preliminary investigation and report to the Dean or Director/Provost in writing within seven (7) working days.
 - b. The Dean or Director/Provost shall set up a Committee to further investigate the allegation to determine whether there is a disciplinary case to be answered by the staff concerned. If satisfied that there is a case to be answered by the Staff, the Dean or Director/Provost will promptly inform the Vice-Chancellor. The investigation and reporting to the Vice-Chancellor must occur within two (2) weeks. The inability to meet the deadline in (a) and (b) above does not invalidate the procedure for staff discipline.
 - c. Where it is alleged that a member of staff is guilty of misconduct or should for any other reason be disciplined, the Vice-Chancellor or the Council shall constitute an Investigation Panel to:
 - i. Determine whether or not a *prima facie* case has been established against the staff; and
 - ii. Make report of its findings to the Staff Disciplinary Committee.
- b. The Investigation Panel shall consist of:
- i. The Chairman of the trade union to which the member of staff belongs; and
 - ii. Such other members of the Council as the Vice-Chancellor or the Senate, as the case may be, may determine.
 - d. The Vice-Chancellor shall constitute a Staff Disciplinary Committee which shall consist of such members of the Senate as he/she may determine to consider the report of the Investigation Panel.
 - e. The report of the Staff Disciplinary Committee and its recommendations shall be forwarded to the Council for necessary action.

8.0 ALLOWANCES, LOANS AND ADVANCES

8.1. Responsibility Allowance

A responsibility allowance shall be paid to an officer occupying a position of responsibility assigned to him/her by the Vice-Chancellor, Senate or Council. The rates shall be as approved from time-to-time by the Council or Federal Government Circulars.

8.2. Kilometre Allowance

Official kilometre allowance shall be paid in accordance with the rates to be approved from time-to-time by Council or at a prevailing government rate.

8.3. Vehicle Loan

A member of staff may be granted a vehicle loan for purchasing motor vehicle, at rates to be determined from time to time by Council.

8.4. Furniture Loan

A member of staff may be granted a furniture loan for purchasing furniture at rates to be determined from time to time by Council.

8.5. Housing Loan

A member of staff may be granted a housing loan for purchasing or building or renovating their own houses at rates to be determined from time to time by Council.

8.6. Salary Advance

- a. Staff on first appointment may be granted one month salary advance, repayable in three equal instalments. Staff shall apply through the Head of Department to the Registrar.
- b. In the event of the grant of salary advance to a member of staff, an amount mutually agreed upon shall be deducted from his/her salary after the first three months in the service of the University in satisfaction of the sum advanced.

8.7 Imprest

An imprest shall be granted to a member of staff holding an office in full or acting capacity at rates to be approved from time to time by Vice-Chancellor.

9.0 HOUSING

9.1. Eligibility

All staff are entitled to University accommodation where available, or a rent allowance in lieu. Owing to shortage of accommodation, the University will set conditions for eligibility from time to time.

9.2. Rent

- a. Staff allocated University quarters shall pay a rent as may be determined by the University administration from time to time.
- b. Where a husband and wife are University staff and live together in the University house, the approved rent shall be deducted from the salary of the spouse that has been allocated the house.
- c. Upon appointment and assumption of duty, where an eligible staff is not provided with accommodation, the University may pay his/her accommodation expenses for the first twenty eight (28) days on assuming duty.
- d. Occupants of University quarters should not remodel the premises without prior written approval of the University.
- e. There shall be no subletting of the University quarters.
- f. Payment of any benefit upon retirement is not a precondition to vacate University Quarters.
- g. Retired Officers shall vacate the University Quarters within six (6) months of retirement.
- h. In the case of death, a grace period of one year is allowed for the deceased family to vacate the University quarters.
- i. Occupants of the University quarters who voluntarily withdraw their services from the University or who are disengaged from service shall vacate the University Quarters within 6 months except in the case of dismissal which must be immediately.

10.0 MEDICAL CARE

10.1. Health Services

The University maintains health services for its staff members and their families. It shall therefore be the duty of each member of staff to take care in ensuring the good health of the entire family. The staff, spouse and four dependent children are entitled to medical facilities under the National Health Insurance Scheme (NHIS).

- a. A member of staff, spouse and up to four (4) dependent children below eighteen (18) years of age each, shall be entitled to medical care in the University Health Services in line with NHIS policy as may be in force from time to time.
- b. Where in the opinion of the Director of University Health Services, facilities at the University Health Services are inadequate for a particular case; referral shall be made to the nearest University Teaching/Government Hospital.
- c. Treatment in any other hospital, shall be at the expense of the member of staff concerned unless otherwise approved by the University Health Services or and in emergency cases. Such shall be brought to the attention of the Vice-Chancellor.

10.2. Medical Examination

All staff including contract officers shall be required to undergo annual basic medical examination and submit report of same to the Medical Director. All medical certificates and reports from a Government health facility shall be kept by the Registrar and treated as strictly confidential and the Director of the University Health Services shall keep copies.

10.3. Treatment Overseas

- i. Where on advice of a medical doctor, a member of staff is referred abroad for medical treatment and same is approved by the Vice-Chancellor (on the ground that the appropriate treatment is not available in Nigeria), the University shall be responsible for the medical

expenses in accordance with existing government regulation or as may be approved by Council.

- ii. The Federal University Wukari shall not be liable for any unauthorized medical expenses incurred within and outside Nigeria.

10.4. Health's Insurance

Each member of staff going abroad on official University business or on an approved sabbatical, study leave or staff development leave, shall be required to take a health insurance policy, where such policy exists, and the University shall reimburse him/her the cost of the premium paid in line with Federal Government policy,

10.5. Convalescence Period

A member of staff convalescing may be allowed a maximum of six (6) months only; during which time the staff receives his/her full salary and other benefits. Thereafter, the case will be reviewed and appropriate action taken in line with the Regulations.

10.6. Termination of Appointment Due to Illness

- a. The maximum aggregate Sick Leave which can be allowed an officer who is not hospitalized, during any period of twelve (12) months shall be forty-two (42) calendar days. Where such an officer has been absent from duty on the ground of ill-health for an aggregate period in excess of forty-two (42) calendar days within twelve calendar months, the officer shall be made to appear before a Medical Board with a view to ascertaining whether or not he/she shall be invalidated from service. Any period of absence on the ground of ill-health in excess of the prescribed aggregate will be without pay and will not be reckoned with for purposes of annual salary increment.
- b. An officer who is incapacitated as a result of injury sustained in the course of his official duties shall be entitled to draw full salary until he/she is discharged from the sick leave or permanently invalidated.
- c. Sick Leave for a maximum period up to six (6) months in the first instance may be allowed on the certification of an approved Health Care Provider to an officer who is hospitalized. Thereafter, the Vice-Chancellor shall make an arrangement for him to be examined by a Medical Board with a view to ascertaining whether or not he/she shall be invalidated from the services of the University or allowed further for six (6) months.

10.7 Death Abroad on Official Duty

If a staff in the service of the University dies abroad while on official duty, the University shall repatriate his/her corpse, at the request of the deceased's family, or the corpse of the spouse of the officer who was duly authorized to accompany him/her on the duty tour or course of instruction.

10.8. Staff's Burial Entitlements

The University shall pay the cost of the funeral expenses at the death of a full-time staff to his/her family as follows:

- a. Staff on CONUASS 1-5 and CONTISS II Level 6-12 shall be paid three (3) months of his/her salary which will cover the payment for medical expenses, mortuary fees, embalment, coffin in addition to transportation of the remains to the registered domicile of the deceased.

- b. Staff on CONUASS 6-7/CONTISS II Level 13-14 shall be entitled to three (3) months of his/her salary which covers medical expense, mortuary fees, embalmment, and coffin in addition to transportation of the remains to the registered domicile of the deceased.
- c. In addition, the University may pay the cost for one full page advert in a national newspaper for the publication of obituary for staff at Administrative level, at the prevailing rates and as may be approved by government from time to time.

10.9. Provision of Medical Aids

The University shall not be responsible for the cost of denture, gold filing, spectacles and other medical aids and equipment unless they are certified to have become necessary as a result of an accident to the member of staff arising out of and in course of his/her official duties.

11.0 LEAVE MATTERS

11.1. Annual Leave

A normal leave year shall be 1st October of the year to 30th September of the following year.

- a. The period of annual leave shall be thirty (30) days in any academic year. However, only an officer who joins the service before 31st of March will be entitled to annual leave for that year.
- b. Apart from the Vice-Chancellor, other Principal Officers of the University, all Deans/Provost, Directors and Heads of Departments shall apply to the Vice-Chancellor for all forms of leave. The Vice-Chancellor's approval or otherwise shall be communicated to the officers concerned in writing.
- c. The Registry shall develop yearly leave roster in line with the academic calendar of the University.
- d. An officer proceeding on leave shall recommend a suitable colleague or subordinate to hold fort during the subsistence of the leave.
- e. Under special circumstance, staff with legitimately deferred annual leave, as approved by the Vice-Chancellor, can take the leave at the end of his/her career as terminal leave. The deferred leave shall be for a maximum of five (5) months.
- f. Academic Staff may proceed on leave only when the students are on vacation.
- g. If the Vice Chancellor is going on leave, he shall recommend to the Pro-Chancellor, one of his Deputy Vice-Chancellors to act on his behalf.

11.2. Research Leave

- a. Research leave is a leave taken by an academic member of staff for the purpose of carrying out research relevant to his/her field of specialization.
- b. A research leave of twenty six (26) days in a year may be granted to a member of staff by the Vice-Chancellor on the recommendation of the Head of Department and the Dean of Faculty/Provost of College.
- c. An academic staff member who ordinarily may not be entitled to Staff Development, Study Leave or Study Fellowship may benefit from research leave upon application which must provide an acceptable programme of work or proposal during the leave.

11.3. Sabbatical Leave

- a) **Aims:** The purpose of a Sabbatical leave includes:
- i. To allow eligible staff in the University to undertake new lines of research and study for self-improvement and or to consolidate an area of previous study.
 - ii. To enable the Federal University Wukari develop a scheme for exchange of ideas with other Universities.
 - iii. To encourage the exposure of staff to new ideas, thoughts and developments in their disciplines. The Sabbatical leave shall be for a period of one (1) year and may be taken in or outside Nigeria.
- b) **Categories of Staff Entitled to Sabbatical leave**
- i. **Academic Staff**

Academic staff holding permanent and confirmed appointment on CONUASS 5 and above shall be entitled to Sabbatical leave.

ii. **Non-Teaching Staff**

Non-teaching staff holding permanent and confirmed appointment on CONTISS II Level 13 and above shall be entitled to Sabbatical leave.

iii. **Principal Officer(s)**

Vice-Chancellor, Registrar, Bursar and University Librarian are entitled to Sabbatical leave immediately after completion of their five (5) year term of office.

c) **Qualification and Eligibility**

To qualify for Sabbatical leave, the following conditions shall apply:

- I. A Sabbatical leave may be granted to staff after six (6) years of unbroken service in the University. The University may take into consideration any period of relevant service in any Nigerian University or institution of higher learning and or research institute, provided the staff transferred his/her services from such an institution to the Federal University Wukari, or provided that he/she would have spent six (6) years after the last Sabbatical leave.
- II. A Sabbatical leave may be granted to staff of the rank of Senior Lecturer or equivalent and above for academic staff and non-Teaching staff on CONTISS II Level 13 and above after six (6) years of continuous/unbroken service in the University.
- III. Any staff applying for a Sabbatical leave must have an acceptable programme of work to be approved by the Vice-Chancellor.
- IV. Application for a Sabbatical leave must be accompanied by a definite recommendation by the Head of Department and Dean of Faculty/Provost of College where the staff belongs.

d) **Benefits/Entitlements**

A member of staff on Sabbatical leave is entitled to:

- I. Full salary and other fringe benefits as may be approved by the University from time to time for the duration of the Sabbatical leave.
- II. Retention of University quarters by the staff for the duration of the Sabbatical leave, paying the approved rent.

III. Additional remuneration may be negotiated with the host institution where the staff is spending the Sabbatical leave.

e) Obligations of Staff

- I. A staff shall resume duty immediately at the expiration of the Sabbatical leave period except for terminal cases.
- II. On return, staff shall submit a formal report on work done during the Sabbatical leave to the Head of Department, Dean/Provost and the Vice-Chancellor.
- III. A staff is to serve the University for at least one year following the end of the Sabbatical leave.
- IV. A Sabbatical leave cannot be extended after the one (1) year period normally allowed.
- V. A Sabbatical leave once commenced cannot be deferred, except at the instance of the University.

f) Penalty

- I. A member of staff who is granted Sabbatical leave but fails to return to the University at the expiration of the leave, without the prior agreement with the University, shall be regarded as having absconded from duty. Such a person shall be subject to appropriate disciplinary action.
- II. The University shall recover all expenses incurred on the staff including salaries and allowances through any means legally permissible.

11.4. Study Fellowship

The University accepts the principle of study leave as a method of staff development. A confirmed staff may be granted study leave by the Vice-Chancellor on the recommendation of the Appropriate Committee with or without pay for the purpose of undertaking a course of study, provided that such a course of study is considered likely to enhance his/her value to the University. Those who may be granted study leave include - staff on Salary CONUASS 1-6/ CONTISS II Level 6-14.

a. Conditions for Award of Study Fellowship

The Vice-Chancellor on the recommendation of the Head of Department and the Dean of Faculty/Provost of College may grant study fellowship provided that:

- I. The programme is/are relevant to the operations of the Department/Faculty/College.
- II. The staff has valid admission at an Institution acceptable to the University.
- III. The staff should have spent at least two (2) years in the service since the first appointment with the exception of Graduate Assistant(s).
- IV. Graduate Assistant(s) are entitled to award of fellowship as soon as they he/she secure(s) Master's Degree admission.
- V. The Head of Department recommends that the staff can be spared without a replacement by the University.
- VI. Other conditions as may be imposed by the University from time to time.

b. Benefits of the Award

Staff awarded a study fellowship shall be entitled to the following benefits:

- I. Full salary with the normal annual increments
- II. Continued retention of staff on the Pension Scheme.
- III. Entitlement to one promotion while on study fellowship.

c. Obligations of Staff on Study Fellowship

Staff awarded a study fellowship shall be required to:

- I. Accept in writing the award of the study fellowship

- II. Sign a bond with the University
- III. Return to the University to serve the period spent on study fellowship as contained in the bond.
- IV. Submit a progress report of his/her studies to the University through the Head of Department.
- V. Deposit two copies of his/her dissertation/thesis in the University Library through the Head of Department.
- VI. Present a seminar at the Faculty level, for the purpose of knowledge sharing.

d. Penalty for Failure to Return to the University

A member of staff granted study fellowship who fails to return to duty at the expiration of the period approved for his/her study fellowship shall be regarded as having been absent from duty for the period of his/her study fellowship and shall have his/her appointment terminated. The University shall recover the cost of training including salaries and allowances from the staff or his/her guarantor through any means permitted by law.

11.5 Postdoctoral Research Fellowship

The Federal University Wukari recognizes postdoctoral research fellowship as part of staff development and shall strive to pursue postdoctoral research fellowship programmes.

(a) Conditions

To be qualified for Postdoctoral Research Fellowship:

- (i) A staff must have obtained a Doctorate and gained a placement for a postdoctoral research fellowship that is in line with the goal of Staff Development as stated in Section 12 (Staff Development).
- (ii) For staff who obtained their Doctorate from Nigerian Institutions, the staff must have obtained his/her Doctorate within a period not exceeding four (4) years prior to gaining Postdoctoral Research Fellowship placement.
- (iii) Staff who obtained a Doctorate from foreign institutions: must have served out at least three (3) years out of their bond before their application for Postdoctoral Research Fellowship may be considered for approval, provided the staff must have obtained his/her PhD within a period not exceeding four (4) years prior to gaining Postdoctoral Research Fellowship placement.
- (iv) Permission to proceed on Postdoctoral Research Fellowship shall be granted for a period of one (1) year in the first instance and may be extended for a period not exceeding twelve (12) months by the Vice-Chancellor.

(b) Benefits

- I. Full salary with the normal annual increments
- II. Continued retention of staff on the Pension Scheme
- III. Entitlement to promotion while on postdoctoral research fellowship

(c) Obligations of Staff on Postdoctoral Research Fellowship

Staff awarded a postdoctoral research fellowship shall be required to:

- I. Sign a bond with the University
- II. Return to the University to serve the period spent on postdoctoral research fellowship as contained in the bond.
- III. Submit a report of his/her Postdoctoral Research Fellowship to the University.

IV. Present a seminar at the Faculty level, for the purpose of knowledge sharing.

(d) Penalty for Failure to Return to the University

A member of staff granted postdoctoral research fellowship who fails to return to duty at the expiration of the period approved for him/her shall be regarded as having been absent from duty or absconded for the period of his/her fellowship and shall have his/her appointment terminated. The University shall recover the cost of training including salaries and allowances from the staff or his/her guarantor through any means permitted by the law.

11.6. Graduate Assistantship

- a. The University may appoint a Graduate Assistant subject to vacancy within an accepted plan for staff development in a Department.
- b. Upon appointment, a Graduate Assistant shall be on training until he/she obtains a Master's Degree within a period of three academic sessions from the date of enrolment. Thereafter, his/her appointment may be normalized if he/she successfully completes the Master's Degree programme, or be terminated if he/she fails to complete same in line with the Guidelines.
- c. Where training is in Federal University Wukari, a Graduate Assistant shall put in a maximum of six hours a week giving tutorials and or practical demonstrations in the Department.

11.7. Secondment

a. Conditions for Secondment

A member of staff wishing to be seconded from the University to another organization shall apply in writing through the Head of Department and Dean of Faculty/Provost of College, to the Vice-Chancellor, who may approve on behalf of Council provided:

- I. The organization is a scheduled service.
- II. The staff member will not be entitled to salary in the University. However, while on secondment, the same Retirement Savings Account shall continue to be maintained. The staff member shall furnish his/her new employer with details of the Account and the Pension Fund Administrator that manages it. The staff, if indebted to the University, for example, by way of loan, advances etcetera, will be required to arrange to pay back what he/she owes on acceptable terms to the University.
- III. It shall be the responsibility of staff on secondment to ensure compliance with these regulations.

b. Duration of Secondment

The secondment shall be for a period of two (2) years in the first instance and may be extended for a further period of two (2) years after which no further extension may be granted. The staff may return to the University or transfer his/her service to the seconded organization.

c. Benefits of Secondment

Where a staff chooses to remain where he/she was seconded, he/she must convert the secondment to transfer of service. A member of staff on secondment is eligible for promotion provided:

- I. The organization to which he/she is seconded is an Institution of higher learning and is engaged in similar occupation as his/her assignment in the University.

- II. The seconded employer recommends him/her for promotion based on proven merit
- III. His/her promotion shall be subject to his/her satisfying the general promotion guidelines of the University.

11.8. Casual Leave

- I. A staff member may be granted three(3) days casual leave by the Head of Department provided that such leave, is at his/her own expense. Such approval should be sent to the Registrar for record purpose.
- II. Casual leave exceeding three (3) days but not more than seven (7) days shall only be approved by the Registrar.
- III. Casual leave in excess of seven (7) days in any year may not be approved without the specific consent of the Vice-Chancellor, through the Registrar. Such leave in excess of seven (7) days shall be deducted from the staff's annual leave.

11.9 Maternity Leave

A female staff that is pregnant is entitled to sixteen (16) weeks maternity leave at a stretch beginning not less than four (4) weeks from the expected date of delivery with full pay. A medical certificate showing the expected date of confinement must be presented not less than two (2) months before that date. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, which part of the maternity leave equivalent to the annual leave will be without pay.

11.10 Child Adoption Leave

Any staff that legally adopts a baby is entitled to twelve (12) weeks adoption leave at a stretch beginning from the date of approval with full pay provided:

- I. The baby is not more than one (1) year old.
- II. There is evidence of legal adoption.

The annual leave for that year will, however, be regarded as part of the adoption leave. Where this annual leave has already been enjoyed before the grant of adoption leave that part of the adoption leave equivalent to the annual leave will be without pay.

11.11 Leave of Absence

Staff may apply for a leave of absence through the Head of Department and the Dean of Faculty/Provost of College to the Vice-Chancellor who may approve on behalf of Council, to enable the member of staff take up a special assignment, or for any other purpose approved by the University.

11.12 Duration of Leave of Absence

Leave of absence should not be more than two (2) years in the first instance, but can be extended for a further period of two (2) years after which no further extension should be given except the Vice-Chancellor considers it in the public interest to do so.

11.13. Special Leave of Absence

Special leave of absence shall be granted to staff on national assignment/special appointment for a period of not more than five (5) years subject to the approval of the Vice-Chancellor in line with the relevant regulations/guidelines and Laws. Anything above that shall be subject to approval by Council.

a. Conditions for Leave of Absence

Staff on leave of absence shall be bonded and shall not be entitled to the following benefits during the period:

- I. Salary
- II. Promotion
- III. Housing and
- IV. However, a member of staff may be permitted to retain the official accommodation for the period of approved leave of absence.

b. Benefits

Staff shall enjoy notional salary increment during the period of leave of absence.

c. Obligations of Staff on Leave of Absence

- I. If a staff member on leave of absence is indebted to the University by way of loans and or advances, he/she shall arrange to pay back what he/she owed the University on acceptable terms to the University.
- II. On return to the University service, staff shall serve for an equivalent period of the leave of absence before being granted another leave of absence.

d. Penalty for Breach of Bond

Where a member of staff breaches his/her bond, the Vice-Chancellor shall initiate the process of terminating his/her appointment in line with the relevant law.

11.14. Study Leave without Pay

a. Conditions for Study Leave:

A study leave without pay may be granted to a staff member to enable him/her undertake a full-time study for which he/she does not qualify for a University study fellowship.

- I. An academic staff member may be granted a three month (3 months) study leave after four (4) semesters or two (2) years of continuous service whether on first appointment or after the last study leave, provided that the Head of Department and the Dean of Faculty/Provost of College has made a recommendation.
- II. A study leave of a maximum of nine (9) months after eighteen (18) semesters of continuous service may be granted, provided that in either case, the Head of Department and Dean of Faculty/Provost of College made a recommendation.
- III. A study leave of up to twelve (12) months/one session may be granted to staff with a continuous service of at least twelve (12) semesters, or six (6) years during which no study leave had been taken.

- IV. Applications for study leave shall be sent through the Head of Department and Dean of Faculty/Provost of College to the Vice-Chancellor.

11.15 Utilization of Deferred Annual Leave

The staff shall be entitled to utilize their deferred annual leave before final disengagement from the service of the University.

11.16 Leave Entitlement to Expatriate Staff

a. Home Leave

Expatriate staff on contract appointment shall be entitled to forty (40) working days home leave, in every other session.

b. Local Leave

Expatriate staff on contract appointment shall enjoy thirty (30) days local leave in the year they do not qualify for home leave. This does not attract leave grant.

11.17 Deferment of Leave

The Registrar, on the recommendation of the Head of Department, may defer a leave due in the leave year for non-teaching staff and Vice-Chancellor may defer a leave due in the session for Academic Staff.

- (i) All deferred leave shall be taken by the 31st October of the following leave year session.
- (ii) The Registrar or the Vice-Chancellor shall only approve any further deferment beyond this period as applicable.
- (iii) All deferred leave must be duly approved by appropriate approving authority.

11.18 Examination Leave

- a. A member of staff 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.
- b. A staff member may be allowed special leave with full pay to take an examination, the passing of which is not a condition of his/her current appointment provided the Head of Department certifies the following:
 - I. That the passing of the examination is likely to enhance his/her value to the service
 - II. Evidence of admission for the course
 - III. Evidence of a time-table for the examination.
- c. Any day(s) granted in excess of seven (7) working days shall be deducted from the OFFICERS next annual leave.

11.19 Sick Leave

A staff member prevented by illness from carrying out his/her work is expected to inform his/her Head of Department and to seek medical attention promptly.

- a. If an illness exceeds one (1) month, it must be reported to the Registrar and the University may require the staff member to be examined by a Doctor of its choice and a confidential report to be submitted to the Registrar.

- b. On consideration of such a report, the Vice-Chancellor may grant the sick leave on full pay up to six (6) months from the date on which the staff member became incapable of work.
- c. If a staff member is unable to resume work when the period of sick leave is exhausted, a report of a Medical Board will be obtained and the University Council will determine whether the staff member's employment may continue and if so, on what payment, if any.

11.20 Leave for Religious Purpose

Officers going on religious pilgrimages other than officials assigned to cover such activities should use part of their annual leave for such purposes.

11.21 Period Not Leave-Earning

Period spent on Study Leave, Study Fellowship or Sick Leave shall not be Leave earning. A Study Fellowship lasting more than one (1) year will be considered to have used up any leave due.

12.0 STAFF DEVELOPMENT

12.1 Terms and Conditions

The Federal University Wukari shall pursue an effective and coherent staff development policy aimed at enhancing relevance, efficiency and productivity through staff training for acquisition of additional knowledge and skills. Any member of staff may through his/her Head of Department, Dean/Provost (where applicable), apply for consideration of University staff development leave for the purpose of acquiring a higher degree or professional qualification or to upgrade such professional, technical or administrative competence possessed by him/her as is appropriate to the nature of his/her employment in the University.

Only confirmed members of staff who have been in the service of the University for a minimum period of two (2) years in the case of Administrative and Professional staff on the recommendation of the Head of Department, Dean/ Provost (where applicable), may be considered for staff development leave.

The duration of the leave shall be as follows:

- (a) Diploma or equivalent course, One (1) year in the first instance, subject to maximum of two (2) years.
- (b) Bachelor's Degree programme, Three (3), Four (4), Five (5) or six (6) years in the first instance up to maximum of six (6), Seven (7) or Eight (8) years.
- (c) Master's Degree programme shall be for two (2) years in the first instance, up to a maximum of three (3) years.
- (d) PhD Degree Programme: shall be for a period of three (3) years in the first instance, up to a maximum of five (5) years.

A member of staff who secures external financial grant for an approved course of training may be eligible for consideration for the payment of supplementation equivalent to his salary throughout the duration of the approved course of training. A member of staff on staff development scheme shall not change the course, place or institution for which the leave was approved without the prior approval, in writing, by the University.

A member of staff who is awarded a grant under the staff development scheme shall render to the University one (1) year service for every year of award, subject to a maximum of three (3) years.

A member of staff who is on supplementation shall, in like manner, render to the University one (1) year of service for every year of award, subject to maximum of three (3) years. A member of staff who, after the expiration of his staff development leave, fails to render to the University the prescribed service shall be liable to refund to the University all the expenses incurred by the University on him/her throughout the duration of the leave and may also be subject to appropriate disciplinary action.

A member of staff on staff development leave shall ensure that progress report on him/her is forwarded to the University annually by the appropriate authority.

12.2 Guarantor(s) for Staff Development

Guarantors of the beneficiaries for Staff Development Award must be confirmed members of staff of the University.

12.3 Special Leave for External Awards

Study Fellowships, tours such as the Fulbright, Hays programme, Commonwealth fellowship Award, etcetera tenable abroad, for which a member of staff is nominated by the University or secured by staff and approved by the University, and which does not normally involve the University in extra expenditure, shall not be regarded as study leave as specified above.

13.0 PUBLICATIONS AND INVENTIONS

13.1 Publication(s)

A staff is not restricted in the publication of the results of their research work or in expressing his/her views on matters of public concern. However:

- a. Where a work is undertaken concerning activities of governments or public bodies in Nigeria, the provisions of legislation relating to official secrets shall be applicable.
- b. Matters of confidential nature concerning the University shall not be published or disclosed to outside parties, except with the approval of the Vice-Chancellor.
- c. The University has the Copyright to all theses, dissertations and projects submitted to the University for the Award of Degrees and certificates. These shall not be published in whole without the permission of the Vice-Chancellor.

13.2 Invention(s)

- a. A member of staff, who has made an invention during the course of his/her work, shall immediately make a report through his/her Head of Department and Dean/Provost to the Vice-Chancellor.
- b. Staff may at his/her own expense or at the expense of the University if so approved by the Vice-Chancellor, make an application for the procurement and protection of patent for his/her invention.
- c. Council will appoint an Award Committee of experts in the relevant fields, which shall include a legal practitioner, to investigate and recommend any invention made by staff to the University.
- d. The Award Committee will recommend based on their findings whether the member of staff will be allowed the controlling right of the invention, and pending Council's decision, the rights shall be deemed to be held in trust for the University by the staff.
- e. Where the University controls the right of patent, the following provisions will apply:
 - (i) Staff shall assign all his/her rights of invention to the University.
 - (ii) The University will be responsible for the procurement and protection of the patent.

- (iii) The staff will be allowed the share of any royalties of commercial proceeds accruing there-from, on an agreed percentage.
- f. Where a staff is not allowed the controlling right, he/she may apply to the Award Committee for an award in respect of his/her invention. And in fixing the amount for any award, or share of any commercial proceeds, the Committee shall consider:
 - (i) A reasonable expense incurred by the member of staff
 - (ii) The University may make a reasonable award to the staff, where the University controls the right of patent without any payment of royalty.

14.0 RETIREMENT AND TERMINAL BENEFITS

A staff that retires or resigns his appointment shall derive his retirement benefits in accordance with the Pension Reform Act or any subsequent law that may be enacted by the Government.

14.1 University Pension Scheme

There shall be a Pension Scheme in accordance with the provision of the Pension Reform Act as may be directed by the Federal Government from time to time.

14.2 Voluntary Retirement

Any member of staff may retire voluntarily at age below compulsory retirement.

14.3 Death Benefits

As prescribed by the Pension Reform Act.

14.4 Pension where a Member of Staff Dies in the Course of Duty

Where a member of staff dies while performing authorized official duties, the registered next-of-kin or designated survivor(s) shall be entitled to the pension which the member of staff would have been entitled to as prescribed by the Pension Reform Act.

14.5 Payment(s) of Benefits to the Estate of a Member of Staff Reported Missing

Where within one (1) year of the disappearance of a member of staff, a Board of Enquiry set up by Council is able to conclude that the member of staff reported missing is dead, his estate may be paid the applicable benefits on approval by Council.

15.0 CESSATION OF APPOINTMENT

15.1 Preamble

Appointment may cease before its due date of expiration upon the conditions outlined below:

- a. Resignation
- b. Withdrawal of service
- c. Compulsory retirement
- d. Voluntary retirement
- e. Retirement on ground of redundancy
- f. Retirement on medical grounds
- g. Termination of appointment

- h. Transfer of appointment to another scheduled service
- i. Dismissal
- j. On ground of public interest
- k. On restructuring or abolition of office and staff cannot be transferred to another office
- l. Death
- m. Missing in active service

15.2. Resignation

- a) A member of staff may resign his/her tenure and full-time appointment in writing through the Head of Department to the Registrar, giving at least a notice of three (3) months or payment of one (1) month's salary in lieu of notice.
- b) A member of staff may resign his temporary appointment in writing through the Head of Department to the Registrar, giving at least one (1) month notice or payment of one (1) month salary in lieu of notice.
- c) Unless otherwise agreed, such notice shall, in case of academic staff, expire at the end of an semester subject to submission of the examination scripts/results and any other University documents in his/her or possession.
- d) Where a member of staff gives notice to resign within the first twelve (12) months of his/her appointment, or within six (6) months of his/her return from home leave as applicable to Non Nigerian(s) the Vice-Chancellor may require him/her to refund, in part or in whole, baggage granted or transport expenses as the case may be.
- e) A member of staff, who resigns in contravention of the provisions above, in terminating his appointment prematurely, shall lose his/her entitlements.
- f) Contract staff that terminates his/her contract appointment prematurely shall lose his/her entitlements.

15.3. Withdrawal of Service

A member of staff who has served for at least five (5) years, but less than ten (10) years may withdraw his/her service by giving at least a notice of three (3) months or one month's salary in lieu, by writing to the Vice-Chancellor through the Head of Department. Such notice shall be accepted in writing.

15.4. Compulsory Retirement

In consonance with government policy, an academic staff in the professorial cadre shall retire at the age of seventy (70) while others retire at the age of sixty-five (65).

- a. A staff who is retired by the University before the age(s) stated above is deemed to have been compulsorily retired from the services of the University.
- b. A staff may be retired in the course of service by Council in the interest of the University.

15.5. Voluntary Retirement

A staff may retire after ten (10) years of service by giving three (3) months' notice.

