

PREFACE

The last edition of the Approved Schemes of service for use in the Civil Service of the Federation was published in 1984. Between that time and now a number of changes have taken place. Some cadres have been elongated. The nomenclatures of many cadres were dropped and replaced with new ones. In addition, new cadres have been evolved. The Certificates awarded by some professional bodies have been approved by the National Council on Establishments as entry qualifications for some cadres. The 'Assistant' cadres introduced by the Civil Service (Reorganizations) Decree Na. 43 of 1988 for the junior and intermediate posts have been reverted to their relevant old nomenclatures. Executive Officer and Confidential Secretary cadres have been elongated to Salary Grade Level 14 while the Typist cadre now terminates at GL. 09. This edition has taken care of these developments.

However, there are pending cases of other sub-professional cadres which used to enjoy the same terminal grades (i.e. GL 13) with the Executive Officers. Officers in such cadres are agitating that their cadres should also be elongated to GL. 14. The National Council on establishments (NCE) has requested the Office of the Head of the Civil Service of the Federation to carry out necessary job-evaluation of the cadres involved and make appropriate recommendations for the consideration of the Council. In addition some professional bodies have pleaded with the authority to include Certificates awarded by them as qualifications for entry into relevant cadres in the approved Schemes of Service. All these requests are currently receiving necessary attention and appropriate recommendations would be made to the National Council on Establishments. This edition of Approved Schemes of Service like all dynamic structures, will therefore be subject to regular up-dating and review.

The importance of this document for a civil servant cannot be over-emphasized. As a career guide in the Civil Service of the Federation, every employee of Government is expected to study and digest the provisions particularly as they affect his/her cadre. This document provides sufficiently for every civil servant who cares to improve himself or herself to get to the peak of his chosen career.

It will be necessary to express appreciation for the commitment and the support of the President of the Federal Republic of Nigeria, Chief Olusegun Obasanjo, GCFR, which made the publication of this document possible within the short period of his assumption of office.

ABU OBE, CON, mni

Head of the Civil Service of the Federation

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- 95. Data Processing Assistant
- 96. Data Processing Officer
- 97. Programme Analyst
- 98. Enumerator/Field Assistant
- 99. Statistical Assistant
- 100. Statistical Officer/Field Superintendent
- 101. Statistician
- 102. Planning Officer

EDUCATION

- 103. Teacher/Headmaster
- 104. Assistant Education Officer
- 105. Education Officer
- 106. Handicraftsman
- 107. Instructor (Secretarial)
- 108. Technical Officer (Audio-Visual)

FINANCE

- 109. Executive Officer (Audit)
- 110. Auditor
- 111. Executive Officer (Accounts)
- 112. Accountant
- 113. Executive Officer (Revenue)
- 114. Inspector of Taxes
- 115. Actuary
- 116. Insurance Inspector

FOREIGN AFFAIRS

- 117. Courier
- 118. Executive Officer (Foreign Affairs)
- 119. Foreign Affairs Officer

HEALTH

- 120. Dental Technologist
- 121. Health Attendant
- 122. Health Assistant
- 123. Medical Laboratory Technician
- 124. Medical Laboratory Technologist
- 125. Laboratory Superintendent (Maintenance)
- 126. Medical Officer
- 127. Medical Records Technician

- 128. Nutrition Officer
- 129. Dietician
- 130. Proshetist
- 131. Pharmacy Technician
- 132. Pharmacist
- 133. Physiotherapist
- 134. Scientific Officer
- 135. Population Programme Officer
- 136. Braile Transcriber
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INDUSTRIES

- 138. Technical Assistant (Industrial)
- 139. Technical Officer (Industrial)
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INFORMATION

- 142. Archaeologist
- 143. Art Production Assistant
- 144. Art Production Officer
- 145. Archives Assistant
- 146. Executive Officer (Archives)
- 147. Archivist
- 148. Audio-Visual Officer
- 149. Cameraman
- 150. Dubbing Theatre Projectionist
- 151. Ethnographer
- 152. Film Editing Assistant
- 153. Film Editor
- 154. Film Production Assistant
- 155. Film Production Officer
- 156. Graphic Arts Attendant/Assistant
- 157. Graphic Arts Officer
- 158. Information Assistant
- 159. Executive Officer (Information)
- 160. Information Officer
- 161. Museum Guard
- 162. Photographic Assistant
- 163. Photographer
- 164. Press Attendant
- 165. Sun Machine Printing Attendant
- 166. Superintendent of Monument
- 167. Script Writer
- 168. Technical Officer (Antiquities)
- 169. Technical Officer (Maintenance)

INTERNAL AFFAIRS

- 170. Dog Kennel Attendant
- 171. Hangman
- 172. Executive Officer (Civic Registration)

173. Civic Registration Officer

JUDICIARY

174. Bailiff

JUDICIARY

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176. Labour Officer

177. Technical Officer (Trade Test)

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179. Inspector of Factories

180. Co-operative Inspector

181. Co-operative Officer

182. Registrar of Co-operative Societies

LEGISLATURE

183. Co-operative Officer

184. Registrar of Co-operative Societies

SOLID MINERALS DEVELOPMENT

185. Cartographic Attendant

186. Cartographic Draughtsman

187. Technical Officer (Cartography)

188. Driller

189. Laboratory Technologist (Mining)

190. Field Attendant

191. Geological Assistant

192. Technical Officer (Exploration)

193. Geologist

194. Sub-Inspector of Mines

195. Technical Officer (Mining)

196. Inspector of Mines

197. Scientific Officer (Mining)

WOMEN AFFAIRS AND SOCIAL DEVELOPMENT

198. Community Development Assistant

199. Community Development Officer

200. Social Welfare Assistant

201. Social Welfare Officer

202. Inspector (NYSC)

TRANSPORT

203. Freightman

204. Coastal Assistant

205. Freight Officer

206. Marine Engineering Assistant

207. Marine Engineer/Marine Officer

208. Junior Desk Staff

209. Senior Desk Staff

210. Boatman

211. Bargeman

- 212. Greaser
- 213. Patrolman
- 214. Turnstile Operator

WATER RESOURCES

- 215. Technical Assistant (Water Engineering)
- 216. Technical Officer (Water Resources)
- 217. Water Engineer/Water Resources Engineer/Hydrological Engineer
- 218. Hydrologist/Hydrologist
- 219. Scientific Officer (Water)

WORKS AND HOUSING

- 220. Works Attendant
- 221. Artisan/Craftsman
- 222. Works Superintendent
- 223. Technical Assistant (Electrical)
- 224. Technical Officer (Electrical)
- 225. Electrical Engineer
- 226. Technical Assistant (Civil)
- 227. Technical Officer (Civil)
- 228. Technical Officer (Highways)
- 229. Civil Engineer
- 230. Town Planning Assistant
- 231. Technical Officer (Town Planning)
- 232. Town Planning Officer
- 233. Technical Assistant (Architecture)
- 234. Technical Officer (Architecture)
- 235. Architect
- 236. Technical Assistant (Mechanical)
- 237. Mechanical Engineer
- 238. Technical Officer (Building)
- 239. Building Officer
- 240. Boundaryman
- 241. Lands Assistant
- 242. Valuation Assistant
- 243. Estate Officer
- 244. Registrar of Deeds
- 245. Lands Officer
- 246. Chairman
- 247. Survey Draughtsman
- 248. Technical Officer (Survey)
- 249. Surveyor
- 250. Road Overseer
- 251. Tractor Driver/Tractor Driver Mechanic/Articulated Vehicle Driver
- 252. Plant Operator
- 253. Air Mapping Assistant
- 254. Sewerage Engineer
- 255. Quantity Surveyor
- 256. Structural Engineer
- 257. Fireman

- 258. Fire Superintendent
- 259. Fire Officer

**COMMON SERVICES
CLEANER CADRE**

1. POSTS AND SALARIES:

- 1.1 Cleaner Grade Level 01
- 1.2 Senior Cleaner Grade Level 02
- 1.3 Head Cleaner Grade Level 03

2. DUTIES:

- 2.1 Cleaner, Grade Level 01**
 - 1.1.1 Cleaning Offices, closets and office premises
- 2.2 Senior Cleaner, Grade Level 02**
 - 2.2.1 Performing General Cleaning Duties
- 2.3 Head Cleaner, Grade Level 03**
 - 2.3.1 Performing Cleaning Duties
 - 2.3.2 Supervising a number of cleaners

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Cleaner, Grade Level 01
 - 3.1.1 By direct appointment of an able-bodied candidate
- 3.2 Senior Cleaner Grade Level 02
 - 3.2.1 By promotion of a suitable cleaner who has spent at least two years on the grade.
- 3.3 Head Cleaner, Grade Level 03
 - 3.3.1 By promotion of a suitable Senior Cleaner who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any Officer in the Cleaner Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

WATCHMAN CADRE

1. POSTS AND SALARIES:

- 1.1 Watchman Grade II Grade Level 01
- 1.2 Watchman Grade I Grade Level 02
- 1.3 Senior Watchman Grade Level 03
- 1.4 Head Watchman Grade Level 04

2. DUTIES:

- 2.1 Watchman Grade II, Grade Level 01**
 - 2.1.1 Watching Office buildings and Government properties
 - 2.1.2 Opening and locking gates of a Government Institution.
- 2.2 Watchman Grade I, Grade Level 02**
 - 2.2.1 Watching Office Buildings and Government properties.
 - 2.2.2 Opening and locking gates of a Government Institution.
- 2.3 Senior Watchman, Grade Level 03**
 - 2.3.1 Supervising the activities of a number of Watchman
 - 2.3.2 Watching Office buildings and Government properties
- 2.4 Head Watchman, Grade Level 04**
 - 2.4.1 Co-ordinating the activities of a number of Watchmen
 - 2.4.2 Watching Office buildings and Government properties

2.4.3 Keeping simple records.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All transfers and promotions are subject to vacancy and satisfactory service record.

3.1 Watchman Grade II, Grade Level 01

3.1.1 By direct appointment of a candidate who is mentally and physically fit and possesses the ability to read and write.

3.2 Watchman Grade I, Grade Level 02

By promotion of a confirmed and suitable Watchman Grade Ii who has spent at least two years on the grade.

3.3 Senior Watchman, Grade Level 03

3.3.1 By promotion of a Watchman who has spent at least two years on the grade

3.4 Head Watchman, Grade Level 04

3.4.1 By promotion of Senior Watchman who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

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

SECURITY GUARD CADRE

1. POSTS AND SALARIES:

1.1 Security Guard Grade II

Grade Level 03

1.2 Security Guard Grade I

Grade Level 04

1.3 Senior Security Guard

Grade Level 05

1.4 Head Security Guard

Grade Level 06

2. DUTIES

2.1 Security Guard Grade II, Grade Level 03

2.1.1 Keeping records of movement of persons and vehicles

2.1.2 Searching vehicles and suspected visitors or employees

2.2 Security Guard Grade I, Grade Level 04

2.2.1 Keeping records of movement of persons and vehicles

2.2.2 Searching vehicles and suspected visitors or employees

2.3 Senior Security Guard, Grade Level 05

2.3.1 Keeping records and searching suspected vehicles and employees

2.3.2 Overseeing the activities of a number of Security Guards

2.4 Head Security Guard Grade Level 06

2.4.1 Advising on security matters

2.4.2 Co-ordinating the activities of a number of Security Guards

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All transfers/promotions are subject to vacancy and satisfactory service record.

3.1 Security Guard Grade II, Grade Level 03

3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate plus evidence of training in either the Nigerian Police or any of the disciplined services.

3.2 Security Guard Grade I, Grade Level 04

3.2.1 By promotion of a confirmed and suitable Security Guard Grade II who has spent at least two years on the grade.

3.3 Senior Security Guard, Grade Level 05

3.3.1 By promotion of a confirmed and suitable Security Guard, Grade II who has spent at least two years on the grade

3.4 Head Security Guard, Grade Level 06

3.4.1 By promotion of a confirmed and suitable Senior Security Guard who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any Officer in the Security Guard Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

MESSENGER CADRE

1. POSTS AND SALARIES:

1.1	Messenger	Grade Level 02
1.2	Senior Messenger	Grade Level 03
1.3	Head Messenger	Grade Level 04

2. DUTIES

- 2.1 Messenger, Grade Level 02
 - 2.1.1 Moving files from officers' tables
 - 2.1.2 Carrying and delivering letters, articles and message
- 2.2 Senior Messenger, Grade Level 03
 - 2.2.1 Carrying Security boxes
 - 2.2.2 Directing visitors
 - 2.2.3 Assisting a Head Messenger in supervising a number of Messengers
- 2.3 Head Messenger, Grade Level 04
 - 2.3.1 Supervising Junior Messengers, and checking attendance registers.
 - 2.3.2 Carrying mails to and from the Post Office.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Messenger, Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.1.2 By promotion from a lower post, of any suitable officer possessing the First School Leaving Certificate.
- 3.2 Senior Messenger, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Messenger who has spent at least two years on the grade.
- 3.3 Head Messenger, Grade Level 04
 - 3.3.1 By promotion of a suitable Senior Messenger who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

- 4.1 Any officer in the Messenger cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
- 4.2 A Messenger/Senior Messenger who is successful in the limited competitive examination for appointment to Grade Level 03 posts is eligible for promotion/transfer to the grade of Clerical Assistant or any other designated Grade Level 03 post.
- 4.3 Subject to vacancy and satisfactory service record, a confirmed and suitable Senior Messenger or Head Messenger is eligible for promotion to the grade of Senior Porter or Head Porter respectively.