15.6. Retirement on ground(s) of Redundancy

A staff member may be retired on ground of redundancy as may be declared by Council.

15.7. Retirement on Medical Ground(s)

A member of staff may be retired on medical ground based on the recommendation of the University Medical Board as may be constituted by Council.

15.8. Retirement in Public Interest

An Officer may be retired from service on grounds of misconduct or reorganisation in public interest. Retirement benefit will be processed as provided for in the Pension Reform Act.

15.9 Termination of Appointment

An appointment may be terminated by the Council of the University on any of the following grounds:

- a) If the staff in relation to his/her duties is found guilty of misconduct, gross inefficiency, inability to perform or wilful refusal to carry out obligation or duties to the University.
- b) If the staff becomes incapable by reason of general inefficiency or infirmity of mind or body, of rendering further efficient service to the University.
- c) Misrepresentation as to qualification upon application for employment.
- d) Falsification of document (s) perjury, and withholding of information upon employment.
- e) A member of staff employed as Graduate Assistant is expected to obtain a Master degree within three (3) academic sessions of securing admission for the programme. A Graduate Assistant shall secure admission within the academic year of employment in Federal University Wukari and not more than two (2) years in another Institution.

15.10. Transfer of Service to another Scheduled Service

A member of staff wishing to transfer his/her service from the Federal University Wukari to another organization, shall apply in writing through the Head of Department, Dean/Provost to the Vice-Chancellor who on behalf of Council, may approve provided that:

- a. The appointment is confirmed
- b. The transfer is to a scheduled service
- c. The staff gives a notice of three (3) months to the effective date of transfer
- d. The staff produces evidence of appointment and willingness to accept him/her on transfer from the prospective employer.
- e. The staff settles in full, all outstanding debt(s) to the University.
- f. The staff produces evidence of clearance from his/her Department, Bursary, Physical Development Department, Security Unit and the University Library.



FEDERAL UNIVERSITY WUKARI

SECTION B

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF IN FEDERAL UNIVERSITY WUKARI

1.0 INTRODUCTION

All appointment, appraisal, and promotion exercise relating to academic staff shall be carried out in compliance with the criteria and procedures set out in this document. An annual appraisal exercise **shall** be carried out for every member of staff based on the relevant criteria detailed below. This will be for the purposes of record, noting, reward, discipline, or termination of appointment. Assessment shall take account of the totality of a candidate's performance. For any promotion from one level to another, however, there **shall** be quantifiable evidence of significant additional contribution since the last appointment or previous promotion. This applies to promotion up to Senior Lecturer. For promotion to Reader and Professor, there shall be a *prima facie* case established.

2.0 APPOINTMENT(S)

The following points are to be used as basic guidelines for the appointment of academic staff.

- i. A candidate for appointment as academic staff is expected to submit detailed Curriculum Vitae highlighting his/her qualification(s), University teaching experience, publication(s), etc. For assessment. He/she is subsequently interviewed and placed on an appropriate levels/scale.
- ii. A candidate for appointment as academic staff is expected to have a **First Class Degree or Second Class Upper Degree**.
- iii. Notwithstanding (ii) above, a candidate with **Second Class Lower Degree** who possesses a **Master's Degree** in relevant discipline may be appointed.
- iv. Non-Academic Master Degrees such as **MBA, MPA, MPP, MCM** etc. shall not be considered for appointment as academic staff.
- v. Honorary and online Non-Academic Degrees are not acceptable for appointment.

3.0 CONSTITUTION OF APPRAISAL AND REVIEW PANEL(S)

- i. There shall be an annual appraisal and review of the work and conduct of every member of Academic Staff. This shall be undertaken by the Appraisals, Appointments and Promotions Committee for Academic Staff.
- ii. The Departmental Appraisal Committee Members shall not be below the rank of Senior Lecturer. The Head of Department shall chair the Committee.
- iii. The Head of Department shall be responsible for the constitution of the appraisal and promotion Committee of the academic staff. The Head of Department shall submit prescribed form to the Dean/Provost. Where the Head of Department is below the rank of Professor, he/she shall only chair the appraisal and review the academic staff below his/her rank.
- iv. Assessment of staff above the rank of the current Head of Department shall be done by members of the Departmental Appraisal and Review Committee that are higher in rank than the Head of Department. The Committee members shall choose one among them to chair the Committee. Where there is no person higher in rank than the Head of Department, the Appraisal shall be sent to Dean/Provost. But where the Dean/Provost is not of a higher rank, the appraisal document shall be sent to Vice-Chancellor (VC) for assessment.
- v. The Head of Department shall submit the appraisal forms, having appended his/her comment (s), along with a summary of the details of the academic staff in the prescribed format to the Dean/Provost/Director/University Librarian for his/her comment.
- vi. The Dean/Provost/Director/University Librarian **shall** thereafter submit the documents referred to in (v) above to the Faculty/College Appraisal and Review Committee, which shall sit and deliberate on all cases. Having appended its recommendations on the appropriate column, the Committee shall forward all the documents to the Vice Chancellor.
- vii. All appraisal documents shall pass through the normal channels of the Department, Faculty/College and Vice-Chancellor.
- viii. Each Faculty/College shall have its own Appraisal and Promotion Committee, which shall consist of the Dean/Provost or Director/University Librarian as Chairman. All Heads of

- Department and Professors in the Faculty/College, and one representative elected by each Department, not below the rank of Senior Lecturer shall constitute the Committee. The Vice-Chancellor may appoint a Professor to represent him/her in the Faculty/College Committees.
- ix. Each Appointments and Promotions Committee shall receive and consider in respect of each member of academic staff from respective Heads of Department the following: -
 - (a) An appraisal and a rating of his or her performance during the year.
 - (b) Any proposal for promotion.
 - (c) Cases of re-grading, confirmation of appointment and renewal of contract.
 - (d) Cases for commendation, reprimand, and termination of appointment or contract.
 - x. The Vice-Chancellor, having received the appraisal documents, shall forward same to the Appraisals and Promotions Committee (Academic Staff) of the University.
 - xi. The Appointment and Promotions Committee for Academic Staff shall consist of the Vice-Chancellor as Chairman; the Deputy Vice-Chancellors; two Professors who are members of Senate but not of Council, three members of Council, Dean/Provost, Directors, and the University Librarian. The Registrar is an Ex-officio Member and Secretary. Heads of Department may be invited to assist the Committee on matters relating to their Departments.

4.0 EXTERNAL ASSESSMENT

- i. External assessment shall be preceded by an internal assessment at the Department, Faculty/College level for positions above that of Senior Lecturer.
- ii. As regards external assessment for Reader and Professor, including Professorial Chair, the Vice-Chancellor shall invite the Dean/Provost, who may consult the Head of Department, to propose six (6) names, who must be Professors to serve as assessors. The six names shall be of persons in the same field as that of the candidates for assessment. However, the Vice-Chancellor is not restricted to the six names proposed.
- iii. Members of staff with a *prima-facie* case for promotion to the post of Reader or Professor shall submit three (3) sets of their publications to the Vice-Chancellor after the receipt of notification from the Registrar.
- iv. External assessors are to be given not more than three (3) months within which to complete their assessment. In the event of inability or failure to comply within the stipulated time, other assessors should be requested to undertake the assessment of the candidates.
- v. Where one assessor responds and others do not, and therefore new assessors have to be appointed, the candidates promotion if and when it comes, shall be made retroactive to the date when the promotion should originally have been made.
- vi. Assessment documents are to be sent to three (3) assessors. At least two of the Assessors **shall** pass a positive verdict before a promotion is effected by Council. If two Assessors pass a negative verdict, the assessment process shall be referred back to the Faculty/College by the Vice-Chancellor and the only one positive assessment is a nullity. Where this happens, the promotion shall be lost.
- vii. For candidates for external assessment, a proportion of their publications must have been published in foreign indexed Journals. Such candidates should earn at least some of their publication points from such journals. Senior Lecturers being assessed for Reader shall earn a minimum of 12 out of 40 points from foreign indexed journals, while Readers being assessed for Professor shall earn 21 out of the 60 points from publications.
- viii. The Vice-Chancellor shall present the report of External Assessment to the Senate and thereafter present it to Council for approval.

5.0 RIGHT OF APPEAL

There is a right of appeal to Council through the Appointments and Promotions Committee, but this must be made through the Head of Department and the Dean/Provost of the Faculty/College concerned. An advance copy of the appeal may be sent directly to the Vice-Chancellor by the

Candidates. Appeals will only be considered by the Appointments and Promotions Committee and the Council based on Merit.

6.0 CONDITIONS FOR PROMOTION, REVIEW AND RE-GRADING

- i. Promotions of Academic Staff are made on the basis of merit as at when due when the staff satisfies the prescribed conditions.
- ii. Requests for re-grading or review of salary, which are made in the first year of appointment shall not be considered since no member of staff can assume duty without first accepting the offer of appointment and signing a contract with the University. However, the Appointments and Promotions Committee shall consider re-grading or review matters, only after they are recommended by the various University Annual Appraisal Committees. In such circumstances, the Candidates, through the Head of Department and the Dean/Provost, shall produce facts, indicating that the earlier interview or assessment was not based on all the available facts and that resulted in his/her wrong placement. The Appointments and Promotions Committee shall, decide on whether or not to grant such re-grading based on the facts available.
- iii. The University is not under any obligation to re-grade or promote any member of staff simply because he/she has been re-graded or promoted by another institution.
- iv. A Staff promoted or re-graded shall be placed on appropriate salary scale.
- v. Promotion shall not normally take effect earlier than the **first day of October** following the date on which the promotion is made.
- vi. The promotion of a staff member, whose **character** is reported to be **unsatisfactory**, shall be delayed until such a staff member is cleared after due investigation by an appropriate Disciplinary Committee. The moral aspect of Academic Staff should be considered and form part of the criteria for his/her promotion. Where there is an established **character deficiency**, such a staff shall not be promoted.
- vii. Where a staff gets two negative assessments he/she will be required to re-submit his or her assessment for fresh assessment through the Faculty/College. In such a situation, the effective date of promotion should reflect the new date of re-submission.

7.0 CRITERIA FOR ASSESSMENT

The following are the minimum criteria for appointment or promotion to academic positions in the University.

7.1 Qualification(s)

The following are the minimum acceptable qualifications for appointment or promotion for Academic positions in the University.

(i) First Degrees:

B.A, B.Sc., B.Ed., B.L.S, B.Com., LLB, MBBS, DVM, B.Tech., B.Engr., B.Agric, B.Pharm, BDS, BMLS, etc.

(ii) Higher Degrees:

MA, M.Sc., M.Engr., M.Ed., MLS, LL.M, M.Phil., M.D, M.V.Sc, MCVSN (with thesis), Ph.D.

7.2 Time-in-Rank

All Promotions shall be three (3) years' time in rank.

7.3 Accelerated Promotion

Accelerated promotion for Academic Staff shall be from the rank of Assistant Lecturer to Lecturer I. There shall be no accelerated promotion beyond Lecturer I. Staff accelerating must have 50% time in rank and must have double points in publications. All promotions shall be three (3) years' time in rank.

7.4 Teaching Load

Teaching load shall include clinical, post-graduate and tutorials. Minimum teaching load is the minimum number of contact hours with students required for everybody. A minimum teaching load which everyone should be expected to conform to shall be as assigned to a staff by the Head of Department.

7.5 Teaching Quality

(i) Student Evaluation:

This is to be coordinated by the Director of Quality Assurance and report of every academic staff shall be to Deans, Provost and Vice-Chancellor which will form a part of assessment for promotion. Students' Evaluation will have a weighted score which will add up to the score for a staff to be promoted.

7.6 Teaching Experience at the University Level

Teaching experience shall be full-time teaching, including the period spent as an Assistant Lecturer, provided that the Assistant Lecturer was engaged in full-time teaching and is a higher academic degree holder. Part-time teaching concurrent with research appointment shall also be considered two (2) years for one (1). University-owned Institutes, Centres and Colleges shall be considered as University teaching experience. Only Polytechnics, Monotechniques, Research Institutes and Colleges affiliated to Universities shall be considered as one (1) for every two years teaching experience.

7.7 Publication(s) and Scoring

The following shall be considered as publications:

- i. Articles published in reputable journals;
- ii. Chapters in books relevant to the Candidates discipline;
- iii. Books and Monographs relevant to Candidates discipline and published by reputable publishers recognized by the Senate Publications Committee of this University;
- iv. Articles in Published Conference Proceedings.
- v. Published creative works in the fields of Art, Mass Communication, Music, Graphic Design and the like;
- vi. Patents;
- vii. Published translations of full-length articles or books;
- viii. Accepted articles or books. These may be used for promotion to all grades but only on strict verification by Department, Faculty/College Appraisal Panels. A letter of acceptance is valid for not more than two years from the date it was issued.
- ix. Papers accepted for publication: These shall be considered where there is evidence of acceptance in a journal; however, there shall not be more than three (3) acceptances in a given Appointment/Promotion Exercise. Furthermore, all acceptance letters shall lapse after twenty-four (24) months. However, for Readership and Professorial promotions, there shall be no acceptance.

7.8 Scoring Formula:

1. **Journal Article**
 - **Single Author** - Three (3) points
 - **Two-Authors** - Three (3) points each
 - **Multiple Authors**
 - First Three Authors** - Two (2) points
 - Others** - One (1) point each
2. **Books** - Four (4) points per book up to a maximum of 12 points
3. **Chapters in a Book** - Two (2) points, maximum of 5 points
 - **Single author** - Two (2) points
 - **Two-authors** - Two (2) points each
 - **Three Authors** - Two (2) point each
 - **Four Authors and above** - Two (2) point each
4. **Monograph** - 1.5 point with maximum of 5points
 - **Single author** - 1.5 points
 - **Two-authors** - 1.5 points each
 - **Three Authors** - One (1) point each
 - **Four Authors and above** - 0.5 point each
5. **Conference Proceedings:** (1) point, up to a maximum of 5 points
 - **Single author** - 1 point
 - **Two-authors** - 1point each
 - **Three Authors and above** - 0.5 point each
6. **Annotated Bibliography** – two (2) points up to a maximum of 10 points
 - **Single author** - 2 points
 - **Two-authors** - 2 points each
 - **Three Authors** - One (1) point each
 - **Three Authors and above** - 0.5 point each
7. **Unannotated Bibliography** – 1 point up to a maximum of 15 points
 - **Single author** - 1 point
 - **Two-authors** - 1point each
 - **Four Authors and above** - 0.5 point each
8. **Patent Right** – Five (5) points up to maximum of 15 points
9. **Book Translation Full Length Book:** Three (3) points, up to a maximum of 12 points

- **Single author** - 3 points
- **Two-authors** - 2 points each
- **Three Authors and above** - 1 point each

10. **Book Review:** - One (1) point up to a maximum of three (3) points.

7.9 Assessment of Research Publication(s)

When publications are cited in support of promotion, the Head of Department shall, without prejudice to the provisions of section B (i), include in his recommendation an assessment of those publications and the opinion of another competent person who has read them. Apart from publication details, reprints or certified photocopies of published papers must be made available.

7.10 Professional Practice

- i. Inescapable professional duties forming a major part of academic work e.g. Clinical work in Medicine, Veterinary Medicine, Engineering and Law as well as University Library duties, Agricultural assignment (Extension Service) etc, will be recognized as constituting a special category for appraisal purposes. Candidates shall file a comprehensive annual report of such activities, including the range of responsibilities and contact hours of the work.
- ii. Other instances of professional practice may be seen in the following cases:
 - a) In order to be acceptable, awards for distinction or professional competence must be relevant to the Candidates academic discipline, field of work or specialization and must be such as to command respect among his or her peers.
 - b) Where an experienced Professional or Researcher from a recognized Institute or Centre is absorbed into the University service, the Candidates can be appropriately graded in rank up to Senior Lecturer. The grade shall be commensurate with the Candidates previous achievement and status. If necessary, his/her salary level will be made personal. Above the Senior Lecturer level, the Candidates shall normally be assessed externally, in accordance with University regulations. Sufficient information should be given to the assessors to enable them to make a proper assessment of the background of the Candidates and the University's needs.

7.11 Academic Leadership

This refers to the headship of Departments, Faculties/Colleges, Research Centers or Directorates. The criteria to consider include:

- i. Initiative;
- ii. Innovativeness;
- iii. Organizational capability for greater efficiency and academic productivity;
- iv. Stability and good personal relations within the Department;
- v. Provision of leadership and inspiration to the members of the Departments, Faculties/Colleges, Research Centers or Directorates.
- vi. Favorable External Reports on the Departments, Faculties/Colleges, Research Centers or Directorates.

1 Per Student Maximum of 2

S/N	Academic Leadership/Administrative Responsibility 2.5 Points each	Points
i.	Ph.D	3 Points
ii.	Master's	2 Points
iii.	Bachelor	1 Point
iv.	Individual Researcher	1.5 Point
v.	Institution Based Researcher	1.5 Point

7.12 Administrative Responsibilities

These include holding such offices as Deputy Vice-Chancellor, Membership of Council, Dean/Deputy-Dean, Provost/Deputy Provost, Head of Department, and Director/Deputy Director, Coordinator/Deputy-Coordinator. All other administrative assignments, like membership of Departments, Faculty/Colleges or University Committees shall be considered in the Annual Appraisal exercise.

The criteria to consider include:

- a) Level of administrative responsibility;
- b) Intensity of effort required;
- c) Duration in the position;
- d) Leadership qualities;
- e) Result, stability, efficiency and development in the Departments, Faculty/Colleges, Centre/Directorate or Unit concerned.

(Maximum of 5 Points)

S/No	Nature of leadership administrative responsibility	Points Scored
i.	Deputy Vice-Chancellor	4
ii.	Dean, Provost, Director, at University/Faculty/Colleges level.	3
iii.	Membership of Governing Council, Head of Departments	2
iv.	Membership of Council, Senate and Faculty Committee	1 (up to a maximum of 4)
v.	Head of Units, Examination OFFICERS, Coordinator/Deputy Coordinator Centre, Deputy Dean, Deputy Provost, Deputy Director	1.5

7.13 Community/Public Service

This includes extra-curricular activities undertaken within and beyond the University Community:

(a) Within the University Community:

- i. Being a Hall Master/Deputy Hall Master, Warden or Assistant Warden;
- ii. Student Sporting Activities such as membership of Sports Council and involvement in coaching activities;
- iii. Students Counselling/Level Adviser
- iv. Encouraging students clubs and societies especially of academic nature;
- v. Supporting Student Journals.

(b) Public Service (beyond the University Community Service). These are the activities of the Candidates undertaken beyond the four walls of the University. Among such activities are:

- a) Expert advice in the Candidates field of specialization to outside bodies, including University Consultancy Service;
- b) Part-time service to statutory or ad-hoc Boards of Government or to other Non-Governmental Organizations (NGOs);
- c) Professional visibility, including discussion group, Guest Lectureship, Articles in the popular press, conferences, etc, on subject(s) in the Candidates area of specialization;
- d) Leave of Absence for national or other assignments.

(c) A member of staff who goes on Leave of Absence for a long period may, on return:

- i. Be assessed on his or her individual merit, not as a contractual obligation, unless otherwise previously agreed.
- ii. Be assessed according to the existing criteria.

(d) In view of the obvious academic and administrative problems involved, members of the academic staff, intending to go on a long Leave of Absence, are presumed to be aware of the academic and administrative implications of the Leave of Absence on their university careers.

8.0 MINIMUM QUALIFICATION(S) FOR ALL ACADEMIC POSITIONS

Note: Posts of Graduate Assistant/Graduate Librarian and Assistant Lecturer/Assistant Librarian (without higher Degree) are regarded by this University as training positions.

8.1 Graduate Assistant/Graduate Librarian:

- a. First Degree of any recognized institution, at performance level, usually not below **Second Class (Upper Division)**, NYSC/Legal Exemption.
- b. A Graduate Assistant/Graduate Librarian is required to pursue a Master's Degree within a maximum period of two years after assuming duty in the University. His/her failure to obtain Master's Degree within a period of three (3) years of employment will result in the termination of his/her appointment.
- c. The staff shall normally be on this post for a maximum of three (3) years during which he/she should commence a graduate programme and complete same within three (3) years or have his or her appointment terminated (determined). Such a person should be computer literate.
- d. This is a training position and as such Graduate Assistant/Graduate Librarian should be excluded from direct academic engagement and responsibilities, such as teaching of course, supervision of projects, grading of scripts/projects, seminars and computation of results.

8.2 Assistant Lecturer/Assistant Librarian:

- a. A Graduate Assistant/Graduate Librarian who has acquired a Master's Degree.
- b. A Holder of Master's Degree of any recognized institution.
- c. A Holder of Bachelor of Law Degree with usually at least Second Class Upper Division plus BL and NYSC or Legal exemption.
- d. First Degree Plus internship and NYSC/Legal exemption for graduates with MBBS, DVM (BVM), B. Pharm,
- e. An Assistant Lecturer without a Master's Degree or its equivalent shall proceed on further training within a maximum period of 2 years after assuming duty. The staff member shall be relieved of his/her employment if, he/she fails to obtain a Master's Degree within a period of five years of employment.

8.3 Lecturer II/Librarian II:

- a. A Ph.D holder from a recognized University.

- b. Assistant Lecturer/Assistant Librarian in the University for Three years with at least two (2) reputable journal articles in publications (6 points).
- c. A Master's Degree holder with membership of NSE, COREN or LLM.

8.4 Lecturer I/Librarian I:

- a. A Ph.D holder who has been a Lecturer II/Librarian II for three (3) years with at least five (5) reputable journal publications and with one (1) article in edited Conference Proceedings.
- b. A holder of Master's Degree who has been a Lecturer II/Librarian II with three (3) years University teaching experience and six (6) reputable journal publications and with one (1) article in edited Conference Proceedings.
- c. A Ph.D holder in Engineering, Agriculture, Medicine and Veterinary Medicine plus membership of Professional bodies.
- d. A successful applicant coming to take teaching appointment for the first time in the University should not be more than lecturer I/Librarian I in rank.

8.5 Senior Lecturer/Senior Librarian:

- a. A Ph.D holder, who has been a Lecturer I/Librarian I for three (3) years with at least ten (10) reputable journal publications and two (2) articles in edited Conference Proceedings.
- b. Must be an up-to-date member of a professional body.

8.6 Reader/Deputy University Librarian:

- a. A Ph.D holder with a minimum of eight (8) years teaching experience at University level.
- b. A Ph.D holder who has been a Senior Lecturer/Senior Librarian for three (3) years. For promotion to the rank of a Reader/Deputy University Librarian, the Candidates must have fifteen (15) articles in reputable journals and not more than three (3) articles in edited Conferences Proceedings.
- c. Evidence of Postgraduate supervision, where the programme is available.
- d. Considerable background of research with a sufficient number of admissible publications, totalling a minimum of 48 points.
- e. Spread of journals shall be mandatory.
- f. The publications of a Candidate should not be more than two (2) articles in any one volume of a journal for the purpose of promotion.
- g. At least 25% of publications presented for promotion to Reader/Deputy University Librarian shall be in international journals with impact factor.
- h. Not less than 75% of the maximum score under research and publication shall be in the staff's area of specialization for Reader/Deputy University Librarian.
- i. Publications in Journals from Colleges of Education, Polytechnics and non-research institutions shall not be accepted. Department/Faculty/College Promotion Committee shall ascertain the relevance of publications to area of specialization of the staff.
- j. There shall be evidence dissemination of knowledge through professional and academic activities.
- k. General academic leadership and the ability to guide others.
- l. Administrative experience.
- m. Impeccable Integrity and morals.
- n. Favorable External assessment.
- o. Fifteen (15) journal articles and three (3) papers in edited Conferences Proceedings.
- p. For promotion from Senior Lecturer to Reader, the staff shall be the Lead Author in 50% of the total number of publications presented.
- q. Establishment of Prima Facie: the Department and Faculty/College shall sit to establish the Prima Facie at both levels, respectively.

8.7 Professor

- a. A Ph.D holder with a minimum of ten (10) years teaching experience at the University level.
- b. A minimum of three years as a Reader/Deputy University Librarian in the University.
- c. Continuous productive research activity with the achievement of the status of an acknowledged authority in area of specialization.
- d. Twenty (20) journal articles and five (5) papers in edited Conference Proceedings.
- e. Evidence of Postgraduate supervision, where the program is available.
- f. Considerable background of research with a sufficient number of admissible publications, totalling a minimum of 60 points.
- g. Spread of journals shall be mandatory.
- h. The publications of candidate should not be more than two (2) articles in any one volume of a journal for the purpose of promotion.
- i. At least 25% of publications presented for promotion to Professor shall be in international journals with impact factor.
- j. Not less than 75% of the maximum score under research and publications should be in the staff's area of specialisation for Professor.
- k. Publications in Journals from Colleges of Education, Polytechnics and non-research institutions shall not be accepted. Department/Faculty/Colleges Promotion Committee shall ascertain the relevance of publications to area of specialization of the staff.
- l. There shall be evidence dissemination of knowledge through professional and academic activities.
- m. General academic leadership and the ability to guide others.
- n. Administrative experience is mandatory.
- o. Impeccable Integrity and morals.
- p. Favorable External assessment.
- q. For promotion from Reader to Professor, the staff shall be the Lead Author in 60% of total number of papers presented.
- r. Establishment of Prima Facie: the Department and Faculty/College shall sit to establish the Prima Facie at both levels, respectively.

8.8 University Librarian:

The position of University Librarian is by Appointment.

9.0 SCORING SYSTEM

S/N	Criteria	Prof.	Reader	Senior Lect.	Lect. I	Lect. II	Asst. Lect.	G/A
1	Qualification PhD 10 Masters 7 Bachelors 5	10	10	10	10 (7)	10 (7)	7/6	5
2	Publications	60	48	32	19/16	19/6	-	-
3	Teaching and Professional Experience (1 point per year)	12 (15)	9 (12)	6 (9)	3(6) (9)	0 (3)	-	-
4	Learned Society Activities (2 points per Society)	5	5	5	5	5	-	-
5	University Administration	5	5	5	-	-	-	-
6	Community Service (1.5 points per service)	5	5	4	3	2	-	-
7	Minimum points required	97 (100)	82 (85)	62 (65)	37 (40)	20	6 (7)	5

10.0 WEIGHTS OF THE SCORING AREAS

10.1 Table of Minimum eligibility scores.

Areas	Prof	Reader	Snr Lect	Lect. I	Lect. II	Asst. Lect	G. Asst.
Qualification	10	10	10	7/10	10/7	7/6	5
Teaching Experience	12	9	6	3/6	6	-	-
Teaching Quality	5	5	5	3	3	-	-
Research/ Publication	60	48	32	19/16	6	-	-
Academic Leadership/ Administrative Responsibility	5	5	5	5	-	-	-
University Community/Public Service	5	5	4	3	-	-	-
Total Minimum Points	97	82	62	37	20/22	7/6	5

NOTE:

- i) For Qualification(s), only the highest achievement shall be considered in scoring for the purpose of promotion
- ii) Core scoring areas

10.2 Minimum Scores for Appointments/Promotions

1. Graduate Assistant (5 points).

2. Assistant Lecturer (6 points)

A total minimum qualifying score of 7 points (or 6 points) for appointment)

3. Lecturer II (20/22 points)

A candidate must obtain a total minimum qualifying score of 20, for those with Ph.D and 22 for those with Masters. For those with Masters, six (6) points shall come from publications.

4. Lecturer I (37/40 points)

A candidate with a Master's degree must obtain a total minimum qualifying score of 40, out of which 19 must be from publications, 3 from teaching quality. A candidate with a Ph.D, must obtain a total minimum qualifying score of 37, out of which 16 must be from publications, 3 from teaching quality.

5. Senior Lecturer (62 points)

A candidate must have a total minimum qualifying score of 62, out of which 32 must be from publications, 5 from teaching quality, 5 from academic leadership/Administrative responsibility and 4 from University/Community Service.

6. Reader (82 points)

A candidate must have a total minimum qualifying score of 82, out of which 48 must be from publications, 5 from teaching quality, 5 from academic leadership/administrative responsibilities and 5 from University Community/Public service

7. Professor (97 Points)

A candidate must obtain a total minimum qualifying score of 97, out of which at least 60 must be from publications, 5 from leadership/administrative responsibilities, 5 from teaching quality and 5 from University Community/Public Service.

NOTE:

These minimum score points are only guidelines to the minimum requirements that a Candidates must fulfil before being eligible for promotion/appointment. In practice, especially in the higher echelon, (Senior Lecturer and above), these minimum requirements are expected to be substantially exceeded. For the avoidance of doubt, Candidates aspiring to Reader and Professor, which are the highest level

of achievement in an academic career, must have distinguished themselves in research publications (with a good national and international spread), academic leadership and teaching quality.



FEDERAL UNIVERSITY WUKARI

SECTION C

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF SENIOR NON-TEACHING STAFF

1.0 Preamble

The appraisal and promotion exercise is an annual event and is mandatory upon all members of staff to fill in the requisite appraisal and promotion forms at the end of every academic year. The exercise is also intended to appraise the overall performance of Candidates over the period under review, in terms of efficiency, competence, resourcefulness, moral integrity, etc. To this extent, candidate worthy of promotion would be promoted, while those who deserve commendation would receive it, and those whose performance calls for reprimand or disciplinary action would be treated appropriately.

Candidate for appointment to Senior Staff position should possess the necessary qualifications and experience. Such Candidates should be interviewed to determine their suitability. No candidate with pass degree or diploma will be eligible for appointment based on such certificate. A National Youth Service Corps discharge, exemption or exclusion certificate is mandatory for appointment where applicable.

1.1 Duties of Non-Teaching Staff

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

1.2 Criteria

The criteria to be used for appraisal and promotion of senior administrative, technical and professional staff are as follows:

- * Marked efficiency, competence, and contribution to the effectiveness of the department.
- * Ability to undertake new and expanded schedules of duty and additional responsibilities.
- * Special aptitude, experience, initiative, and training/personal integrity.
- * Result of appraisal examination, where applicable.

In recommending promotion, consideration should also be given to:

- * The grade level and salary point reached in the Candidates salary scale; and
- * The academic/professional qualification(s) obtained since appointment or the last promotion

These criteria are intended to serve as a general guide in judging the Candidates. They are not meant to set boundaries to the elements of performance that may be considered.

2.0 Promotion

A proposal for promotion is usually made by the Head of Department and this shall include:

Comprehensive assessment of the Candidates qualification for promotion, taking into consideration the criteria set out above.

The grade of the member of staff concerned.

The recommended grade for promotion.

A member of staff should have served satisfactorily for a minimum of three (3) years since appointment or the last promotion with a minimum of 60 points before being eligible for consideration for promotion.

Before a member of staff is considered for promotion, he/she must satisfy the qualification(s) and other requirement(s) prescribed for the post to which he/she is being assessed.

There shall be no promotion to the post of Deputy Registrar and to non-academic post in equivalent grade except by assessment/interview constituted by the Appointments and Promotions Committee (Administrative, Technical & Professional).

There shall be a written promotion examination, from **CONTISS 07** and above only.

Candidate should score at least 20 out of 50 in the **EXAMINATION** and 40 out of 50 in the **APER SCORE**.

Staff should be examined based on their area of specialization and on their job descriptions.

The Head of Units shall assess and supervise the staff under them; in case of a Technologist/Farm Officer, he or she shall be assessed by his/her Head of Units to be counter-signed by the HOD.

Candidate must know the rating given to them in the **Aper Form**, and **must counter-signed** after agreeing with the **rating**.

All staff should have professional qualification from CONTISS 9, before being promoted to the next level where applicable.

2.1 Entry Point Scale on Promotion

Adjustment of salary will not be made on promotion on any grade including claims made based on the year of graduation of those concerned.

2.2 Effective Date of Promotion

In exceptional circumstances, promotion will not take effect earlier than the first day of October following the date on which the promotion is made.

2.3 Commendation/Rebuke

A candidate whose general performance has been outstanding and has not been recommended for promotion on technical grounds deserves commendation and an increase of one step in salary. On the other hand, a candidate whose rating is below sixty points is to be rebuked seriously. A candidate who received a letter of warning during the period under review should not be considered for promotion or that the annual salary increase should be withheld.