PORTER CADRE

1. POSTS AND SALARIES:

1.1	Porter	Grade Level 03
1.2	Senior Porter	Grade Level 04
1.3	Head Porter	Grade Level 05

2. DUTIES

- 2.1 Porter, Grade Level 03

- 2.1.1 Taking charge of entrances to public buildings and controlling the entry of visitors to offices.
- 2.1.2 Serving as ushers and guides to visitors to public buildings
- 2.1.3 Controlling the entry of visitors into public buildings and other official meeting places.
- 2.2 Senior Porter, Grade Level 04
 - 2.2.1 Supervising a number of porters in a public building
 - 2.2.2 Preparing duty rosters for vetting by the Head Porter
 - 2.2.3 Performing the duty of a porter when the latter is unavailable
 - 2.2.4 Requisitioning stationery items for porters
 - 2.2.5 Ensuring security of Government inner properties i.e. Typewriters, Fans etc.
- 2.3 Head Porter, Grade Level 05
 - 2.3.1 Deploying porters
 - 2.3.2 Completing APER forms for porters
 - 2.3.3 Completing Indemnity Forms for porters' salaries before First and Second payments.
 - 2.3.4 Safe-keeping of lost and found items before handing them over to Security Guards or the Police after a specified period.
 - 2.3.5 Reporting cases of missing items for example, door any vehicle keys, etc.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Porter Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing Junior Secondary School Certificate or S.75.
- 3.2 Senior Porter, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Porter who has spent at least two years on the grade.
- 3.3 Head Porter, Grade Level 05
 - 3.3.1 By promotion of a suitable Senior Porter who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Porter Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for transfer or promotion to the grade.

RADIO/TELEPHONE OPERATOR CADRE

1. POSTS AND SALARIES

- | | | |
|-----|-----------------------------------|----------------|
| 1.1 | Radio/Telephone Operator | Grade Level 03 |
| 1.2 | Senior Radio/Telephone Operator | Grade Level 04 |
| 1.3 | Radio/Telephone Supervisor | Grade Level 05 |
| 1.4 | Senior Radio/Telephone Supervisor | Grade Level 06 |
| 1.5 | Chief Radio/Telephone Supervisor | Grade Level 07 |

2. DUTIES

- 2.1 Radio/Telephone Operator, Grade Level 03
 - 2.1.1 Operating a Telephone PBX under-supervision.
 - 2.1.2 Ensuring that the switchboard under his control is efficiently maintained.
 - 2.1.3 Collecting revenue for private calls.
- 2.2 Senior Radio/Telephone Operator, Grade Level 04
 - 2.2.1 Supervising a number of Ratio/Telephone Operators
 - 2.2.2 Rendering accounts of the revenue collected for private calls.
 - 2.2.3 Keeping such records as are required in the operation of a Telephone PBX.
- 2.3 Radio/Telephone Supervisor Grade Level 05
 - 2.3.1 Taking charge of a Telephone Exchange.

- 2.3.2 Supervising a number of Telephone Operators/Senior Radio Operators.
- 2.4 Senior Radio/Telephone Supervisor, Grade Level
 - 2.4.1 Assisting in supervising telephone staff in a defined area.
 - 2.4.2 Assisting in the training of telephone operators.
- 2.5 Chief Radio/Telephone Supervisor, Grade Level 07
 - 2.5.1 Supervising telephone in a defined area.
 - 2.5.2 Advising the authority on the hiring and posting of telephone operators.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Radio/Telephone Operator, Grade Level 03
 - 3.1.1 By direct appointment of a candidate Possessing at least the First School Leaving Certificate plus evidence of training in telephone operation duties.
 - 3.2 Senior Radio/Telephone Operator, Grade Level 04
 - 3.2.1 By promotion of a confirmed suitable Radio/Telephone Operator who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the First School Leaving Certificate with a minimum of two years post-qualification cognate experience.
 - 3.3 Radio/Telephone Supervisor, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Senior Radio/Telephone Operator who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the First School Leaving Certificate with a minimum of four years' cognate experience.
 - 3.4 Senior Radio/Telephone Supervisor, Grade Level 06
 - 3.4.1 By promotion of a confirmed suitable Radio/Telephone Supervisor who has spent at least two years on the grade.
 - 3.5 Chief Radio/Telephone Supervisor, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Radio/Telephone supervisor who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE**
 Any Officer in the Radio/Telephone Operator Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TAILOR CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Assistant Tailor Grade Level 03
 - 1.2 Tailor Grade Level 04
 - 1.3 Senior Tailor Grade II Grade Level 05
 - 1.4 Senior Tailor Grade I Grade Level 06
 - 1.5 Chief Tailor Grade Level 07
- 2. **DUTIES**
 - 2.1 Assistant Tailor, Grade Level 03
 - 2.1.1 Performing the following duties under supervision
 - 2.1.1.1 Sewing simple dresses
 - 2.1.1.2 Mending clothes
 - 2.1.1.3 Cleaning sewing machines
 - 2.2 Tailor, Grade Level 04
 - 2.2.1 Sewing all types of dresses.
 - 2.2.2 Cutting simple dresses.
 - 2.2.3 Making minor repairs of sewing machines.
 - 2.3 Senior Tailor Grade II Grade Level 05
 - 2.3.1 Supervising the work of a number of junior staff.

- 2.3.2 Taking charge of a small Tailoring Unit.
- 2.3.3 Cutting and sewing dresses into different patterns.
- 2.3.4 Undertaking repairs of sewing machines.
- 2.4 Senior Tailor, Grade I, Grade Level 06
 - 2.4.1 Taking charge of a large Tailoring Unit
 - 2.4.2 Cutting and sewing dresses of complex pattern
 - 2.4.3 Assisting in organizing for the repair of unserviceable machines
- 2.5 Chief Tailor, Grade Level 07
 - 2.5.1 Keeping disposition list of the tailoring staff and sewing machines in the establishment e.g. State Hospitals.
 - 2.5.2 Coordinating activities in a number of Tailoring Units
 - 2.5.3 Advising the authority on matters relating to tailoring
 - 2.5.4 Organizing training programmes for Tailors

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Tailor, Grade Level 03
 - 3.1.1 By appointment of a candidate possessing a minimum of First School Leaving Certificate plus a pass in the Federal Ministry of labour Trade Test Class III in Tailoring or a Certificate from a reputable Tailoring Firm.
- 3.2 Tailor, Grade Level 04
 - 3.2.1 By advancement of a confirmed and suitable Assistant Tailor who has passed Government Trade Test Class II and spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing at least First School Leaving Certificate plus Government Trade Test Class II in Tailoring and a minimum of two years' experience in the trade.
 - 3.2.3 By direct appointment of a candidate possessing the Government Craft Certificate obtained from a Government Trade Center or any approved Institution.
- 3.3 Senior Tailor Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Tailor who has demonstrated competent performance, passed Government Trade Test Class I and spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing at least First School Leaving Certificate plus Government Trade Test Class I and at least four years' experience in the trade.
- 3.4 Senior Tailor Grade I Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Tailor Grade II who has spent at least two years on the grade.
- 3.5 Chief Tailor, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Tailor Grade I who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any Officer in the Tailor Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

MOTOR DRIVER/DRIVER MECHANIC CADRE

1. POSTS AND SALARIES

- | | | |
|-----|---------------------------------------|----------------|
| 1.1 | Motor-Driver | Grade Level 02 |
| 1.2 | Heavy Lorry Driver | Grade Level 03 |
| 1.3 | Motor Driver-Mechanic | Grade Level 04 |
| 1.4 | Senior Motor Driver-Mechanic Grade II | Grade Level 05 |

- | | | |
|-----|--------------------------------------|----------------|
| 1.5 | Senior Motor Driver-Mechanic Grade I | Grade Level 06 |
| 1.6 | Chief Motor Driver-Mechanic | Grade Level 07 |
2. DUTIES
- 2.1 Motor Driver, grade Level 03
 - 2.1.1 Driving with care and caution a motor vehicle (not more than 20 tons) assigned to him.
 - 2.1.2 Assisting in keeping accurate and up-to-date log book.
 - 2.1.3 Understanding and ensuring the correct tyre pressures, the weight and the load carrying capacity of vehicles.
 - 2.2 Heavy Lorry, Driver Grade Level 04
 - 2.2.1 Driving with care and Caution any heavy vehicle (10 tons - 25 tons) assigned to him
 - 2.2.2 Keeping an accurate and up-to-date log book of the movement of vehicle
 - 2.3 Motor Driver Mechanic. Grade Level 04
 - 2.3.1 Driving with care and caution any Vehicle assigned to him.
 - 2.3.2 Undertaking minor maintenance and repairs of motor vehicles
 - 2.4 Senior Motor DriverMechanic, Grade II. Grade Level 05
 - 2.4.1 Driving with care and caution any vehicle assigned to him.
 - 2.4.2 Maintaining records of fuel and lubrication consumption by vehicles.
 - 2.4.3 Working out vehicle performance figures and applying knowledge of indentingPurchase procedures
 - 2.5 Senior Motor Driver-Mechanic Grade I, Grade Level 06
 - 2.5.1 Driving with care and caution any Vehicle signed to him.
 - 2.5.2 Assisting in thesupervision and disposition of the staff and vehicles in the transport unit.
 - 2.5.3 Assisting chief Motor Driver Mechanic in ensuring the security of vehicles in the establishment.
 - 2.6 Chief Mo(r Drive, Mechanic Grade Level 07
 - 2.6.1 Driving with care and caution any vehicle assigned to him
 - 2.6.2 Ensuring the security of vehicles.
 - 2.6.3 Taking prompt action o accident cases
 - 2.6.4 Supervising Motor Driver Mechanics and Senior Motor Driver Mechanics

3 METHODS OF ENTRY AND ADVANCEMENTS WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Motor Driver, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate plus a valid Class "C" Driving Licence.
- 3.2 Heavy Lorry Driver, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Motor Driver who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' satisfactory post-qualification driving experience.
- 3.3 Motor Driver-Mechanic, Grade Level 04
 - 3.3.1 By advancement of a suitable Motor Driver who has passed the Class III Trade Test for Motor Mechanic Work.
 - 3.3.2 By direct appointment of a suitable and experienced candidate possessing the Class UI Trade Test Certificate for Motor Mechanic Work plus First SchoolLeaving Certificate and professional Driver's Licence.
- 3.4 Senior Mater Drive/Mechanic Grade II. Grade Level 05

- 3.4.1 By promotion of a confirmed and suitable Motor Driver Mechanic who has spent at least two years on the grade.
 - 3.5 Senior Motor Driver Mechanic Grade II, Grade Level 06
 - 3.5.1 By promotion of a confirmed and suitable Senior Motor Driver Mechanic Grade II who has spent at least two years on the grade.
 - 3.6 Chief Motor Driver Mechanic, Grade Level 07
 - 3.6.1 By promotion of a confirmed and suitable Senior Motor Driver Mechanic Grade I who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
- 4.1 Any Officer in the Motor Driver Mechanic Cadre who acquires any of the qualifications specified for appointment to any higher-grade is eligible for transfer/promotion to the grade.
 - 4.2 A Chief Motor Driver/Mechanic possessing Trade Test Class I for Motor Mechanic Work who has spent at least two years on the grade may be selected to undergo a six months' training programme conducted by Federal Ministry of Works and Housing for conversion of Motor Driver Mechanic to the grade of Works Superintendent. On successful completion of the course, the Chief Motor Driver Mechanic is eligible (or Lateral conversion to the grade of Works Superintendent (Mechanical).

STORES ATTENDANT CADRE

- 1. **POST AND SALARY:**
 - 1.1 Stores Attendant Grade Level 02
- 2. **DUTIES**
 - 2.1 Performing under supervision, routine and manual stores work
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
 - 3.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
- 4. **ADVANCEMENT BEYOND THE CADRE**
 - 4.1 Any Officer in the Stores Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.
 - 4.2 Subject to vacancy and satisfactory service record, a confirmed and suitable Stores Attendant who is successful in the limited competitive examination for conversion/entry into Grade Level 03 posts will be eligible for transfer to any of such posts.

STOREKEEPER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Stores Assistant Grade Level 03
 - 1.2 Storekeeper Grade Level 04
 - 1.3 Senior Storekeeper Grade Level 05
 - 1.4 Assistant Chief Storekeeper Grade Level 06
 - 1.5 Chief Storekeeper Grade Level 07
- 2. **DUTIES**
 - 2.1 Stores Assistant, Grade Level 03
 - 2.1.1 Assisting in a Departmental/Zonal Store
 - 2.1.2 Keeping simple stores records under supervision
 - 2.2 Storekeeper, Grade Level 04
 - 2.2.1 Taking charge, under supervision of a site or small store
 - 2.2.2 Making local purchase of small items of stores approved by the appropriate authority.
 - 2.3 Senior Store keeper, Grade Level 05

- 2.3.1 Issuing and receiving materials and equipment.
- 2.3.2 Keeping relevant records
- 2.3.3 Making local purchase of approved materials and equipment.
- 2.3.4 Checking stock under supervision.
- 2.4 Assistant Chief Storekeeper, Grade Level 06
 - 2.4.1 Taking charge of a large store
 - 2.4.2 Supervising a number of small stores within a Department
 - 2.4.3 Assisting in training junior staff
 - 2.4.4 Making local purchase of approved materials and equipment
- 2.5 Chief Storekeeper, Grade Level 07
 - 2.5.1 Supervising a very big store
 - 2.5.2 Making local purchase of approved materials and equipment
 - 2.5.3 Supervising and training junior staff within the Unit
 - 2.5.4 Checking stock in stores in a large Department

3 METHODS OF ENTRY AND ADVANCEMENTS WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Stores Assistant, Grade Level 03
 - 3.1.1 By direct appointment of candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School
 - 3.1.1.2 Royal Society of Arts School Commercial Certificate
 - 3.1.1.3 Junior Secondary School Certificate
- 3.2 Storekeeper Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Assistant Storekeeper who has spent at least two years on the grade and passed Storekeepers Confirmation/Promotion Test at promotion level (i.e. 50%)
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1 West African School Certificate or Senior Secondary Schools Certificate
 - 3.2.2.2 General Certificate of Education (O/L) in four subjects obtained at one sitting or five subject at two sittings
- 3.3 Senior Storekeeper, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Storekeeper who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Assistant Chief Storekeeper, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Storekeeper who has spent at least two years on the grade.
- 3.5 Chief Storekeeper, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Assistant Chief Storekeeper who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any Officer in the Storekeeper Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

STORES OFFICER CADRE

1. POSTS AND SALARIES

- 1.1 Assistant Stores Officer Grade Level 06

1.2	Stores Officer	Grade Level 07
1.3	Higher Stores Officer	Grade Level 08
1.4	Senior Stores Officer	Grade Level 09
1.5	Principal Stores Officer Grade II	Grade Level 10
1.6	Principal Stores Officer Grade I	Grade Level 12
1.7	Assistant Chief Stores Officer	Grade Level 13
1.8	Chief Stores Officer	Grade Level 14

2. DUTIES:

- 2.1 Assistant Stores Officer, Grade Level 06
 - 2.1.1 Taking charge, under supervision, of a Departmental or Specialized Store
 - 2.1.2 Checking stores and reviewing stock positions in a big store or a number of small Stores.
 - 2.1.3 Planning store bins.
- 2.2 Stores Officer, Grade Level 07
 - 2.2.1 Taking charge of materials and equipment in a Departmental or Technical Store.
 - 2.2.2 Training junior Officers in his Unit
 - 2.2.3 Checking stocks of allocated and unallocated stores.
- 2.3 Higher Stores Officer. Grade Level 08
 - 2.3.1 Taking charge of a Central Store.
 - 2.3.2 Allocating Stores to Ministries/Departments or Stores Units.
 - 2.3.3 Rendering reports to appropriate authorities in respect of sub-stores and stores Units within the jurisdiction.
- 2.4 Senior Stores Officer, Grade Level 09
 - 2.4.1 Taking charge of a large Central Store.
 - 2.4.2 Disposing boarded and unwanted vehicles, equipment and other goods.
 - 2.4.3 Preparing insurance claims.
 - 2.4.4 Assisting in rendering quarterly/annual reports in respect of stores services.
- 2.5 Principal Stores Officer Grade II. Grade Level 10
 - 2.5.1 Taking charge of a very large Central Store.
 - 2.5.2 Organizing bulk-purchase of Stores within stipulated limits and policy.
 - 2.5.3 Conducting periodic surveys and checking stores under jurisdiction.
 - 2.5.4 Rendering quarterly/annual reports in respect of stores services jurisdiction.
- 2.6 Principal Stores Officer Grade I. Grade Level 12
 - 2.6.1 Taking charge of a large Store Depot.
 - 2.6.2 Conducting periodic surveys and checking stores under jurisdiction.
 - 2.6.3 Keeping up-to-date prices of stores and materials.
- 2.7 Assistant Chief Stores Officer, Grade Level 13
 - 2.7.1 Supervising Stores in a large Ministry/department.
 - 2.7.2 Undertaking shipping, freight and customs formalities.
 - 2.7.3 Assisting in organizing training programmes of Stores Staff
 - 2.7.4 Assisting in the administration of the Section.
- 2.8 Chief Stores Officer Grade Level 14
 - 2.8.1 Taking charge of the Stores Section
 - 2.8.2 Preparing reports in respect of Government Stores.
 - 2.8.3 Assisting in the review of Stores Regulations.

3 METHODS OF ENTRY AND ADVANCEMENTS WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1. Assistant Stores Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate Possessing any of the following qualifications.

- 3.1.1.1 General Certificate of Education (A/L) in two subjects obtained at one Sitting or three subjects obtained at two sittings.
 - 3.1.1.2 Ordinary National Diploma in Business Studies.
 - 3.1.1.3 Intermediate Certificate of the Institute of Purchasing and Supply, London
 - 3.2 Stores Office, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assist Stores Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Higher National Diploma in Business Studies.
 - 3.2.2.2 Membership of the institute of Purchasing and Supply, London.
 - 3.2.2.3 Intermediate Certificate of the Nigerian institute of Chartered Accountants or Intermediate Certificate of the Institute of Costs and Management Accountants
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Higher Stores Officer Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Stores Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a Candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least three years' post-qualification cognate experience.
 - 3.4 Senior Stores Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Stores Officer who has spent at least three years on the grade
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1, above plus at least eight years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least six years' post-qualification Cognate experience.
 - 3.5 Principal Stores Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Stores Officer who has spent at least three years on the grade
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eleven years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least nine years' post-qualification cognate experience.
 - 3.6 Principal Stores Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Stores Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Stores Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Stores Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Stores Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Stores Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE**
 Any Officer in the Stores Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

STOCK VERIFIER CADRE

1. POST AND SALARIES
 - 1.1 Assistant Stock Verifier Grade Level 06
 - 1.2 Stock Verifier Grade Level 07
 - 1.3 Higher Stock Verifier Grade Level 08
 - 1.4 Senior Stock Verifier Grade Level 09
 - 1.5 Principal Stock Verifier Grade II Grade Level 10
 - 1.6 Principal Stock Verifier Grade I Grade Level 12
 - 1.7 Assistant Chief Stock Verifier Grade Level 13
 - 1.8 Chief Stock Verifier Grade Level 14
2. DUTIES
 - 2.1 Assistant Stock Verifier, Grade Level 06
 - 2.1.1 Responsible for 100% counting, weighing and measuring of stores.
 - 2.1.2 Reconciling Tally Cards with LedgerCards and tracing of payment vouchers.
 - 2.1.3 Responsible for comparing stores requisitions with relative Job Cards.
 - 2.1.4 Preparing Stock Verification Schedules, Stock Survey Forms, Stores Forms2and 9 Treasury Forms 146 and 147.
 - 2.1.5 Conducting stock surveys of stores procured through Local Purchase Orders or by Contracts.
 - 2.2 Stock Verifier, Grade Level 07
 - 2.2.1 Taking charge of teams of Examiners and Checkers responsible for a 100% counting, measuring and re-organization of Stores.
 - 2.2.2 Examining stores and stores accounts records and documents.
 - 2.2.3 Reconciling Tally Cards with Ledger Cards balances.
 - 2.2.4 Conducting stock survey of stores procured through Local Purchase Orders or by Contracts.
 - 2.2.5 Carrying out stock check of Plants, Vehicles and Equipment where-ever located, including verification of plant ledger.
 - 2.2.6 Compiling stock verification findings showing list of stores found surplus, deficient, obsolete and unserviceable.
 - 2.3 Higher Slack Verifier Grade Level 08
 - 2.3.1 Conducting stock-taking in all sub-stores.
 - 2.3.2 Reconciling Tally Cards entries with Ledger Cards.
 - 2.3.3 Taking inventory in government offices and residential quarters.
 - 2.3.4 Maintaining records of unserviceable obsolete stores at condemned stores depot.
 - 2.3.5 Examining loans, registers and preparing lists of cut-standing loans.
 - 2.3.6 Rendering interim stock verification reports.
 - 2.4 Senior Stock Verifier, Grade Level 09
 - 2.4.1 Responsible for the stock verification of allocated and/or unallocated stores.
 - 2.4.2 Responsible for stock survey of stores procured through Local Purchase Orders and or Contracts.
 - 2.4.3 Responsible for the reconciliation of Tally Cards postings with Stores Ledger entries
 - 2.4.4 Responsible for the removal of stores found unserviceable and those which appear to be surplus to requirements to the condemned Stores Depot for boarding and disposal processes
 - 2.4.5 Vetting and writing stock verification reports on stores checked.
 - 2.5 Principal Stock Verifier Grade II, Grade Level 10
 - 2.5.1 Organizing stock verification of allocated and/or unallocated stores.

- 2.5.2 Organizing reconciliation of Tally Cards posting with ledger cards entries.
- 2.5.3 Responsible for price analysis and taking charge of stock survey of the Federal Government Plants, Motor Vehicles and Equipment.
- 2.5.4 Treating matters relating to Board of Survey and Enquiry.
- 2.5.5 Training Stock Verification Personnel.
- 2.5.6 Vetting report on store checked.
- 2.5.7 Handling Stock Verification Half Yearly reports.
- 2.6 Principal Stock Verifier Grade I Grade Level 12
 - 2.6.1 Verifying Tenders Documents, Contracts Agreements and Local Purchase orders for supply of stores.
 - 2.6.2 Checking and ensuring proper handling of Security Book.
 - 2.6.3 Writing, reviewing and submitting stock verification reports to the Accounting Officer, and treating outstanding queries related thereto.
 - 2.6.4 Examining the systems of internal check and handling stores coding and classification.
 - 2.6.5 Controlling and organizing the training of Stock Verification Personnel.
 - 2.6.6 Coordinating the activities of the Divisional and/or Sectional Heads at the Headquarters or elsewhere.
 - 2.6.7 Prosecuting surcharge cases and related queries.
 - 2.6.8 Ensuring thin approved supply proceeds are complied with.
 - 2.6.9 Developing and directing implementation of approved stores handling systems and stores, accounting and contract managements procedures.
- 2.7 Assistant Chief Stock Verifier Grade Level 13
 - 2.7.1 Assisting in general Stock Verification Administration
 - 2.7.2 Assisting in general Planning of stock verification activities
 - 2.7.3 Initiating stock verification programs
 - 2.7.4 Initiating stock record exercise.
 - 2.7.5 Recommending changes when deficiencies or abuse are deducted in the stores Systems.
 - 2.7.6 Developing Manual of Instruction for guidance of Stock Verifiers.
- 2.8 Chief Stock Verifier. Grade Level 14
 - 2.8.1 Responsible for general stock Verification Administration
 - 2.8.2 Responsible for planning stock verification activities.
 - 2.8.3 Coordinating the activities of Stock Verification Units under his Section.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 Assistant Stock Verifier, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications.
 - 3.1.1.1 Higher School Certificate or General Certificate of Education (Advanced Level), with passes in each case in three subjects at one sitting or our subjects at two sittings.
 - 3.1.1.2 Ordinary National Diploma in Business Studies
 - 3.1.1.3 Diploma or Intermediate Certificate of the Institute of Purchasing and Supply, London or equivalent qualification.
- 3.2 Stock Verifier, Grade Level 07
 - 3.2.1 By promotion of a suitable Assistant Stock Verifier who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Higher National Diploma in Business Studies

- 3.2.2.2 Membership Certificate of the Institute of Purchasing and Supply, London.
- 3.2.2.3 Higher School Certificate (Principal Level) or General Certificate of Education (Advance Level) with passes in each case in three subjects at a sitting or four subjects at two sittings plus two (2) years' cognate experience in Stock Verification or Stores duties.
- 3.3 Higher Stock Verifier, Grade Level 08
 - 3.3.1 By promotion of a suitable Stock Verifier who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least five or three years' post-qualification cognate experience respectively.
- 3.4 Senior Stock Verifier, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Stock Verifier who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraphs 3.1.1 or 3.2.2 above plus at least eight or six years' post-qualification cognate experience respectively
- 3.5 Principal Stock Verifier Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Stock Verifier who has spent at least three years in the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least eleven or nine years' post-qualification cognate experience respectively.
- 3.6 Principal Stock Verifier Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Stock Verifier Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Stock Verifier, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable. Principal Stock Verifier Grade I who has spent at least three years on the grade.
- 3.8 Chief Stock Verifier, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Stock Verifier who has spent at least four years on the grade.

4. AVANCEMENT BEYOND THE CADRE:

My officer in the Stock Verifier Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TYPIST CADRE

1. POSTS AND SALARIES

- 1.1 Typist Grade III Grade Level 03
- 1.2 Typist Grade III Grade Level 04
- 1.3 Typist Grade II Grade Level 05
- 1.4 Typist Grade I Grade Level 06
- 1.5 Senior Typist Grade II Grade Level 07
- 1.6 Senior Typist Grade I Grade Level 08
- 1.7 Chief Typist Grade Level 09

(Note: Typists Grade III with First School Leaving Certificate enter on Grade Level 03 Step 3 while Typists Grade III with S.75 enter on 04 Step 2).

2. DUTIES:

- 2.1 Typist Grade III, Grade Level 03
 - 2.1.1 Typist manuscripts and other materials that may be assigned.

- 2.1.2 Filing typed scripts/letters and making necessary cross reference.
- 2.1.3 Cutting stencils scripts
- 2.1.4 Cyclostyling stencils on duplicating machines.
- 2.2 Typist Grade III, Grade Level 04
 - 2.2.1 Performing general typing duties.
 - 2.2.2 Cyclostyling stencils on duplicating machines.
- 2.3 Typist Grade 11, Grade Level 05
 - 2.3.1 Performing general typing duties.
 - 2.3.2 Cyclostyling stencils on duplicating machines.
- 2.4. Typist Grade I, Grade Level 06
 - 2.4.1 Performing typing duties.
 - 2.4.2 Assisting in supervising junior staff.
- 2.5 Senior Typist Grade I, Grade Level 07
 - 2.5.1 Performing typing duties.
 - 2.5.2 Assisting in keeping typing materials such as papers, stencils, etc.
- 2.6 Senior Typist Grade I, Grade Level 08
 - 2.6.1 Performing typing duties.
 - 2.6.2 Supervising Junior Typists,
 - 2.6.3 Taking charge of a small Typing Pool.
- 2.7 Chief Typist, Grade Level 09
 - 2.7.1 Taking charge of a Typing Pool of not less than ten Typist
 - 2.7.2 Taking charge of duplicating machines In a Department.
 - 2.7.3 Coordinating the activities of junior staff

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:- All promotions/transfers are subject to vacancy and satisfactory Service record.