3.0 Review of Salary and Re-grading

The Appointments & Promotions Committee for Academic & Technical Staff may review the salary of a member of senior non-teaching staff or the appointment of a member of senior non-academic staff under the following conditions:

On the recommendation by the Head of Department concerned for the reason that the earlier assessment had not been based on all the available facts and had accordingly resulted in wrong placement on the salary scale or wrong grade.

That such review or re-grading shall be done in the first year of appointment and only in such cases that review or re-grading shall apply retrospectively to dates of such appointment.

All proposals for review of salary or for re-grading shall be made in the first instance to the Registrar for consideration and recommendation to the A & PC.

Note: In these Regulations:

“Committee” means Appraisals, Appointments and Promotions Committee for Senior Administrative, Professional, and Technical Staff.

“Senior Non-academic Staff/Member of Staff” means the Administrative, Professional, and Technical Staff on CONTISS 6 and above.

4.0 ADMINISTRATIVE CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Administrative Assistant (AA)	7	a. A good honours degree from a recognized University plus evidence of National Youth Service or exemption.
2	Administrative Officer (AO)	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Administrative Assistant. b. To be appointed, Candidates must possess a good honours degree from a recognized University plus at least three (3) years post qualification cognate experience. c. A master’s degree with at least three (3) years post qualification and relevance experience.
3	Assistant Registrar (AR)	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Administrative Officer. b. To be appointed, Candidates must possess a good honours degree from a recognized University, plus at least six (6) years post qualification cognate experience. c. A Master’s degree plus at least three (3) years cognate experience.
4	Senior Assistant Registrar (SAR)	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Assistant Registrar. b. To be appointed, Candidates must possess a good honours degree from a recognized University plus at least nine (9) years post qualification cognate experience. c. A post graduate degree in relevant field is an added advantage.
5	Principal Assistant Registrar (PAR)	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Assistant Registrar. b. To be appointed, Candidates must possess a good honours degree from a recognized University plus at least twelve (12) years post qualification cognate experience, a considerable part of which must be in a higher institution of learning. c. A Master’s degree plus nine (9) years post qualification cognate experience.
6	Deputy Registrar	14	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Assistant Registrar. b. To be appointed, Candidates must possess a good

			honours degree from a recognized University plus at least fifteen (15) years cognate post qualification experience, a considerable part of which must be in a higher institution preferably in a University. c. A Master's degree plus at least twelve (12) years post qualification cognate experience. d. Promotion by interview of a Principal Assistant Registrar.
7	Registrar*	Consolidated	a. This position is by Appointment

*Vacancy in this position shall be by Internal and External Advertisement

4.1 EXECUTIVE OFFICERS CADRE (ADMINISTRATION)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Executive Officer (EO)	6	a) ND/NCE in the relevant field or an equivalent qualification plus at least three (3) years relevant post qualification experience.
2	Higher Executive Officer (HEO)	7	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Executive Officer. b. To be appointed, Candidates must possess a third class or pass University degree plus NYSC c. A.C.R.S. d. HND in the relevant field with NYSC
3	Senior Executive Officer (SEO)	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Higher Executive Officer. b. To be appointed, Candidates must possess a third class or pass University degree plus three (3) years relevant post qualification experience. c. A.C.R.S. plus six (6) years post qualification experience d. HND in the relevant field plus three (3) years post qualification experience
4	Principal Executive Officer II	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Executive Officer b. To be appointed, Candidates must possess a third class or pass University degree plus six (6) years relevant post qualification experience. c. A.C.R.S. plus nine (9) years post qualification experience. d. HND in the relevant field plus six (6) years post qualification experience.
5	Principal Executive Officer I	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Executive Officer II. b. To be appointed, Candidates must possess a third class or pass University degree plus at least nine (9) years post qualification experience. c. A.C.R.S. plus nine (12) years post qualification experience. d. H.N.D. in the relevant field plus nine (9) years post qualification experience.
6	Assistant Chief Executive Officer	12	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Executive Officer I. b. To be appointed, Candidates must possess a University degree plus at least twelve (12) years post qualification

			<p>experience.</p> <p>c. ACIS plus fifteen (15) years post qualification experience.</p> <p>d. HND in the relevant field plus twelve (12) years post qualification experience.</p>
7	Chief Executive Officer	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Assistant Chief Executive Officer</p> <p>b. To be appointed, Candidates must possess a University degree plus at least fifteen (15) years post qualification experience.</p> <p>c. A.C.R.S. plus eighteen (18) years post qualification experience.</p> <p>d. H.N.D. in the relevant field plus eighteen (15) years post qualification experience.</p>

N.B

- 1) Executive Officers with accounting background need to register with relevant professional bodies as they progress in service.
- 2) Any Executive Officer (Accounts) who acquires Bachelor’s Degree (Hons) in Accounting from recognized University plus NYSC is eligible for conversion to Accountant Cadre
- 3) Any Executive Officer (Gen) who acquires First Degree (Hons) in Humanities, Social Science and Management Science, with Second Class (Lower Division and above) from recognized University plus NYSC/Exemption/Exclusion is eligible for conversion to Administrative Cadre.
- 4) A staff with HND/Third Class/Pass Degree can be converted from Executive Cadre to Administrative Cadre after obtaining Master’s or Post-Graduate Diploma.

4.2 CONFIDENTIAL SECRETARY CADRE (ADMINISTRATION)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Confidential Secretary II	6	<ul style="list-style-type: none"> a. To be appointed, Candidates must possess WASC or GCE O/L with credits in three (3) subjects including English Language; 100/50 wpm in Shorthand/Typing or its equivalent; Government Secretarial Training Certificate and at least three (3) years secretarial experience. Evidence of proficiency in Computer. b. OND/University Diploma in Secretarial Studies plus four (4) years post qualification experience. Evidence of proficiency in Computer.
2	Confidential Secretary I	7	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Confidential Secretary II. b. To be appointed, Candidates must possess a University degree/HND in Secretarial Studies. Evidence of Office Management Technology Proficiency in Computer and Shorthand plus NYSC. c. OND/University Diploma in Secretarial Studies with seven (7) years post qualification experience. Evidence of proficiency in Computer. d. WASC or GCE O/L with credits in four (4) subjects including English Language; 120/50 wpm in Shorthand/ Typing or its equivalent; Government Secretarial Training Certificate; at least three (3) years post qualification experience; Evidence of proficiency in Computer.
3	Senior Confidential Secretary	8	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Confidential I. b. To be appointed, Candidates must possess a WASC or GCE O/L with Credits in four (4) subjects including English Language 120/50 wpm in Shorthand/Typing or its equivalent. Government Secretarial Training Certificate; at least eight (8) years post qualification experience. Evidence of proficiency in Computer and Shorthand. c. OND/University Diploma in Secretarial Studies with ten (10) years post qualification experience. Evidence of proficiency in Computer. d. A good University degree/ HND in Secretarial Studies/Office Management Technology with three (3) years post qualification experience. Evidence of proficiency in Computer.
4	Principal Confidential Secretary II	9	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Confidential. b. To be appointed, Candidates must possess a University degree or HND in Secretarial Studies with six (6) years post qualification experience. Evidence of proficiency in Computer and Shorthand. c. OND/University Diploma in Secretarial Studies with thirteen (13) years post qualification experience. Evidence of proficiency in Computer and Shorthand.
5	Principal Confidential Secretary I	11	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Confidential Secretary II. b. To be appointed, Candidates must possess a University

			<p>degree or HND in Secretarial Studies with nine (9) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p> <p>c. OND/University Diploma in Secretarial Studies with sixteen (16) years post qualification experience. Evidence of proficiency in Computer.</p>
6	Assistant Chief Confidential Secretary	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Confidential Secretary I.</p> <p>b. To be appointed, Candidates must possess a University degree or HND in Secretarial studies with twelve (12) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p> <p>c. OND or University Diploma in Secretarial studies with nineteen (19) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p>
7	Deputy Chief Confidential Secretary	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Assistant Chief Confidential Secretary.</p> <p>b. To be appointed, Candidates must possess a University degree or HND in Secretarial Studies/Office Management Technology with sixteen (16) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p>
8	Chief Confidential Secretary	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 4 years as Deputy Chief Confidential Secretary.</p> <p>b. To be appointed, Candidates must possess University Degree in Secretarial Studies/Office Management Technology plus eighteen (18) years post qualification experience. Evidence of proficiency in Computer and Shorthand. Promotion by interview of a Deputy Chief Confidential Secretary.</p>

4.3 SECRETARIAL ASSISTANTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Senior Secretarial Assistant II	6	<p>a. To be appointed, Candidates must possess SSCE or its equivalent. Possession of typewriting speed certificate for 50 wpm plus at least three (3) years' experience as Secretarial Assistant Grade 1</p> <p>b. Diploma in Computer proficiency plus six (6) years' experience</p> <p>c. Advanced Diploma in Computer proficiency.</p>
2	Senior Secretarial Assistant I	7	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Secretarial Assistant II.</p> <p>b. To be appointed, Candidates must possess SSCE or its equivalent 50 wpm in typewriting plus at least six (6) years' experience as Senior Secretarial Assistant II.</p> <p>c. Diploma in Computer proficiency plus nine (9) years' experience</p> <p>d. Advanced Diploma in Computer proficiency plus (3) years' experience.</p>
3	Chief	8	<p>a. To be promoted, Candidates must have served</p>

	Secretarial Assistant		<p>satisfactorily for a minimum of 3years as Senior Secretarial Assistant I</p> <p>b. To be appointed, Candidates must possess SSCE or its equivalent. Possession of 50 wpm Certificate in Typewriting, plus at least twelve (12) years' experience as Secretarial Assistant I.</p> <p>c. Diploma in Computer proficiency plus twelve (12) years' experience</p> <p>d. Advanced Diploma in Computer proficiency plus (6) years' experience.</p>
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5.0 CATERING OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Catering Officer	6	<p>a. To be appointed, Candidates must possess SSCE or its equivalent plus one of the following:</p> <p>b. C & G/ (A) Level Certificate plus three (3) years' experience.</p> <p>c. University Diploma/ND in Home Economics/Home Management/Catering/ Institutional Management plus 3 years' experience.</p>
2	Higher Catering Officer	7	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Catering Officer.</p> <p>b. To be appointed, Candidates must possess a University Diploma/ND in Home Economics/Home Management/Catering/ Institutional Management plus 6 years' experience.</p> <p>c. University degree or HND in Home Economics/Home Management/Catering/ Institutional Management plus NYSC discharge or exemption certificate.</p>
3	Senior Catering Officer	8	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Higher Catering Officer.</p> <p>b. To be appointed, Candidates must possess a University Degree or HND in Home Economics/Home Management/Catering/Institutional Management, plus three (3) years post qualification experience.</p>
4	Principal Catering Officer II	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Senior Catering Officer.</p> <p>b. To be appointed, Candidates must possess a University Degree or HND in Home Economics/ Home Management/ Catering/Institutional Management plus six (6) years post qualification experience.</p>
5	Principal Catering Officer I	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Principal Catering Officer II.</p> <p>b. To be appointed, Candidates must possess a University degree or HND in Home Economics/Home Management/Catering/Institutional Management plus NYSC discharge or exemption certificate plus nine (9) years post qualification experience.</p>
6	Assistant Chief Catering Officer	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Principal Catering Officer I.</p>

			b. To be appointed, Candidates must possess a University degree or HND in Home Economics/ Home Management/ Catering/Institutional Management plus NYSC discharge certificate plus twelve (12) years post qualification experience.
7	Chief Catering Officer	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Assistant Chief Catering Officer. b. To be appointed, Candidates must possess a University degree or HND in Home Economics/Home Management/Catering/ Institutional Management plus NYSC discharge certificate plus fifteen (15) years post qualification experience.

6.0 HOUSE KEEPERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	House Keeper	6	a. To be appointed, Candidates must possess ND in Institutional Management or any relevant course, plus 3 years' experience.
2	Higher House Keeper	7	a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as House Keeper. b) To be appointed, Candidates must possess a University degree or HND in Institutional Management, Institutional House Keeping or any relevant course from a recognized institution, plus NYSC discharge or exemption Certificate. c) ND in Institutional Management, Institution House Keeping or other relevant course from a recognized institution, plus six (6) years post qualification experience.
3	Senior House Keeper	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Higher House Keeper. b. To be appointed, Candidates must possess a University degree or HND in Institutional Management, Institutional House-Keeping or other relevant course from a recognized institution, plus three (3) years post qualification experience. c. Candidates must possess a ND in Institutional Management, Institutional House Keeping or other relevant course from a recognized institution, plus nine (9) years post qualification experience.
4	Principal House Keeper	9	a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior House Keeper. b) To be appointed, HND in Institutional Management, Institutional House Keeping or other relevant course from a recognized University, plus six (6) years post qualification experience.
5	Principal House Keeper II	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal House Keeper. b. To be appointed, Candidates must possess HND in Institutional Management/Home Management or Institutional House Keeping from a recognized institution, plus nine (9) years post qualification experience.

6	Principal House Keeper I	12	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal House Keeper II</p> <p>b) To be appointed, Candidates must possess HND in Institutional Management or Institutional House-Keeping from a recognized institution, plus twelve (12) years post qualification experience.</p>
7	Chief House Keeper	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal House Keeper I</p> <p>b. University Degree or HND in Institutional Management or Institutional House-Keeping from a recognized institution plus eighteen (18) years post qualification experience.</p>

7.0 INFORMATION/PROTOCOL CADRE

The Information and University Relation Directorate of the Federal University Wukari is responsible for managing the corporate communications and image of the University as well as promoting the University, using a range of communication and marketing strategies. The minimum basic requirement for this is a degree in relevant courses in the field of Mass Communication, Journalism, Public Relations Advertising etc., with a minimum of Second Class Lower Division from a recognized University. Candidate must have NYSC discharge /exemption/exclusion certificate.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Information/Protocol Officer II	7	a) To be appointed, Candidates must possess a minimum of Second Class Lower Degree in Mass Communication or in a related discipline from a recognized University. Candidates must have SSCE/NECO,GCE or its equivalent with at least 5 credits including English Language.
2	Information/Protocol Officer I	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Information/Protocol Officer II. b. To be appointed, Candidates must possess at least a Master's Degree in Mass Communication, Journalism, Public Relations in addition to a first degree in relevant areas plus NIPR professional Diploma and three (4) years post-qualification cognate experience.
3	Senior Information/Senior Protocol Officer	9	a) To be promoted, Candidates must have served satisfactorily as for a minimum of three (3) years as Information/Protocol Officer I. b) To be appointed, Candidates must possess a first degree relevant communication field such as Mass Communication, Journalism, Public Relations, Advertising and at least six (8) years cognate experience.
4	Principal Information/Principal Protocol Officer	11	a. To be promoted, Candidates must have served satisfactorily as Senior Information/Senior Protocol Officer for a minimum period of three (3) years. b. To be appointed, Candidates must possess a first degree relevant communication field such as Mass Communication, Journalism, Public Relations, Advertising at least twelve (12) years cognate experience and a member of a professional body.
5	Chief Information/Chief Protocol Officer	13	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Information/Principal Protocol Officer and a member of a professional body. b) To be appointed, Candidates must possess a first degree relevant communication field such as Mass Communication, Journalism, Public Relations, Advertising at least twelve (16) years cognate experience and a member of a professional body.
6	Deputy Director Information/Deputy Director Protocol	14	a) To be promoted, candidate must have served satisfactorily for a minimum period of three (3) years as Chief Information/Chief Protocol Officer in the University system b) To be appointed, Candidates must have a first degree in relevant communication field such as Mass Communications, Journalism, Public Relations, Advertising and at least fifteen years cognate

			experience and a member of a professional body
7	Director	15	a. This position is by Appointment.

8.0 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) CADRE

SYSTEMS ANALYST/PROGRAMMER CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Systems Analyst/Programmer II	7	a) To be appointed, Candidates must possess HND or Bachelor's degree in Computer Science or Computer Engineering plus NYSC discharge or exemption certificate.
2	Systems Analyst/Programmer I	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Systems Analyst/Programmer II. b. To be appointed, Candidates must possess HND or Bachelor's degree in Computer Science or Computer Engineering plus three (3) years post qualification experience c. A Master's Degree in Computer Science or Computer Engineering with at least one (1) year experience plus NYSC discharge or exemption certificate.
3	Senior Systems Analyst/Programmer	9	a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Systems Analyst/Programmer I. b) To be appointed, Candidates must possess HND or Bachelor's degree in Computer Science or Computer Engineering plus six (6) years post qualification experience. c) A Master's Degree in Computer Science or Computer Engineering with three (3) years post qualification experience
4	Principal Systems Analyst/Programmer	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Systems Analyst/Programmer. b. To be appointed, Candidates must possess HND or Bachelor's degree in Computer Science or Computer Engineering plus nine (9) years post qualification experience c. A Master's Degree in Computer Science or Computer Engineering with six (6) years post qualification experience
5	Assistant Chief Systems Analyst/Programmer	12	a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Systems Analyst/Programmer. b) To be appointed, Candidates must possess HND or Bachelor's degree in Computer Science or Computer Engineering plus twelve (12) years post qualification experience c) A Master's Degree in Computer Science or Computer Engineering with nine (9) years post qualification Experience
6	Chief Systems Analyst/Programmer	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Assistant Chief Systems Analyst/Programmer. b. To be appointed, Candidates must possess HND or Bachelor's degree in Computer Science or Computer Engineering plus fifteen (15) years post qualification

			<p>experience</p> <p>c. A Master's Degree in Computer Science or Computer Engineering with twelve (12) years post qualification experience.</p>
7	Deputy Director	14	<p>a) Promotion is by interview of Chief Systems Analyst/Programmer who must have served satisfactorily for a minimum of 3 years.</p> <p>b) To be appointed, Candidates must possess a Bachelor's degree in Computer Science or Computer Engineering plus fifteen (15) years post qualification experience</p> <p>c) A Master's Degree in Computer Science or Computer Engineering with twelve (12) years post qualification experience plus considerable Administrative experience.</p>
8	Director	15	<p>a. This position is by Appointment.</p>

8.1 SYSTEMS ENGINEERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Hardware Specialist	7	<p>a) By direct appointment of Candidates hall posses First Degree in Electrical/Electronic Engineering or Computer Engineering, 5 O' level credits (WASC/NECO/GCE/NABTEB) including English Language and Mathematics plus two (2) years cognate experience.</p>
2	Senior Hardware Specialist	8	<p>a. By promotion of a confirmed and suitable Hardware Specialist who has spent at least three (3) years on the grade or OND with 6 years' experience.</p> <p>b. By direct appointment of Candidates hall possessing Master's Degree in the related field; or First Degree, 5 O' Level credits (WASC/NECO/GCE/NABTEB) including English Language and Mathematics with cognate experience.</p>
3	Principal Hardware Specialist II	9	<p>a) By promotion of a confirmed and suitable Senior Hardware Specialist who has spent at least three (3) years on the grade..</p> <p>b) By direct appointment of Candidates possessing qualifications specified in S/N 2(2) above plus three (3) and six (6) years post qualification cognate experience for Master's Degree and First Degree in cognate experience respectively.</p>
4	Principal Hardware Specialist I	11	<p>a. By promotion of a confirmed and suitable Senior Hardware Specialist who has spent at least three years on the grade.</p> <p>b. By direct appointment of Candidates possessing same qualifications specified in S/N 2(2) plus Six (6) and nine (9) years post qualification cognate experience for Master's Degree and First Degree respectively.</p>
5	Assistant chief Hardware Specialist	12	<p>a) By promotion of a confirmed and suitable Principal Hardware Specialist who has served at least three years on the grade.</p>
6	Chief Hardware Specialist	13	<p>a. By promotion of a confirmed and suitable Assistant Chief Hardware Specialist who has spent at least three years on the grade, Master's Degree and First Degree respectively, with 20 years' experience.</p>
7	Assistant Director (Hardware)	14	<p>a) By promotion of a confirmed and suitable Chief Hardware Specialist who has spent three (3) years on the grade. Should be interviewed for appointment as Director.</p>

			b) Promotion by interview of a Chief Hardware Specialist.
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8.2 DATA PROCESSING OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Data Processing Officer	6	To be appointed, Candidates must possess National Diploma (ND) in relevant field from a recognized institution.
2	Data Processing Officer II	7	a. To be promoted, Candidates must have served satisfactorily for a minimum three (3) years as a Senior Computer Operator/Assistant Data Processing Officer. b. To be appointed, Candidates must possess a Higher National Diploma (HND) or its equivalent from a recognized institution; or National Diploma (ND) plus three (3) years cognate experience.
3	Data Processing Officer I	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Data Processing Officer II. b) To be appointed, Candidates must possess Higher National Diploma (HND) or its equivalent plus four (4) years cognates experience; National Diploma (ND) holders must in addition, have eight (8) years cognate experience.
4	Senior Data Processing Officer	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Data Processing Officer I. b. To be appointed, Candidates must possess Higher National Diploma (HND) from a recognized institution plus eight (8) years cognate experience or twelve (12) years cognate experience for (ND) holders.
5	Principal Data Processing Officer	11	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Data Processing Officer. b) To be appointed, Candidates must possess a Higher National Diploma (HND) from a recognized institution plus twelve (12) years cognate experience. Possession of a Postgraduate professional qualification in the relevant field is added advantage.
6	Asst. Chief Data Processing Officer	12	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Data Processing Officer. Candidates must also have sound knowledge in data management and ability to train others and provide leadership. b. To be appointed, Candidates must possess Higher National Diploma (HND) from a recognized institution plus sixteen (16) years cognate experience. Possession of Postgraduate qualification in the relevant field is an added advantage. In addition, Candidates must have sound knowledge in data management and ability to train others and provide leadership.
7	Chief Data Processing Officer	13	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Asst. Chief Data Processing Officer. Candidates must possess a Postgraduate qualification and sound leadership qualities, good knowledge of data management and ability to train

			<p>others. Promotion is subject to availability of vacancy and by interview.</p> <p>b) Candidates to be appointed only in exceptional cases. Criteria for the appointment of the officer to be determined by the needs of the moment.</p>
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9.0 LEGAL OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Legal Officer	8	LL.B, BL and NYSC discharge or exemption certificate
2	Senior Legal Officer	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Legal Officer.</p> <p>b. To be appointed, Candidates must possess LL.B, BL plus NYSC discharge or exemption certificate and a minimum of one (1) year experience</p> <p>c. LL.M plus call to the Bar</p>
3	Principal Legal Officer	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Legal Officer</p> <p>b) To be appointed, Candidates must possess LL.B, BL plus a minimum of six (6) years post qualification experience.</p> <p>c) LL.M plus call to the Bar and three (3) years' experience</p>
4	Chief Legal Officer	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Legal Officer.</p> <p>b. To be appointed, Candidates must possess LL.B, BL plus a minimum of nine (9) years' experience</p> <p>c. LL.M plus six (6) years.</p>
5	Deputy Director Legal	14	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Chief Legal Officer.</p> <p>b) To be appointed, Candidates must possess LL.B, BL plus a minimum of twelve (12) years.</p> <p>c) LL.M plus nine (9) years' experience. Should be interviewed for appointment as Deputy Director Legal Services.</p>
6	Director of Legal Services	15	<p>a. This position is by Appointment.</p>

10.0 ACADEMIC PLANNING OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Academic Planning Officer(AAPO)	7	A good Bachelor's Degree in a relevant discipline plus NYSC discharge or exemption certificate.
2	Academic Planning Officer (APO)	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Assistant Academic Planning Officer.</p> <p>b) To be appointed, Candidates must possess a good Bachelor's Degree in the relevant discipline with minimum of three (3) years relevant administrative experience.</p> <p>c) Master's Degree in the relevant discipline with at least one</p>

			(1) year experience plus NYSC discharge or exemption certificate.
3	Senior Academic Planning Officer	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Academic Planning Officer.</p> <p>b. To be appointed, Candidates must possess a good Bachelor’s Degree in the relevant discipline with minimum of six (6) years relevant administrative experience plus NYSC discharge or exemption certificate.</p> <p>c. Master’s Degree plus at least three (3) years post qualification cognate experience.</p> <p>d. Doctorate degree in the relevant field</p>
4	Principal Academic Planning Officer (PAPO)	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Senior Academic Planning Officer.</p> <p>b) To be appointed, Candidates must possess a good Bachelor’s Degree in the relevant discipline with minimum of nine (9) years relevant administrative experience plus NYSC discharge or exemption certificate.</p> <p>c) Master’s Degree plus at least six (6) years post-qualification cognate experience.</p> <p>d) Doctorate degree in the relevant field plus three (3) years post qualification cognate experience.</p>
5	Chief Academic Planning Officer (CAPO)	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3years as Principal Academic Planning Officer.</p> <p>b. To be appointed, Candidates must possess a good Bachelor’s Degree in the relevant discipline with minimum of twelve (12) years post qualification cognate experience.</p> <p>c. Master’s Degree in any relevant discipline plus nine (9) years post qualification cognate experience.</p> <p>d. Doctorate degree in the relevant field plus six (6) years post qualification cognate experience.</p>
6	Deputy Director of Academic Planning	14	<p>a) Promotion by interview of a Chief Academic Planning Officer who must have served satisfactorily for a minimum of 3 years.</p> <p>b) To be appointed, Candidates must possess a good Bachelor’s Degree in the relevant discipline with minimum of fifteen (15) years post qualification cognate experience.</p> <p>c) Master’s Degree in the relevant discipline plus twelve (12) years post qualification cognate experience.</p> <p>d) Promotion by interview of a Chief Academic Planning Officer.</p>
7	Director of Academic Planning	15	<p>a. This position is by Appointment.</p>

11.0 MEDICAL DOCTORS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Medical Officer	9	M.B.B.S. plus NYSC discharge or exemption certificate.
2	Senior Medical Officer I	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Medical Officer</p> <p>b) To be appointed, Candidates must possess M.B.B.S. plus three (3) years’ experience as Medical Officer.</p>

			c) M.B.B.S. plus Diploma in a related discipline plus part 1.
3	Principal Medical Officer II	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Medical Officer I.</p> <p>b. To be appointed, Candidates must possess M.B.B.S. Plus six (6) years cognate experience. Possession of a higher qualification and/or acceptable evidence of professional membership will be an advantage.</p> <p>c. M.B.B.S. Plus diploma in a related discipline with three (3) years post Diploma.</p> <p>d. M.B.B.S. Plus masters in a related discipline plus part I plus three (3) years' experience.</p>
4	Principal Medical Officer I	14	<p>a) Promotion by interview of a Principal Medical Officer II who must have served satisfactorily for a minimum of 3 years.</p> <p>b) To be appointed, Candidates must possess M.B.B.S. plus twelve (12) years cognate experience</p> <p>c) M.B.B.S. Plus Diploma in a related discipline with nine years post Diploma</p> <p>d) M.B.B.S. Plus masters in a related discipline plus PART I with nine (9) years post masters experience</p> <p>e) Specialist/Fellow or Consultant plus PART II.</p>
5	Chief Medical Officer	15	<p>a. M.B.B.S. Plus fifteen (15) years cognate experience</p> <p>b. M.B.B.S. Plus Diploma with nine (9) years post Diploma.</p> <p>c. M.B.B.S. Plus masters with nine (9) years post Master's Degree.</p> <p>d. Specialist/Fellow or Consultant with plus PART II plus nine (9) years qualification (as a specialist)</p> <p>e. Promotion Avenue for Director PART II plus nine (9) years, should be Interviewed for appointment as Chief Medical Officer.</p>
6	Director of Health Services	15	This position is by Appointment.

11.1 MEDICAL LABORATORY SCIENTISTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Medical Laboratory Scientist II	7	A good first degree in Medical Lab. Science (MLS), plus registration with the Institute of Med Lab. Science of Nigeria (IMLSN) plus NYSC discharge or exemption certificate.
2	Medical Laboratory Scientist I	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Medical Laboratory Scientist II.</p> <p>b) To be appointed, Candidates must possess a good first degree in Medical Lab Science plus registration with Institute of Med. Lab Technology of Nigeria (IMLSN), plus three (3) years post qualification cognate experience</p> <p>c) A Master's Degree in MLS, with at least one (1) year cognate experience.</p>
3	Senior Medical Laboratory Scientist	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Medical Laboratory Scientist I.</p> <p>b. To be appointed, Candidates must possess a good first degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab Science of Nigeria (IMLSN),</p>

			<p>plus six (6) years post-qualification cognate experience.</p> <p>c. A Master's Degree in MLS, plus three (3) years post qualification cognate experience.</p> <p>d. Ph.D. in MLS and evidence of registration</p>
4	Principal Medical Laboratory Scientist	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Senior Medical Laboratory Scientist.</p> <p>b) To be appointed, Candidates must possess a good first degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab. Science of Nigeria (IMLSN), plus nine (9) years post qualification cognate experience.</p> <p>c) A Master's degree in MLS, plus six (6) years post qualification cognate experience.</p> <p>d) Doctorate Degree (Ph.D) in MLS, plus three (3) years residency or post qualification.</p>
5	Assistant Chief Medical Laboratory Scientist	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Principal Medical Laboratory Scientist.</p> <p>b. To be appointed, Candidates must possess a good first Degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab Science of Nigeria (IMLSN), plus twelve (12) years post qualification cognate experience.</p> <p>c. A Master's degree in MLS, plus nine (9) years post qualification cognate experience.</p> <p>d. Doctorate degree (Ph.D) in MLS, plus six (6) years residency or post qualification.</p>
6	Chief Medical Laboratory Scientist	13	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of 3 years as Assistant Chief Medical Laboratory Scientist.</p> <p>b) To be appointed, Candidates must possess a good first degree in Medical Lab. Science (MLS), plus registration with Institute of Med. Lab. Science of Nigeria (IMLSN), plus fifteen (15) years post qualification cognate experience.</p> <p>c) A Master's Degree in MLS, plus twelve (12) years post qualification cognate experience.</p> <p>d) Doctorate degree (Ph.D) in MLS, plus nine (9) years residency or post qualification.</p>
7	Senior Chief Medical Laboratory Scientist	14	<p>a. Promotion is by interview of a Chief Medical Laboratory Scientist who must have served satisfactorily for a minimum of 3 years.</p> <p>b. A good first Degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab. Technology of Nigeria (IMLTN), plus eighteen (18) years post-qualification cognate experience. A minimum of 3 good scientific research publications in reputable scholarly journal.</p> <p>c. A Master's Degree in MLS, plus fifteen (15) years post-qualification cognate experience.</p> <p>d. Doctorate degree (Ph.D) in MLS, plus twelve (12) years residency or post Qualification experience.</p>
8	Principal Chief Medical Laboratory Scientist	15	<p>a) A good first degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab. Science of Nigeria (IMLTN), plus twenty-one (21) years post qualification cognate experience. A minimum of 6 good scientific research publications in reputable scholarly journal.</p>

			<p>b) A Master's Degree in MLS, plus eighteen (18) years post cognate experience.</p> <p>c) Doctorate degree (Ph.D), in MLS, plus fifteen (15) years residency or post qualification experience. Should be interviewed for appointment as PCMLS.</p>
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11.2 MEDICAL LABORATORY SCIENCE CADRE

The basic entry requirement for the is B.Sc., B. Tech. in Science/Medical Laboratory with a minimum of Second Class Lower Division from a recognized institution and registration with relevant Professional Bodies AIMLS.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Medical Laboratory Scientist II	7	a. To be appointed, Candidates must possess B.Sc., B.Tech. and be registered with Nigeria Institute of Medical Laboratory Science (NIMLS)
2	Technology I/Medical Laboratory Scientist I	8	<p>a) To be promoted, Candidates must have served satisfactorily for three (3) years as Technologist II</p> <p>b) To be appointed, Candidates must possess B.Sc./B.Tech./AIMLS. Science Medical Laboratory Technology plus three (3) years cognate work experience.</p>
3	Senior Laboratory Technologist/Senior Medical Laboratory Scientist	9	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Technologist I</p> <p>b) To be appointed, Candidates must possess B.Sc./AIMLS, plus eight (8) years cognate work experience of Fellowship from the Institute of Medical Science Technology (FIMST)</p>
4	Principal Laboratory Technologist/Principal Medical Laboratory Scientist	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Laboratory Technologist and have full registration with the Institute of Laboratory Technology and other relevant professional bodies.</p> <p>b. To be appointed, Candidates must possess B.Sc./B.Tech./AIMLS/FIST/FIMLS/AIST or equivalent in the relevant field plus eight (8) years cognate work experience in Laboratory Technology five (5) years of which shall be unbroken service in the University system or FISLT. Candidate must note that registration with the Institute of Medical Laboratory and Science Technology is mandatory at this level.</p>
5	Assistant Chief Laboratory Technologist/Assistant Chief Medical Laboratory Scientist	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years Principal Laboratory Technologist and possess AIST/FIST/AIML, FIMLS in Laboratory Technology.</p> <p>b. To be appointed, Candidates must possess B.Sc./B.Tech./AIMLS/FIST/FIMLS/AIST or its equivalent plus twelve (12) years post qualification cognate experience. Eight (8) years of which must be unbroken service in the University system. Candidate must possess sound knowledge in Laboratory services and competence in providing leadership.</p>
6	Chief Laboratory Technologist/Chief	13	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as