- 3.1 Typist Grade II
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate plus any of the following qualifications in typewriting at 25 words per minute:
 - 3.1.1.1 R.S.A. Certificate
 - 3.1.1.2 Certificate issued by any State owned Secretarial Institution.
- 3.2 Typist Grade III, Grade Level 04
 - 3.2.1 By direct appointment of a candidate possessing a minimum of S.75 or J.S.S.C plus any of the recognized Certificates in Typewriting at 25 words per minute.
- 3.3 Typist Grade II, Grade Level 05
 - 3.3.1 By advancement of a Typist Grade III who acquires a recognized Certificate in Typewriting at a speed of 35 words per minute.
 - 3.3.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.2.1 First School Leaving Certificate plus certificate in Typewriting at a speed of 35 words per minute from a recognized Institution i.e. R.S.A., WAEC, FTC or any State owned Secretarial Institution.
 - 3.3.2.2 A pass in Typesetting at the West African School Certificate Examination/Senior Secondary School Examination (WASCE/ SSSE).
- 3.4 Typist Grade I, Grade Level 06
 - 3.4.1 By advancement of a Typist Grade U who has obtained a recognized Certificate in Typewriting at a speed of 50 words per minute.

- 3.4.2 By direct appointment of a candidate possessing a minimum of First School Leaving Certificate plus a recognized Certificate in Typewriting at a speed of 50 words per minute.
- 3.5 Senior Typist Grade II, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable 'Typist Grade I who has spent at least two years on the grade.
- 3.6 Senior Typist Grade I, Grade Level 08
 - 3.6.1 By promotion of a suitable Senior Typist Grade II who has spent at least three years on the grade.
- 3.7 Chief Typist, Grade Level 09
 - 3.7.1 By promotion of a suitable Senior Typist Grade I who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

- 4.1 My officer in the Typist Cadre who demonstrates sufficient aptitude for secretarial duties may be nominated for the training course for Confidential Secretary at the appropriate Training Institution and success in the final examination will qualify the officer for promotion/transfer to the update grade of the Confidential Secretary Cadre.
- 4.2 Any officer in the Typist Cadre who acquires any of the qualifications specified 'the appointment to any higher grade is eligible for promotion/transfer to the grade.

CONFIDENTIAL SECRETARY CADRE

1. POSTS AND SALARIES

- | | | |
|-----|---|----------------|
| 1.1 | Confidential Secretary Grade IV | Grade Level 05 |
| 1.2 | Confidential Secretary Grade III | Grade Level 06 |
| 1.3 | Confidential Secretary/Bilingual Secretary Grade II | Grade Level 07 |
| 1.4 | Confidential Secretary/Bilingual Secretary Grade I | Grade Level 08 |
| 1.5 | Senior Confidential Secretary/Bilingual Secretary | Grade Level 09 |
| 1.6 | Principal Confidential Secretary/Bilingual Secretary Grade II | Grade Level 10 |
| 1.7 | Principal Confidential Secretary/Bilingual Secretary Grade I | Grade Level 12 |
| 1.8 | Assistant Chief Confidential Secretary | Grade Level 13 |
| 1.9 | Chief Confidential Secretary | Grade Level 14 |

2. DUTIES

Persons appointed as Bilingual Secretary, shall be required to carry-out normal secretarial duties plus minor translation/interpretations in English and other Foreign Languages as may be assigned without prejudice to the deployment arrangements provided in this scheme.

- 2.1 Confidential Secretary Grade IV, Grade Level 05
 - 2.1.1 Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed script.
 - 2.1.2 Receiving visitors, enquires and telephone calls on behalf of the officer to whom he/she is attached.
 - 2.1.3 Performing office routines associated with the duties enumerated above.
- 2.2 Confidential Secretary Grade III, Grade Level 06
 - 2.2.1 Performing the duties specified in _____ officer on Grade Level 10
- 2.3 Confidential Secretary/Bilingual Secretary Grade II, Grade Level 07
 - 2.3.1 Performing the duties specified in sub-paragraphs 2.1.1 – 2.1.3 above for an officer on Grade Level 12.
- 2.4 Confidential Secretary/Bilingual Secretary Grade I, Grade Level 08
 - 2.4.1 Performing the duties specified in sub-paragraphs 2.1.1 – 2.1.3 above for an officer on Grade Level 13
 - 2.4.2 Supervising subordinates in the Office.
- 2.5 Senior Confidential Secretary/Bilingual Secretary, Grade Level 09

- 2.5.1 Performing the duties specified in sub-paragraphs 2.1.1 – 2.1.3 above for an officer on Grade Level 13
- 2.5.2 Taking notes of meetings and assisting in producing brief for meeting.
- 2.6 Principal Confidential Secretary Grade II, Grade Level 10
 - 2.6.1 Performing the duties specified in sub-paragraph 2.1.1 - 2.1.3 above for an officer on Grade Level 15.
 - 2.6.2 Organizing the work of the Office.
 - 2.6.3 Supervising subordinates in the Office.
 - 2.6.4 Taking notes of meetings and assisting in producing briefs for meetings.
- 2.7 Principal Confidential Secretary/Bilingual Secretary, Grade Level 12
 - 2.7.1 Performing the duties specified in sub-paragraph 2.1.1 - 2.1.3 above for and officer on Grade Level 16
 - 2.7.2 Organizing the work of the Office
 - 2.7.3 Supervising subordinates in the Office.
 - 2.7.4 Taking notes of meet logs and assisting in producing briefs for meetings
- 2.8 Assistant Chief Confidential Secret Grade Level 13
 - 2.8.1 Performing the duties specified in sub-paragraphs 2.1.1 - 2.1.3 above for an officer on Grade Level 17.
 - 2.8.2 Organizing the work of the Office.
 - 2.8.3 Supervising Subordinates in the Office.
 - 2.8.4 Taking notes of meeting and assisting in producing briefs for meetings.
- 2.9 Chief Confidential Secretary Grade Level 14
 - 2.9.1 Performing the duties specified in sub-paragraph 2.1.1. and 2.1.3 above for the following office holders:
 - (i) President of the Federal Republic of Nigeria,
 - (ii) Governors of States
 - (iii) Secretary to the Government of the Federation.
 - (iv) Secretary to State Governments
 - (v) Chief Justice of the Federation
 - (vi) Any other very Senior Government functionary
 - 2.9.2 Organizing the activities of the Office.
 - 2.9.3 Supervising the activities of subordinate staff
 - 2.9.4 Attending conferences which may involve any of the officials mentioned above.
 - 2.9.5 Maintaining discipline among subordinates
 - 2.9.6 Taking notes of meetings and producing briefs for meetings

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Notes: Except in the grades of Confidential Secretary Grade IV and III and Confidential Secretary Grade II/Bilingual Secretary Grade II, all promotions are subject to vacancy and satisfactory service records.

- 3.1 Confidential Secretary IV, Grade Level 05
 - 3.1.1 By promotion of a staff in the Clerical or Typist grades who has successfully completed the ten months Confidential Secretary training course at the Federal Training Centre.
 - 3.1.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.2.1 First School Leaving Certificate plus R.S. A. or Federal/State Training Centre Certificate in Typewriting and Shorthand at the speed of 35 and 80 words per minute respectively plus English Language at R.S.A. Stage II or Confidential Grade IV or WASC/SSSC/GCE (O/L)
 - 3.1.2.2 West African School Certificate with a pass in Shorthand and Typewriting

- 3.1.2.3 National Secretarial Certificate with a pass in English Language and in Shorthand and Typewriting at 80 and 35 words per minute respectively.
- 3.1.2.4 Secondary Modern School (Commercial) Certificate including passes in English Language and in Shorthand and Typewriting at 80 and 35 words per minute respectively.
- 3.2 Confidential Secretary Grade III, Grade Level 06
 - 3.2.1 By advancement of a confirmed Confidential Secretary Grade IV who successfully completes the in-service training/improver course by attaining the speed of 100 and 50 words per minute in Shorthand and Typewriting respectively and passing tests in Secretarial Practice, English Language, Office Practice and any of the optional subjects, including Social Studies, Civil Service Rules, Economics or Book-keeping.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Ordinary National Diploma in Secretarial Studies including passes in Shorthand and Typewriting at 100 and 50 words per minute respectively from a recognized Secretarial/Technical Institution.
 - 3.2.2.2. West African School Certificate/Senior Secondary School Certificate plus R.S.A. or Civil Service Training School Certificate in Shorthand and Typewriting at 100 and 50 words per minute respectively, plus a recognized Certificate in English Language, Office Practice, Secretarial Practice and any of the optional subjects specified in sub-paragraph 3.2.1. above.
- 3.3 Confidential Secretary/Bilingual Secretary Grade II. Grade Level 07
 - 3.3.1 By advancement of a Confidential Secretary Grade 111 who has successfully completed an approved in-service training/improver course by passing the shorthand and Typewriting Tests at 120 and 60 words per minute respectively.
 - 3.3.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.2.1 Senior Secondary Certificate or GCE (OIL) plus R.S.A. or Civil Service Training School Certificate in Shorthand and Typewriting at 120 and 60 words per minute respectively plus other prescribed subjects.
 - 3.3.2.2 Higher National Diploma (HND) in Secretarial Studies including a pass at 120 and 60 words per minute in Shorthand and Typewriting respectively from a recognized Secretarial/Technical Institution.
 - 3.3.3 By direct appointment of a candidate possessing a Certificate in Bilingual Secretaryship or equivalent qualification from a recognized Institution.
- 3.4 Confidential Secretary/Bilingual Secretary Grade I, Grade Level 08
 - 3.4.1 By promotion of a confirmed and suitable Confidential Secretary/Bilingual Secretary Grade II who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.3.2 or 3.3.3 above plus at least three years post qualification cognate experience
- 3.5 Senior Confidential Secretary/Bilingual Secretary Grade Level 09
 - 3.5.1 By promotion of a confirmed and suitable Confidential Secretary/Bilingual Secretary Grade I who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.3.2 or 3.3.3. above plus at least six years' post-qualification cognate experience
- 3.6 Principal Confidential Secretary/Bilingual Secretary Grade II, Grade Level 20

- 3.6.1 By promotion of a confirmed and suitable Senior Confidential Secretary Bilingual Secretary who has spent at least three years on the grade.
- 3.6.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.3.2. or 3.3.3 above plus at least nine years' post-qualification experience.
- 3.7 Principal Confidential Secretary/Bilingual Secretary, Grade I. Grade Level 12
 - 3.7.1 By promotion of a confirmed and suitable Principal Confidential Secretary Bilingual Secretary Grade II who has spent at least three years on the grade.
- 3.8 Assistant Chief Confidential Secretary, Grade Level 13
 - 3.8.1 By promotion of a suitable Principal Confidential Secretary Grade I who has spent at least three years on the grade.
- 3.9 Chief Confidential Secretary, Grade Level 14
 - 3.9.1 By promotion of a suitable Assistant Chief Confidential Secretary who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Confidential Secretary Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

CLERICAL STAFF CADRE

1. POSTS AND SALARIES

- 1.1 Clerical Assistant Grade Level 03
- 1.2 Clerical Officer Grade II Grade Level 04
- 1.3 Clerical Officer Grade I Grade Level 05
- 1.4 Senior Clerical Officer Grade Level 06
- 1.5 Chief Clerical Officer Grade Level 07

2. DUTIES

- 2.1 Clerical Assistant: Grade Level 03
 - 2.1.1 Performing routine clerical duties, under supervision, in an organizational unit such as Correspondence Registry, Transport Pool or Records Registry.
 - 2.1.2 Assisting a Clerical Officer or other senior staff
- 2.2 Clerical Officer, Grade II, Grade Level 04
 - 2.2.1 Performing Clerical duties less routine than those assigned to Clerical Assistant in an organizational unit as specified in sub-paragraph 2.1.1 above.
- 2.3 Clerical Officer Grade I, Grade Level 05
 - 2.3.1 Assisting in taking charge of a small Registry (Correspondence or Records).
 - 2.3.2 Assisting in training junior staff
 - 2.3.3 Performing routine internal audit duties.
- 2.4 Senior Clerical Officer, Grade Level 06
 - 2.4.1 Supervising and training junior staff in the unit
 - 2.4.2 Performing routine internal audit duties.
 - 2.4.3 Taking charge of a small Registry (Correspondence or Records).
 - 2.4.4 Assisting in maintaining discipline among subordinate staff.
- 2.5 Chief Clerical Officer, Grade Level 07
 - 2.5.1 Taking charge of a large Open Registry within a Ministry/Department.
 - 2.5.2 Rendering routine returns such as returns in respect of staff, staff quarters, Leave etc.
 - 2.5.3 Maintaining file archives in a Ministry/Department.
 - 2.5.4 Maintaining discipline among subordinate staff

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service records.

- 3.1 Clerical Assistant, Grade Level 03

- 3.1.1 By direct appointment of a candidate possessing any of the following or equivalent qualifications:
 - 3.1.1.1 Junior Secondary School Certificate.
- 3.2 Clerical Officer Grade II, Grade Level 04
 - 3.2.1 By promotion of a suitable Clerical Assistant who has spent at least two years on the grade and passed the Confirmation/Promotion Test at promotion level i.e.50%
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Senior Secondary School Certificate/West African School Certificate.
 - 3.2.2.2 General Certificate of Education (OIL) with four credits obtained at one sitting or Five credits at two sittings.
- 3.3 Clerical Officer Grade I, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Clerical Officer Grade II who has spent at least two years on the grade.
- 3.4 Senior Clerical Officer, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Clerical Officer Grade I who has spent at least two years on the grade.
- 3.5 Chief Clerical Officer, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Senior Clerical Officer who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Clerical Staff Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

EXECUTIVE OFFICER (GENERAL DUTIES) CADRE

1. POSTS AND SALARIES

1.1	Assistant Executive Officer	Grade Level 06
1.2	Executive Officer	Grade Level 07
1.3	Higher Executive Officer	Grade Level 08
1.4	Senior Executive Officer	Grade Level 09
1.5	Principal Executive Officer Grade II	Grade Level 10
1.6	Principal Executive Officer Grade I	Grade Level 12
1.7	Assistant Chief Executive Officer	Grade Level 13
1.8	Chief Executive Officer	Grade Level 14

2. DUTIES:

- 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Applying under supervision, the Civil Service Rules, Civil Service Commission, Regulations, Financial Regulations, Circulars, etc in treating specified subject assigned in the field of Personnel Management.
 - 2.1.2 Heading, under supervision, routine correspondence on subjects within his schedule of duties.
 - 2.1.3 Making submissions to appropriate senior officers on matters within his schedule of duties.
- 2.2 Executive Officer, Grade Level 07
 - 2.1.1 Taking charge, under supervision, of specified subject/subjects or assignment within a Section or Division of a Ministry/Department and applying the Civil Service Rules, Civil Service Commission Regulations, Circulars etc. in treatment matters in any of the fields of Personnel Management.
- 2.3 Higher Executive Officer, Grade Level 08

- 2.3.1 Taking charge of specified Subject/subjects within a Unit of a Ministry/Department.
- 2.3.2 Supervising the work of a number of Officers in a Unit
- 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Taking charge of specified subject/subjects or assignment requiring little or no supervision within a Unit of a Ministry/Department
 - 2.4.2 Supervising the work of a number of officers in a Unit.
- 2.5 Principal Executive Officer Grade II Grade Level 10
 - 2.5.1 Taking charge of specified assignment or subject/subjects 'Within a Unit in a Ministry/Department.
 - 2.5.2 Assisting in the establishment and maintenance of accurate staff information System.
 - 2.5.3 Assisting the Head a Section in the supervision and deployment of junior staff.
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in the supervision of defined functions.
 - 2.6.2 Assisting in the planning, execution and supervision of specific programmes.
 - 2.6.3 Assisting in the collection and collation of data for the preparation of manpower budget.
 - 2.6.4 Assisting in the processing of pension and gratuity papers.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Assisting the head of the Management Information Section.
 - 2.7.2 Supervising the execution of specific programmes in the Section.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Supervising and coordinating the activities of a number of junior staff.
 - 2.8.2 Assisting in the training of staff.
 - 2.8.3 Taking charge of specific programmes.
 - 2.8.4 Assisting in the deployment of subordinate staff.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note:- All promotion and transfers are subject to vacancy and satisfactory Service record.

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing Ordinary National Diploma in Business Administration/Studies or Public Administration from a recognized Institution.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing Higher National Diploma (HND) in Business Studies/Administration or Public Administration from a recognized Institution.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in Sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least three years' post-qualification cognate experience.
- 3.4 Senior Executive Officer Grade Level 09

- 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1, above plus at least eight years' post-qualification cognate experience or in sub-paragraph 3.2.2. above plus at least eight years post-qualification cognate experience.
- 3.5 Principal Executive Officer Grade II Grade Level
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the -qualification specified in sub-paragraph 3.1.1 above plus at least eleven years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least nine years' post-qualification cognate experience.
- 3.6 Principal Executive Officer, Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Executive Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Executive Officer who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

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

ADMINISTRATIVE OFFICER CADRE

1. POSTS AND SALARIES

1.1	Administrative Officer Grade II	Grade Level 08
1.2	Administrative Officer Grade I	Grade Level 09
1.3	Senior Administrative Officer	Grade Level 10
1.4	Principal Administrative Officer	Grade Level 12
1.5	Assistant chief Administrative Officer	Grade Level 13
1.6	Chief Administrative Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director (Federal)/Director (State)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:

- 2.1 Administrative Officer Grade II, Grade Level 08
 - 2.1.1 Performing the following duties wider supervision:
 - 2.1.1.1 Collecting and interpreting data for use by senior officers.
 - 2.1.1.2 Making submissions and preparing draft letters on specific matters
 - 2.1.1.3 Preparing minutes of meetings
- 2.2 Administrative Office, Grade I, Grade Level 09
 - 2.2.1 Performing specialized functions in the fields of Trade, Investment, Economic Planning, Personnel Management et-cetera.
 - 2.2.2 Collating and assisting in analyzing data
 - 2.2.3 Making submissions and preparing draft letters on Specific matters.
- 2.3 Senior Administrative Officer Grade Level 10
 - 2.3.1 Initiating the preparation of draft memorandum and speeches.

- 2.3.2 Supervising the work of a number of subordinate officers
- 2.3.3 Analyzing and applying data
- 2.3.4 Assisting in making reports.
- 2.4 Principal Administrative Officer, Grade Level 12
 - 2.4.1 Preparing annual estimates of revenue and expenditure
 - 2.4.2 Performing personnel financial and general administrative duties
 - 2.4.3 Preparing statutory and periodic reports
 - 2.4.4 Coordinating the activities of a number of junior officers
- 2.5 Assistant Chief Administrative Officer, Grade Level 13
 - 2.5.1 Taking responsibility for such duties as:-
 - 2.5.1.1 Personnel Management
 - 2.5.1.2 Project Analysis
 - 2.5.1.3 Investment Management
 - 2.5.1.4 Financial Management
 - 2.5.1.5 Management Services
 - 2.5.2 Assisting in the administration of a Section.
 - 2.5.3 Assisting in the formulation, execution and review of policies
 - 2.5.4 Assisting in training junior staff.
- 2.6 Chief Administrative Officer Grade Level 14
 - 2.6.1 Taking charge of a Section
 - 2.6.2 Taking charge of specific subject/subjects
 - 2.6.3 Assisting in the formulation, execution and review of policies
 - 2.6.4 Assisting in the formulation, execution and review of policies
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Taking charge/coordinating activities in specific subject/subjects.
 - 2.7.3 Coordinating the training programme of staff.
 - 2.7.4 Assisting in the formulation, execution and review of policies.
 - 2.7.5 Assisting in the general administration of the Department (States)
- 2.8 Deputy Director (Federal)/Director (States), Grade Level 16
 - 2.8.1 Taking charge of Division/Department (States)
 - 2.8.2 Advising on general administrative matters (States).
 - 2.8.3 Assisting in the general administration of the Department.
 - 2.8.4 Taking responsibility for administrative development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of a Department
 - 2.9.2 Advising on general administrative matters

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 Administrative Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in any of the disciplines of Social Science or Humanities.
- 3.2 Administrative Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Administrative Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Masters' degree in any of the disciplines specified in sub-paragraph 3.1.1 above plus at least one-year post-qualification cognate experience.
- 3.3 Senior Administrative Officer, Grade Level 10

- 3.3.1 By promotion of a confirmed and suitable Administrative Officer Grade I who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.3.3 By direct appointment of a candidate possessing a Masters' degree in any of the disciplines specified in sub-paragraph 3.1.1 above plus, atleast four years' post-qualification cognate experience.
- 3.3.4 By direct appointment of a candidate possessing a Doctorate degree in any of the disciplines specified in sub-paragraphs 3.1 above plus at least one ear post qualification cognate experience.
- 3.4 Principal Administrative Officer, Grade Level 12
 - 3.4.1 By promotion of confirmed and suitable Senior Administrative Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Administrative Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Administrative Officer has spent at least three years on the grade and attended a course in c' Manpower Budgeting and Staff Inspection, Pension Administrative Management Consulting or Grading.
- 3.6 Chief Administrative Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Administrative Officer who has spent at least three years on the grade and success - completed a prescribed course.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Administrative Officer who spent at least three years on the grade.
- 3.8 Deputy Director (Federal)/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four y on the grade.
- 3.9 Director (Federal), Grade Level 17
 - 3.9.1 By promotion of suitable Deputy Director who has spent at least four years the grade.
- 3.10 Direct appointment to posts in Grade Level 12 and above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

LIBRARY OFFICER CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Library Officer Grade Level 06
 - 1.2 Library Officer Grade Level 07
 - 1.3 Higher Library Officer Grade Level 08
 - 1.4 Senior Library Officer Grade Level 09
 - 1.5 Principal Library Officer Grade Level 10
 - 1.6 Assistant Chief Library Officer Grade Level 12
 - 1.7 Chief Library Officer Grade Level 13
- 2. DUTIES
 - 2.1 Assistant Library Officer, Grade Level 06
 - 2.1.1 Giving routine services to readers including simple reference and information Services
 - 2.1.2 Undertaking routine cataloguing and classifying simple Library materials.

- 2.1.3 Maintaining Library records.
- 2.1.4 Assisting in setting up Library exhibits.
- 2.1.5 Supervising stock.
- 2.2 Library Officer, Grade Level 07
 - 2.2.1 Classifying and cataloguing Library books and materials.
 - 2.2.2 Taking charge of a small Library.
- 2.3 Higher Library Officer, Grade Level 08
 - 2.3.1 Coordinating the activities of a number of junior officers.
 - 2.3.2 Acting as readers' adviser in lending libraries
 - 2.3.3 Assisting in the training of junior staff.
- 2.4 Senior Library Officer. Grade Level 09
 - 2.4.1 Training junior staff
 - 2.4.2 Taking charge of the circulation of periodicals and other publications
- 2.5 Principal Library Officer, Grade Level 10
 - 2.5.1 Taking part in talks to school and literary associations
 - 2.5.2 Inspecting small Departmental or Local Government Libraries to ensure they maintain high standards
- 2.6 Assistant Chief Library Officer, Grade Level 12
 - 2.6.1 Assisting in the training, supervision and appraisal of junior staff
 - 2.6.2 Organizing library exhibitions.
- 2.7 Chief Library Officer, Grade Level 13
 - 2.7.1 Taking charge of a unit of a Library
 - 2.7.2 Supervising the activities of a number of Library staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotion transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Library Officer. Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualification
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects obtained at two sittings.
 - 3.1.1.2 A pass in the First Professional Examination of the Library Associations.
 - 3.1.1.3 Certificate in Library Studies obtained from a recognized Institution plus at least two years' post-qualification cognate experience.
 - 3.1.2 By promotion of a confirmed and outstanding Clerical Officer Grade I who has successfully completed an appropriate one-year course at the Department of Library Studies of a recognized Institution.
- 3.2 Library Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Library Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications
 - 3.2.2.1 Part of the Associate Membership of the Library Association.
 - 3.2.2.2 Diploma in Library Studies obtained from a recognized institution.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Higher Library Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Library Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least three years post-qualification

- cognate experience or in sub-paragraph 3.1.1. above plus at least five years' post-qualification cognate experience.
- 3.4 Senior Library Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Library Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.1.1 above plus at least eight years' post-qualification cognate experience.
 - 3.5 Principal Library Officer, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Library Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.2.2 above plus at least nine years' post-qualification cognate experience.
 - 3.6 Assistant Chief Library Officer, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Library Officer who has spent at least three years on the grade.
 - 3.7 Chief Library Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Assistant Chief Library Officer who has spent at least three years on the grade.

4 ADVANCEMENT BEYOND THE CADRE:

Any officer in the Library Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

LIBRARY OFFICER CADRE

1. POSTS AND SALARIES:

- | | | |
|-----|---------------------------------|----------------|
| 1.1 | Assistant Library Officer | Grade Level 06 |
| 1.2 | Library Officer | Grade Level 07 |
| 1.3 | Higher Library Officer | Grade Level 08 |
| 1.4 | Senior Library Officer | Grade Level 09 |
| 1.5 | Principal Library Officer | Grade Level 10 |
| 1.6 | Assistant Chief Library Officer | Grade Level 12 |
| 1.7 | Chief Library Officer | Grade Level 13 |

2. DUTIES

- 2.1 Assistant Library Officer, Grade Level 06
 - 2.1.1 Giving routine services to readers including simple reference and information services.
 - 2.1.2 Undertaking routine cataloguing and classifying simple Library materials.
 - 2.1.3 Maintaining Library records.
 - 2.1.4 Assisting in setting up Library exhibits.
 - 2.1.5 Supervising stock.
- 2.2 Library Officer, Grade Level 07
 - 2.2.1 Classifying and cataloguing Library books and materials.
 - 2.2.2 Taking charge of a small Library.
- 2.3 Higher Library Officer, Grade Level 08
 - 2.3.1 Coordinating the activities of a number of junior officers.
 - 2.3.2 Acting as readers' adviser in lending libraries.
 - 2.3.3 Assisting in the training of junior staff.
- 2.4 Senior Library Officer, Grade Level 09
 - 2.4.1 Training junior staff.

- 2.4.2 Taking charge of the circulation of periodicals and other publications
- 2.5 Principal Library Officer, Grade Level 10
 - 2.5.1 Taking part in talks to schools and literary associations.
 - 2.5.2 Inspecting small Departmental or Local Government Libraries to ensure maintain high standards.
- 2.6 Assistant Chief Library Officer, Grade Level 12
 - 2.6.1 Assisting in the training, supervision and appraisal of junior staff.
 - 2.6.2 Organizing library exhibitions.
- 2.7 Chief Library Officer, Grade Level 13
 - 2.7.1 Taking charge of a Unit of a Library.
 - 2.7.2 Supervising the activities of a number of Library staff.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Library Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects obtained at two sittings.
 - 3.1.1.2 A pass in the First Professional Examination of the Library Association.
 - 3.1.1.3 Certificate in Library Studies obtained from a recognized Institution at least two years' post-qualification cognate experience.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Librarian Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 A degree from a recognized University plus a post-graduate diploma in Library Studies.
 - 3.1.1.2 A degree in Library Studies.
 - 3.1.1.3 Associateship or Fellowship of a recognized Institute of Librarians.
- 3.2 Librarian Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Librarian Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Librarian, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Librarian Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Librarian, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Librarian who has spent at least three years on the grade.
- 3.5 Assistant chief Librarian, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Librarian who has spent at least three years on the grade.
- 3.6 Chief Librarian, Grade Level 14

- 3.6.1 By promotion of a suitable Assistant Chief Librarian who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Librarian who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States) Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four y on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of suitable Deputy Director who has spent at least four years the grade.
- 3.10 Direct Appointment so posts in Grade Level 12 and above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these will be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

**CATERING, DOMESTIC AND HOTEL SERVICES
GARDENER CADRE**

- 1. POSTS AND SALARIES
 - 1.1 Gardener Grade Level 02
 - 1.2 Head Gardener Grade Level 03
- 2. DUTIES
 - 2.1 Gardener, Grade Level 02
 - 2.1.1 Performing such horticultural duties as growing flowers, fruits and vegetables.
 - 2.1.2 Maintaining existing flowers/fruits' gardens.
 - 2.1.3 Weeding or pruning flowers/fruits' gardens.
 - 2.1.4 Repairing lawns
 - 2.2 Head Gardener, Grade Level 03
 - 2.2.1 Supervising the work of a number of Gardeners.
 - 2.2.2 Taking charge of the general cleanliness of premises
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
 - 3.1 Gardener, Grade Level 02
 - 3.1.1 By direct appointment cu a suitable able bodied candidate.
 - 3.2 Head Gardener,Grade Level 03
 - 3.2.1 By promotion, of a confirmed and suitable Gardener who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE**
Any officer in the Gardener Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

WASHERMAN CADRE

- 1. POSTS AND SALAIRES
 - 1.1 Washerman Grade Level 02
 - 1.2 Senior Washerman Grade Level 03
 - 1.3 Head Washerman Grade Level 04
- 2. DUTIES
 - 2.1 Washerman, Grade Level 02
 - 2.1.1 Washing used textile materials and ironing them.
 - 2.1.2 Assisting in dry-cleaning non-washable textile materials.
 - 2.2 Senior Washerman, Grade Level 03
 - 2.2.1 Keeping laundry records.