	Medical Laboratory Scientist		<p>Assistant Chief Laboratory Technologist. Registration with the relevant Professional Association is mandatory. Candidate must possess good knowledge in managing a science Laboratory and provide leadership skills.</p> <p>b) To be appointed, Candidates must possess B.Sc./B.Tech./A1MLS/FIMLS/AIST/FIST plus sixteen (16) years cognate work experience ten (10) years of which must be unbroken service in the University system. Candidate must in addition be registered with the relevant Professional Association in addition to (v) above. Candidate must possess leadership qualities to manage a Science Laboratory in a University or Tertiary institution.</p>
7	Senior Chief Laboratory Technologist/Senior Chief Medical Laboratory Scientist	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Laboratory Technologist. Candidate must possess good knowledge in managing a science Laboratory and provide leadership skills and be creative.</p> <p>b. To be appointed, Candidates must possess M.Sc./B.Sc./B.Tech./AIMLS/FIMLS/AIST/FIST or its equivalent, plus twenty (20) years cognate work experience. Twelve years (12) of which must be unbroken service in the University system. Candidate must in addition be registered with the relevant Professional Association in addition to (v) above. Candidate must possess leadership qualities to manage a Science Laboratory in a University or Tertiary institution.</p>
8	Principal Chief Laboratory Technologist/Principal Chief Medical Laboratory Scientist	15	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Chief Laboratory Technologist. Candidate must possess good knowledge in managing a science Laboratory and provide leadership skills and be creative.</p> <p>b) To be appointed, Candidates must possess M.Sc./B.Sc./B.Tech./AIST/FIST or its equivalent, plus twenty -four (24) years cognate work experience. Fourteen (14) years of which must be unbroken service in the University system. Candidate must in addition be registered with the relevant Professional Association in addition to (v) above. Candidate must possess leadership qualities to manage a Science Laboratory in a University or Tertiary institution.</p>

11.3 MEDICAL RECORDS OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Medical Records Officer	6	a) To be appointed, Candidates must possess National Certificate of the Nigerian Health Records Association or ND in Medical Records plus three years cognate experience.
2	Higher Medical Records Officer	7	<p>a. Candidates must have served satisfactorily for a minimum of three (3) years as Medical Records Officer.</p> <p>b. Candidates must possess HND in Medical Records or National Diploma and National Certificate of the Medical</p>

			Record of Nigeria plus NYSC discharge or exemption certificate.
3	Senior Medical Records Officer	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Medical Records Officer.</p> <p>b) To be appointed, Candidates must possess National Certificate of the Medical Records Association of Nigeria, Associate Membership of the Medical Records Association of Nigeria. In addition, Candidates must have nine (9) years cognate experience for ND holders and three (3) years for HND holders.</p>
4	Principal Medical Records Officer II	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Medical Records Officer.</p> <p>b. To be appointed, Candidates must possess the relevant academic qualification:</p> <p>i. National Certificate of the Medical Records Association of Nigeria.</p> <p>ii. Associate Membership of the Medical Records Association of Nigeria. In addition, possess six (6) years cognate experience for HND holders and twelve (12) for ND holders</p>
5	Principal Medical Records Officer I	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Medical Records Officer II and have full registration with the relevant professional Associations.</p> <p>b. To be appointed, Candidates must also possess the following:</p> <p>i. HND in Medical Records plus nine (9) years cognate experience.</p> <p>ii. Higher Certificate of the Medical Records Association of Nigeria</p> <p>iii. Associate Membership of the Medical Records Association of Nigeria. Candidates must possess good knowledge in Medical Records data management.</p>
6	Assistant Chief Medical Records Officer/ Technician	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Medical Records Officer I and have full registration with the relevant professional Associations. Candidates must also possess at least HND in Medical Record. Promotion is subject to availability of vacancy and by interview.</p> <p>b. To be appointed, Candidates must possess the following in addition to (5) above:</p> <p>i. National Certificate of the Medical Records Association of Nigeria.</p> <p>ii. Associate Membership of the Medical Records Association of Nigeria. In addition, Candidates must possess sixteen (16) years cognate experience. Candidates must be conversant with policies on Medical Records and possess leadership skills in creating, maintaining, storing and retrieving patient's medical records.</p>
7	Chief Medical Records (Officer) Technician	13	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Medical Records Officer. Promotion is subject to availability of vacancy and by interview.</p> <p>b) To be appointed, Candidates must possess the following:</p> <p>i. HND plus sixteen (16) years cognate experience</p>

			<p>ii. Higher Certificate of Medical Record Association of Nigeria.</p> <p>iii. Associate membership of the Medical Records Association of Nigeria. In addition to (6) above, Candidates must possess sound knowledge in maintaining patients' medical records and statistics and supervise subordinates. Appointment is subject to availability of vacancy and by interview.</p>
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11.4 PHARMACIST CADRE

The basic entry requirement for the cadre is Bachelor of Pharmacy (B.Pharm.) degree from a recognized institution. Registration with the Pharmacist Council of Nigeria (PCN), completion of one (1) year intership and Certificate of Completion/Exclusion/Exemption of the National Youth Service Corps (NYSC).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Pharmacist	9	a) To be appointed, Candidates must possess a degree in Pharmacy from a recognized institution. Full registration with the Pharmacist Council of Nigeria (PCN). The candidate should be able to carry out general dispensing and compounding of drugs, attends to emergencies, and takes calls counsel patients on the proper use of drugs, and carry out any other duties as may be assigned.
2	Senior Pharmacist	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Pharmacist.</p> <p>b. To be appointed, Candidates must possess a degree in Pharmacy from a recognized Institution plus three (3) years cognate work experience and be registered with PCN. The candidate must show ability and proficiency in drug compounding and dispensing, takes calls, assists in proper storage and record keeping of drugs and medical supplies. Assists in the control and issuance of drugs. And carry out any other duties as may be assigned.</p>
3	Principal Pharmacist	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Pharmacist. Candidates must possess vast knowledge in drugs administration, and maintenance of quality assurance in the Medical store. The candidate takes calls, provide technical information and advises on drugs to patients, assists in training junior colleagues. And carry out any other duties as may be assigned.</p> <p>b. To be appointed, Candidates must possess a degree in Pharmacy from a recognized Institution plus eight (8) years cognate work experience and be registered with PCN. The candidate must show ability and proficiency in drug compounding and dispensing, takes calls, assists in proper storage and record keeping of drugs and medical supplies. Assists in the control and issuance of drugs. And carry out any other duties as may be assigned.</p>
4	Assistant Chief Pharmacist	14	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Pharmacist. Candidates must possess vast knowledge in drugs administration, and maintenance of quality assurance in the Medical store. The candidate takes calls, provide technical information and advises on drugs to patients, assists in

			<p>training junior colleagues. And carry out any other duties as may be assigned.</p> <p>b. To be appointed, Candidates must possess a degree in Pharmacy from a recognized Institution plus twelve (12) years cognate work experience and be registered with PCN. The candidate must show ability and proficiency in drug compounding and dispensing, takes calls, assists in proper storage and record keeping of drugs and medical supplies. Assists in the control and issuance of drugs. And carry our any other duties as may be assigned.</p>
5	Chief Pharmacist	15	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Pharmacist. Candidates must demonstrate high sense of responsibility, good leadership qualities and sound work/professional ethics. Candidate must have vast knowledge of general dispensing compounding of drugs, supervises proper storage and record keeping of drugs and medical supplies, assists in service training of junior colleagues, attends to emergencies and takes calls. And carry out any other duties as may be assigned.</p> <p>b. To be appointed, Candidates must possess a degree in Pharmacy from a recognized Institution plus sixteen (16) years cognate work experience and be registered with PCN. The candidate must show ability and proficiency in drug compounding and dispensing, takes calls, assists in proper storage and record keeping of drugs and medical supplies. Assists in the control and issuance of drugs. And carry our any other duties as may be assigned.</p>

11.5 PHARMACY TECHNICIANS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Pharmacy Technician	6	Candidates must possess National Diploma from a recognized institution.
2	Higher Pharmacy Technician	7	<p>a. Candidates qualified for promotion must have served satisfactorily for a minimum of three (3) years as Assistant Pharmacy Technician.</p> <p>b. To be appointed, Candidates must possess National Diploma (ND) in Pharmacy Technicianship and three (3) years cognate experience or HND in the relevant field from a recognized institution.</p>
3	Senior Pharmacy Technician	8	<p>a) Candidates qualified for promotion must have served satisfactory for a minimum of three (3) years as Higher Pharmacy Technician.</p> <p>b) To be appointed, Candidates must possess National Diploma (ND) in Pharmacy Technicianship from a recognized institution and nine (9) years cognate experience or HND in the relevant field and three (3) years cognate experience.</p>
4	Principal Pharmacy Technician II	9	<p>a. Candidates qualified for promotion must have served satisfactorily for a minimum of three (3) years as Senior Pharmacy Technician.</p> <p>b. To be appointed, Candidates must possess National Diploma (ND) in Pharmacy Technicianship from a</p>

			recognized institution and twelve (12) years cognate experience or HND in the relevant field and six (6) years cognate experience.
5	Principal Chief Pharmacy Technician I	11	<p>a) Candidates qualified for promotion must have served satisfactorily for a minimum of three (3) years as Principal Pharmacy Technician II and be registered with the Institute of Medical Laboratory for Technicians. Candidates must also possess sound knowledge in Pharmacy equipment maintenance.</p> <p>b) To be appointed, Candidates must possess Higher National Diploma (HND) in Pharmacy Technicianship from a recognized institution plus nine (9) years cognate experience and be registered with the Institute of Medical Laboratory for Technicians.</p> <p>c) Candidates must also possess general knowledge in drug administration and management and provide leadership to subordinates.</p>
6	Assistant Chief Pharmacy Technician	12	<p>a. Candidates qualified for promotion must have served satisfactorily for a minimum of three (3) years as Principal Pharmacy Technician I and possess HND in the relevant field and be registered with the Medical Laboratory Association for Technicians. Possession of additional training in the relevant field is an added advantage.</p> <p>b. To be appointed, Candidates must possess Higher National Diploma (HND) in Pharmacy Technicianship from a recognized institution and additional training in the relevant field. In addition, Candidates must possess thirteen (13) years' experience, two (2) of which must be in a University system or Tertiary institution. Candidates must also be registered with the Institute of Medical Laboratory for Technicians and have qualified as in 5(c) above. Appointment is subject to availability of vacancy and by Interview.</p>
7	Chief Pharmacy Technician	13	<p>a) Promotion is by interview of Candidates who must have served satisfactorily for a minimum of three (3) years as Assistant Chief Pharmacy Technician and possess HND in Pharmacy Technicianship and Postgraduate training in a relevant field. Candidates must also be registered with the Institute of Medical Laboratory for Technicians and also possess sound leadership skills. Promotion is subject to availability of vacancy and by interview.</p> <p>b) To be appointed, Candidates must possess Higher National Diploma (HND) in the relevant field plus seventeen (17) years cognate experience. Candidates must be registered with the Institute of Medical Laboratory for Technicians and have qualities in (5) above. In addition, Candidates must possess sound knowledge in Pharmacy equipment maintenance and provide good leadership. Appointment is subject to availability of vacancy and by interview.</p>

11.6 DENTAL OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Dental Officer	8	a. By direct appointment of Candidates possessing 5 O' level credits pass (WAEC/NECO/GCE/NABTEB) including English

			<p>Language and Mathematics plus:</p> <p>i. A degree in Dental Surgery (BDS) registrable with the Medical and Dental Council of Nigeria;</p> <p>ii. Candidates possessing the same qualification plus one year post qualification experience.</p>
2	Senior Dental Officer II	9	<p>a) By promotion of a confirmed and suitable Dental Officer who has spent at least three (3) years on the Grade.</p> <p>b) By direct appointment of Candidates possessing the qualification specified above plus at least three years cognate experience.</p>
3	Senior Dental Officer I	11	<p>a. By promotion of a confirmed and suitable Dental Officer II who has spent at least three (3) years on the Grade.</p> <p>b. By direct appointment of Candidates possessing the qualification specified above plus at least six years cognate experience.</p>
4	Principal Dental Officer II	13	<p>a) By promotion of a confirmed and suitable Senior Dental Officer I who has spent at least three (3) years on the Grade.</p> <p>b) By direct appointment of Candidates possessing the qualification specified above plus at least nine (9) years cognate experience.</p>
5	Principal Dental Officer I	14	<p>a. By promotion of a confirmed and suitable Principal Dental Officer II who has spent at least four (4) years on the Grade. Should be interviewed for promotion/appointment as Principal Dental Officer I.</p>
6	Chief Dental Officer	15	<p>a) By promotion of a confirmed and suitable Principal Dental Officer Grade I who has spent at least three (3) years on the Grade. Should be interviewed as Chief Dental Officer.</p>

11.7 NURSING OFFICERS (NON GRADUATE) CADRE

The basic entry requirement for this cadre RN and RM, RN and Post Basic qualification. Registration with the Nursing and Midwifery Council of Nigeria and Certificate of Completion/Exclusion/Exemption of the National Youth Service Corps (NYSC).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Nursing Officer II	7	<p>a. To be appointed, candidate must possess RN and RM or RN and post basic qualification. Registered with Nursing and Midwifery Council of Nigeria. A candidate attends to emergencies, assist to carry out general nursing care and midwifery duties. And carry out any other duty as may be assigned.</p>
2	Nursing Officer I	8	<p>a) To be promoted, Candidates must have served satisfactorily for three (3) years for RN&RM/Post basic qualification.</p> <p>b) (i) To be appointed candidate must possess B.Sc. from a recognized Institution. Registered with Nursing and Midwifery Council of Nigeria.</p> <p>(ii) Candidates with RN and RM or RN and Post Basic qualification with four years cognate experience. Registered with Nursing and Midwifery Council of Nigeria. Candidates assists to carry out general nursing and midwifery care, attends to emergencies, assist in</p>

			supervision of clinical attendants. And carry out any other duties as may be assigned.
3	Senior Nursing Officer	9	<p>a. To be promoted candidate must have served satisfactorily for a minimum of three (3) years as Nursing Officer I for RN and RM or RN and Post Basic Qualification.</p> <p>b. To be appointed candidates with RN and RM or RN and Post Basic qualification with eight (8) years cognate experience. Registered with Nursing and Midwifery Council of Nigeria. Candidates must demonstrate good work/professional ethics, attends to emergencies, midwifery and other specialized duties. carry out any other duty as may be assigned.</p>
4	Principal Nursing Officer	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Senior Nursing Officer</p> <p>b) To be appointed, Candidates must possess (bi) RN and RM or RN and Post Basic qualification with twelve (12) years cognate experience. Registered with Nursing and Midwifery Council of Nigeria. Candidates attends to emergencies Carry out general Nursing care, midwifery and other specialized duties, admit and administer resuscitating procedures. Carry out any other duty as may be assigned.</p>
5	Assistant Chief Nursing Officer	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Nursing Officer. Promotion is subject to vacancy and by interview. Carries out general nursing care midwifery and other specialized duties, attends to emergencies, administers resuscitation procedures, and keeps custody of equipment/instruments. And carry out any other duties as may be assigned.</p> <p>b. To be appointed, Candidates must possess (bii) RN and RM or RN and Post Basic qualification with sixteen (16) years cognate experience. Registered with Nursing and Midwifery Council of Nigeria. Candidates attend to emergencies Carry out general Nursing care, midwifery and other specialized duties, admit and administer resuscitating procedures. Carry out any other duty as may be assigned.</p>
6	Chief Nursing Officer	13	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Nursing Officer. Possession of postgraduate certificates in a relevant field is an added advantage.</p> <p>b) To be appointed, Candidates must possess (bii) RN and RM or RN and Post Basic qualification with sixteen (16) years cognate experience. Registered with Nursing and Midwifery Council of Nigeria. Candidates attend to emergencies Carry out general Nursing care, midwifery and other specialized duties, admit and administer resuscitating procedures. Candidates must demonstrate sound knowledge in public health care delivery, good leadership and high sense of responsibilities. Possess good work/professional ethics. Carries out general nursing care midwifery and other specialized duties, attends to emergencies, administers resuscitation procedures, and</p>

			keeps custody of equipment/instruments. Carry out any other duty as may be assigned.
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11.8 NURSING OFFICERS (GRADUATE) CADRE

The basic entry requirement for this cadre are B.Sc. Nursing with minimum Second Class Lower Division; Registration with the Nursing and Midwifery Council of Nigeria and Certificate of Completion/Exclusion/Exemption of the National Youth Service Corps (NYSC).

S/N	POST	CONTOISS	BASIC QUALIFICATION REQUIRED
1	Nursing Officer	9	a) To be appointed, Candidates must possess a degree in Nursing from a recognized institution. Registration with the Nursing and Midwifery Council of Nigeria. A candidate attends to emergencies, assist to carry out general nursing care and midwifery duties. And carry out any other duty as may be assigned.
2	Senior Nursing Officer	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Nursing Officer. b. To be appointed, Candidates must possess a degree in Nursing from a recognized institution plus three (3) years cognate work experience and be registered with the Nursing and Midwifery Council of Nigeria. A candidate attends to emergencies, assist to carry out general nursing care and midwifery duties. And carry out any other duty as may be assigned.
3	Principal Nursing Officer	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Senior Nursing Officer. Candidates must demonstrate good work/professional ethics, attend to emergencies, midwifery and other specialized duties. Carry out any other duty as may be assigned. b. To be appointed, Candidates must possess B.Sc. Nursing from a recognised Institution with twelve (12) years cognate experience. (bii) RN and RM or RN and Post Basic qualification with twelve (12) years cognate experience. Registered with Nursing and Midwifery Council of Nigeria. A candidate attends to emergencies. Carry out general Nursing care, midwifery and other specialized duties, admit and administer resuscitating procedures. Carry out any other duty as may be assigned.
4	Assistant Chief Nursing Officer	14	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for B.Sc. Nursing as Principal Nursing Officer. Promotion is subject to vacancy and by interview. Candidates must carry out general nursing care, midwifery and other specialized duties, attend to emergencies, administer resuscitation procedures, keep custody of equipment/instruments, and carry out any other duties as may be assigned. Promotion is subject to oral and written interview. b. To be appointed, Candidates must possess a Bachelor's degree in Nursing from a recognized Institution plus sixteen (16) years cognate work experience and be

			registered with Registered with Nursing and Midwifery Council of Nigeria. A candidate attends to emergencies. Carry out general Nursing care, midwifery and other specialized duties, admit and administer resuscitating procedures. Carry out any other duty as may be assigned.
5	Chief Nursing Officer	15	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Nursing Officer. Possession of postgraduate certificates in a relevant field is an added advantage. Candidates must demonstrate sound knowledge in public health care delivery, good leadership and high sense of responsibilities. Possess good work/professional ethics. Carries out general nursing care midwifery and other specialized duties, attends to emergencies, administers resuscitation procedures, and keeps custody of equipment/instruments. And carry out any other duties as may be assigned.</p> <p>b. To be appointed, Candidates must possess a B.Sc. in Nursing a recognized Institution plus twenty (20) years cognate work experience and be registered with Nursing and Midwifery Council of Nigeria. Candidates must demonstrate sound knowledge in public health care delivery, good leadership and high sense of responsibilities. Possess good work/professional ethics. Carries out general nursing care midwifery and other specialized duties, attends to emergencies, administers resuscitation procedures, and keeps custody of equipment/instruments. And carry out any other duties as may be assigned</p>

11.9 X-RAY TECHNOLOGIST (RADIOGRAPHER) CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	X-ray Technologist/ Radiographer	7	<p>a. To be appointed, Candidates must possess a National Diploma of the Institute of Medical Laboratory Technology (IMLT) plus Registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT)</p> <p>b. D.C.R. (London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria</p> <p>c. B.Sc. in Radiography registered with the Association of Radiographers of Nigeria.</p>
2	Higher X-ray Technologist/ Radiographer	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as X-Ray Technologist/Radiographer.</p> <p>b) To be appointed, Candidates must possess a National Diploma of the Institute of Medical Laboratory Technology (IMLT) with Registration with the Medical Laboratory Council of Nigeria for Health Technology. (MLCHT) plus three (3) years residency or three (3) years post registration.</p> <p>c) D.C.R (London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria plus three (3) years residency or three (3) years post registration.</p> <p>d) B.Sc. in Radiography registered with the Association of</p>

			Radiographers of Nigeria, plus three (3) years post registration.
3	Senior X-Ray Technologist/ Radiographer	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher X-ray Technologist/Radiographer.</p> <p>b. To be appointed, Candidates must possess a National Diploma Institute of Medical Laboratory Technology (IMLT) with registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT) plus six (6) years residency or six (6) years post registration.</p> <p>c. D.C.R. (London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria plus six (6) years residency or six (6) years post registration</p> <p>d. B.Sc. in Radiography registered with the Association of Radiographers of Nigeria, plus six (6) years residency or six (6) years post registration.</p>
4	Principal X-ray Technologist/ Radiographer	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior X-Ray Technologist/Radiographer.</p> <p>b) To be appointed, Candidates must possess a National Diploma of the Institute of Medical Laboratory Technology (IMLT), with Registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT) plus nine (9) years residency or nine (9) years post registration.</p> <p>c) D.C.R. (London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria plus nine (9) years residency or nine (9) years post registration.</p> <p>d) B.Sc. in Radiography registered with the Association of Radiographers of Nigeria or nine (9) years residency or nine (9) years post registration.</p>
5	Assistant Chief X-Ray Technologist/ Radiographer	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal X-Ray Technologist/Radiographer.</p> <p>b. To be appointed, Candidates must possess a national Diploma of the Institute of Medical Laboratory Technology (IMLT) with Registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT) plus twelve (12) years residency or twelve (12) years post registration.</p> <p>c. D.C.R. (London) in Radiography and any other equivalent qualification registered with the association of Radiographers of Nigeria plus twelve (12) years residency or twelve (12) years post registration.</p> <p>d. B.Sc. in Radiography registered with the Association of Radiographers of Nigeria, plus twelve (12) years residency or twelve (12) years post registration</p>
6	Chief X-Ray Technologist/ Radiographer	13	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as an Assistant Chief X-Ray Technologist/Radiographer.</p> <p>b) To be appointed, Candidates must possess a National Diploma of the Institute of Medical Laboratory Technology (IMLT), with Registration with the Medical Laboratory Council of Nigeria for Health technology. (MLCHT), plus fifteen (15) years residency or fifteen (15) years post</p>

			<p>registration.</p> <p>c) D.C.R.(London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria plus fifteen (15) years residency or fifteen (15) years post registration.</p> <p>d) B.Sc. in Radiography registered with the Association of Radiographers of Nigeria, plus fifteen (15) years residency or fifteen (15) years post registration.</p>
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11.10 X-RAY TECHNICIANS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	X-Ray Technician	6	a. To be appointed, Candidates must possess WASC or SSCE plus three (3) years training and Registration with the Institute of Medical Laboratory Technology for Technical Cadres
2	Higher X-Ray Technician	7	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as X-Ray Technician. b) To be appointed, Candidates must possess a Certificate in X-Ray Technician plus three (3) years residency or three (3) years post qualification
3	Senior X-Ray Technician	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher X-Ray Technician. b. To be appointed, Candidates must possess a Certificate in X-Ray Technician plus six (6) years residency or six (6) years post qualification
4	Principal X Ray Technician	9	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior X-Ray Technician. b) To be appointed, Candidates must possess a Certificate in X-Ray Technician plus nine (9) years residency or nine (9) years post qualification
5	Assistant Chief X-Ray Technician	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief X-Ray Technician. b. Certificate in X-Ray Technician plus twelve years (12) years residency or twelve (12) years post qualification
6	Chief X-Ray Technician	12	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief X-Ray Technician. b) Certificate in X-Ray Technician plus fifteen (15) years residency or fifteen (15) years post qualification

11.11 CLINICAL INSTRUCTORS (NURSING) CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Clinical Instructor II	7	a. To be appointed, Candidates must possess NRN & RM with at least two (2) years of General and Specialized nursing experience. Or b. BNSc degree and NYSC plus Registration
2	Clinical Instructor I	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clinical Instructor II.

			<ul style="list-style-type: none"> b) To be appointed, Candidates must possess NRN & RM plus five (5) years of General and Specialized Nursing Experience. c) Three (3) years' experience as Clinical Instructor in a recognized Institution. d) BNSc degree with at least three (3) General or Specialized nursing experience.
3	Senior Clinical Instructor	9	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clinical Instructor I. b. To be appointed, Candidates must possess NRN & RM plus eight (8) years of General and Specialized Nursing Experience. c. At least three (3) years' experience as Clinical Instructor I in a recognized Institution. d. BNSc degree with at least six (6) years General and Specialized Nursing Experience.
4	Principal Clinical Instructor	10	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Clinical Instructor. b) To be appointed, Candidates must possess NRN & RM plus ten (10) years of General and Specialized Nursing Experience. c) Three (3) years' experience as Senior Clinical Instructor in a recognized Institution. d) BNSc degree with at least nine (9) years General or Specialized Nursing experience.
5	Assistant Chief Clinical Instructor	12	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Clinical Instructor. b. To be appointed, Candidates must possess NRN/NCM with at least fourteen (14) years of General and Specialized Nursing Experience.
6	Chief Clinical Instructor	13	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Clinical Instructor

11.12 ENVIRONMENTAL HEALTH OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Environmental Health Officer II	7	a. By direct appointment of Candidates possessing 5 O' level credits pass (WAEC/ NECO/GCE/NABTEB) including English Language and Mathematics plus a degree in Environmental Health Science from a recognized University.
2	Environmental Health Officer I	8	a) By promotion of a confirmed and suitable Environmental Health Officer Grade II who has spent at least three (3) years on the grade. b) By direct appointment of Candidates possessing the qualifications specified in serial number (1) plus at least three years post qualification cognate experience.
3	Senior Environmental Health Officer II	9	a. By promotion of a confirmed and suitable Environmental Health Officer Grade who has spent at least three (3) years on the grade. b. By direct appointment of Candidates possessing the qualification specified in serial number (1) plus at least six (6) years post qualification cognate experience.
4	Senior Environmental Health Officer I	10	a) By promotion of a confirmed and suitable Senior Environmental Health Officer II who has spent at least six years post qualification cognate experience.
5	Principal Environmental Health Officer	11	a. By promotion of a confirmed and suitable Senior Environmental Health Officer who has spent at least three (3) years on the grade.
6	Assistant Chief Environmental Health Officer	12	a) By promotion of a confirmed and suitable Principal Environmental Health Officer who has spent at least three (3) years on the grade.
7	Chief Environmental Health Officer	13	a. By promotion of a confirmed and suitable Assistant Chief Environmental Health Officer who has spent at least three (3) years on the grade.

11.13 ENVIRONMENTAL/PUBLIC HEALTH CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Health Superintendent	6	a) To be appointed, Candidates must possess National Diploma (ND) in Environmental Health from a recognized institution.
2	Higher Health Superintendent	7	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Health Superintendent. b. To be appointed, Candidates must possess National Diploma (ND) in Environmental or Public Health plus four (4) years cognate experience.
3	Senior Health Superintendent	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Health Superintendent. b) To be appointed, Candidates must possess National Diploma (ND) in Environmental or Public Health plus eight (8) years cognate experience
4	Principal Health Superintendent II	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Higher Health Superintendent. In addition, Candidates must be conversant with: Coordinating and planning Public Health activities in the University. Collating and

			<p>redistributing environmental health data. Effectively supervising environmental health workers.</p> <p>b. To be appointed, Candidates must possess HND in relevant field plus twelve (12) years cognate experience. Candidates must have general knowledge in the control of communicable diseases through a sustained environmental sanitation control mechanism.</p>
5	Principal Health Superintendent I	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Health Superintendent II. Candidates must plan, design and monitor the environmental health sanitation needs of the community.</p> <p>b) To be appointed, Candidates must possess HND in relevant field plus twelve (12) years cognate experience. In addition to the qualities in (4) above, Candidates must carry out Community Immunization coverage and participate in measures designed to control communicable diseases through sensitization programmes.</p>
6	Assistant Chief Health Superintendent	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Health Superintendent I. In addition, Candidates must possess a minimum of HND in the relevant field and be registered with the relevant professional association. Additional training in the relevant field is an added advantage.</p> <p>b. To be appointed, Candidates must possess HND in relevant field plus sixteen (16) years cognate experience and registration with the relevant professional Association. Candidates must possess available qualities in (5) above in addition to possessing of leadership skills in the management of Health office and assist in the routine review of University environmental health policy. Possession of additional training in the relevant field is an added advantage. Appointment is subject to availability of vacancy and by Interview.</p>
7	Chief Environmental/ Public Health Officer	13	<p>a) To be promoted, Candidates must have served satisfactorily for three (3) years as Asst. Chief Health Superintendent. In addition, Candidates must:</p> <p>i. Coordinate and plan Public Health activities in the University.</p> <p>ii. Collate and redistribute environmental health data.</p> <p>iii. Effectively supervising environmental health workers.</p> <p>iv. Promotion is subject to availability of vacancy and by interview.</p> <p>b) To be appointed, Candidates must possess HND in relevant field plus twelve (20) years cognate experience. In addition to qualities in (a) above, Candidates must possess postgraduate training in the relevant field and must be registered with relevant professional association. Promotion is subject to availability of vacancy and by interview.</p>

12.0 ACCOUNTANTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
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1	Accountant II	7	A good B.Sc. Degree in Accountancy plus NYSC experience.
2	Accountant I	8	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as accountant II. He should be capable of preparing all books of accounts including the final accounts and other financial regulations, accounting manual and contract procedure.</p> <p>b. To be appointed, Candidates must have a good B.Sc. degree with a minimum of three (3) years cognate experience.</p> <p>c. A good B.Sc./HND & M.Sc. degree in Accountancy/Finance with relevant experience.</p>
3	Senior Accountant	9	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Accountant I.</p> <p>b) To be appointed, Candidates must possess a good B.Sc. degree or HND in Accountancy/Finance plus membership body (ACCA, ICAN/ANAN) with minimum of six (6) years post qualification experience.</p> <p>c) A good B.Sc. degree or HND & M.Sc. degree in Accountancy/Finance with three (3) years relevant experience.</p>
4	Principal Accountant	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Accountant.</p> <p>b. To be appointed, Candidates must possess a good B.Sc. degree in Accountancy/Finance plus nine (9) years post qualification experience.</p> <p>c. A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with six (6) years post qualification experience.</p> <p>d. A good B.Sc./HND & M.Sc. degree in Accountancy plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with six (6) years relevant experience.</p>
5	Chief Accountant	13	<p>a) To be promoted a Candidates must have B.Sc. degree or HND in Accountancy/Finance and served as Principal Accountant for a minimum of three (3) years plus Professional qualification (ACCA, ICAN/ANAN).</p> <p>b) A good B.Sc. degree or HND in Accountancy/Finance plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with twelve (12) years post qualification experience.</p> <p>c) To be appointed, Candidates must possess a good B.Sc./HND & M.Sc. degree in Accountancy/Finance with nine (9) years relevant experience plus relevant Professional qualification (ACCA, ICAN/ANAN).</p>
6	Deputy Bursar	14	<p>a. To be appointed, Candidates must possess a good B.Sc. Degree or HND in Accountancy/Finance plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with Fifteen (15) years cognate experience and must have served for a maximum of three (3) years as Chief Accountant.</p> <p>b. A good B.Sc./HND & M.Sc. Degree in Accountancy/Finance plus membership of a recognized Professional</p>

			Accountancy body (ACCA, ICAN/ANAN) with twelve (12) years relevant experience. c. Promotion is by interview of a Chief Accountant who must have served satisfactorily for a minimum of three (3) years.
7	Bursar*	Consolidated	a. This position is by Appointment.