- 2.2.2 Dry-cleaning non-washable textile materials.
- 2.3 Head Washerman, Grade Level 04
 - 2.3.1 Supervising the activities of at least ten Washermen/Senior Washermen.
 - 2.3.2 Taking charge of laundry equipment and machines.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Washerman Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing First School Leaving Certificate.
 - 3.1.2 By direct appointment of a candidate who can read and write plus at least two years' cognate experience
- 3.2 Senior Washerman, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Washerman who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Head Washerman, Grade Level 04
 - 3.3.1 By promotion of a confirmed and suitable Senior Washerman who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Washerman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer or promotion to the grade.

KITCHEN ATTENDANT/COOK CADRE

1. POSTS AND SALARIES

- 1.1 Kitchen Attendant Grade Level 01
- 1.2 Cook Grade Level 02
- 1.3 Senior Cook Grade Level 03
- 1.4 Head Cook Grade Level 04

2. DUTIES

- 2.1 Kitchen Attendant, Grade Level 01
 - 2.1.1 Assisting generally in the preparation of meals.
 - 2.1.2 Washing and cleaning Kitchen and Kitchen Utensils.
 - 2.1.3 Cleaning the Kitchen surroundings.
- 2.2 Cook, Grade Level 02
 - 2.2.1 Assisting in preparing meals.
 - 2.2.2 Cleaning and washing Kitchen and Kitchen utensils
- 2.3 Senior Cook. Grade Level 03
 - 2.3.1 Preparing meals.
 - 2.3.2 Assisting in preparing special dishes.
 - 2.3.3 Keeping kitchen utensils.
- 2.4 Head Cook, Grade Level 04
 - 2.4.1 Preparing special dishes.
 - 2.4.2 Supervising the activities of a number of Cooks/Senior Cooks.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1. Kitchen Attendant, Grade Level 01
 - 3.1.1 By direct appointment of a candidate possessing ability to read and write.
- 3.2 Cook Grade Level 02
 - 3.2.1 By promotion of a confirmed and suitable Kitchen Attendant who has spent at least two years on the grade.

- 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 First School Leaving Certificate.
 - 3.2.2.2 Ability to read and write simple English plus at least two years' cognate experience.
- 3.3 Senior Cook Grade Level 03
 - 3.3.1 By promotion of & confirmed and suitable Cook who has spent at least two on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Head Cook, Grade Level 04
 - 3.4.1 By promotion of a confirmed and suitable Senior Cook who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Kitchen Attendant/Cook Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

STEWARD CADRE

1. POSTS AND SALARIES

- 1.1 Steward Grade Level 01
- 1.2 Senior Steward Grade Level 02
- 1.3 Head Steward Grade Level 03

2. DUTIES

- 2.1 Steward, Grade Level 01
 - 2.1.1 Serving meals and laying tables for meals.
 - 2.1.2 Serving drinks, beverages, cigars and cigarettes when required.
 - 2.1.3 Blending wine.
 - 2.1.4 Cleaning and washing linen, cooking utensils and other equipment/materials.
 - 2.1.5 Maintaining general cleanliness of dining/living rooms and halls.
 - 2.1.6 Keeping records of stocks of drinks, cigars and cigarettes.
- 2.2 Senior Steward, Grade Level 02
 - 2.2.1 Assisting the Head Steward in the supervision of the activities of junior staff.
 - 2.2.2 A Senior Steward may be required to keep small records of foodstuffs supplied to cooks for preparation.
- 2.3 Head Steward, Grade Level
 - 2.3.1 Supervising the activities of a minimum number of eight Stewards/Senior Stewards.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note. All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Steward, Grade Level 01
 - 3.1.1 By direct appointment of a candidate possessing ability to read and write simple English Language.
- 3.2 Senior Steward, Grade Level 02
 - 3.2.1 By promotion of a confirmed and suitable Steward who has spent at least years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the First School Leaving Certificate.
- 3.3 Head Steward, Grade Level 03
 - 3.3.1 By promotion of a confirmed and suitable Senior Steward who has spent at two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Steward Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

Note: The above Scheme of Service should apply to the grades of:-

- (i) Catering Assistant
- (ii) Rest House Attendant
- (iii) House Boy
- (iv) Barman
- (v) Waitress, Grade Level 02
- (vi) Butler, Grade Level 03

CATERING ASSISTANT CADRE

1. POSTS AND SALARIES:

1.1	Catering Assistant	Grade Level 04
1.2	Senior Catering Assistant Grade II	Grade Level 05
1.3	Senior Catering Assistant Grade I	Grade Level 06
1.4	Chief Catering Assistant	Grade Level 07

2. DUTIES

- 2.1 Catering Assistant, Grade Level 04
 - 2.1.1 Performing, under supervision, routine catering duties in a large staff canteen hospital, college or V.I.P. Guest House, etcetera.
 - 2.1.2 Taking charge of an out-station Catering Rest House, Guest House or Restaurant.
 - 2.1.3 Serving as a Warden in a Student Nurses and Student Midwives hostels or college, for example, assisting to enforce hostel rules.
- 2.2 Senior Catering Assistant Grade II, Grade Level 05
 - 2.2.1 Taking charge of a large out-station Government Rest House, Guest House or Restaurant.
 - 2.2.2 Taking charge of a small hostel for Student Nurses, Student Midwives or Pupils.
 - 2.2.3 Supervising and training junior staff.
- 2.3 Senior Catering Assistant Grade I. Grade Level 06
 - 2.3.1 Assisting in inspecting Government out-station Catering institutions.
 - 2.3.2 Taking charge of a very large out-station Government Rest House, Guest House or Restaurant.
- 2.4 Chief Catering Assistant, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of subordinate officers.
 - 2.4.2 Inspecting Government out-station Catering Institutions to ensure high standards.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Catering Assistant, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Senior Secondary School Certificate or West African School Certificate
 - 3.1.1.2 General Certificate of Education (Ordinary Level) obtained with four credits at one sitting or five credits at two sittings.
 - 3.1.1.3 Evidence of completion of a full course in a Government approved Secondary School or S. 75 or Junior Secondary School Certificate plus Certificate in Catering Studies obtained after completion of a year's course in a recognized institution for example, Kaduna Polytechnic (one year course).
- 3.2 Senior Catering Assistant Grade II, Grade Level 05

- 3.2.1 By promotion of a confirmed and suitable Catering Assistant who has spent at least two years on the grade.
- 3.1.2 By direct appointment of a candidate possessing Teachers' Grade II Certificate in a relevant subject
- 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.2.4 By direct appointment of a candidate who has successfully completed a two-years certificate course in Home Economics from a recognized Institution.
- 3.3 Senior Catering Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Catering Assistant Grade II who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing a Diploma in Catering Studies obtained on completion of a two-year course in a recognised institution, example, the Kaduna Polytechnic.
- 3.4 Chief Catering Assistant, Grade Level 07
 - 3.4.1 By promotion of a confirmed and suitable Senior Catering Assistant Grade II has spent at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**

Any officer in the Catering Assistant Cadre who acquires any of the qualifications specified appointment to any higher grade will be eligible for transfer/promotion to the grade.

CATERING OFFICER CADRE

1. **POSTS AND SALARIES:**

1.1	Assistant Catering Officer	Grade Level 06
1.2	Catering Officer	Grade Level 07
1.3	Higher Catering Officer	Grade Level 08
1.4	Senior Catering Officer	Grade Level 09
1.5	Principal Catering Officer	Grade Level 10
1.6	Assistant Chief Catering Officer	Grade Level 12
1.7	Chief Catering Officer	Grade Level 13

2. **DUTIES**

- 2.1 Assistant Catering Officer, Grade Level 06
 - 2.1.1 Functioning as a Catering Officer or Hostel Officer in a staff canteen, Cater Rest House, Guest House, School, College or Students' Hostel and similar Institutions. The duties of the Officer of this grade may include:
 - 2.1.1.1 Planning daily menus.
 - 2.1.1.2 Supervising the preparation and serving of food.
 - 2.1.1.3 Ensuring cleanliness and orderliness
 - 2.1.1.4 Taking charge of the welfare of students student-nurses/midwives in hostel and enforcing hostel rules.
 - 2.1.1.5 Checking daily sales to ensure proper accounts.
- 2.2 Catering Officer, Grade Level 07
 - 2.2.1 Taking charge of the catering services of a hospital
 - 2.2.2 Organizing school meals.
 - 2.2.3 Performing the duties of a Housekeeper in a State house, which include:
 - 2.2.3.1 Planning menus.
 - 2.2.3.2 Making purchases of food-stuff.
 - 2.2.3.3 Supervising the State House kitchen staff
 - 2.2.3.4 Ensuring cleanliness and orderliness.
- 2.3 Higher Catering Officer, Grade Level 08

- 2.3.1 Taking charge of the Catering Department of a large institution.
- 2.3.2 Taking charge of V.I.P. Guest Houses
- 2.3.3 Teaching in Catering Schools.
- 2.4 Senior Catering Officer, Grade Level 09
 - 2.4.1 Taking charge of food stuffs and ensuring proper storage
 - 2.4.2 Taking charge of the Catering Department of a very large Institution.
 - 2.4.3 Coordinating the activities of a number of Catering Rest Houses/Guest House.
- 2.5 Principal Catering Officer, Grade Level 10
 - 2.5.1 Taking charge of the training programmes of staff
 - 2.5.2 Giving lectures to Student nurses and catering staff
 - 2.5.3 Supervising and coordinating the activities of a number of subordinates
- 2.6 Assistant Chief Catering Officer, Grade Level 12
 - 2.6.1 Inspecting Catering Departments of Institutions to ensure high standards.
 - 2.6.2 Assisting the Chief Catering Officer in the formulation of policies on catering matters.
 - 2.6.3 Participating in seminars and conferences on matters relating to catering services.
- 2.7 Chief Catering Officer. Grade Level 13
 - 2.7.1 Advising on catering services.
 - 2.7.2 Assisting in the formulation of policies on catering services including training programmes.
 - 2.7.3 Developing catering services.
 - 2.7.4 Implementing Government policies on catering.
 - 2.7.5 Taking charge of catering staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record

- 3.1 Assistant Catering Officer Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Certificate of City and Guilds of London Institute in Catering-Trade Basic Training (Number 147) and in Cookery for Hotels and Catering Establishments (Numbers 150 and 151).
 - 3.1.1.2 Certificate in institutional House-Keeping and Catering of the Institutional Managements Association.
 - 3.1.1.3 Ordinary National Diploma in Hotel Keeping and Catering.
- 3.2 Catering Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Catering Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Certificate in Institutional and Catering Management.
 - 3.2.2.2 Higher National Diploma in Institutional Management.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Higher Catering Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Catering Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least five or three years post-qualification cognate experience respectively.

- 3.3.3 By direct appointment of a candidate possessing Higher National Diploma Dietetics of Kaduna Polytechnics plus Registration with the State Registered Dieticians.
 - 3.4 Senior Catering Officer. Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable higher Catering Officer who has spent at least three years of the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eight years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.3.3 above plus at least three years' post-qualification cognate experience.
 - 3.5 Principal Catering Officer, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Catering Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in subparagraph 3.1.1 above plus at least eleven years post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least nine years' post-qualification, cognate experience or in sub-paragraph 3.3.3 above plus at least six years' post-qualification cognate experience.
 - 3.6 Assistant Chief Catering Officer, Grade Level 12
 - 3.6.1 By promotion of a suitable Principal Catering Officer who has spent at least three years on the grade.
 - 3.7 Chief Catering Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Assistant Chief Catering Officer who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Catering Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

INSTRUCTOR (CATERING) CADRE

- 1. POSTS AND SALARIES

1.1	Instructor	Grade Level 07
1.2	Higher Instructor	Grade Level 08
1.3	Senior Instructor	Grade Level 09
1.4	Principal Instructor Grade II	Grade Level 10
1.5	Principal Instructor Grade I	Grade Level 12
1.6	Assistant Chief Instructor	Grade Level 13
1.7	Chief Instructor	Grade Level 14
- 2. DUTIES
 - 2.1 Instructor, Grade Level 07
 - 2.1.1 Teaching catering subjects.
 - 2.1.2 Preparing notes of lessons.
 - 2.1.3 Keeping class attendance register and other relevant records.
 - 2.1.4 Setting questions and marking test papers.
 - 2.1.5 Assisting in maintaining discipline and cleanliness in the school.
 - 2.2 Higher Instructor, Grade Level 08
 - 2.2.1 Teaching catering subjects.
 - 2.2.2 Preparing notes of lessons.
 - 2.2.3 Keeping class attendance register and other relevant records.
 - 2.2.4 Setting questions and marking test papers.
 - 2.2.5 Assisting in organizing group-work and educational visits for students.