*Vacancy in this position shall be by Internal and External Advertisement

12.1 EXECUTIVE OFFICERS (ACCOUNTS/AUDIT) CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Executive Officer, (Accounts/Audit)	6	a) To be appointed, Candidates must be a Holder of ATS or Intermediate of ICAN or equivalent certificate from a recognized Professional Accountancy body. b) ND in Accountancy/Finance plus one (1) year relevant experience. c) 2 passes in HSC/GCE a Level obtained in a sitting in related subjects in accounting plus at least three (3) years post qualification relevant experience.
2	Higher Executive Officer (Accounts/Audit)	7	a. To be appointed same qualification as in I (a) above plus three (3) years' experience. b. A third class or pass degree or HND in Accountancy/Finance plus NYSC. c. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Executive Officer, Accounts Audit.
3	Senior Executive Officer (Accounts/Audit)	8	a) To be appointed same qualification as in I (a) above with six (6) years post qualification experience. b) A third class or pass degree or HND in Accountancy/Finance plus three (3) years post qualification experience. c) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Executive Officer, Accounts/Audit.
4	Principal Executive Officer ii (Accounts/Audit)	9	a. To be appointed same qualification as in 1 (a) above with nine (9) years post qualification experience. b. A third class or pass degree or HND in Accountancy/Finance plus six (6) years post qualification experience. c. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Executive Officer, Accounts/Audit.
5	Principal Executive Officer i (Accounts/Audit)	11	a) To be appointed same qualification as in I (a) above with twelve (12) years post qualification experience. b) A third class or pass degree or HND in Accountancy/Finance plus nine (9) years post qualification experience. c) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Executive Officer II, Accounts/Audit.
6	Assistant chief Executive Officer, (Accounts/Audit)	12	a. To be appointed same qualification as in I (a) above with fifteen (15) years post qualification experience. b. A third class or pass degree or HND in Accountancy/Finance plus twelve (12) years post qualification experience. c. To be promoted, Candidates must have served

			satisfactorily for a minimum of three (3) years as Principal Executive Officer I, Accounts/Audit
7	Chief Executive Officer, (Accounts/Audit)	13	<p>a) To be appointed same qualification as in I (a) above with eighteen (18) years post qualification experience.</p> <p>b) A third class or pass degree or HND in Accountancy/Finance plus twelve (12) years post qualification experience.</p> <p>c) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Executive Officer, Accounts/Audit.</p>

12.2 INTERNAL AUDITORS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Internal Auditor II	7	a. To be appointed, Candidates must possess a good B.Sc. degree or HND in Accountancy plus NYSC experience.
2	Internal Auditor I	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Internal Auditor II.</p> <p>b) To be appointed, Candidates must possess a good B.Sc. degree or HND in Accountancy plus three (3) years post qualification experience.</p>
3	Senior Internal Auditor	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Internal Auditor I.</p> <p>b. To be appointed, Candidates must possess a good B.Sc. degree in Accountancy plus six (6) years post qualification experience.</p> <p>c. A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with relevant experience.</p> <p>d. A good B.Sc. degree or HND & Master's degree in Accountancy with three (3) years relevant experience.</p>
4	Principal Internal Auditor	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Internal Auditor.</p> <p>b) To be appointed, Candidates must possess a good B.Sc. degree or HND in Accountancy plus nine (9) years post qualification experience.</p> <p>c) A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy body with six (6) years post qualification experience.</p> <p>d) A good B.Sc. degree or HND & Master's degree in Accountancy plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with six (6) years relevant experience.</p>
5	Chief Internal Auditor	13	<p>a. To be promoted, Candidates must have B.Sc. degree or HND in Accountancy and served satisfactorily for a minimum of three (3) years as Principal Internal Auditor plus professional qualification (ACCA, ICAN/ANAN).</p> <p>b. To be appointed, Candidates must possess a good B.Sc. degree or HND in Accountancy plus membership of a recognised professional Accountancy body (ACCA, ICAN/ANAN) with twelve (12) years post experience.</p> <p>c. A good B.Sc. degree or HND & Master's degree in</p>

			Accountancy with nine (9) years relevant experience plus relevant Professional qualification (ACCA, ICAN/ANAN).
6	Deputy Director of Audit	14	<ul style="list-style-type: none"> a) Promotion by interview of a Chief Internal Auditor who must have served satisfactorily for a minimum of three (3) years. b) To be appointed, Candidates must possess a good B.Sc. Degree or HND in Accountancy plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with fifteen (15) years cognate experience. c) A good B.Sc. degree or HND & M.Sc. Degree in Accountancy plus membership of a recognized Professional Accountancy body (ACCA, ICAN/ANAN) with twelve (12) years relevant experience should be interviewed for appointment as Deputy Director of Audit.
7	Director of Audit	15	<ul style="list-style-type: none"> a. This position is by Appointment.

12.3 STORES/PURCHASING OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Stores/ Purchasing Officer	6	To be appointed, Candidates must possess a Final Examination of the Institute of Purchasing and Supply or OND in relevant fields.
2	Higher Stores/ Purchasing Officer	7	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Stores/Purchasing Officer b) To be appointed, Candidates must possess Final Examination of the Institute of Purchasing and Supply with three (3) years' experience. c) HND/Degree in relevant field plus NYSC
3	Senior Stores/ Purchasing Officer	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Stores/Purchasing Officer. b. To be appointed, Candidates must possess a Final Examination of the Institute of Purchasing and Supply with six (6) years' experience. c. HND/Degree in relevant field plus three (3) years relevant experience
4	Principal Stores/ Purchasing Officer	9	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Stores/Purchasing Officer. b) To be appointed, Candidates must possess a Final Examination of the Institute of purchasing and supply with nine (9) years' experience. c) HND/Degree in relevant field plus six (6) years relevant experience
5	Assistant Chief Stores/ Purchasing Officer	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Stores/Purchasing Officer. b. To be appointed, Candidates must possess a Final Examination of the Institute of purchasing and supply with twelve (12) years' experience. c. HND/ Degree in relevant field plus nine (9) years relevant experience
6	Deputy Chief Stores/ Purchasing Officer	12	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Stores/Purchasing Officer. b) To be appointed, Candidates must possess a Final Examination of the Institute of purchasing and supply with fifteen (15) years' experience. c) HND/Degree in relevant field plus twelve (12) years relevant experience
7	Chief Stores/ Purchasing Officer	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Deputy Chief Stores/Purchasing Officer. b. To be appointed, Candidates must possess a Final Examination of the Institute of purchasing and supply with eighteen (18) years' experience. c. HND/Degree in relevant field plus fifteen (15) years relevant experience

13.0 LIBRARY OFFICERS (SUB-PROFESSIONAL STAFF)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Library Officer	6	a) To be appointed, Candidates must possess Diploma or OND in Librarianship plus two (2) years post qualification experience.
2	Higher Library Officer	7	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Library Officer. b. To be appointed, Candidates must possess HND in Library Science plus two (2) years relevant work experience and NYSC. c. Diploma in Library Science/Studies or OND in Librarianship plus five (5) years post qualification experience.
3	Senior Library Officer	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Library Officer. b) To be appointed, Candidates must possess HND in Library Science plus four (4) years relevant work experience. c) Diploma or OND in Librarianship, plus eight (8) years relevant post qualification experience.
4	Principal Library Officer II	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Library Officer. b. To be appointed, Candidates must possess HND in Library Science plus seven (7) years relevant work experience. c. Diploma in Library Science/Studies or equivalent e.g. OND in Librarianship plus nine (9) years relevant work experience. Promotion Avenue for Senior Library Officer.
5	Principal Library Officer I	11	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Library Officer II. b) To be appointed, Candidates must possess HND in Library Science plus ten (10) years' work experience. c) Diploma in Library Science/Studies or equivalent e.g. OND in Librarianship, plus fourteen (14) years relevant post qualification experience.
6	Assistant Chief Library Officer	12	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Library Officer I. b. To be appointed, Candidates must possess HND in Library Science plus thirteen (13) years' work experience. c. Diploma in Library Science/Studies or equivalent qualification e.g. OND in Librarianship, plus seventeen (17) years relevant post qualification experience.
7	Chief Library Officer	13	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Library Officer. b) HND in Library Science/Studies or equivalent qualification e.g. OND in Librarianship, plus twenty (20) years relevant post qualification experience.

13.1 BINDERY/PRINTING OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Bindery Officer	6	a. To be appointed, Candidates must possess ND/ONC in Printing plus two (2) years in binding work experience.

			<p>b. City & Guilds Certificate in Binding with three (3) years binding work experience or SSCE or equivalent plus Certificate in Craft</p> <p>c. Bookbinding certificate from a recognized Institution with three (3) years in Binding work experience.</p>
2	Higher Bindery Officer/ Technical Officer	7	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Bindery Officer</p> <p>b) To be appointed, Candidates must possess B.Sc./HND in Printing Technology with one (1) year post qualification experience plus NYSC.</p> <p>c) ND/ONC in printing with five (5) years post qualification, in binding work experience or</p> <p>d) City & Guilds Final Certificate in Binding with six (6) years in Binding work experience or SSCE or equivalent Certificate.</p> <p>e) Bookbinding Certificate with six (6) years post qualification experience in Binding work</p>
3	Supt. Of Bindery/ Higher Technical Officer	8	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Bindery Officer/Technical Officer.</p> <p>b. To be appointed, Candidates must possess B.Sc./HND/HNC in Printing Technology with four (4) years post qualification experience in binding work or</p> <p>c. ND/ONC in printing with eight (8) years post qualification in binding work experience or</p> <p>d. City & Guilds Final Certificate Binding with nine (9) years post qualification in Binding work experience or</p> <p>e. SSCE/Equivalent plus Certificate in Craft Bookbinding with nine (9) years post qualification experience in Binding work</p>
4	Senior Superintendent Bindery	9	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Supt of Bindery/Higher Technical Officer.</p> <p>b) To be appointed, Candidates must possess B.Sc./HND/HNC in printing Technology with seven (7) years post qualification in binding work experience or</p> <p>c) ND/ONC in printing Technology with eleven (11) years post qualification binding work experience</p> <p>d) City and Guilds Final Certificate in Binding with twelve (12) years post qualification in Binding Work Experience OR</p> <p>e) SSCE/Equivalent plus Certificate in Craft Book binding with twelve (12) years post qualification in Binding work experience.</p>
5	Principal Supt. of Bindery I	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Superintendent Bindery.</p> <p>b. To be appointed, Candidates must possess B.Sc./HND/HNC in printing Technology with ten (10) years post Qualification in Binding Work Experience</p>
6	Principal Supt. of Bindery II	12	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Supt. of Bindery I.</p> <p>b) To be appointed, Candidates must possess B.Sc./HND/HNC in printing Technology with thirteen (13) years post Qualification in Binding Work Experience.</p>
7	Asst. Chief	13	<p>a. To be promoted, Candidates must have served</p>

	Supt. of Bindery		satisfactorily for a minimum of three (3) years as Principal Supt. of Bindery II. b. To be appointed, Candidates must possess B.Sc./HND/HNC in printing Technology with Sixteen (16) years post Qualification in Binding Work Experience.
8	Chief Supt. of Bindery	14	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Supt. of Bindery II. b. To be appointed, Candidates must possess B.Sc in printing Technology with Sixteen (18) years post Qualification in Binding Work Experience.

13.2 PUBLISHING HOUSE OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Editor II	7	a) To be appointed, Candidates must possess a good honours degree from a recognized University plus NYSC.
2	Editor I	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Editor II. b. To be appointed, same as Editor II plus three (3) years relevant work experience.
3	Editor Senior	9	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Editor I. b) To be appointed, Same as Editor I plus six (6) years relevant work experience. c) Master's degree plus three (3) years' work experience.
4	Principal Editor	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Editor. b. To be appointed, same as Senior Editor plus nine (9) years' work experience c. Master's degree plus six (6) years' work experience.
5	Asst. Chief Editor	13	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Editor. b) To be appointed same as Principal Editor plus twelve (12) years' work experience. c) Master's degree plus nine (9) years' work experience.
6	Chief Editor	14	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Editor. b. To be appointed same as Assistant Chief Editor plus fifteen (15) years relevant work experience. c. Master's degree plus twelve (12) years' work experience. d. Promotion by interview of an Assistant Chief Editor.
7	Manager/ Director	15	a) Same as Chief Editor plus eighteen (18) years administrative experience, preferably in a publishing house. b) M.Sc. plus fifteen (15) years' work experience. By interview for appointment as Manager/Director.

14.0 PHYSICAL PLANNING AND INFRASTRUCTURAL DEVELOPMENT/WORKS MAINTENANCE SERVICES

14.1 ARCHITECT CADRE

The basic entry requirement for this cadre is a Master's Degree in Architecture or B.Arch with a minimum of Second Class Lower Division from a recognized University.

1	Architect I	8	a. To be appointed, Candidates must possess a Master's Degree in Architecture or B.Arch with a minimum of Second Class Lower Division, registered with the Architects Registration Council (ARCON). In addition, Candidates must possess a n NYSC discharge certificate or a Certificate of Exemption. Candidates must demonstrate adequate knowledge of Computer Aided Design (CAD)
2	Senior Architect	9	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Architect I. Candidates must be able to design and effectively supervise projects. b) To be appointed, Candidates must possess a Master's Degree in Architecture or B. Arch with a minimum of Second Class Lower Division registered with the Architects Registration Council (ARCON) and a minimum of three (3) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption. Candidates must demonstrate adequate knowledge of Computer Aided Design (CAD).
3	Principal Architect	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Architect. In addition, Candidates must show leadership qualities through the supervision of subordinates and projects. Registration with ARCON is mandatory. b. To be appointed, Candidates must possess a Master's Degree in Architecture or B. Arch with a minimum of Second Class Lower Division. Candidates must be registered with the Architects Registration Council (ARCON) and have a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption. Candidates must demonstrate adequate knowledge of Computer Aided Design (CAD)
4	Chief Architect	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Architect. In addition, Candidates must demonstrate high sense of responsibility, good leadership qualities and ability for job planning, design and project management. Registration with ARCON is mandatory. b. To be appointed, Candidates must possess a Master's Degree in Architecture or B. Arch with a minimum of Second Class Lower Division. Candidates must be registered with the Architects Registration Council (ARCON) and have a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption. Candidates must demonstrate adequate knowledge of Computer Aided Design (CAD)

5	Deputy Director	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Officer in the Department of Physical Planning and Development and be registered with relevant professional bodies. In addition, Candidates must demonstrate high sense of responsibility for project conception, planning, design co-ordination, site allocation tender monitoring and evaluation all through to award and site handover. The staff must demonstrate high level of Design Team Coordination and Project Management.</p> <p>b. To be appointed, Candidates must possess relevant Degree with a minimum of Second Class Lower Division. Registration with a regulatory body is mandatory and Candidates must possess a minimum of sixteen (16) years cognate work experience, six (6) years of which must have been unbroken service in the University. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
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14.2 BUILDING CADRE

The basic requirement for this cadre is a B.Sc. or B.Tech. Degree in Building with a minimum of Second Class Lower Division from a recognized University registerable with the Council of Registered Builders in Nigeria (CORBON).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Builder II	7	<p>a. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Building with a minimum of Second Class Lower Division registered with the Council of Registered Builders in Nigeria (CORBON). In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
2	Builder I	8	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Builder II.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Building with a minimum of Second Class Lower Division registered with the Council of Registered Builders in Nigeria (CORBON) with a minimum of three (3) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
3	Senior Builder	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Builder I.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Building with a minimum of Second Class Lower Division registered with the Council of Registered Builders in Nigeria (CORBON). Candidates must have a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>

4	Principal Builder	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Builder. In addition, Candidates must show leadership qualities through the supervision of subordinates and good work ethics. Registration with CORBON is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Building with a minimum of Second Class Lower Division and be registered with the Council of Registered Builders in Nigeria (CORBON). Candidates must have a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
5	Chief Builder	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Builder. In addition, Candidates must demonstrate high sense of responsibility, good leadership qualities and ability for job planning and project management skills. Registration with CORBON is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Building with a minimum of Second Class Lower Division and be registered with the Council of Registered Builders in Nigeria (CORBON). Candidates must have a minimum of sixteen (16) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
6	Deputy Director	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Officer in the Department of Physical Planning and Development and must be registered with relevant professional bodies. In addition, Candidates must demonstrate high sense of responsibility for project monitoring and evaluation during project execution, resolve all contractual claims and related issues on project execution until handing over and close up projects.</p> <p>b. To be appointed, Candidates must possess relevant Degree with a minimum of Second Class Lower Division. Registration with a regulatory body is mandatory and Candidates must possess a minimum of sixteen (16) years cognate work experience, six (6) years of which must have been unbroken service in the University. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>

14.3 ENGINEER CADRE

The basic requirement for this cadre is a B.Sc., B.Eng. or B.Tech. Degree in any of Civil Engineering, Mechanical Engineering, or Electrical Engineering with a minimum of Second Class Lower Division from a recognized University and registered with the Council for the Regulation of Engineering in Nigeria (COREN).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Civil/Mechanical/Electrical Engineer II	7	a. To be appointed, Candidates must possess a B.Sc./B.Eng./B.Tech. Degree in Civil/Mechanical/Electrical Engineering with a minimum of Second Class Lower Division registered with the Council for the Regulation of Engineering in Nigeria (COREN). In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
2	Civil/Mechanical/Electrical Engineer I	8	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Civil/Mechanical/Electrical Engineer II. b. To be appointed, Candidates must possess a B.Sc./B.Eng./B.Tech Degree in Civil/Mechanical/Electrical Engineering with a minimum of Second Class Lower Division, registered with the Council for the Regulation of Engineering in Nigeria (COREN). Candidates must have a minimum of three (3) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
3	Senior Civil/Mechanical/Electrical Engineer	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Civil/ Mechanical/ Electrical Engineer II. b. To be appointed, Candidates must possess a B.Sc./ B.Eng./B.Tech Degree in Civil/ Mechanical/Electrical Engineering with a minimum of Second Class Lower Division , registered with the Council for the Regulation of Engineering in Nigeria (COREN). Candidates must have a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
4	Principal Civil/Mechanical/Electrical Engineer	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Civil/ Mechanical/ Electrical Engineer. In addition, Candidates must show leadership qualities through the supervision of subordinates and good work ethics. Registration with COREN is mandatory. b. To be appointed, Candidates must possess a B.Sc./ B.Eng./B.Tech Degree in Civil/Mechanical/ Electrical Engineering with a minimum of Second Class Lower Division and be registered with the Council for the Regulation of Engineering in Nigeria (COREN). Candidates must have a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC

			discharge certificate or a Certificate of Exemption.
5	Chief Civil/Mechanical/Electrical Engineer	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Civil/ Mechanical/ Electrical Engineer. In addition, Candidates must demonstrate high sense of responsibility, good leadership qualities and ability for job planning and project management skills. Registration with COREN is mandatory.
6	Deputy Director	14	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Engineer (Civil/Mechanical/Electrical), and registered with relevant regulatory body, with a minimum of 16 years cognate experience. b. To be appointed, the candidate must have a minimum of first degree in relevant field, Engineering (Civil/ Mechanical/Electrical), and registration with relevant regulatory body is mandatory with a minimum of sixteen (16) years cognate experience in university system. In addition the candidate must demonstrate good project management, administrative and leadership skills and sound knowledge in campus maintenance management.

14.4 ESTATE SURVEYOR CADRE

The basic requirement for this cadre is a Bachelor of Science (B.Sc.) or Bachelor of Technology (B.Tech). Degree in Estate Surveying with a minimum of Second Class Lower Division from a recognized University and registered with the Estate Surveyors Registration Board of Nigeria (ESVARBON).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Estate Surveyor II	7	a. Estate Surveyor II To be appointed, Candidates must possess a B .Sc./B.Tech Degree in Estate Surveying with a minimum of Second Class Lower Division registered with the Estate Surveyors Registration Board of Nigeria ESVARBON. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
2	Estate Surveyor I	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Estate Surveyor II. b) To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Estate Surveying with a minimum of Second Class Lower Division registered with the Estate Surveyors Registration Board of Nigeria (ESVARBON) with a minimum of four (4) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
3	Senior Estate Surveyor	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Estate Surveyor I. b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Estate Surveying with a minimum of Second

			Class Lower Division registered with the Estate Surveyors Registration Board of Nigeria (ESVARBON) with a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
4	Principal Estate Surveyor	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Estate Surveyor. In addition, Candidates must show leadership qualities through the supervision of subordinates and good work ethics. Registration with ESVARBON is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division. Candidates must be registered with the Estate Surveyors Registration Board of Nigeria (ESVARBON) and possess a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
5	Chief Estate Surveyor	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Estate Surveyor. In addition, Candidates must demonstrate high sense of responsibility, good leadership qualities and ability for job planning and project management skills. Registration with ESVARBON is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division. Candidates must be registered with the Estate Surveyors Registration Board of Nigeria (ESVARBON) and possess a minimum of sixteen (16) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
6	Deputy Director	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Estate Surveyor and registered with relevant regulatory body, with a minimum of 16 years cognate experience.</p> <p>b. To be appointed, the candidate must have a minimum of first degree in relevant field, Estate Surveyor and registration with relevant regulatory body is mandatory with a minimum of sixteen (16) years cognate experience in university system. In addition the candidate must demonstrate good project management, administrative and leadership skills and sound knowledge in campus maintenance management.</p>

14.5 LAND SURVEYOR CADRE

The basic requirement for this cadre is a B.Sc. or B.Tech. Degree in Land Surveying with a minimum of Second Class Lower Division from a recognized University registered with the Surveyors Registration Council of Nigeria (SURCON).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Land Surveyor II	7	a. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Land Surveying with a minimum of Second Class

			Lower Division registered with the Surveyors Registration Council of Nigeria (SURCON). In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
2	Land Surveyor I	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Land Surveyor II.</p> <p>b) To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Land Surveying with a minimum of Second Class Lower Division registered with the Surveyors Registration Council of Nigeria (SURCON) and a minimum of three (3) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
3	Senior Land Surveyor	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Land Surveyor I.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Land Surveyor with a minimum of Second Class Lower Division registered with the Surveyors Registration Council of Nigeria (SURCON) with a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
4	Principal Land Surveyor	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Land Surveyor. In addition, Candidates must show leadership qualities through the supervision of subordinates and good work ethics. Registration with SURCON is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Land Surveyor with a minimum of Second Class Lower Division and be registered with the Surveyors Registration Council of Nigeria (SURCON). Candidates must have a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
5	Chief Land Surveyor	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Land Surveyor. In addition, Candidates must demonstrate high sense of responsibility, good leadership qualities and ability for job planning and project management skills. Registration with SURCON is mandatory.</p>
6	Deputy Director	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Officer in the Department of Physical Planning and Development and be registered with relevant professional bodies. In addition, Candidates must demonstrate high sense of responsibility for project conception, planning, design co-ordination, site allocation tender monitoring and evaluation all through to award and site handover. The staff must demonstrate high level of Design Team Coordination and Project Management.</p> <p>b. To be appointed, Candidates must possess relevant Degree with a minimum of Second Class Lower Division. Registration with a regulatory body is mandatory and</p>

			Candidates must possess a minimum of sixteen (16) years cognate work experience, six (6) years of which must have been unbroken service in the University. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
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14.6 QUANTITY SURVEYOR CADRE

The basic requirement for this cadre is a B.Sc. or B.Tech. Degree in Quantity Surveying with a minimum of Second Class Lower Division from a recognized University, registered with the Quantity Surveyors Registration Board of Nigeria (QSRBN).

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Quantity Surveyors II	7	a. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division, registered with the Quantity Surveyors Registration Board of Nigeria (QSRBN). In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
2	Quantity Surveyor I	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Quantity Surveyor II. b) To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division registered with the Quantity Surveyors Registration Board of Nigeria (QSRBN) with a minimum of three (3) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
3	Senior Quantity Surveyor	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Quantity Surveyor I. b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division registered with the Quantity Surveyors Registration Board of Nigeria (QSRBN) with a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
4	Principal Quantity Surveyor	11	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Quantity Surveyor. In addition, Candidates must show leadership qualities through the supervision of subordinates and good work ethics. Registration with QSRBN is mandatory. b. To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division. Candidates must be registered with the Quantity Surveyors Registration Board of Nigeria (QSRBN) and possess a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.
5	Chief Quantity Surveyor	13	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Quantity Surveyor. In addition, Candidates must

			<p>demonstrate high sense of responsibility, good leadership qualities and ability for job planning and project management skills. Registration with QSRBN is mandatory.</p> <p>b) To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Quantity Surveying with a minimum of Second Class Lower Division and registered with the Quantity Surveyors Registration Board of Nigeria (QSRBN). Candidates must have a minimum of twelve (12) years cognate work experience six (6) years of which shall be of unbroken service in the University System. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption. Possession of postgraduate degree is an added advantage.</p>
6	Deputy Director	14	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Officer in the Department of Physical Planning and Development and must be registered with relevant professional bodies. In addition, Candidates must demonstrate high sense of responsibility for project monitoring and evaluation during project execution, resolve all contractual claims and related issues on project execution until handing over and close up projects.</p> <p>b) To be appointed, Candidates must possess relevant Degree with a minimum of Second Class Lower Division. Registration with a regulatory body is mandatory and Candidates must possess a minimum of sixteen (16) years cognate work experience, six (6) years of which must have been unbroken service in the University. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>

14.7 TOWN PLANNING CADRE

The basic requirement for this cadre is a B.Sc. or B.Tech. Degree in Urban and Regional Planning with a minimum of Second Class Lower Division from a recognized University.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Planning Officer II	7	<p>a. To be appointed, Candidates must possess a B.Sc. or B. Tech Degree in Urban and Regional Planning with a minimum of Second Class Lower Division, registered with the Town Planners Registration Council (TOPREC). In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
2	Planning Officer I	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Planning Officer II.</p> <p>b) To be appointed, Candidates must possess a B.Sc. or B.Tech Degree in Urban and Regional Planning with a minimum of Second Class Lower Division, registered with the Town Planners Registration Council (TOPREC). Candidates must have a minimum of three (3) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of</p>

			Exemption.
3	Senior Planning Officer	9	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Planning Officer I.</p> <p>b) To be appointed, Candidates must possess a B.Sc. or B.Tech Degree in Urban and Regional Planning with a minimum of Second Class Lower Division, registered with the Town Planners Registration Council (TOPREC). Candidates must have a minimum of eight (8) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
4	Principal Planning Officer	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Planning Officer. In addition, Candidates must show leadership qualities through the supervision of subordinates and work ethics. Registration with (TOPREC) is mandatory.</p> <p>b) To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Urban and Regional Planning with a minimum of Second Class Lower Division and be registered with the Town Planners Registration Council (TOPREC). Candidates must have a minimum of twelve (12) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
5	Chief Planning Officer	13	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Planning Officer. In addition, Candidates must demonstrate high sense of responsibility, good leadership qualities and ability for job planning and project management skills. Registration with TOPREC is mandatory.</p> <p>b) To be appointed, Candidates must possess a B.Sc./B.Tech Degree in Urban and Regional Planning with a minimum of Second Class Lower Division and be registered with the Town Planners Registration Council (TOPREC). Candidates must have a minimum of sixteen (16) years cognate work experience. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
6	Deputy Director	14	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Planning Officer and registered with relevant regulatory body, with a minimum of 16 years cognate experience.</p> <p>b) To be appointed, the candidate must have a minimum of first degree in relevant field, Urban and Regional Planning and registration with relevant regulatory body is mandatory with a minimum of sixteen (16) years cognate experience in university system. In addition the candidate must demonstrate good project management, administrative and leadership skills and sound knowledge in campus maintenance management.</p>

14.8 DIRECTOR, PHYSICAL PLANNING AND INFRASTRUCTURAL DEVELOPMENT

This position is by appointment through advertisement and there is only one Director, Physical Planning and Infrastructural Development.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Director, Physical Planning and Development	15	<p>a. This position is by appointment through internal and external advertisement.</p> <p>b. To be appointed, candidate must have a minimum of First degree with Second Class Lower Division in the relevant field (Architecture, Urban Planning, Civil/Mechanical/Electrical Engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying) and registration with relevant regulatory body, with a minimum of twenty (20) years cognate work experience, eight (8) years of which must have been unbroken service in the University. Registration with a regulatory body is mandatory. Possession of a relevant higher degree is an added advantage.</p>

14.9 DIRECTOR, WORKS AND MAINTENANCE SERVICES

This position is by appointment through advertisement and there is only one Director of Works and Maintenance Services.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Director, Work and Services	15	<p>a. This position is by appointment through internal and external advertisement.</p> <p>b. To be appointed, candidate must have a minimum of First degree with Second Class Lower Di vision in the relevant field (Architecture, Urban Planning, Civil/Mechanical/Electrical Engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying) and registration with relevant regulatory body, with a minimum of twenty (20) years cognate work experience, eight (8) years of which must have been unbroken service in the University. Registration with a regulatory body is mandatory. Possession of a relevant higher degree is an added advantage. The Candidate must have served as a Deputy Director in a relevant Unit in a recognized University. In addition, Candidates must demonstrate good project management, administrative and leadership skills and have sound knowledge in campus development in conformity with statutory regulations.</p>

14.10 TECHNICAL OFFICERS/TECHNICIANS CADRE

(Architecture, Urban Planning, Civil/Mechanical/Electrical Engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying Cadres)

The basic requirement for the Cadre is Higher National Diploma (HND) or National Diploma (ND) with minimum of Lower Credit from a recognised Polytechnic.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Technical Officer	6	a. To be appointed, Candidates must possess ND in Architecture, Urban Planning, Civil/Mechanical/Electrical Engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying from a recognized institution.
2	Higher Technical Officer	7	<p>(a) To be promoted, candidate must have served satisfactorily as Technical Officer for a minimum period of three (3) years.</p> <p>(b) To be appointed, Candidates must possess ND/HND in Architecture, Urban Planning, Civil/Mechanical/Electrical Engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying. In addition, Candidates must possess an NYSC discharge certificate or a Certificate of Exemption.</p>
3	Senior Technical Officer	8	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Higher Technical Officer</p> <p>b. To be appointed, Candidates must possess HND in Architecture, Urban Planning, Civil/Mechanical/Electrical engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying with a minimum eight (8) years cognate experience for ND or HND with three (3) years cognate work experience. In addition, Candidates must</p>

			possess an NYSC discharge certificate or a Certificate of Exemption.
4	Principal Technical Officer II	9	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Technical Officer.</p> <p>b. To be appointed, Candidates must possess ND/HND in Architecture, Urban Planning, Civil/Mechanical/Electrical Engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying with a minimum twelve (12) years cognate experience for ND or HND with eight (8) years cognate work experience. In addition, Candidates must possess good knowledge in maintenance of equipment, buildings and services.</p>
5	Principal Technical Officer I	11	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Technical Officer II. In addition, candidate must show leadership qualities through the supervision of subordinates and good work ethics.</p> <p>b) To be appointed, Candidates must possess HND in Architecture, Urban Planning, Civil/Mechanical/Electrical engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying plus twelve (12) years cognate work experience. Registration with the relevant Professional body is mandatory.</p> <p>*Terminal grade for ND holders.</p>
6	Assistant Chief Technical Officer	12	<p>a) To be promoted, candidate must have served satisfactorily for a minimum of three (3) years as Principal Technical Officer. In addition, candidate must show leadership qualities through the supervision of subordinates and good work ethics. Registration with the relevant Professional body is mandatory.</p> <p>b) To be appointed, candidates must possess HND in Architecture, Urban Planning, Civil/Mechanical/Electrical engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying plus sixteen (16) years cognate work experience. Registration with the relevant Professional body is mandatory.</p>
7	Deputy Chief Technical Officer	13	<p>a. To be promoted, candidates must have served satisfactorily for a minimum of three (3) years as Assistant Chief Technical Officer. In addition, candidate must show leadership qualities through the supervision of subordinates and good work ethics. Registration with the relevant Professional body is mandatory.</p> <p>b. To be appointed, candidates must possess HND in Architecture, Urban Planning, Civil/Mechanical/Electrical engineering, Building, Quantity Surveying, Land Surveying and Estate Surveying plus twenty (20) years cognate work experience. Registration with the relevant Professional body is mandatory.</p>

14.11 TRANSPORT OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Transport/Workshop Supervisor	6	a. To be appointed, Candidates must possess WASC/SSC/NECO plus Trade Test Class I and Driver's

	(Mechanic or Plant)		<p>License with six (6) years' experience</p> <p>b. OND/ANT/C&G (MVM) plus two (2) years relevant experience</p> <p>c. NTC in relevant areas plus nine (9) years' experience</p>
2	Senior Transport/ Senior Workshop Supervisor (Mechanic or Plant)	7	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years on 1 above</p> <p>b) To be appointed, Candidates must possess OND/ANTC/C&G (MVM) plus seven (7) years relevant experience</p> <p>c) NTC in relevant areas plus nine (9) years' experience</p>
3	Principal Transport/ Principal Supervisor	8	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years on 2 above.</p> <p>b. To be appointed, Candidates must possess OND/ANTC/G&G (MVM) plus seven (9) years relevant experience</p> <p>c. NTC with twelve (12) years relevant experience</p>
4	Assistant Chief Transport/Assistant Chief Workshop Supervisor	9	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years on 3 above.</p> <p>b) To be appointed, Candidates must possess OND/ANTC/C&G (MVM) plus eleven (11) years relevant experience</p> <p>c) NTC with fifteen (15) years relevant experience</p>
5	Deputy Chief Transport/ Deputy Chief Workshop Supervisor	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years on 4 above.</p> <p>b. OND/ANTC/C&G (MVM) plus fourteen (14) years relevant experience.</p> <p>c. NTC with eighteen (18) years relevant experience</p>
6	Chief Transport/ Chief Workshop Supervisor	12	<p>a) OND/ ANTC/C&G (MVM) plus fourteen (14) years relevant experience</p>

14.12 DRIVER'S CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Chief Driver	6	<p>a. First School Leaving Certificate with a professional Driving License fifteen (15) years' experience in a Government Establishment and Trade Test Class I.</p>

14.13 DRAUGHTS MANS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Draughtsman	6	<p>a) To be appointed, Candidates must possess Trade Test I with eight (8) years' experience.</p>
2	Senior Draughtsman	7	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Draughtsman.</p> <p>b. To be appointed, Candidates must possess Trade Test I with eleven (11) years' experience</p>
3	Principal	8	<p>a) To be promoted, Candidates must have served</p>

	Draughtsman		satisfactorily for a minimum of three (3) years as Senior Draughtsman. b) To be appointed, Candidates must possess Trade Test I with 14 years' experience
4	Chief Draughtsman	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Draughtsman. b. To be appointed, Candidates must possess Trade Test I with 17 years' experience

15.0 SPORTS OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Coach	6	a) By direct appointment of Candidates who holds Diploma in Education or NCE in relevant discipline from a recognised institution. b) Candidates must have 8 years' experience as Coaching Assistant I/Assistant Coach II.
2	Coach II	7	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Coach. b. To be appointed, Candidates must possess University degree in physical Education plus NYSC.
3	Coach I	8	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Coach II. b) To be appointed, Candidates must possess University degree in Physical Education plus three (3) years relevant experience. c) Master's degree in Physical Education.
4	Senior Coach	9	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Coach I. b. To be appointed, Candidates must possess University degree in Physical Education plus six (6) years relevant experience. c. Master's degree in Physical Education with three (3) years cognate experience.
5	Principal Coach	11	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Coach. b) To be appointed, Candidates must possess University degree in Physical Education plus nine (9) years relevant experience. c) Master's degree in Physical Education with six (6) years cognate experience.
6	Chief Coach	13	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Principal Coach. b. To be appointed, Candidates must possess University degree in Physical Education plus twelve (12) years relevant experience. c. Master's degree in Physical Education with nine (9) years cognate experience.
7	Deputy Director of sports	14	a) To be promoted, Candidates must have served satisfactorily for a minimum of four (4) years as Chief Coach.