- 2.2.6 Assisting in maintaining discipline and cleanliness in the school
- 2.3 Senior Instructor, Grade Level 09
 - 2.3.1 Teaching Catering Subjects
 - 2.3.2 Preparing notes of lesson and supervising junior instructors in the preparation of lessons, experiments and demonstrations.
 - 2.3.3 Setting questions and marking test papers.
 - 2.3.4 Maintaining discipline and cleanliness in the school.
 - 2.3.5 Keeping class attendance register and other relevant records.
- 2.4 Principal Instructor Grade II, Grade Level 10
 - 2.4.1 Teaching catering subjects
 - 2.4.2 Coordinating and monitoring a number of courses.
 - 2.4.3 Acting as a team leader in examining students in catering subjects.
 - 2.4.4 Assisting in conducting research tests and experiments on Nigerian dishes.
- 2.5 Principal Instructor Grade I, Grade Level 12
 - 2.5.1 Teaching students in specialized subjects.
 - 2.5.2 Coordinating and monitoring a number of courses.
 - 2.5.3 Conducting research, tests and experiments on Nigerian dishes.
 - 2.5.4 Acting as team leader in examining students in catering subjects.
 - 2.5.5 Taking-charge of curriculum review and development.
- 2.6 Assistant Chief instructor, Grade Level 13
 - 2.6.1 Assisting in liar administration of the school including planning courses and conducting examinations.
 - 2.6.2 Teaching students in one’s specialized subjects.
- 2.7 Chief Instructor Grade Level 14
 - 2.7.1 Taking charge of the administration of the school.
 - 2.7.2 Teaching students in one’s specialized subjects.
 - 2.7.3 Advising on matters relating to vocational training in catering.
 - 2.7.4 Attending national and international seminars and lectures on matters relatingvocational training in catering and tourism.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory/service record.

- 3.1 Instructor, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Certificate in Institutional and Catering Management.
 - 3.1.1.2 Higher National Diploma in Institutional Management.
 - 3.1.1.3 Higher National Diploma in Hotel and Catering Management.
 - 3.1.1.4 National Certificate of Education in Catering Management, Domestic Science or Home Economics.
- 3.2 Higher Instructor, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Instructor who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years’ post-qualification cognate experience.
- 3.3 Senior instructor, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Instructor who has spent at least three yearson the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least six years’ post-qualification cognate experience.

- 3.4 Principal Instructor, Grade II, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Instructor who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least nine years post-qualification cognate experience.
- 3.5 Principal Instructor Grade I, Grade Level 12
 - 3.5.1 By promotion of a suitable Principal Instructor Grade II who has spent at least three years on the grade.
 - 3.5.2 Suitable persons in this grade will be required to attend courses leading to award of Certificate in Public Administration from a recognized Institution (ASCON).
- 3.6 Assistant Chief Instructor, Grade Level 13
 - 3.6.1 By promotion of a continued and suitable Principal Instructor Grade I who has spent at least three years on the grade and successfully completed the training course specified in sub-paragraph 3.5.2 above.
- 3.7 Chief Instructor, Grade Level 14
 - 3.7.1 By promotion of a suitable Assistant Chief Instructor who has spent at least three years on the grade and successfully completed the training course specified in sub-paragraph 3.5.2 above.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Instructor (Catering) Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible promotion/transfer to the grade.

**AGRICULTURE AND RURAL DEVELOPMENT
AGRICULTURAL FIELD ATTENDANT CADRE**

1. POSTS AND SALARIES:

- 1.1 Agricultural Field Attendant Grade III Grade Level 06
- 1.2 Agricultural Field Attendant Grade II Grade Level 07
- 1.3 Agricultural Field Attendant Grade I Grade Level 08

2. DUTIES

- 2.1 Agricultural Field Attendant Grade III, Grade Level 01
 - 2.1.1 Performing under supervision, routine manual duties in any of the following:
 - 2.1.1.1 Plant Nursery, Garden, Plantation, Farm, or Grazing Field.
 - 2.1.1.2 Home Economics Centre/Unit
 - 2.1.1.3 Soil Laboratory
 - 2.1.1.4 Seed-processing, fumigation and herbicide application.
- 2.2 Agricultural Field Attendant Grade II, Grade Level 02
 - 2.2.1 Performing under supervision simple record, stores or manual duties in any of the followings:
 - 2.2.1.1 Plant Nursery, Garden, Plantation or Grazing
 - 2.2.1.2 Home Economics Centre/Unit.
 - 2.2.1.3 Soil Laboratory.
 - 2.2.1.4 Seed processing fumigation and herbicide application
- 2.3 Agricultural Field Attendant Grade I, Grade Level 03
 - 2.3.1.1 Performing the duties specified in sub-paragraphs 2.2.1.1 – 2.2.1.2 above
 - 2.3.1.2 Supervising the activities of a number of junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Agricultural Field Attendant Grade III, Grade Level 01
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit
- 3.2 Agricultural Field Attendant Grade II, Grade Level 02

- 3.2.1 By promotion of a confirmed and suitable Agricultural Field Attendant Grade III who has spent at least two years on the grade
- 3.2.2 By direct appointment of a candidate possessing the First School Leaving Certificate.
- 3.3 Agricultural Field attendant Grade I, Grade Level 03
 - 3.3.1 By promotion of a confirmed and suitable Agricultural Field Attendant Grade II who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

- 4.1 A confirmed Agricultural Field Attendant Grade I, who passes the Agricultural Field Overseer Confirmation/Promotion Test at promotion level (i.e. 50%), is eligible on promotion to the grade of Agricultural Field Overseer.
- 4.2 Any officer in the Agricultural Field Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

AGRICULTURAL FIELD OVERSEER CADRE

1. POSTS AND SALARIES:

- 1.1 Assistant Agricultural Field Overseer Grade Level 03
- 1.2 Agricultural Field Overseer Grade Level 04
- 1.3 Senior Agricultural Field Overseer Grade Level 05
- 1.4 Assistant Chief Agricultural Field Overseer Grade Level 06
- 1.5 Chief Agricultural Field Overseer Grade Level 07

2. DUTIES:

- 2.1 Assistant Agricultural Field Overseer, Grade Level 03
 - 2.1.1 Candidates are required to undergo a two-year on-the-job-training within the Department.
- 2.2 Agricultural Field Overseer, Grade Level 4
 - 2.2.1 Performing under supervision, agricultural extension duties which may include:
 - 2.2.1.1 Distributing and selling fertilizers and other farm inputs to farmers.
 - 2.2.1.2 Advising farmers and conducting simple demonstrations for them at village level.
- 2.3 Senior Agricultural Field Overseer, Grade Level 05
 - 2.3.1 Collecting data or information required for research and other agricultural purposes.
 - 2.3.2 Supervising poultry and livestock units.
 - 2.3.3 Assisting in keeping records.
- 2.4 Assistant Chief Agricultural Field Overseer, Grade Level 06
 - 2.4.1 Keeping records and writing reports on agricultural activities in a particular locality.
 - 2.4.2 Supervising the work of a number of junior officers.
- 2.5 Chief Agricultural Field Overseer, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior officers

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note:-All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Agricultural Field Overseer, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S. 75 with a bias for Science subjects.
 - 3.1.1.2 Junior Secondary School Certificate.

- 3.1.1.3 General Certificate of Education with three credits obtained at on sitting or four credits at two sittings preferably including Botany, Chemistry, Biology or Geography.
- 3.2 Agricultural Field Overseer, Grade Level 04
 - 3.2.1 By promotion of a suitable Assistant Agricultural Field Overseer who has successfully completed the two-year training course specified in sub-paragraph 2.1.1 above.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate preferably including a pass in Botany, Biology or Chemistry.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings preferably including Botany, Biology or Chemistry.
 - 3.2.3 By promotion of a confirmed Agricultural Field Attendant Grade I who has passed the Agricultural Field Overseer Confirmation/Promotion Test promotion level (i.e. 50%).
- 3.3 Senior Agricultural Field Overseer, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Agricultural Field Overseer who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Assistant Chief Agricultural Field Overseer. Grade Level 06
 - 3.4.1 By promotion of a suitable Senior Agricultural Field Overseer who has spent at least two years on the grade.
- 3.5 Chief Agricultural Field Overseer, Grade Level 07
 - 3.5.1 By promotion of a suitable Assistant Chief Agricultural Field Overseer who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
 - 4.1 A confirmed and suitable Agricultural Field Overseer may be selected for the training course for Assistant Agricultural Superintendent in a recognized School of Agriculture. On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Agricultural Superintendent.
 - 4.2 Any officer in the Agricultural Field Overseer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer promotion to the grade.

AGRICULTURAL SUPERINTENDENT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Agricultural Superintendent-in-Training Grade Level 04
 - 1.2 Assistant Agricultural Superintendent Grade Level 06 (Step 2)
 - 1.3 Agricultural Superintendent Grade Level 07 (Step 2)
 - 1.4 Higher Agricultural Superintendent Grade Level 08
 - 1.5 Senior Agricultural Superintendent Grade Level 09
 - 1.6 Principal Agricultural Superintendent Grade II Grade Level 10
 - 1.7 Principal Agricultural Superintendent Grade I Grade Level 12
 - 1.8 Assistant Chief Agricultural Superintendent Grade Level 13
 - 1.9 Chief Agricultural Superintendent Grade Level 14
- 2. DUTIES

- 2.1 Assistant Agricultural Superintendent-in-Training, Grade Level 04
 - 2.1.1 This is a training grade for the preparation of officers for the post of Assistant Agricultural Superintendent. The training is of two years duration at a recognized School of Agriculture.
- 2.2 Assistant Agricultural Superintendent, Grade Level 06
 - 2.2.1 Supervising the activities of a number of junior workers in the Agricultural Extension Unit.
 - 2.2.2 Taking charge of a small agricultural project.
 - 2.2.3 Working with groups of farmers and agricultural Co-operative Societies on the Farmers' Farms.
- 2.3 Agricultural Superintendent, Grade Level 07
 - 2.3.1 Supervising extension activities within a defined area.
 - 2.3.2 Taking charge of agricultural project or operation.
 - 2.3.3 Assisting senior officers in carrying out specified assignments.
- 2.4 High Agricultural Superintendent Grade Level 08
 - 2.4.1 Taking charge of an agricultural project or operations requiring no supervision
 - 2.4.2 Supervising and training agricultural extension workers.
 - 2.4.3 Assisting in training agricultural personnel in a Farm Institute or agricultural training Institution.
- 2.5 Senior Agricultural Superintendent, Grade Level 09
 - 2.5.1 Supervising the activities of a number of junior officers in a project or extension service.
 - 2.5.2 Taking charge of a large agricultural project or operation.
- 2.6 Principal Agricultural Superintendent Grade II, Grade Level 10
 - 2.6.1 Managing a large Agricultural project or operation.
 - 2.6.2 Taking charge of a farm institute or other training Institutions for agricultural workers
- 2.7 Principal Agricultural Superintendent Grade I, Grade Level 12
 - 2.7.1 Coordinating the activities of Agricultural Superintendents on a number of promotion.
 - 2.7.2 Supervising and coordinating the operations in large extension service areas.
- 2.8 Assistant Chief Agricultural Superintendent, Grade Level 13
 - 2.8.1 Assisting in the administration of the Section.
 - 2.8.2 Organizing training programmes for Agricultural Personnel and extension services workers.
- 2.9 Chief Agricultural Superintendent. Grade Level 14
 - 2.9.1 Taking charge of the administration of the Section.
 - 2.9.2 Directing and Coordinating the activities of a number of Agricultural Superintendents and other extension Service workers in a specified area.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN
 - Note: All promotions/transfers are subject to vacancy and satisfactory service record.
 - 3.1 Assistant Agricultural Superintendent-in-Training, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 West African School Certificate or Senior Secondary School Certificate preferably with a pass in Biology, Agricultural Science, Botany or Chemistry.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings preferably including Biology, Agricultural Science, Botany or Chemistry.
 - 3.2 Assistant Agricultural Superintendent, Grade Level 05

- 3.2.1 By advancement of a suitable Assistant Agricultural Superintendent-in-Training or an Agricultural Field Overseer who has successfully completed the training course for Assistant Agricultural Superintendent at a recognized School of Agriculture.
- 3.2.2 By direct appointment of a candidate who has successfully completed the two year training course for Assistant Agricultural Superintendent or obtained recognized OND in the same field.
- 3.3 Agricultural Superintendent, Grade Level 07
 - 3.3.1 By advancement of a suitable Assistant Agricultural Superintendent who has successfully completed the Diploma Course for the Agricultural Superintendent at a recognized School of Agriculture.
 - 3.3.2 By promotion of a confirmed and suitable Assistant Agricultural Superintendent who has spent at least two years on the grade.
- 3.4 Higher Agricultural Superintendent, Grade Level 08
 - 3.4.1 By promotion of a confirmed and suitable Agricultural Superintendent who spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the Higher National Diploma (HND) in Agriculture from a recognized Institution.
- 3.5 Senior Agricultural Superintendent, Grade Level 09
 - 3.5.1 By promotion of a confirmed and suitable Higher Agricultural Superintendent who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing HND in Agriculture from recognized Institution plus at least three years' post-qualification cognate experience.
- 3.6 Principal Agricultural Superintendent Grade II, Grade Level 10
 - 3.6.1 By promotion of a confirmed and suitable Senior Agricultural Superintendent who has spent at least three years on the grade.
 - 3.6.2 By direct appointment of a candidate possessing HND in Agriculture from recognized institution plus at least six years' post-qualification cognate experience.
- 3.7 Principal Agricultural Superintendent Grade I, Grade Level 12
 - 3.7.1 By promotion of a confirmed and suitable Principal Agricultural Superintendent Grade II who has spent at least three years on the grade.
- 3.8 Assistant Chief Agricultural Superintendent. Grade Level 13
 - 3.8.1 By promotion of a suitable Principal Agricultural Superintendent Grade I who has spent at least three years on the grade.
- 3.9 Chief Agricultural Superintendent, Grade Level 14
 - 3.9.1 By promotion of a suitable Assistant Chief Agricultural Superintendent who has spent at least three years on the grade.