			<p>b) By appointment preceded by an interview of a confirmed and suitable Chief</p> <p>c) Coach possessing a University degree in Physical & Health Education plus a minimum of fifteen (15) years post-qualification experience.</p> <p>d) Master's degree plus twelve (12) years cognate experience, should be interviewed for promotion/appointment as Director</p>
8	Director of Sports	15	a. This position is by Appointment.

16.0 FARM OFFICERS CADRE

The basic requirement for the Cadre is B. Agric./B.Sc. Agriculture with minimum of Second Class Lower Division or ND, HND in Agriculture with minimum of Lower Credit from a recognized institution.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Asst. Farm Officer	6	a) To be appointed, Candidates must possess ND in the relevant field of Agriculture from a recognized Institution.
2	Farm Officer II	7	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.</p> <p>b. To be appointed, candidate must possess ND plus a minimum of three (3) years cognate work experience or B.Sc.\HND in the relevant field of Agriculture plus NYSC.</p>
3	Farm Officer I	8	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for HND & ND holders and three (3) years for B.Sc. holders.</p> <p>b) To be appointed, Candidates must possess a Degree in the relevant field of Agriculture plus three (3) years or HND plus a minimum of three (3) years ND plus a minimum of eight (8) years cognate work experience.</p>
4	Senior Farm Officer	9	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for degree holders and three (3) years for ND/HND holders.</p> <p>b) To be appointed, Candidates must possess B.Sc degree in Agriculture plus a minimum of eight (8) years or HND plus a minimum of eight (8) years or ND plus minimum of twelve (12) years cognate work experience.</p>
5	Principal Farm Officer	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for degree holders and three (3) years for ND/HND holders. Membership of relevant professional body is mandatory. Candidate must possess sound knowledge of Farm extension services.</p> <p>b. To be appointed, candidate must possess a B.Sc. degree in the relevant field of Agriculture plus a minimum of twelve (12) years, two (2) years of which must be in a University farm setting or HND plus a minimum of sixteen (16) years' experience, two (2) of which must be in a University farm setting.</p> <p>* Terminal grade for ND holders.</p>
6	Asst. Chief Farm Officer	12	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for degree and HND holders. In addition, Candidates must have sound knowledge in farm management, and transparent

			<p>leadership skills. Possession of Postgraduate Certificate in the relevant field is an added advantage.</p> <p>b. To be appointed, Candidates must possess a B.Sc. degree in the relevant field of Agriculture plus sixteen (16) years cognate work experience, six (6) years of which is of unbroken service in University or HND in the relevant field of Agriculture plus sixteen (16) years cognate work experience, six (6) years of which must be in a University Farm setting. Candidates must have good leadership qualities to manage a University Farm.</p>
7	Chief Farm Officer	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for degree or HND holders. In addition, Candidates must possess proven leadership qualities and high sense of responsibility. Possession of a Postgraduate Certificate in a relevant field of Agriculture is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc. degree in the relevant field of Agriculture plus sixteen (16) years cognate work experience, ten (10) years of which is of unbroken service in University or HND in the relevant field of Agriculture plus sixteen (16) years cognate work experience, six (6) years of which must be in a University Farm setting. Candidates must have good leadership qualities to manage a University Farm.</p> <p>* Terminal grade for HND holders.</p>
8	Farm Manager	14	<p>a. Farm Manager This position is by appointment. Candidates must possess a B.Sc. degree in the relevant field of Agriculture and a minimum of twenty (20) years cognate work experience, eight (8) years of which is of unbroken service in the University Farm Setting.</p> <p>b. To be appointed, Candidates shall have Master Degree with fifteen (15) years' experience with computer literacy.</p>

16.1 ACADEMIC TECHNOLOGIST (IN FACULTIES)

The basic entry requirement for the Cadre is Higher National Diploma (HND), B.Eng, B.Tech and B.Sc. or its equivalent. Registration with professional body; AIST, NISLT, COREN, NATE, ASN, ESN etc.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Technologist II	7	a) To be appointed, candidate must possess HND/B.Sc., B.Eng, B.Tech or its equivalent in relevant discipline or its equivalent plus Associate of Nigerian Institute of Science Laboratory Technology (ANISLT), National Association of Technologist in Engineering (NATE), Agricultural Society of Nigeria (ASN) or other recognized professional bodies.
2	Technologist I	8	<p>a. To be promoted, candidate must have served satisfactorily as Technologist II for a minimum of three (3) years.</p> <p>b. To be appointed, candidate must possess B.Sc., HND or its equivalent in relevant discipline, plus registration with professional bodies as in Technologist II, and minimum of three (3) years cognate work experience.</p>
3	Senior Technologist	9	<p>a. To be promoted, candidate must have served satisfactorily for a minimum of three (3) years as Technologist I.</p> <p>b. To be appointed, candidate must possess B.Sc./HND in</p>

			relevant field in addition with registration of professional body; NISLT, COREN, NATE, ASN etc. plus a minimum of eight (8) years cognate work experience.
4	Principal Technologist	11	<p>a) To be promoted, candidate must have served satisfactorily for a minimum of three (3) years as Senior Technologist and must have full registration with the institute ANISLT, COREN, NATE, ASN or any other recognized professional body.</p> <p>b) To be appointed, candidate must possess HND/BSc. in relevant field AIST, ANISLT, FNISLT or its equivalent in relevant field plus twelve (12) years cognate work experience six (6) of which must be unbroken service in the University system.</p>
5	Assistant Chief Technologist	12	<p>a) To be promoted Candidates must have served satisfactorily for a minimum of three (3) years as Principal Technologists and possesses any of AIST, FIST/ANISLT, COREN, NATE, ASN etc.</p> <p>b) To be appointed, candidate must possess HND/BSc. or its equivalent in relevant fields plus sixteen (16) years cognate work experience, eight (8) years of which must be unbroken service in the University system in addition be register with AIST,ANISLT, FNISLT, COREN, NATE etc. Candidate must possess knowledge in Laboratory services and ability to provide leadership.</p>
6	Chief Technologist	13	<p>a) To be promoted, candidate must have served satisfactorily for a minimum of three (3) years as an assistant Chief Technologist and must be registered with relevant professional bodies. Candidate must possess good knowledge in managing a science/engineering based laboratory/workshop and provide leadership skills.</p> <p>b) To be appointed, Candidates must possess HND/B.Sc. in relevant discipline with professional qualification; AIST, NISLT, COREN, NATE or its equivalent in relevant field plus sixteen (16) years cognate work experience. Twenty (20) years of which must be unbroken service in the university system. Candidates must possess leadership qualities to manage a science/engineering laboratory/workshop in a University or Tertiary Institutions. Appointment is subject to vacancy.</p>
7	Senior Chief Technologist	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Chief Technologist. Candidate shall possess relevant post graduate qualification as an added advantage. Candidate must possess good knowledge in managing a science based laboratory/workshop and provide leadership and innovative skills.</p> <p>b. To be appointed, Candidates must possess HND/B.Sc. in relevant discipline with professional qualification; AIST, NISLT, COREN, NATE or its equivalent in relevant field plus twenty (20) years cognate work experience. Twenty four (24) years of which must be unbroken service in the university system. Candidates must possess leadership qualities to manage a science/engineering laboratory/workshop in a University or Tertiary Institutions. Appointment is subject to vacancy.</p>

8	Principal Chief Technologist	15	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Chief Technologist. Candidate shall possess relevant post graduate qualification as an added advantage. Candidate must possess good knowledge in managing a science/engineering based laboratory and provide leadership and innovative skills.</p> <p>b. To be appointed, Candidates must possess HND/B.Sc. in relevant discipline with professional qualification; AIST, NISLT, COREN, NATE or its equivalent in relevant field plus twenty (20) years cognate work experience. Twenty four (24) years of which must be unbroken service in the university system. Candidates must possess leadership qualities to manage a science/engineering laboratory/workshop in a University or Tertiary Institutions.</p>
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16.2 LABORATORY SCIENTIST CADRE:

S/N	POST	CONTISS	BASIC ENTRY QUALIFICATION
1	Lab. Scientist II	07	a. By direct appointment of Candidates possessing a First Degree, (2.2 and above) in SLT, Medical and appropriate Natural Science with NYSC/Exemption Certificate.
2	Lab. Scientist I	08	<p>a. By promotion of a confirmed Lab. Scientist II with at least three (3) years' experience.</p> <p>b. By direct appointment of Candidates possessing the qualification above with at least three (3) years cognate experience.</p> <p>c. By direct appointment of Candidates possessing M.Sc. Degree in relevant Medical/Natural Science or year post qualification (s) cognate experience.</p>
3	Senior Lab. Scientist	09	<p>a. By promotion of a confirmed Lab. Scientist I with at least three (3) years' experience on the grade.</p> <p>b. By direct appointment of qualification (s) specified in 2 (b) above with at least four (4) years cognate experience.</p>
4	Principal Lab. Scientist	11	<p>a. By promotion of confirmed Senior Lab. Scientist with at least three (3) years' experience on the grade</p> <p>b. Candidates must be a member of relevant chartered professional body (NIST/IMLT)</p>
5	Assistant Chief Lab. Scientist	12	<p>a. By promotion of a confirmed Principal Lab. Scientist with at least three (3) years' experience on the grade</p> <p>b. Candidates must be a member of a relevant chartered professional body (NIST/IMLT).</p>
6	Chief Lab. Scientist	13	<p>a. By promotion of a confirmed Assistant Chief Lab. Scientist with at least three (3) years' experience on the grade</p> <p>b. Candidates must be a member of a relevant chartered professional body (NIST/IMLT)</p>

7	Snr. Chief Lab. Scientist	14	<ul style="list-style-type: none"> a) By promotion of a confirmed Chief Lab. Scientist with at least three (3 years' experience on the grade b) Candidates possessing M.Sc. Degree in relevant Medical/Natural Science or year post qualification(s) cognate experience with computer literacy. c) Candidates must be a member of a relevant chartered professional body (NIST/IMLT) and eighteen (15) relevant experiences.
8	Principal Chief Lab. Scientist	15	<ul style="list-style-type: none"> a) By promotion of a confirmed Snr. Chief Lab. Scientist with at least three (3 years' experience on the grade b) Candidates possessing M.Sc. Degree in relevant Medical/Natural Science or year post qualification(s) cognate experience with computer literacy. Candidates must be a member of a relevant chartered professional body (NIST/IMLT) and eighteen (18) relevant experiences.

16.3 HORTICULTURIST OFFICERS CADRE

The basic requirement for the Cadre is B.Sc. Agriculture, B.Tech, B.Sc. Environmental Sciences with a minimum of Second Class Lower or HND, ND in Horticulture, or Forestry, or Landscaping with Lower Credit from a recognized institution.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Horticulturist/Superintendent	6	a. To be appointed, Candidates must possess ND in the relevant field of Agriculture/Horticulture from a recognized Institution.
2	Horticulturist II	7	<ul style="list-style-type: none"> (a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Horticulturist/Superintendent (b) To be appointed, Candidates must possess a B.Sc. degree or HND or ND in the relevant field of Agriculture plus a minimum of three (3) years cognate work experience.
3	Horticulturist I	8	<ul style="list-style-type: none"> a. To be promoted, Candidates with degree (with Second Class Lower and above) must have served satisfactorily for a minimum of three (3) years or three (3) years for holders of HND/ND/ degree (with Third Class) b. To be appointed, Candidates must possess a B.Sc. degree (with Second Class Lower and above) in the relevant field of Horticulture from a recognized University plus three (3) years cognate work experience or HND/degree (with Third Class) plus a minimum of three (3) years or ND plus a minimum of (8) years cognate work experience.
4	Senior Horticulturist	9	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for degree (with Second Class Lower and above) and three (3) years for holder of HND/ND/degree with Third Class) b. To be appointed, Candidates must possess B.Sc. degree (with Second Class Lower and above) in

			the relevant field of Horticulture plus a minimum of eight (8) years cognate experience for HND/degree with Third Class and ND plus twelve (12) years cognate work experience.
5	Principal Horticulturist I	11	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of eight (4) years for degree (with Second Class Lower and above) and three (3) years for holders of HND/ND/degree with Third Class holders. Membership of a relevant professional body is mandatory.</p> <p>b. To be appointed, Candidates must possess a B.Sc. degree in the relevant field of Horticulture from a recognized institution plus a minimum of twelve (12) years or HND plus a minimum of sixteen (16) years cognate work experience. In addition, Candidates must possess sound knowledge in environmental beautification, landscaping and evolve a design policy for the University.</p> <p>*Terminal grade for ND holders.</p>
6	Principal Horticulturist II	12	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for holders of degree (with Second Class Lower and above), or three (3) years for holders of HND/degree with Third Class. In addition, Candidates must possess proven leadership quality and high sense of responsibility. Possession of a Postgraduate certificate in a relevant field is an added advantage. Membership of a relevant professional.</p> <p>b. To be appointed, Candidates must possess a degree in the relevant field plus a minimum of sixteen (16) years or HND plus a minimum of twenty (20) years cognate work experience, six (6) years of which is of unbroken service in a University system. Candidates must possess qualities in (a) above.</p>
7	Assistant Chief Horticulturist	13	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for B.Sc. degree/HND holders. In addition, Candidates must possess proven leadership skills. Membership of a relevant professional body is mandatory.</p> <p>b. To be appointed, Candidates must possess a degree in the relevant field plus a minimum of twenty (20) years or HND plus a minimum of twenty four (24) years cognate work experience, six (6) years of which is of unbroken service in a University system. Candidates must possess qualities in (a) above.</p> <p>*Terminal Point for HND holders</p>
8	Chief Horticulturist	14	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. Candidates must possess a degree in the relevant field In addition; Candidates must possess proven leadership skills. Membership of a relevant professional body is mandatory</p>

17.0 SECURITY/SAFETY OFFICERS CADRE

The basic requirement for this Cadre is Degree/Diploma in Law, Humanity, or any Social Science or courses from a recognized institution and has security training.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Security Officer (ASO)	6	<p>a. (i) To be appointed, candidate must possess five (5) O' level credits passes including English and Mathematics in (SSCE, GCE, and NABTEB) plus ND/NCE or its equivalents.</p> <p>(ii) An Ex-Service man not below the rank of Police Inspector or its equivalents in the Armed Forces, Nigerian Security and Civil Defense Corps (NSCDC) or Assistant Security Officer from Tertiary Institution or any other paramilitary profession with ND/NCE and three (3) years cognate experience</p>
2	Security Officer (SO)	7	<p>a. To be promoted, candidate must have served satisfactorily as Assistant Security Officer (ASO) for three (3) years and should possess ND/NCE in the relevant field.</p> <p>b. i) To be appointed, Candidates must possess a degree/HND in Humanities, Law, Criminology, Social Sciences, Sciences and Education or related fields. ND/NCE holders require three (3) years cognate work experience.</p> <p>ii) An Ex-serviceman not below the rank of Senior Inspector of Police or its equivalent in the Armed Forces or Security Officer from Tertiary Institution or any other paramilitary with Degree/ HND in Humanities, Law, Criminology, Social Sciences, Sciences and Education or any other relevant course.</p>
3	Higher Security Officer (HSO)	8	<p>a. To be promoted, candidate must have served satisfactorily as Security Officer (SO) for three (3) years with degree (Second Class Lower and above) or three (3) years with ND/NCE/HND/Degree(with third class)</p> <p>b. To be appointed, Candidates must possess</p> <p>(i) BSc Degree (with Second Class Lower and above) in Humanities, BL Law, Criminology, Social Sciences, Sciences and Education or any other relevant field plus four(4) years cognate work experience</p> <p>(ii) HND holders with a pass and third class degree holders can be appointed if they possess a remedial PDG and three (3) years cognate experience. OR</p> <p>(iii) ND/NCE holders require eight (8) years cognate work experience.</p> <p>(iv) An Ex -serviceman not below the rank of Senior Inspector of Police or its equivalent in Armed Forces HSO from Tertiary Institution and any other paramilitary with at least HND/Degree and its equivalent and not less than three (3) years cognate experience.</p>
4	Senior Security Officer (SSO)	9	<p>a. To be promoted, candidate must have served satisfactorily as Higher Security Officer (HSO) for three (3) years with degree Second Class Lower and above) or four(4) years with ND/NCE/HND/Degree(with third class).</p>

			<p>b. To be appointed, Candidates must possess</p> <p>(i) BSc Degree (with Second Class Lower and above) in Humanities, BL Law, Criminology, Social Sciences, Sciences and Education or any other relevant field plus eight (8) years cognate work experience</p> <p>(ii) HND/degree with Third Class in the relevant fields plus eight (8) years cognate work experience OR</p> <p>(iii) ND/NCE holders require twelve (12) years cognate work experience.</p>
5	Principal Security Officer (PSO)	11	<p>a. To be promoted, candidate must have served satisfactorily as Senior Security Officer (SSO) for three (3) years with degree (Second Class Lower and above) or three (3) years with ND/NCE/HND/Degree(with third class)</p> <p>b. To be appointed, Candidates must possess</p> <p>(i) BSc Degree (with Second Class Lower and above) in Humanities, BL Law, Criminology, Social Sciences, Sciences and Education or any other relevant field plus twelve (12) years cognate work experience</p> <p>(ii) HND holders with a pass and third class degree holders can be appointed if they possess a remedial PDG and twelve (12) years cognate experience.</p> <p>(iii) Appointment of an Ex-serviceman not below the rank of Superintendent of Police or its equivalent in the armed Forces or Principal Security Officer (PSO) from tertiary institution and not less than twelve (12) years cognate experience with at least Degree and its equivalent.</p> <p>*Terminal point for ND/NCE holders</p>
6	Assistant Chief Security Officer (ACSO)	12	<p>a. To be promoted, candidate must have served satisfactorily as Principal Security Officer (PSO) for three (3) years with HND/Degree(with Third class)</p> <p>b. To be appointed, Candidates must possess</p> <p>(i) BSc Degree (with Second Class Lower and above) in Humanities, BL Law, Criminology, Social Sciences, Sciences and Education or any other relevant field plus twelve (16) years cognate work experience</p> <p>(ii) HND/degree with Third Class in the relevant fields plus twelve (16) years cognate work experience</p> <p>(iii) Appointment of an Ex-serviceman not below the rank of Superintendent of Police or its equivalent in the armed Forces or Principal Security Officer (PSO) from tertiary institution and not less than twelve (16) years cognate experience with at least Degree and its equivalent</p>
7	Deputy Chief Security Officer (DCSO)	13	<p>a. To be promoted, candidate must have served satisfactorily as Assistant Chief Security Officer (ACSO) for three (3) years with HND/Degree.</p> <p>* Terminal grade for HND holders.</p>
8	Chief Security Officer (CSO)	14	<p>a. This position is by appointment through internal and external advertisement in line with the provisions of the Federal University Wukari Act.</p> <p>b. To be appointed, Candidates must be an ex-serviceman not below the rank of Colonel in the Armed forces or its equivalent in security outfits (Police, DSS, NSDC etcetera) or internal candidate who has reached the rank of DCSO and</p>

			not less than twenty (20) years cognate experience. A post graduate degree is an added advantage.
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18.0 PROCUREMENT OFFICERS CADRE

The basic requirement for the cadre is Higher National Diploma (HND) with a minimum of Upper Credit or degree with a minimum of Second Class Lower in the construction Industry, Law, Management Sciences, Humanities, Law and Sciences.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Procurement Officer II	7	a. To be appointed, Candidates must possess Degree or HND/ND in the relevant fields
2	Procurement Officer I	8	a) To be promoted, Candidates must have served satisfactorily as Procurement Officer II for a minimum period of three (3) years b) To be appointed, Candidates must possess: BSc Degree (with Second Class Lower and above plus three (3) years cognate work experience;
3	Senior Procurement Officer	9	a. To be promoted, Candidates must have served satisfactorily as Procurement Officer I for a minimum period of three (3) years. Evidence of Conversion courses as Procurement Officer with the Bureau for Public Enterprises is mandatory. b. To be appointed, Candidates must possess: BSc Degree (with Second Class Lower and above plus six (6) years cognate work experience
4	Principal Procurement Officer	11	a. To be promoted, Candidates must have served satisfactorily as Senior Procurement Officer for a minimum period of three (3) years. Evidence of Conversion courses as Procurement Officer with the Bureau for Public Enterprises is mandatory b. To be appointed, Candidates must possess: BSc Degree (with Second Class Lower and above plus nine (9) years cognate work experience.
5	Assistant Chief Procurement Officer	12	a. To be promoted, Candidates must have served satisfactorily as Principal Procurement Officer for a minimum period of three (3) years. Evidence of Conversion courses as Procurement Officer with the Bureau for Public Enterprises is mandatory b. To be appointed, Candidates must possess: BSc Degree (with Second Class Lower and above plus twelve (12) years cognate work experience.
6	Chief Procurement Officer	13	a. To be promoted, Candidates must have served satisfactorily as Assistant Chief Procurement Officer for a minimum of three (3) years and possess sound knowledge in procurement management, Purchasing and Supply, exceptional leadership abilities and be conversant with Public Procurement Act, Financial Rules and Regulations. Evidence of Conversion courses as Procurement Officer with the Bureau for Public Enterprises is mandatory. b. To be appointed, Candidates must possess: BSc Degree (with Second Class Lower and above plus fifteen (15) years cognate work experience. *Terminal Grade for HND holders
7	Deputy Director	14	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Chief Procurement

	Procurement		Officer and must possess a degree in the relevant field. Candidates must also possess sound knowledge in procurement management, Purchasing and Supply, exceptional leadership abilities and be conversant with Public Procurement Act, Financial Rules and Regulations. Evidence of Conversion courses as Procurement Officer with the Bureau for Public Enterprises is mandatory b) To be appointed, Candidates must possess: BSc Degree (with Second Class Lower and above plus eighteen (18) years cognate work experience.
8	Director of Procurement	15	a. This position is by appointment.

18.1 INVESTMENT OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Investments Officer	07	To be appointed, Candidates must possess BSc Degree in Business Admin, Accountancy, Economics, Marketing, Agric Economics & Extension Etc. (with Second Class Lower and above) plus NYSC or HND/ND in the relevant fields.
2	Investments Officer	08	a) To be promoted, Candidates must have served satisfactorily as Assistant Investments Officer for a minimum period of three (3) years. b) To be appointed, Candidates must possess: BSc Degree or HND/ND in the relevant fields plus three (3) years cognate work experience.
3	Senior Investments Officer	09	a) To be promoted, Candidates must have served satisfactorily as Investments Officer for a minimum period of three (3) years. b) To be appointed, Candidates must possess: BSc Degree or M.Sc in the relevant fields and Membership of relevant Professional bodies plus Six (6) years cognate work experience.
4	Principal Investments Officer	11	a) To be promoted, Candidates must have served satisfactorily as Senior Investments Officer for a minimum period of three (3) years. b) To be appointed, Candidates must possess: BSc Degree or M.Sc in the relevant fields and Membership of relevant Professional bodies plus nine (9) years cognate work experience.
5	Assistant Chief Investments Officer	12	a) To be promoted, Candidates must have served satisfactorily as Principal Investments Officer for a minimum period of three (3) years. b) To be appointed, Candidates must possess: BSc Degree or M.Sc in the relevant fields and Membership of relevant Professional bodies plus twelve (12) years cognate work experience.
6	Chief Investments Officer	13	a) To be promoted, Candidates must have served satisfactorily as Assistant Chief Investments Officer for a minimum period of three (3) years. b) To be appointed, Candidates must possess: BSc Degree or M.Sc in the relevant fields and Membership of relevant Professional bodies plus fifteen (15) years cognate work

			experience.
7	Deputy Director Investments	14	<p>a) To be promoted, Candidates must have served satisfactorily as Investments Officer for a minimum period of three (3) years.</p> <p>b) To be appointed, Candidates must possess: BSc Degree or M.Sc in the relevant fields and Membership of relevant Professional bodies plus eighteen (18) years cognate work experience.</p>

19.0 FIRE SUPERINTENDENTS/FIREMANS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Fire Superintendent	06	a. To be appointed, Candidates must possess OND in Building, Mechanical, Electrical, Basic Fire Certificate, Trade Test Certificate or Driver's License (Group 'E') in the relevant fields.
2	Fire Superintendent	07	<p>a) To be promoted, Candidates must have served satisfactorily as Assistant Fire Superintendent for a minimum period of three (3) years</p> <p>b) To be appointed, Candidates must possess HND or 1 (a) above in the relevant field, plus three (3) years cognate work experience.</p>
3	Senior Fire Superintendent	08	<p>a) To be promoted, Candidates must have served satisfactorily as Fire Superintendent for a minimum period of three (3) years</p> <p>b) To be appointed, Candidates must possess HND or 1 (a) above in the relevant field, plus six (6) years cognate work experience.</p>
4	Principal Fire Superintendent II	09	<p>a) To be promoted, Candidates must have served satisfactorily as Senior Fire Superintendent for a minimum period of three (3) years</p> <p>b) To be appointed, Candidates must possess HND or 1 (a) above in the relevant field, Membership of relevant Professional bodies plus nine (9) years cognate work experience.</p>
5	Principal Fire Superintendent I	11	<p>a) To be promoted, Candidates must have served satisfactorily as Principal Fire Superintendent II for a minimum period of three (3) years</p> <p>b) To be appointed, Candidates must possess HND or 1 (a) above in the relevant field, Membership of relevant Professional bodies plus twelve (12) years cognate work experience.</p>
6	Asst .Chief Fire Superintendent	12	<p>a) To be promoted, Candidates must have served satisfactorily as Principal Fire Superintendent I for a minimum period of three (3) years</p> <p>b) To be appointed, Candidates must possess HND or 1 (a) above in the relevant field, Membership of relevant Professional bodies plus fifteen (15) years cognate work experience.</p>
7	Chief Fire Superintendent	13	<p>a) To be promoted, Candidates must have served satisfactorily as Senior Fire Superintendent for a minimum period of three (3) years</p> <p>b) To be appointed, Candidates must possess HND or 1 (a) above in the relevant field, Membership of relevant</p>

			Professional bodies plus eighteen (18) years cognate work experience.
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19.1 FIRE OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Fire Officer II	07	a. Candidates for this position must possess BSc, B.Tech, B.Eng Degree in Building, Physics, Chemistry, Mechanical or Electrical Engineering from a recognized University.
2	Fire Officer I	08	a) To be promoted, Candidates must have served satisfactorily as Fire Officer II for a minimum period of three (3) years b) To be appointed, Candidates must possess the above qualification in (1a), in the relevant field, plus three (3) years cognate work experience. Physical and Medical Fitness (2) years training programme in Fire Fighting/Prevention.
3	Senior Fire Officer	09	a) To be promoted, Candidates must have served satisfactorily as Fire Officer I for a minimum period of three (3) years b) To be appointed, Candidates must possess the above qualification in (1a), in the relevant field, plus six (6) years cognate work experience. Physical and Medical Fitness (2) years training programme in Fire Fighting/Prevention and Membership of professional body.
4	Principal Fire Officer	11	a) To be promoted, Candidates must have served satisfactorily as Senior Fire Officer for a minimum period of three (3) years b) To be appointed, Candidates must possess the above qualification in (1a), in the relevant field, plus nine (9) years cognate work experience. Physical and Medical Fitness (2) years training programme in Fire Fighting/Prevention and Membership of professional body.
5	Asst. Chief Fire Officer	12	a) To be promoted, Candidates must have served satisfactorily as Principal Fire Officer for a minimum period of three (3) years b) To be appointed, Candidates must possess the above qualification in (1a), in the relevant field, plus twelve (12) years cognate work experience. Physical and Medical Fitness (2) years training programme in Fire Fighting/Prevention and Membership of professional body.
6	Chief Fire Officer	13	a) To be promoted, Candidates must have served satisfactorily as Asst. Chief Fire Officer for a minimum period of three (3) years b) To be appointed, Candidates must possess the above qualification in (1a), in the relevant field, plus fifteen (15) years cognate work experience. Physical and Medical Fitness (2) years training programme in Fire Fighting/Prevention and Membership of professional body.
7	*Deputy Director	14	a) To be promoted, Candidates must have served satisfactorily as Chief Fire Officer for a minimum period of three (3) years b) To be appointed, Candidates must possess the above qualification in (1a), in the relevant field, plus eighteen (18) years cognate work experience. Physical and Medical

			Fitness (2) years training programme in Fire Fighting/Prevention and Membership of professional body.
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*This position is by appointment through internal and external advertisement

20.0 AGRICULTURAL/ANIMAL/FORESTRY SUPERINTENDENTS CADRE

S/N	POST	CONTISS	BASIC ENTRY QUALIFICATION
1	Assistant Agric./Animal Health/ Forestry Superintendent	06	The Candidates for this position must possess ND in Agriculture/Animal Health/Forestry in relevant field.
2	Agric./Animal Health/Forestry Superintendent.	07	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily as Assistant Agric./Animal Health/Forestry Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in the relevant field, plus three (3) years cognate work experience.
3	Higher Agric./Animal Health/ Forestry Superintendent	08	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily as Agric./Animal Health/Forestry Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in the relevant field, plus six (6) years cognate work experience.
4	Senior Agric./Animal Health/ Forestry Superintendent	09	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily as Higher Agric./Animal Health/Forestry Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in the relevant field, plus nine (9) years cognate work experience and Membership of professional body.
5	Principal Agric./Animal Health/ Forestry Superintendent	11	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily as Senior Agric./Animal Health/Forestry Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in the relevant field, plus twelve (12) years cognate work experience and Membership of professional body. <p>* Terminal grade for ND holders.</p>
6	Asst. Chief Agric./Animal Health/ Forestry Superintendent	12	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily as Principal Agric./Animal Health/Forestry Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in the relevant field, plus fifteen (15) years cognate work experience and Membership of professional body.
7	Chief Agric/Health/For	13	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily as Asst. Chief Agric./Animal

	Forestry Superintendent		Health/Forestry Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in the relevant field, plus eighteen (18) years cognate work experience and Membership of professional body.
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20.1 FISHERIES SUPERINTENDENTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Fisheries Superintendent	06	Candidates for this position must possess ND in Fisheries from a recognized Institution.
2	Higher Fisheries Superintendent	07	a) To be promoted, Candidates must have served satisfactorily as Fisheries Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in Fisheries, Zoology, Biology, Biochemistry, or Agric from a recognized institution and NYSC, plus three (3) years cognate work experience
3	Senior Fisheries Superintendent	08	a) To be promoted, Candidates must have served satisfactorily as Higher Fisheries Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in Fisheries, Zoology, Biology, Biochemistry, or Agric from a recognized institution and NYSC, plus six (6) years cognate work experience
4	Principal Fisheries Superintendent II	09	a) To be promoted, Candidates must have served satisfactorily as Senior Fisheries Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in Fisheries, Zoology, Biology, Biochemistry, or Agric from a recognized institution and NYSC, plus nine (9) years cognate work experience
5	Principal Fisheries Superintendent I	11	a) To be promoted, Candidates must have served satisfactorily as Principal Fisheries Superintendent II for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in Fisheries, Zoology, Biology, Biochemistry, or Agric from a recognized institution and NYSC, plus twelve (12) years cognate work experience
6	Assistant Chief Fisheries Superintendent	12	a) To be promoted, Candidates must have served satisfactorily as Principal Fisheries Superintendent I for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in Fisheries, Zoology, Biology, Biochemistry, or Agric from a recognized institution and NYSC, plus fifteen (15) years cognate work experience
7	Chief Fisheries Superintendent	13	a) To be promoted, Candidates must have served satisfactorily as Assistant Chief Fisheries Superintendent for a minimum period of three (3) years b) To be appointed, Candidates must possess HND in Fisheries, Zoology, Biology, Biochemistry, or Agric from a recognized institution and NYSC, plus eighteen (18) years cognate work experience

20.2 FISHERIES OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Fisheries Officer II	07	a. Candidates for this position must possess any of the following qualifications b. B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University, with NYSC discharge certificate
2	Fisheries Officer I	08	a) Candidates for this position must possess the following qualifications b) B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University institution. At least three (3) years' work experience as Fisheries Officer II or direct appointment of M.Sc degree holders in relevant discipline
3	Senior Fisheries Officer	09	a. Candidates for this position must possess the following qualifications b. B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University institution, At least three (3) years' work experience as Fisheries Officer I
4	Principal Fisheries Officer	11	a) Candidates for this position must possess the following qualifications b) B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University Institution. At least three (3) years' work experience as Senior Fisheries Officer plus proficiency in the use of basic computer applications
5	Assistant Chief Fisheries Superintendent	12	a. Candidates for this position must possess the following qualifications b. B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University institution, At least three (3) years' work experience as Principal Fisheries Officer plus proficiency in the use of basic computer applications
6	Chief Fisheries Officer	13	a) Candidates for this position must possess the following qualifications b) B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University institution, At least three (3) years' work experience as Assistant Chief Fisheries Officer plus proficiency in the use of basic computer applications
7	Deputy Director	14	a. Candidates for this position must possess the following qualifications b. B.Sc in Fisheries, Biology Zoology, Agriculture from a recognized University Institution, At least three (3) years' work experience as Chief Fisheries Officer plus proficiency in the use of basic computer applications

20.3 VETERINARY OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Registrar	10	By direct appointment of a candidate possessing a basic degree in Veterinary Medicine, who has been registered by the Veterinary Council of Nigeria (VCN). Candidate must have successfully completed the National Youth Service Scheme or obtained Exemption Certificate of NYSC.
2	Senior Registrar II	11	(a) Promotion avenue for Registrar who has spent at least 3 years after registration and passed Part I Fellowship

			<p>Examination of the College of Veterinary Surgeon of Nigeria (DCVSN) or its equivalent in the following specialties: Master of Science and Doctor of Philosophy, Master of Veterinary Science, Master of preventive Veterinary Medicine, Master of Veterinary Public Health, Master of Public Health, Diploma in Veterinary Anaesthetics, Diploma in Veterinary Radiology Diploma in Veterinary Bacteriology, Diploma in Tropical Veterinary Medicine, Diploma in Epidemiology/Bacteriology, Diploma in Public Veterinary Medicine,</p> <p>(b) Direct appointment of candidate possessing basic degree in Veterinary Medicine. Candidate must have been registered with Veterinary Council of Nigeria, plus 3 years post registration cognate experience. Additional professional qualification in 'a' above is required.</p>
3	Senior Registrar I	12	<p>(a) Promotion Avenue for Senior Registrar II with 3 years' experience.</p> <p>(b) By direct appointment of candidate possessing the Part I Diploma of the College of Veterinary Surgeon of Nigeria or its equivalent specialty, plus 3 years cognate experience after obtaining the Part I Diploma.</p>
4	Consultant	13	<p>(a) Promotion avenue for Senior Registrar I with 3 years' experience and has passed the Part II final examination of the Fellowship of College of Veterinary Surgeon of Nigeria or its equivalent in the specialty.</p> <p>(b) Direct appointment of candidate possessing basic degree in Veterinary Medicine. Must be registered with Veterinary Council of Nigeria and have 9 years post registration experience. Candidate must possess Part I Final Examination Certificate of the College of Veterinary Surgeons of Nigeria or its equivalent specialty.</p>
5	Senior Consultant	14	<p>(a) Promotion Avenue for Consultant with 3 years' experience.</p> <p>(b) Direct appointment of candidate possessing basic degree in Veterinary Medicine. Must be registered with Veterinary Council of Nigeria and have 12 years post registration experience. Must possess Part II Final Examination Certificate of the Fellowship of the College of Veterinary Surgeons of Nigeria or its equivalent specialty.</p>
6	Chief Consultant	15	<p>(a) Promotion Avenue for Senior Consultant.</p> <p>(b) Direct appointment of candidate possessing basic degree in Veterinary Medicine. Must be registered with Veterinary Council of Nigeria and have 15 years post registration experience. Candidate should have Part II Final Examination Certificate of the Fellowship of the College of Veterinary Surgeons of Nigeria or its equivalent specialty.</p>

21.0 STATISTICIANS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Statistician II	07	a) To be appointed, Candidates must possess B.Sc in Statistics or Mathematics from a recognized University, with NYSC discharge certificate
2	Statistician I	08	a. To be promoted, Candidates must have served satisfactorily as Statistician II for a minimum period of three (3) years. b. To be appointed, Candidates must possess: B.Sc Degree (with Second Class Lower Division and above plus three (3) years cognate work experience;
3	Senior Statistician	09	a) To be promoted, Candidates must have served satisfactorily as Statistician I for a minimum period of three (3) years. b) To be appointed, Candidates must possess: B.Sc Degree (with Second Class Lower Division and above plus six (6) years cognate work experience.
4	Principal Statistician	11	a. To be promoted, Candidates must have served satisfactorily as Senior Statistician for a minimum period of three (3) years. b. To be appointed, Candidates must possess: B.Sc Degree (with Second Class Lower Division and above plus nine (9) years cognate work experience
5	Assistant Chief Statistician	13	a) To be promoted, Candidates must have served satisfactorily as Principal Statistician for a minimum period of three (3) years. b) To be appointed, Candidates must possess: B.Sc Degree (with Second Class Lower Division and above plus twelve (12) years cognate work experience.
6	Chief Statistician	14	a. To be promoted, Candidates must have served satisfactorily as Assistant Chief Statistician for a minimum period of three (3) years. b. To be appointed, Candidates must possess: M.Sc, B.Sc Degree (with Second Class Lower Division and above plus fifteen (15) years cognate work experience.
7	Director, Statistician	15	a. This position is by Appointment.

22.0 OPTOMETRISTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Optometrist II	07	a) Candidates for the Position must possess the following qualification: B.Sc (Optometry), Registration with Optometrist and Dispensing Optician Board of Nigeria and NYSC discharge Certificate
2	Optometrist I	08	a. To be promoted, Candidates must have served satisfactorily as Optometrist II for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: B.Sc (Optometry), Registration with Optometrist and Dispensing Optician Board of Nigeria and above plus three (3) years cognate work experience.
3	Senior Optometrist I	09	a) To be promoted, Candidates must have served satisfactorily as Optometrist I for a minimum period of three (3) years. b) To be appointed to this position Candidates must

			possess: B.Sc (Optometry), Registration with Optometrist and Dispensing Optician Board of Nigeria and above plus six (6) years cognate work experience.
4	Physical Optometrist	11	a. To be promoted, Candidates must have served satisfactorily as Senior Optometrist I for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: B.Sc (Optometry), Registration with Optometrist and Dispensing Optician Board of Nigeria and above plus nine (9) years cognate work experience.
5	Chief Optometrist	13	a) To be promoted, Candidates must have served satisfactorily as Physical Optometrist for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess: B.Sc (Optometry), Registration with Optometrist and Dispensing Optician Board of Nigeria and above plus twelve (12) years cognate work experience.
6	Deputy Director, Optometrist	14	a. To be promoted, Candidates must have served satisfactorily as Chief Optometrist for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: B.Sc (Optometry), Registration with Optometrist and Dispensing Optician Board of Nigeria and above plus fifteen (15) years cognate work experience.
7	Director, Optometrist	15	a) This position is by Appointment.

22.1 PHYSIOTHERAPISTS CADRE

S/N	POST	CONTOSS	BASIC QUALIFICATION REQUIRED
1	Physiotherapist II	07	To be appointed to this position Candidates must possess: B.Sc Physiotherapy Registration with Medical Rehabilitation Therapist Board of Nigeria.
2	Physiotherapist I	08	a. To be promoted, Candidates must have served satisfactorily as Physiotherapist II for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: B.Sc Physiotherapy Registration with Medical Rehabilitation Therapist Board of Nigeria and above plus three (3) years cognate work experience.
3	Senior Physiotherapist	09	a. To be promoted, Candidates must have served satisfactorily as Physiotherapist I for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: B.Sc Physiotherapy Registration with Medical Rehabilitation Therapist Board of Nigeria and above plus six (6) years cognate work experience.
4	Principal Physiotherapist	11	a. To be promoted, Candidates must have served satisfactorily as Senior Physiotherapist for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: B.Sc Physiotherapy Registration with Medical Rehabilitation Therapist Board of Nigeria and above plus

			nine (9) years cognate work experience.
5	Assistant Chief Physiotherapist	13	a) To be promoted, Candidates must have served satisfactorily as Principal Physiotherapist for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess: B.Sc Physiotherapy Registration with Medical Rehabilitation Therapist Board of Nigeria and above plus twelve (12) years cognate work experience.
6	Chief Physiotherapist	14	a) To be promoted, Candidates must have served satisfactorily as Assistant Chief Physiotherapist for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess: B.Sc Physiotherapy Registration with Medical Rehabilitation Therapist Board of Nigeria and above plus fifteen (15) years cognate work experience.
7	Director, Physiotherapist	15	a. This position is by Appointment.

23.0 ARCHIVISTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Archivist II	07	To be appointed, Candidates must possess Degree BLS/History in the relevant fields plus NYSC Discharge Certificate
2	Archivist I	08	a. To be promoted, Candidates must have served satisfactorily as Archivist II for a minimum period of three (3) years. b. To be appointed to this position Candidates must possess: Degree BLS/History in the relevant fields plus NYSC Discharge Certificate and above plus three (3) years cognate work experience.
3	Senior Archivist	09	a) To be promoted, Candidates must have served satisfactorily as Archivist I for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess: Degree BLS/History in the relevant fields plus NYSC Discharge Certificate and above plus six (6) years cognate work experience.
4	Principal Archivist	11	a) To be promoted, Candidates must have served satisfactorily as Senior Archivist for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess: Degree BLS/History in the relevant fields plus NYSC Discharge Certificate and above plus nine (9) years cognate work experience.
5	Assistant Chief Archivist	13	a) To be promoted, Candidates must have served satisfactorily as Principal Archivist for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess: Degree BLS/History in the relevant fields plus NYSC Discharge Certificate and above plus twelve (12) years cognate work experience.
6	Chief Archivist	14	a) To be promoted, Candidates must have served satisfactorily as Chief Archivist for a minimum period of three (3) years. b) To be appointed to this position Candidates must possess:

			Degree BLS/History in the relevant fields plus NYSC Discharge Certificate and above plus fifteen (15) years cognate work experience.
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24.0 COUNSELLING PSYCHOLOGISTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Counselling Psychologist	08	a. To be appointed, Candidates must possess Degree B.Ed Guidance and Counselling with Second Class Lower Division and above.
2	Senior Psychologist	09	c) To be promoted, Candidates must have served satisfactorily as Counselling Psychologist for a minimum period of three (3) years. d) To be appointed, Candidates must possess, Masters of Education (M.Ed) Guidance and Counselling/Professional Membership plus three (3) years cognate work experience.
3	Principal Counselling Psychologist	11	a) To be promoted, Candidates must have served satisfactorily as Senior Psychologist for a minimum period of three (3) years. b) To be appointed, Candidates must possess, Masters of Education (M.Ed) Guidance and Counselling/Professional Membership plus three (9) years cognate work experience.
4	Asst. Chief Counselling Psychologist	13	a) To be promoted, Candidates must have served satisfactorily as Principal Counselling Psychologist for a minimum period of three (3) years. b) To be appointed, Candidates must possess, Masters of Education (M.Ed) Guidance and Counselling/Professional Membership plus three (12) years cognate work experience.
5	Chief Counselling Psychology	14	a) To be promoted, Candidates must have served satisfactorily as Asst. Chief Counselling Psychologist for a minimum period of three (3) years. b) To be appointed, Candidates must possess, Masters of Education (M.Ed) Guidance and Counselling/Professional Membership plus three (15) years cognate work experience.

25.0 EDUCATION OFFICERS CADRE (STAFF SCHOOL)

The basic entry requirement for the cadre is a with minimum of Second Class Lower or B.Sc. Tech. B.Sc. (Ed.), B.Ed. and B.A. (Ed.) National Certificate of Education (NCE) with minimum of second Class Lower, Postgraduate Diploma in Education (PGDE) from a recognized institution and registration with the Teachers' Registration Council of Nigeria. Basic computer literacy is mandatory.

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Education Officer	06	To be appointed, Candidates must have full National Certificate of Education (NCE)
2	Education Officer	07	a. To be promoted to this grade, Candidates must have served satisfactorily as Assistant Education Officer for a minimum of three (3) years. b. To be appointed, Candidates must possess a Degree in Education or NCE plus three (3) years.
3	Senior Education	08	a) To be promoted to this grade, Candidates must have

	Officer		<p>served satisfactorily as Education Officer for a minimum of three (3) years for a Degree holder and three (3) years for an NCE holder.</p> <p>b) To be appointed to this grade, Candidates must possess relevant degree plus three (3) years or NCE plus eight (8) years cognate work experience.</p>
4	Principal Education Officer II	09	<p>a. To be promoted the Candidates must have served satisfactorily as Senior Education Officer for a minimum of three (3) years for a Degree holder and three (3) years for an NCE holder. Postgraduate Certificate in the relevant field is an added advantage.</p> <p>b. To be appointed, Candidates must possess a Degree in Education and a minimum of eight (8) years cognate work experience or NCE plus a minimum of twelve (12) years cognate post qualification experience.</p>
5	Principal Education Officer I	11	<p>a) To be promoted Candidates must have served satisfactorily as Principal Education Officer II for a minimum of three (3) years for Degree holders and three (3) years for NCE holders. Postgraduate certificate in the relevant field is an added advantage.</p> <p>b) To be appointed, Candidates must possess a Degree in Education and a minimum of sixteen (16) years teaching experience. Possession of relevant Postgraduate certificate is an added advantage.</p> <p>* Terminal grade for NCE holders</p>
6	Assistant Chief Education Officer	12	<p>a. To be promoted, Candidates must have served satisfactorily as Principal Education Officer I for three (3) years for a Degree holder.</p> <p>b. To be appointed, Candidates must possess a Degree in Education plus a minimum of twenty (20) years cognate teaching experience. Candidates must possess sound knowledge in teaching and leadership ability in Educational Administration and Planning. Possession of Postgraduate certificate in the relevant field is an added advantage. Appointment is subject to vacancy and by interview.</p>
7	Chief Education Officer	13	<p>a) To be promoted, Candidates must have served satisfactorily as Assistant Chief Education Officer for three (3) years for a Degree holder. Candidates must possess sound knowledge in teaching and leadership ability in Educational Administration and Planning. Possession of Postgraduate certificate in the relevant field is an advantage.</p> <p>b) To be appointed, Candidates must possess a Degree in Education plus a minimum of twenty -four (24) years cognate teaching experience. Candidates must possess sound knowledge in teaching and leadership ability in Educational Administration and Planning. Possession of Postgraduate certificate in the relevant field is an added advantage. Appointment is subject to vacancy and by interview.</p>

8	Head Teacher	14	This position is by Appointment.
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26.0 SENIOR PORTER'S CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	Assistant Hall Supervisor	06	To be appointed, Candidates must have OND, ND and NCE
2	Hall Supervisor	07	c. To be promoted to this grade, Candidates must have served satisfactorily as Assistant Hall Supervisor for a minimum of three (3) years.
3	Higher Hall Supervisor	08	c) To be promoted to this grade, Candidates must have served satisfactorily as Hall Supervisor for a minimum of three (3) years' experience. d) A Candidates that has additional Qualification HND, Degree or Master's Degree plus eight (8) years cognate work experience, will be converted to the appropriate department.



FEDERAL UNIVERSITY WUKARI

SECTION D

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF JUNIOR STAFF IN FEDERAL UNIVERSITY WUKARI

1.0 PREAMBLE

Federal University Wukari is a Centre of academic excellence. It is a reservoir of knowledge primarily focused on teaching and scholarly research towards providing skilled and proficient manpower needed to support national economic growth and development. Pursuant to the attainment of these laudable objectives is the need to ensure the attraction, appointment, training and retention of high caliber academic, professional and other categories of staff.

The quality of the University's research output and that of its academic and non-teaching staff are inextricable. The Federal University Wukari being a flagship Federal institution located in the Wukari is poised towards promoting national unity and building a robust reservoir of staff, capable of ensuring the highest level of attainment of its mission. Hence the following guidelines for the appointment and promotion of staff set out the framework for the actualization of the objectives and philosophy specified in each area of human endeavour.

2.0. ELIGIBILITY FOR PROMOTION

2.1 Staff with Secondary Education or its Equivalent

Staff with secondary education or its equivalent comprise those that have Secondary, Teachers' Training/Technical Education Certificates and their equivalent with either of the following:

- a) 3 Credits at SSCE/GCE/NECO/NABTEB 'O' Level or Teachers' Grade II Certificate. Candidates in these categories are usually employed at the initial salary of CONTISS II Level 3.
- b) Three (3) passes in SSCE/GCE/NECO/NABTEB'O' Level or Teachers' Grade II Certificate. Candidates in these categories are usually employed at the initial salary of CONTISS II Level2.

For such staff 1 (a) & (b) to qualify for promotion, they must have spent at least a period of three (3) years on the rank.

- 2 Promotion from CONTISSII Levels 4 – 5 requires additional relevant qualification(s).

3.0 CONVERSION

Conversion means the movement of a staff from one cadre to another on identical grade based on possession of requisite qualification for the new cadre, but subject to availability of vacancy. Junior Staff who convert to senior grade on account of his/her being appointed after an interview should be given letter of lateral conversion. Where vacancy exists, staff with cognate experience and relevant professional qualifications should be sourced from within and where there is more than one person qualified, an examination should be conducted to select the most suitable. An internal advertisement is required for the process. External Candidates will only be invited where there are no qualified persons from within.

4.0 STUDENT AFFAIRS DIVISION

4.1 Porters Cadre

The basic requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes including English Language or Literature in English. Porters are responsible for the control of entry/exit of students in the hostels, providing security to students, reporting defaulting students to the necessary authority.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Porter II	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Porter I	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Porter II. b) To be appointed, Candidates must have Secondary Education with 3 credits (including English Language or Literature in English). c) To be appointed Candidates with 3 passes must have three (3) years cognate work experience	3

Senior Porter	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Porter I. b. To be appointed, Candidates must have Secondary Education with 3 credits including English Language or Literature in English or its equivalent. c. To be appointed Candidates with 3 passes must have six (6) years cognate experience 	4
Assistant Chief Porter	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Porter. b) To be appointed, Candidates must have Secondary School Education with three (3) credits (including English Language or Literature in English with a minimum of nine (9) years cognate experience. 	5

5.0 CATERING UNIT

5.1 Cook/Stewards Cadre

The basic requirement of this cadre is proficiency certificate in food and beverage services, cookery, food hygiene and food processing, catering and retailing. Any other certificate in hospitality management from a recognized Institution in Nigeria. Also a Candidates must have obtained one of the following: - First School Leaving Certificate, (3) three passes at GCE 'O' level in SSCE, NECO, WAEC, NABTEB and TCII, including English Language and Mathematics and any other related subject. These categories of staff assist in handling the preparation of food, to ensure that menu are prepared in a healthy and hygienic environment.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Assistant Cook/ Steward	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics and basic proficiency certificate in food and beverages services cookery, food hygiene, food, catering and retailing. Candidates are expected to handle the preparation and cooking of menus.	2
Cook/Steward	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Assistant Cook/Steward. b. To be appointed, Candidates must have proficiency certificate in basic food and beverage services and have completed Secondary School Education with at least three (3) credits including English Language and Mathematics in SSCE, NECO, NABTEB or TCII. Candidates must have cognate experience of three (3) years in the field. Candidates must be able to cook and serve correctly. Performing any other duties that the catering officer may assign. 	3
Senior Cook/Steward	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Cook. Performing duties of a Cook/Steward at a higher level of responsibility, also acquired idea of cleaning and housekeeping in the food preparation area. b) To be appointed, Candidates must have proficiency certificate in basic cookery, food and beverages services and any other certificate in hospitality management from a recognized institution in Nigeria and have completed secondary education with at least three (3) credits including English language and Mathematics in SSCE, NECO, NABTEB or TCII. Candidates must have six (6) years cognitive experience in the field of catering. Candidates must be able to cook and serve as required. 	4
Assistant Chief	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Cook/Steward.	5

6.0 SAFETY UNIT

6.1 Safety Officers Cadre

The basic requirement for this Cadre is West Africa Examination Council (WAEC), National Examination Council/General Certificate of Education (NECO/GCE), and National Business and Technical Examination Board (NABTEB). Persons with training in security duties and any other discipline of relevance to the security profession (retired military and paramilitary).

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Patrol Man/Fire Man	<ul style="list-style-type: none"> a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b) An Ex-serviceman with an evidence of discharged certificate from the Police, Armed Forces or any other paramilitary. 	2
Senior Patrolman/ Senior Fire Man	<ul style="list-style-type: none"> a. By promotion; a confirmed Patrolman with at least three (3) years on the post and satisfactory in conduct. b. By appointment of suitable Candidates with at least 3 credits in WAEC, NECO, GCE and NABTEB or any other relevant course. c. An Ex-serviceman not below the rank of corporal or its equivalent in the Armed Forces or any other paramilitary or any other relevant course. 	3
Assistant Patrol Supervisor/ Assistant Fire Supervisor	<ul style="list-style-type: none"> a) By promotion, a confirmed Senior Patrol Man who has spent at least three (3) years and satisfactory in conduct. b) By appointment of suitable Candidates with at least 3 credits including English at WAEC, NECO, GCE, and NABTEB or any other relevant course, with at least six (6) years cognate experience. 	4
Patrol Supervisor/Fire Supervisor	<ul style="list-style-type: none"> a. By promotion; an Assistant Patrol supervisor who has spent three (3) years and served satisfactory. 	5

6.2 Fireman Cadre

The basic requirement for this Cadre is West Africa Examination Council (WAEC), National Examination Council/General Certificate of Education (NECO/GCE), and National Business and Technical Examination Board (NABTEB). Persons with training in security duties and any other discipline of relevance to the security profession (retired military and paramilitary).

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTOISS II
Patrol Man/Fire Man	<ul style="list-style-type: none"> a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b) An Ex-serviceman with an evidence of discharged certificate from the Police, Armed Forces or any other paramilitary 	2
Senior Patrolman/ Senior Fire Man	<ul style="list-style-type: none"> a. By promotion; a confirmed Patrolman with at least three (3) years on the post and satisfactory in conduct. b. By appointment of suitable Candidates with at least 3 credits in WAEC, NECO, GCE and NABTEB or any other relevant course. c. An Ex-serviceman not below the rank of corporal or its equivalent in the Armed Forces or any other paramilitary or any other relevant course. d. For Senior Fire Man, Candidates must possess Fireman Certificate of Competency (FCC) Class II. 	3
Assistant Patrol Supervisor/ Assistant Fire Supervisor	<ul style="list-style-type: none"> a) By promotion, a confirmed Senior Patrol Man who has spent at least three (3) years and satisfactory in conduct. b) By appointment of suitable Candidates with at least 3 credits including English at WAEC, NECO, GCE, and NABTEB or any other relevant course, with at least six (6) years cognate experience. c) For Senior Fire Man, Candidates must possess Fireman Certificate of Competency (FCC) Class I. 	4
Patrol Supervisor/Fire Supervisor	<ul style="list-style-type: none"> a. By promotion; an Assistant Patrol supervisor who has spent three (3) years and served satisfactory. b. For Senior Fire Man, Candidates must possess Fireman Certificate of Competency (FCC) Class I. 	5

7.0 ENVIRONMENTAL HEALTH ASSISTANTS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes including English Language, and any other two (2) Subjects. The personnel are charged with the responsibility of waste management, pollution control and environmental protection within the University.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTOISS II
Environmental Health Attendant	<ul style="list-style-type: none"> a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics 	2
Environmental Health Assistant	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years for Secondary School Certificate holders. b. To be appointed, Candidates must have a Secondary School Education or its equivalent with three (3) credits. 	3
Senior Environmental Health Assistant	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. b) (i) To be appointed, Candidates must have Secondary School Education with three (3) credits or its equivalent and three (3) 	4

	c) years cognate experience. (ii) To be appointed, Candidates must have a Secondary School Education with three (3) passes and six (6) years cognate experience.	
Assistant Chief Environmental Health Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Environmental Health Assistant.	5

8.0 WORKS & MAINTENANCE SERVICES/ENGINEERING WORKSHOP

8.1 Artisans Cadre

The basic requirement of this cadre is Trade test III, II, and I. Also Candidates is expected to have completed Secondary School with SSCE, NECO or NABTEB certificate with at least three (3) passes including English Language and Mathematics and any other related subject. These categories of staff assist in the maintenance of buildings, plants, Electrical and Mechanical infrastructures, water facilities and Faculty workshop equipment as the case may be.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Artisan III	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b) To be appointed, Candidates must have proficiency certificate in relevant field with trade test III certificate and must have completed Secondary School with three (3) passes including Mathematics, English language and any other relevant subjects. Candidates are expected to assist artisan II in the day to day repairs/ maintenance.	2
Artisan II	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Artisan III b. To be appointed, Candidates must have proficiency certificate trade test II in relevant field and have completed Secondary School Education with at least three (3) credits including English language and Mathematics in SSCE, NECO or NABTEB. Candidates must ha recognise experience of three (3) years. Candidates must be able to carry out repairs of faulty or damaged facilities, replacement of damaged wares/ fittings as it relates to their trade and be able to write report to supervisor	3
Artisan I	a) To be promoted Candidates must have served satisfactorily for a minimum of three (3) years as Artisan II. Candidates should be able to asses and carry out necessary repairs needed for reported problems with minimum supervision; Candidates must be able to write routine report to the supervisor. b) To be appointed, Candidates must have proficiency certificate trade test I in the relevant field and have completed secondary education with at least three (3) credits including English language and Mathematics and any other subject in the SSCE, NECO or NABTEB, Candidates must have six (6) years cognate experience. Candidates must be able to carry out repairs of faulty or damaged facilities, replacement of damaged wares/ fittings as it relates to the trade. Candidates should be able to work under little supervision and be able to write routine reports to the supervisor	4
Foreman	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Artisan I, Candidates must	5

	have proficiency certificate trade test I.	
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9.0 UNIVERSITY FARM/LABORATORY

9.1 Farm/Livestock/Laboratory Attendants Cadre

The basic requirement of this cadre is SSCE, NECO or NABTEB certificate with at least three (3) passes including English Language and Mathematics and any other basic subject such as Agricultural Science/Biology/Physics/Chemistry/Geography. The staff shall carry out general cleaning of the laboratory and equipment, assist in carrying out simple routine experiment, tests and perform other duties under supervision.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTOISS II
Farm/Livestock/Laboratory Attendant	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b) To be appointed, Candidates must have completed Secondary School with three (3) passes including Mathematics, English language and Agricultural Science/Biology/Physics/Chemistry/Geography	2
Farm/Livestock/Laboratory Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Farm/Livestock/Laboratory Attendant. b. To be appointed, Candidates must have completed Secondary School Education with at least three (3) credits including English language, Mathematics and Agricultural Science/Biology/Physics/Chemistry/Geography. Candidates must have cognate experience of three (3) years. Candidates must be able to carry out farm/basic laboratory activities and report to supervisor	3
Senior Farm/Livestock/Laboratory Assistant	a) To be promoted Candidates must have served satisfactorily for a minimum of three (3) years as Farm Assistant with experience in farm activities. Ability to write a report in farm activities is an added advantage. a) To be appointed, Candidates must have completed Secondary School Education with at least three (3) credits including English language, Mathematics and Agricultural Science/Biology/Physics/Chemistry/Geography. Candidates must have cognate experience of six (6) years. Candidates must be able to carry out farm/basic laboratory activities and able to write a report to supervisor	4
Assistant Chief Farm/Livestock Officer	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Farm/Livestock/Laboratory Assistant.	5

10.0 TRANSPORT UNIT

10.1 Driver/Mechanics Cadre

BASIC REQUIREMENTS: Candidates must have Secondary School Education with three (3) passes including English Language or Literature in English, and Driver's License Group 'E' Trade Test III.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTOISS II

Driver/ Mechanic III	<p>a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics</p> <p>b) To be appointed, Candidates must have Secondary School Education with 3 passes (including English Language or Literature in English), and Driver's License Group 'E' Trade Test III, and must be conversant with Highway Code. Candidates must have proven ability to communicate effectively in written and oral English.</p>	2
Driver/ Mechanic II	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.</p> <p>b. (i) To be appointed, Candidates must have Secondary School Education or its equivalent with 3 credits including (English Language or Literature in English). and proficiency certificate in the relevant field with Trade Test I and Driver's License Group 'E' (bii) To be appointed, Candidates must have Secondary School Education or its equivalent with 3 credits including (English Language or Literature in English) and Driver's License Group 'E' Trade Test III, plus three (3) years cognate work experience. Candidates must be conversant with Highway Code and medical certificate of fitness and proven ability to communicate effectively in written and Oral English.</p>	3
Driver/ Mechanic I	<p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. Candidates must have Trade Test. II</p> <p>b) (i) To be appointed, Candidates must have Secondary School Education or its equivalent (including English Language or Literature in English) with 3 credits and Driving License Group 'E', Trade Test II, plus three (3) years relevant driving experience and to be conversant with highway code and have medical certificate of fitness. (bii) To be appointed, Candidates must have Secondary School Education or its equivalent (including English Language or Literature in English) with 3 credits and Driving License Group 'E', Trade Test III, plus six (6) years relevant driving experience and be conversant with Highway Code and have medical certificate of fitness.</p>	4
Driver/ Mechanic	<p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Driver/Mechanic I and have Trade Test. I</p>	5

11.0 INTERNAL AUDIT UNIT

11.1 Clerical Officers (Audit) Cadre

The basic entry requirement for this cadre is Secondary School Education or its equivalents Certificate (SSCE/WASC/GCE/NABTEB) with a minimum of three (3) passes which must include English and Mathematics or Principles of Accounts and any one of the commercial subjects.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTOISS II
Clerical Assistant (Audit)	<p>a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics</p> <p>b) To be appointed, Candidates must possess three (3) passes in (SSCE/WASC/GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy. The Candidates must be</p>	2

	able to record incoming and outgoing mails and other documents.	
Clerical Officer (Audit)	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clerical Assistant (Accounts). b. To be appointed, Candidates must possess three (3) credits in (SSCE/WASC/GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy experience plus three (3) years cognate experience. (a) and (b) above must be able to record incoming and outgoing mails and other documents with minimum supervision. 	3
Senior Clerical Officer (Audit)	<ul style="list-style-type: none"> a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clerical Officer (Accounts) b) To be appointed, Candidates must possess four (4) credits in (SSCE/WASC/GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy plus six (6) years of relevant experience and a recognized certificate of computer training. (a) and (b) above must be able to vouch documents in the audit. 	4
Assistant Chief Clerical Officer (Audit)	<ul style="list-style-type: none"> a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Clerical Officer (Audit). 	5

12.0 INFORMATION/PROTOCOL UNIT

12.1 Photography Cadre

The basic entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE O/L) or its equivalent with a minimum of three (3) passes which must include English Language and Mathematics plus a proficiency certificate in photography.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Photographer Assistant II	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Photographer Assistant I	a. To be appointed, Candidates must possess three (3) credits in SSCE/NECO/GCE or equivalent with a minimum of four (4) years cognate experience. b. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Photography Assistant II.	3
Senior Photographer Assistant	a) (i) To be appointed, Candidates must have SSCE/NECO/GCE or equivalent with three (3) credit passes including Mathematics and English and an advanced certificate in Photographing Technology/Photo Journalism from a recognized institution with a minimum of six (6) years cognate experience. (ii) To be appointed Candidates must have SSCE/NECO/GCE or equivalent with three credit passes including Mathematics and English and relevant certificate in photography or similar professional certificate from a recognized institution with a minimum of six (6) years cognate experience (b) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Photographer Assistant I	4
Assistant Chief Photographer	a. Same qualifications as in 3 with a minimum of twelve (12) years post qualification experience. (b) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Senior Photographer Assistant.	5

13.0 REGISTRY DEPARTMENT

13.1 Confidential Secretary/Secretarial Assistants Cadre

The basic entry requirement for this cadre is Secondary School Education (SSCE/WASC/GCE/NABTEB) with a minimum of three (3) passes which must include English Language, Business studies, Office Practice and ICT proficiency certificate from any of the recognized institution.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Confidential Secretary III/ Secretarial Assistant IV	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. To be appointed, Candidates must have Secondary School Education (SSCE/WASC/GCE/NABTEB) with three (3) passes, Including English Language, Business Studies, office practice; ICT proficiency certificate from a recognized institution and two (2) years cognate experience.	2
Confidential Secretary IV/ Secretarial Assistant III	a. Secretary IV a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. b) To be appointed, Candidates must have Secondary School Education (SSCE/WASC/GCE/NABTEB) with three (3) passes,	3

	<p>Including English Language, Business Studies, office practice and must have basic knowledge in computer operation.</p> <p>b. Secretarial Assistant III</p> <p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.</p> <p>b. To be appointed, Candidates must have Secondary School Education (SSCE/WASC/GCE/NABTEB) with three (3) passes, including English Language, Business Studies, office practice; ICT proficiency certificate from a recognized institution.</p>	
Confidential Secretary III/ Secretarial Assistant II	<p>i) Secretary III</p> <p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.</p> <p>b) To be appointed, Candidates must have Secondary School Education with three (3) Credit including English Language, Business studies, office practice, ICT proficiency certificate from a recognized institution, must have three (3) years cognate experience.</p> <p>ii) Secretarial Assistant II</p> <p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.</p> <p>b. To be appointed, Candidates must have Secondary School with three (3) credits including English Language or Literature in English with office practice, ICT proficiency certificate from a recognized institution.</p>	4
Confidential Secretary II/ Secretarial Assistant I	<p>i) Secretary II</p> <p>a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.</p> <p>b) To be appointed, Candidates must have Secondary School Education with three (3) passes including English Language, Business studies, Office Practice, proficiency certificate from a recognized institution, must have six (6) years cognate experience.</p> <p>ii) Secretarial Assistant I</p> <p>a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Secretary Assistant II.</p> <p>b. To be appointed, Candidates must have Secondary School Education with three (3) credits including English Language, Business studies, Office Practice; ICT from a recognized institution must have six (6) years cognate experience.</p>	5

13.2 PERSONNEL ASSISTANTS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes including English Language, and any other two (2) Subjects and have basic computer literacy from a recognized institution. The personnel act as a first point of contact in an office, deals with correspondences, dispatching of mails, record incoming and outgoing mails and also helps in general cleaning of the offices.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Personnel Assistant	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Personnel Attendant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years with cognate experience. b. To be appointed, Candidates must have Secondary School Education (SSCE/WASC/GCE/NABTEB) with three (3) credits including English Language and any other two (2) subjects and have proficiency in ICT.	3
Senior Personnel Assistant	a) To be appointed, Candidates must have Secondary School Education (SSCE/WASC/GCE/NABTEB) with three (3) credits including English Language and any other two (2) subjects and have proficiency in ICT with a minimum of three (3) years working experience. b) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Personnel Attendant.	4
Assistant Head Personnel Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Personnel Assistant.	5

13.3 CLERICAL OFFICERS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes including English Language, and any other two (2) Subjects and basic computer literacy. The functions of Clerical Officer include filling, photocopying, receiving, recording and dispatching of mails, reception desk duties.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Clerical Assistant	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Clerical Officer	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. b. To be appointed, Candidates must have Secondary School Education or its equivalent with 3 credit (one of which must be in English Language or Literature in English plus three (3) years cognate experience.	3
Senior Clerical Officer	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. In addition possession of basic Clerical Officer Certificate. b) To be appointed, Candidates must have Secondary School Education or its equivalent with 3 credit (one of which must be in English Language or Literature) with six (6) years cognate experience. Possession of Basic Clerical Officers Certificate from a recognized Institution.	4

Assistant Chief Clerical Officer	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years. In addition possession of basic Clerical Officer Certificate or its equivalent from a recognized Institution.	5
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14.0 UNIVERSITY LIBRARY

14.1 Library Assistants Cadre

The minimum entry requirement for this cadre is SSCE, NECO, NABTEB, GCE or its equivalent with three (3) credits including English Language.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Library Attendant	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Library Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Library Attendant. b. To be appointed, Candidates must possess Secondary School Certificate or its equivalent with three (3) Credits including English Language with three (3) Years cognate experience.	3
Senior Library Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Library Assistant and must possess Secondary School Certificate or its equivalent with three (3) credits including English Language, with six (6) years cognate experience.	4
Assistant Library Officer	To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Library Assistant with ICT proficiency.	5

14.2 BINDERY ASSISTANTS CADRE

The minimum entry requirement for this cadre is SSCE, NECO, NABTEB, GCE or its equivalent with three (3) credits including English Language.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Bindery Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Bindery Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Bindery Attendant. b) To be appointed, Candidates must possess Secondary School Certificate or its equivalent with three (3) Credits including English Language with three (3) years cognate experience.	3
Senior Bindery Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Bindery Assistant with certificate in Bindery	4
Assistant Bindery Officer	a) To be promoted, Candidates must have served satisfactorily for three (3) years as Senior Bindery Assistant with ICT proficiency.	5

15.0 UNIVERSITY HEALTH SERVICES

15.1 Medical Laboratory Assistants Cadre

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with 3 passes including English Language, Biology or Health Science and Chemistry. The Candidates carry out general cleaning of the laboratory and equipment. Assist

Medical Laboratory Scientist in carrying out simple routine tests. Perform other duties under supervision.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Medical Laboratory Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Medical Laboratory Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Medical Laboratory Attendant. b) To be appointed, Candidates must have Secondary Education with 3 credits in Health Science or Biology and Chemistry and English Language.	3
Senior Medical Laboratory Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years b. To be appointed, Candidates must have Secondary Education with a background in Science and a minimum of 3 credits (including Health Science or Biology, Chemistry) and English Language in addition to Certificate (IMLS) from a recognized School of Health Technology or its equivalent with a minimum of three(3) years cognate work experience.	4
Assistant Chief Medical Laboratory Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years.	5

15.2 PHARMACY ASSISTANTS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with 3 passes including Mathematics, Biology and Chemistry. The Pharmacist Assistant assists the Pharmacists in carrying out general dispensing duties, general cleaning of the office and shelves, storage and record keeping of drugs.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Pharmacy Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. To be appointed, Candidates must have Secondary School Education with science based background with 3 passes (in Mathematics, Biology and Chemistry)	2
Pharmacy Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Pharmacy Attendant b) To be appointed, Candidates must have Secondary Education with 3 credits including Mathematics, Biology and Chemistry.	3
Senior Pharmacy Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Pharmacy Assistant b. To be appointed, Candidates must have Secondary Education with a background in Science and a minimum of 3 credits including Mathematics, Biology and Chemistry in addition to an approved Certificate from a recognized School of Health Technology with a minimum of three (3) years cognate experience.	4
Assistant Chief Pharmacy Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Pharmacy Assistant.	5

15.3 Medical Records Clerks Cadre

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with 3 passes including English Language, Mathematics and basic computer literacy. Candidates assist in the registration and issuance of hospital card to patients, keeping and recording of health information of patients.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Medical Records Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Medical Records Clerk	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Medical Records Attendant. b) To be appointed, Candidates must have Secondary Education with 3 credits in English Language , Mathematics and Computer/Secretarial studies	3
Senior Medical Records Clerk	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Medical Records Clerk. b. To be appointed, Candidates must have Secondary Education of 3 credits in Mathematics, English Language and Computer/Secretarial studies in addition to an approved Certificate in Medical Records or Health Information Management from a recognized Institution plus three (3) years cognate experience.	4

Assistant Chief Medical Records Clerk	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Medical Records Clerk.	5
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15.4 DENTAL ASSISTANTS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes including English Language, Biology or Health Science and Chemistry. The Candidates assists dental officers in carrying out general dental duties, general cleaning of the dental clinic and equipment. Assist in sterilization of instruments and appliances.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Dental Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. To be appointed, Candidates must have Secondary School Education with 3 passes which must be in English Language, Biology or Health Science and Chemistry.	2
Dental Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Dental Attendant. b) To be appointed, Candidates must have Secondary Education with 3 credits including English Language, Biology or Health Science and Chemistry.	3
Senior Dental Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Dental Assistant. b. To be appointed, Candidates must have Secondary Education with 3 credits in English Language, Biology or Health Science and Chemistry in addition to an approved Certificate from a recognized Institute with a minimum of three (3) years cognate experience.	4
Assistant Chief Dental Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Dental Assistant.	5

15.5 RADIOGRAPHY ASSISTANTS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes in English Language, Biology or Health Science and Physics. Information Communication Technology proficiency is required. The Candidates will assist in sorting, drying and distributing X-ray films, Processing of X-ray films, performing under supervision routine dark room duties.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Radiography Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. To be appointed, Candidates must have Secondary School Education with three (3) passes in English Language, Biology or Health Science and Physics.	2
Radiography Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Radiography Attendant. b) To be appointed, Candidates must have Secondary Education with three (3) credits in English Language, Biology or Health Science and Physics.	3
Senior Radiography Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Radiography Assistant. b. To be appointed, Candidates must have Secondary Education with three (3) credits in English Language, Biology/ Health Science and Physics in addition to an approved Certificate from a recognized Institute or its equivalent with a minimum of three (3) years cognate experience.	4
Assistant Chief Radiography Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Radiography Assistant.	5

15.6 CLINIC ASSISTANTS CADRE

The minimum entry requirement for this cadre is Secondary School Education (SSCE/NECO/NABTEB/GCE) with three (3) passes including English Language, Biology or Health Science and any other Science Subject. The Candidates carries out general cleaning of the clinic, assists in keeping and transportation of patients and perform other duties under supervision.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Clinic Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. To be appointed, Candidates must have secondary School Education with three (3) passes one of which must be in Health Science or Biology and any other Science Subject	2
Clinic Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clinic Attendant. b) To be appointed, Candidates must have Secondary Education with three (3) credits including English Language, Health Science or Biology and any other science subject.	3
Senior Clinic Assistant	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clinic Assistant. b. To be appointed, Candidates must have Secondary Education with a background in Science and a minimum of three (3)	4

	credits (including Health Science or Biology and Chemistry) in addition to Certificate from a recognized School of Health Technology with a minimum of three (4) years cognate experience.	
Assistant Chief Clinic Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Senior Clinic Assistant.	5

16.0 ICT OPERATORS CADRE

Minimum requirement for this cadre is Secondary School Education with three (3) passes (including English language and Mathematics) and any other subject, preferably computer studies. Officers on this cadre will be responsible for the day to day data entry and preparation of document for coding and data capture. Candidates must have basic computer literacy.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Assistant Computer Operator II	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Assistant Computer Operator I	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years and ICT proficiency certificate from a recognized institution. b) (i) To be appointed, Candidates must have full Secondary School Education with three (3) credits one of which must be in English Language and mathematics) and ICT proficiency certificate from a recognized institution.	3
Senior Assistant Computer Operator	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years and ICT proficiency certificate from a recognized institution. b. (i) To be appointed, Candidates must have full Secondary School Education with three (3) credits (one of which must be in English Language and mathematics) and ICT proficiency certificate from a recognized institution and a minimum of three (3) years cognate experience.	4
Assistant Chief Computer Operator	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a senior computer operator and obtain ICT proficiency certificate from a recognized institution.	5

17.0 BURSARY

17.1 Clerical Officers (Accounts) Cadre

The Basic entry requirement for this cadre is Secondary School Education or its equivalent Certificate (SSCE/WASC/GCE/NABTEB) with a minimum of three (3) passes which must include English and Mathematics or Principles of Accounts and any one of the commercial subjects. Candidates must have basic computer literacy.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Clerical Assistant (Accounts)	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. To be appointed, Candidates must possess 3 passes in (SSCE/WASC/ GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy. The Candidates must be able to prepare payment vouchers (PVs) under minimum supervision	2
Clerical Officer (Accounts)	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clerical Assistant (Accounts). b) To be appointed, Candidates must possess 3 credits in (SSCE/WASC/ GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy experience plus three (3) years cognate experience. (a) and (b) above must be able to prepare and raise payment vouchers with minimum supervision.	3
Senior Clerical Officer (Accounts)	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Clerical (Accounts) b. To be appointed, Candidates must possess 4 credits in (SSCE/WASC/GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy plus six (6) years of relevant experience and a recognized Certificate in ICT c) and (b) above must be able to prepare bank reconciliation statements.	4
Assistant Chief Clerical Officer (Accounts)	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Seni or Clerical Officer (Accounts)	5

17.2 Store Keepers Cadre

The basic entry requirement for this cadre is Secondary School Education or its equivalent Certificate (SSCE/WASC/GCE/NABTEB) with a minimum of three (3) passes which must include English and Mathematics or Principles of Accounts and any one of the commercial subjects. Candidates must have basic computer literacy.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Stores Assistant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b. The Candidates must have capacity to prepare store receipt vouchers (SRVs)/ Store Issue Voucher (SIV) under minimum supervision.	2
Stores	a) To be promoted, Candidates must have served satisfactorily for	3

Attendant	a minimum of three (3) years as a Stores Assistant b) To be appointed, Candidates must possess three (3) credits in (SSCE/WASC/GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy experience plus three (3) years cognate experience. (a) and (b) above must be able to prepare and raise stores receipt vouchers (SRVs) and other stores records with minimum supervision.	
Senior Stores Keeper	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Stores Keeper b. To be appointed, Candidates must possess four (4) credits in (SSCE/WASC/ GCE/NABTEB) including English Language and Mathematics, Principles of Accounts or any one of the commercial subjects, certificate in ICT and with evidence of computer literacy plus six (6) years of cognate experience. (a) and (b) above must be able to prepare, issue Stores Receipts Vouchers (SRV), Stores Issue Vouchers (SIV) and other stores records (Ledgers.) with minimum supervision.	4
Assistant Stores Officer	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Senior Stores Officer	5

17.3 Bookshops

The basic entry requirement for this cadre is Secondary School Education or its equivalent Certificate (SSCE/WASC/GCE/NABTEB) with a minimum of three (3) passes which must include English and Mathematics or Principles of Accounts and any one of the commercial subjects Candidates must have basic computer literacy.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Shop Attendant	a. The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Shop Assistant	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Bookshop Assistant b) To be appointed, Candidates must possess three (3) credits in (SSCE/WASC/ GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy experience plus three (3) years cognate experience. (a) and (b) above must be able to prepare and raise Bookshop Cash books with minimum supervision.	3
Senior Shop Keeper	a. To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as Bookshop Attendant b. To be appointed, Candidates must possess four (4) credits in (SSCE/WASC/ GCE/NABTEB) including English, Mathematics and Principles of Accounts or any one of the commercial subjects with evidence of computer literacy plus six (6) years of cognate experience and a recognized certificate of computer training. (a) and (b) above must be able to prepare, issue Receipts, and prepare Cash books and stock takings of bookshop items.	4
Assistant Chief Shop Keeper	a) To be promoted, Candidates must have served satisfactorily for a minimum of three (3) years as a Senior Bookshop Keeper	5

18.0 PRINTING PRESS

18.1 Printers Cadre

The minimum entry requirement for this cadre is SSCE, NECO, NABTEB, GCE or its equivalent with three (3) credits including English Language, Mathematics and Fine Art. Candidates must have basic computer literacy.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Press Attendant	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics	2
Press Assistant	a. To be promoted Candidates must have served satisfactorily for a minimum of three (3) years. b. (i) To be appointed, Candidates must possess Secondary School Education or its equivalent with three (3) credits (including English Language or Literature in English). (bii) Candidates with Secondary School Education or its equivalent with a minimum of three (3) passes with three (3) years cognate work experience are eligible for appointment.	3
Senior Press Assistant	a) To be promoted Candidates must have served satisfactorily for a minimum of three (3) years. b) (i) To be appointed, Candidates must possess Secondary School Education or its equivalent with three (3) credits and certificate in Printing Technology from a recognized institution plus a minimum of three (3) years cognate work experience. (bii) To be appointed, Candidates must have Secondary School Education or its equivalent with a minimum of three (3) passes plus six (6) years cognate work experience and can be appointed. Certificate in Printing Technology is an added advantage.	4
Assistant Press Assistant	a. To be promoted Candidates must have served satisfactorily for a minimum of three (3) years. b. To be appointed, Candidates must possess Secondary School Education or its equivalent with three (3) credits and Certificate in Printing Technology from a recognized institution plus a minimum of six (6) years cognate work experience.	5

18.2 ASSISTANT COMPUTER TECHNICIANS CADRE

The minimum entry requirement for this cadre is SSCE, NECO, NABTEB, GCE/Technical School Education or its equivalent with three (3) passes including English Language, Mathematics and Computer Studies or any other related subject. They are responsible for the day to day on the spot maintenance and repairs of Computer systems and Computer Networks, as well as other ICT related hardware equipment of the University.

POST	BASIC REQUIREMENT & COGNATE EXPERIENCE	SALARY SCALE CONTISS II
Assistant Computer Technician II	a) The Candidates by appointment must have obtained one of the following: - First School Leaving Certificate, three (3) passes at 'O' level including English Language, Mathematics b) To be appointed, Candidates must have full science secondary/Technical School Education with three (3) passes (including English Language, Mathematics and Physics or Computer or Electronic from a Technical School.	2
Assistant Computer	a. To be promoted, Candidates must have served for a minimum of three (3) years as an Assistant Computer Technician. Obtain	3

Technician I	<p>ICT (hardware) proficiency certificate from a recognized Institution. A+, Network+, certification is an added advantage.</p> <p>b. To be appointed, Candidates must possess full Secondary/Technical School Education with three (3) credits (including English Language, Mathematics and Physics or Electronics or Computer Science from a Technical School). Obtain ICT (hardware) proficiency certificate from a recognized Institution and Three (3) years cognate experience. A+, Network+, is an added advantage.</p>	
Senior Assistant Computer Technician	<p>a) To be promoted Candidates must have served satisfactorily for a minimum of three (3) years as an Assistant Computer Technician II Obtain four (4) credits, which must include English Language and Mathematics and Physics and any other science related subjects. Full Technical certificate including Trade Test.</p> <p>b) To be appointed, Candidates must have four (4) credits in English Language, Mathematics and Physics and any other Science related subjects. Computer Science or electronics trade from a Technical School. Full Technical certificate including Trade Test and must have six (6) years cognate experience.</p>	4
Assistant Chief Computer Technician	<p>a. To be promoted Candidates must have served satisfactorily for a minimum of three (3) years as a Senior Assistant Computer Technician and obtain either A+, Network+ certificate and a full Technical certification including Trade Test.</p>	5

**MADE BY THE GOVERNING COUNCIL OF THE FEDERAL UNIVERSITY WUKARI ON
1ST JULY, 2022**

ARC. LAWRENCE, NGBALE
Chairman of Governing Council

DR. S. A. BAMBUR
Registrar

Appendix



FEDERAL UNIVERSITY, WUKARI

200 Katsina-Ala Road, P.M.B. 1020, Wukari Taraba State, Nigeria

(Office of the Registrar)

File No. R/SP.....

Annual Performance Evaluation Report

(Senior Administrative, Technical and Professional Staff Only)

Period of Report.....Session.....

PART A

(To be completed in duplicate by member of staff)

Information should be handwritten and clear. Two (2) copies of the form to be completed

Name:

Date of Birth:

Place of Birth:

Nationality:

Department:

Date of First Appointment:

Post & Salary Scale/Step on First Appointment:.....

Date of Confirmation of Appointment:

Date of Last Promotion:

Post and Salary Scale/Step on Last Promotion:.....

.....

Present Salary Scale: CONTISS:.....Step:

In-Service Training Since Appointment with dates

.....

Qualification:

Academic/Professional (Honorary Degree not to be included)

University Degree/NCE/HND/Diploma	Class (If Any) and Specialization	Awarding Institution	Date

Working experience

Employer	Designation	Nature of duty	Date

Signature of StaffDate:

PART B

(To be completed by the Supervising/Reporting Officer)

In assessing the Candidates the supervising/reporting officer is requested to score in the appropriate columns below:-

S/No		2.5	2.0	1.5	1.0	0.5
	Integrity					
	Industry					
	Initiative					
	Intellectual ability					
	Relationship with staff/ public					

	Supervisory ability					
	Ability to tackle difficult problems					
	Ability to work unsupervised					
	Thoroughness in handling jobs					
	Cooperation with others at work					
	Creative ability/productivity					
	Power of judgment and commonsense					
	Ability to take on higher responsibility					
	Ability to perform under pressure					
	Problems recognition and resolution and effective utilization of subordinate staff.					
	Effective communication skills (especially minutes of meetings, budgetary defenses, processing of vouchers and carrying out maintenance work efficiently.					
	Ability to delegate effectively and ability to offer constructive suggestion to clients and associates.					
	Broad business sense and demonstration of leadership skills.					
	Time in rank 2.5 marks per year for over and above 3 years' 5 marks, time in rank)					
	Promotion Examination Result					

Result of appraisal examination

Outstanding	2.5 marks
Very good	2 marks
Satisfactory	1.5 marks
Poor	0.5 marks

NB: 60 points being minimum eligibility score for promotion with 40 marks each coming from 1-xix and 20 from xx.

The summary of my assessment is that he/she is:

Exceptionally qualified ()

Qualified ()

Marginally qualified ()

Qualified but not sufficiently matured/experienced ()

Incompetent to undertake the duties of.....

Therefore, I recommend:-

Dr./Mr/Mrs/Miss.....for promotion and/or conversion to the rank of

Confirmation of appointment of retiring age

No change in status but renewal of contract for.....years

No change in status commendation for specially good work/conduct for the following reasons:.....

No change in status but increase in salary steps.

Disciplinary action for the following reasons:

.....
.....
.....

(Delete whichever is not applicable)

Name:

Designation:

Signature:..... Date:

PART C

(To be filed by the officer being assessed)

I agree with the report and recommendation of my Supervising/Reporting officer:.....

I do not agree with the report and recommendation of my Supervising/Reporting officer for the following

reasons:.....
.....
.....

Name:.....

Signature:Date:.....

(To be completed by Dean/Head of Administrative/Service Unit)

I endorse the report and recommendation of the Supervising/Report officer

I do not agree with the report and recommendation of the Supervising/Reporting officer in Part B. above for the following reasons:.....

Name:

Signature:.....Date:

(Dean/Head of Department/Service Units)

PART E

Signature:Date:

Registrar



FEDERAL UNIVERSITY, WUKARI

200 Katsina-Ala Road, P.M.B. 1020, Wukari Taraba State, Nigeria

(Office of the Registrar)

CONFIDENTIAL

FILE NO: JP.....

ANNUAL PERFORMANCE EVALUATION FORM

(JUNIOR STAFF ON CONTISS 1 - 5)

PERIOD OF REPORT.....SESSION

NOTE: This form should be completed by all Junior Staff, endorsed and sent by the Head of Department to the Establishment Division.

PART A

- 1) Name:.....
(Surname) (Other Names)
- 2) Date of Birth.....
- 3) Nationality..... State of Origin..... LGA.....
- 4) Registered Domicile:.....
- 5) Department:.....
- 6) Date, Rank, CONTISS and Step on First Appointment:.....
.....
- 7) Present Salary Scale:.....CONTISS.....Step:.....
- 8) Education/Professional Qualification(s) with dates since first appointment:

Name of Schools Attended	Period		Cert/Diploma/Trade Certificate Obtained	Test
	From	To		

Signature of Member of Staff:..... Date:.....

PART B

9) TO BE COMPLETED BY THE SUPERVISING/ REPORTING OFFICER

In assessing the candidate, the Supervising/Reporting Officer is requested to score in the appropriate columns below:

Area of Scoring		5	4	3	2	1
I	Efficiency					
ii	Ability to learn					
iii	Knowledge of work					
iv	Initiative					
V	Leadership qualities					
Vi	Dependability and reliability					
Vii	Attitude to work					
Viii	Relationship with staff/public					
Ix	Punctuality					
X	Integrity					

Total:.....:

NB: To be eligible for promotion, a candidate must score a minimum of 40 marks from i-x above.

KEY:

Outstanding	5 Marks
Very Good	4 Marks
Good	3 Marks
Satisfactory	2 Marks
Poor	1 Mark

The summary of my assessment is that he/she is:

- a) Recommended for Promotion to the rank of.....
- b) Qualified for confirmation of appointment to the retiring age of 65 years in Service
- c) Qualified for Commendation for hard work.
- d) Not recommended for any change in status.
- e) Recommended for Disciplinary action for the following reasons:.....

.....

Name of Reporting Officer:.....

Designation:.....

Signature:.....Date:.....

PART C

(To be filed by the officer being assessed)

I agree with the report and recommendation of my Supervising/Reporting officer:.....

I do not agree with the report and recommendation of my Supervising/Reporting officer for the following reasons:.....

.....
.....

Name:.....

Signature:Date:.....

RECOMMENDATIONS OF HEAD OF DEPARTMENT

Do you endorse the recommendation of the Reporting Officer? (Yes) (No) If no, please comment freely:

NAME OF HEAD OF DEPT.

SIGNATURE

Decision of the Junior Staff Committee:

Recommended/Not Recommended

Date

Chairman, JSC



FEDERAL UNIVERSITY, WUKARI

200 Katsina-Ala Road, P.M.B. 1020, Wukari Taraba State, Nigeria

(Office of the Registrar)

CONFIDENTIAL

ACADEMIC STAFF ONLY

ANNUAL PERFORMANCE EVALUATION FORM

PERIOD OF REPORT SESSION

File No: P.....

PART A

(To be completed by member of academic staff only)

- NOTE: (A) Information should be clearly written
 (B) Two (2) copies of the form are to be completed

1. **Name: (Underline Surname).....**
2. **Date of Birth:**
3. **Nationality:..... State:..... LGA:.....**
4. **Faculty:**
5. **Department:**
6. **APPOINTMENTS/PROMOTIONS**

Promotion	Date	Position	Salary
First Appointment			
1st Promotion			
2nd Promotion			
3rd Promotion			
4th Promotion			
5th Promotion			
6th Promotion			
Current Position			

7. QUALIFICATIONS

Degrees and Diplomas	Date	School	Specialization

8. (a). ACHIEVEMENTS SINCE LAST PROMOTION

Please attach additional publications, Conference papers, reports on ongoing Research (etc)

8. (b). LIST OF PUBLICATIONS (Please complete Form 12 C and attach photocopies of all publications)

9. COURSES TAUGHT DURING THE PERIOD OF REPORT

i.e Last two semesters. Give course numbers/codes and units per semester. Where there was more than one lecturer for a course, indicate your own contribution and teaching load.

	Course Number	Units	Contact Hours	If shared, state your contact hours/contribution	Semester
I					
li					
lii					
lv					
v					
vi					
vii					
viii					
lx					
x					
xi					
xii					
Total Contact Hours					

10. PROFESSIONAL PRACTICE (You may wish to attach a report)

11. ACADEMIC/ADMINISTRATIVE RESPONSIBILITY/LEADERSHIP WITHIN AND OUTSIDE THE UNIVERSITY (e.g. Deputy Vice Chancellor, Deanship, Directorship, Member of Boards and Committees)

Position	Period

12. ANY OTHER INFORMATION THAT MAY ASSIST THE COMMITTEE IN DETERMINING YOUR PERFORMANCE DURING THE YEAR

.....

Date

Signature

PART B

(This section is to be completed by the Head of Department. The Dean is expected to complete this part in respect of Heads of Departments)

13. ASSESSMENT AND COMMENTS BY THE HEADS OF DEPARTMENT

(A) Certification of the information contained in Part A

I certify that the information contained in Part A is correct to the best of my knowledge

.....

(B) Eligibility Score

Area of Scores	Professor	Reader	Senior Lecturer	Lecturer I	Lecturer II	Asst. Lect.	G/Asst.
Qualification*							
Teaching Experience**							
Time in Rank							
Teaching Load							
Professional Practice/Activities							
Research and Publications							
Academic/Administrative Leadership							
Postgraduate Supervision							
Community Services							
Total Score							

NOTE * For Qualifications – only the highest achievement will be considered in scoring. Seven

(7) Points are allotted for Master and Ten (10) points for Ph.D.

** At University Level

(C) Assessment of Publications:

Please complete the attached Form 12 C

(D) General Comments by the Head of Department

.....

(E) Recommendation
.....
.....

.....
Name (Print)
.....
Date Signature of Head of Department(s)

NOTE: Heads of Department are enjoined to make their recommendations in accordance with the guidelines on Appointment(s), Promotions and Discipline as contained in the University Regulations.

To be filed by the academic staff being assessed

I agree with the report and recommendation of my Head of Department(s):.....

I do not agree with the report and recommendation of my Head of Department(s) for the following reasons:.....

.....
.....

Name:.....

Signature:Date:.....

PART C

(To be completed by the Dean)

14. COMMENTS BY THE DEAN

(a) I endorse the comments and recommendations of the Head of Department:

(b) I do/do not agree with the comments and recommendations of the Head of Department for the following reasons

.....
.....
.....

.....
NAME (Print)
.....
Date Signature of Dean

PART D

(To be completed by the Vice Chancellor)

15. COMMENTS BY THE VICE-CHANCELLOR.....

.....
.....

(a) The Vice-Chancellor is expected to complete Parts B & C above in respect of Appraisal Forms from Deans, Directors and Professors.

.....
.....

.....

.....

Date

Signature of the Vice-Chancellor