4 ADVANCEMENT BEYOND THE CADRE:

Any officer in the Agricultural Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

AGRICULTURAL OFFICER CADRE

1. POSTS AND SALARIES

- | | | |
|-----|--------------------------------------|-------------------------|
| 1.1 | Agricultural Officer Grade II | Grade Level 08 (Step 2) |
| 1.2 | Agricultural Officer Grade I | Grade Level 09 |
| 1.3 | Senior Agricultural Officer | Grade Level 10 |
| 1.4 | Principal Agricultural Officer | Grade Level 12 |
| 1.5 | Assistant Chief Agricultural Officer | Grade Level 13 |
| 1.6 | Chief Agricultural Officer | Grade Level 14 |

- | | | |
|-----|-----------------------------------|----------------|
| 1.7 | Assistant Director | Grade Level 15 |
| 1.8 | Deputy Director/Director (States) | Grade Level 16 |
| 1.9 | Director | Grade Level 17 |
2. DUTIES
- 2.1 Agricultural Officer Grade II
 - 2.1.1 Assisting in supervising agricultural extension programmes/Projects in a defined geographical area
 - 2.1.2 Collecting and assisting in evaluating data on agricultural extension services.
 - 2.2 Agricultural Officer, Grade I. Grade Level 09
 - 2.2.1 Collating and assisting in analyzing agricultural data.
 - 2.2.2 Taking charge of an agricultural extension project.
 - 2.3 Senior Agricultural Officer. Grade Level 10
 - 2.3.1 Coordinating the activities of a number of junior Agricultural Officers and Chief Agricultural Extension Workers within a defined area.
 - 2.3.2 Taking charge of an agricultural station or project
 - 2.3.3 Giving leadership for a specified specialist programme in a geographical area
 - 2.3.4 Monitoring the execution of agricultural extension projects and programs in geographical area.
 - 2.4 Principal Agricultural Officer, Grade Level 12
 - 2.4.1 Coordinating the activities of a number of junior officers at the headquarters or in an agricultural zone
 - 2.4.2 Taking charge of big agricultural extension projects.
 - 2.4.3 Assisting in organizing training for staff.
 - 2.5 Assistant Chief Agricultural Officer, Grade Level 13
 - 2.5.1 Assisting in coordinating some aspects of the work of the Department.
 - 2.5.2 Taking charge of a major agricultural extension project.
 - 2.5.3 Supervising the training programme for staff
 - 2.6 Chief Agricultural Officer Grade Level 14
 - 2.6.1 Taking charge of the Agricultural Extension Services Section.
 - 2.6.2 Monitoring agricultural extension projects in a state.
 - 2.6.3 Taking charge of agricultural development in certain field such as arable crops or tree crops development.
 - 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Assisting in formulating agricultural extension policies (states).
 - 2.7.3 Coordinating the training programmes for staff.
 - 2.7.4 Monitoring the effective implementation of agricultural development programmes.
 - 2.7.5 Initiating the review of agricultural policies and programmes
 - 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department of Agriculture.
 - 2.8.2 Advising government on matters relating to agricultural policies and programmes (States).
 - 2.8.3 Taking responsibility for agricultural development planning.
 - 2.8.4 Ensuring the implementation of approved development plan programmes relating to Agriculture.
 - 2.8.5 Assisting in the general administration of the Department.
 - 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the Department.
 - 2.9.2 Advising the government on matters relating to agricultural policies and programmes

2.9.3 Ensuring the implementation of approved agricultural plans and programmes.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory service records

- 3.1 Agricultural Officer trade II Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Agriculture, Agricultural Science, Agricultural Economics, Horticulture Crop Science or Crop Production from a recognized University.
- 3.2 Agricultural Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Agricultural Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Agricultural Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Agricultural Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years post-qualification cognate experience.
- 3.4 Principal Agricultural Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Agricultural Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Agricultural Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Agricultural Officer who has spent at least three years on the grade.
- 3.6 Chief Agricultural Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Agricultural Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Agricultural Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States) Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointment may also be made to posts in Grade Level 12 and above; but these would be preceded by a specific advertisements at the instance of the user Ministry/Department. Promotion from such direct appointment to higher grades are subject to confirmation appointment.

AGRICULTURAL ENGINEER CADRE

1. POSTS AND SALARIES:

- 1.1 Agricultural Engineer Grade II Grade Level 08
- 1.2 Agricultural Engineer Grade I Grade Level 09
- 1.3 Senior Agricultural Engineer Grade Level 10
- 1.4 Principal Agricultural Engineer Grade Level 12
- 1.5 Assistant Chief Agricultural Engineer Grade Level 13
- 1.6 Chief Agricultural Engineer Grade Level 14
- 1.7 Assistant Director Grade Level 15

- 1.8 Deputy Director/Director (States) Grade Level 16
- 1.9 Director Grade Level 17
- 2. DUTIES
 - 2.1 Agricultural Engineer Grade II, Grade Level 08
 - 2.1.1 Surveying, planning, designing, constructing, operating and maintaining agricultural engineering projects.
 - 2.1.2 Maintaining, testing and operating implements, vehicles and general equipment for use for mechanical cultivation.
 - 2.1.3 Assisting in the supervision of agricultural engineering workshops.
 - 2.2 Agricultural Engineer Grade I, Grade Level 09
 - 2.2.1 Assisting in the training of junior staff.
 - 2.2.2 Maintaining, testing and operating implements, vehicles and general equipment for use for mechanical cultivation.
 - 2.2.3 Assisting in supervising junior staff.
 - 2.2.4 Surveying, planning, designing, constructing, operating and maintaining specific engineering project.
 - 2.3 Senior Agricultural Engineer, Grade Level 10
 - 2.3.1 Assisting in undertaking applied research projects as directed.
 - 2.3.2 Assisting in the coordination of the activities of junior staff.
 - 2.3.3 Supervising agricultural engineering projects including plumbing, designing, construction, maintenance and operation of such projects.
 - 2.4 Principal Agricultural Engineer, Grade Level 12
 - 2.4.1 Taking charge of one of the following aspects of agricultural engineering:
 - 2.4.1.1 Soil and water, resources utilization.
 - 2.4.1.2 Workshop services and development.
 - 2.4.1.3 Farm building and structures.
 - 2.4.1.4 Farm power and mechanization.
 - 2.4.1.5 Tillage and storage investigation.
 - 2.4.2 Assisting in initiating and possibly, undertaking applied research schemes.
 - 2.5 Assistant Chief Agricultural Engineer, Grade Level 13
 - 2.5.1 Assisting in the direction and co-ordination of specialized service, workshop development, tillage and storage investigation and training.
 - 2.5.2 Assisting in coordinating the activities of a number of junior staff.
 - 2.6 Chief Agricultural Engineer, Grade Level 14
 - 2.6.1 Responsible for the monitoring of agricultural engineering programmes, the budgeting for same and related financial matters.
 - 2.6.2 Assisting in processing reports and data analysis.
 - 2.6.3 Assisting in planning training needs and designing courses at the various trainingcentres of the Ministry.
 - 2.6.4 Taking charge of a Section.
 - 2.6.5 Assisting in the formulation and administration of policies on Agricultural Engineering.
 - 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Coordinating all activities in a Branch and assisting in formulating policies Agricultural Engineering for the Government.
 - 2.7.2 Coordinating the training programmes of staff.
 - 2.7.3 Responsible for providing professional/technical advice to the Ministry Engineering matters.
 - 2.7.4 Initiating action on the review of agricultural engineering policies and programmes.
 - 2.8 Deputy Director/Director (States), Grade Level 16

- 2.8.1 Taking charge of a Division/Department (States).
- 2.8.2 Taking responsibility for agricultural development planning
- 2.8.3 Advising the authority on matters relating to agricultural engineering policies and programmes (States).
- 2.8.4 Assisting in the general administration of the Department
- 2.8.5 Initiating the review of existing policies and programmes.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the Department.
 - 2.9.2 Advising and assisting the Ministry in formulating agricultural engineer policies.

4 **METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions/transfers are subject to vacancy amid satisfactory service record

- 3.1 Agricultural Engineer Grade II Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Agricultural Engineering Civil Engineering Electrical Engineering or Structural Engineering from a recognized University.
- 3.2 Agricultural Engineer Grade I, GradeLevel 09
 - 3.2.1 By advancement of a suitable Agricultural Engineer Grade II who successfully completed a two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.3 Senior Agricultural Engineer. Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Agricultural Engineer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years post-qualification cognate experience.
- 3.4 Principal Agricultural Engineer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Agricultural Engineer who has spent at least three years on the grade and registered with COREN.
- 3.5 Assistant Chief Agricultural Engineer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Agricultural Engineer who has spent at least three years on the grade and registered with COREN.
- 3.6 Chief Agricultural Engineer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Agricultural Engineer who has spent at least three years on the grade and registered with COREN.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Agricultural Engineer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States). Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 32 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department Promotion from such direct appointments to higher grades are subject to confirmation appointment.

AGRICULTURAL RESEARCH OFFICER CADRE

1. POSTS AND SALARIES:
 - 1.1 Agricultural Research Officer Grade II Grade Level 08
 - 1.2 Agricultural Research Officer Grade I Grade Level 09
 - 1.3 Senior Agricultural Research Officer Grade Level 10
 - 1.4 Principal Agricultural Research Officer Grade Level 12
 - 1.5 Assistant Chief Agricultural Research officer Grade Level 13
 - 1.6 Chief Agricultural Research Officer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (State) Grade Level 16
 - 1.9 Director Grade Level 17
2. DUTIES:
 - 2.1 Agricultural Research Officer Grade II, Grade Level 08
 - 2.1.1 Working under supervision on research projects in his field of specialization
 - 2.1.2 Assisting Senior Officer in an Agricultural Research Station.
 - 2.2 Agricultural Research Officer Grade I. Grade Level 09
 - 2.2.1 Undertaking research projects in his special field within defined frame work on assigned project.
 - 2.2.2 Assisting in supervising junior staff.
 - 2.3 Senior Agricultural Research Officer, Grade Level 10
 - 2.3.1 Coordinating the work of a number of Agricultural Research Officers.
 - 2.3.2 Undertaking research projects in his special field in a Research Station Institution.
 - 2.3.3 Disseminating and distributing to Government agencies and farmers, the result of research activities of the station.
 - 2.3.4 Taking charge of a section of the Research Station.
 - 2.4 Principal Agricultural Research Officer, Grade Level 12
 - 2.4.1 Coordinating the work of a number of Research Officers in the Research Station
 - 2.4.2 Undertaking original research projects in his special or related field.
 - 2.4.3 Assisting in training junior officers in the Unit/Station.
 - 2.5 Assistant Chief Agricultural Research Officer, Grade Level 13
 - 2.5.1 Undertaking research projects in his special field.
 - 2.5.2 Supervising and coordinating the activities of a number of junior officers.
 - 2.5.3 Assisting in supervising special or specific projects.
 - 2.6 Chief Agricultural Research Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Taking charge of specific subjects such as:-
 - 2.6.2.1 Seminars and Conferences.
 - 2.6.2.2 Staff Development.
 - 2.6.2.3 Dissemination of research findings.
 - 2.6.2.4 Estimates and Budget
 - 2.6.3 Undertaking research work in his special field.
 - 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Assisting in the administration of the Department (States).
 - 2.7.2 Advising the Agricultural Extension Services Division of the Ministry on practical application of research findings.
 - 2.7.3 Publishing results of research work including periodic appraisal of performance of the Research Department.
 - 2.7.4 Taking charge of training programmes of staff.
 - 2.7.5 Taking charge of a Branch.
 - 2.7.6 Initiating the review of research policies and programmes
 - 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department.

- 2.8.2 Taking responsibility for agricultural research planning and development.
- 2.8.3 Advising and assisting in formulating agricultural research policies and programmes (States).
- 2.8.4 Assisting in the general administration of the Department.
- 2.9 Director. Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department
 - 2.9.2 Advising on matters relating to agricultural (research) programmes and policies.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note:All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Agricultural Research Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in any of Agricultural or Natural Sciences from a recognized University.
- 3.2 Agricultural Research Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Agricultural Research Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
- 3.3 Senior Agricultural Research Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Agricultural Research Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least six years post-qualification cognate experience.
- 3.4 Principal Agricultural Research Officer Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Agricultural Research Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Agricultural Research Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Agricultural Research Officer who has spent at least three years on the grade.
- 3.6 Chief Agricultural Research Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Agricultural Research Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Agricultural Research Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States). Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct appointment to posts in Grade Level 12 and above. Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specified advertisements at the instance of the user-ministry. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

FISHERIES ATTENDANT CADRE

1. POSTS AND SALARIES

- | | | |
|-----|-------------------------------------|----------------|
| 1.1 | Fisheries Attendant Grade III | Grade Level 01 |
| 1.2 | Senior Fisheries Attendant Grade II | Grade Level 02 |
| 1.3 | Head Fisheries Attendant Grade I | Grade Level 03 |

2. DUTIES
 - 2.1 Fisheries Attendant Grade III. Grade Level 01
 - 2.1.1 Performing under supervision, routine manual work in any of the following areas
 - (a) Fish Pond.
 - (b) Fish Multiplication Centres.
 - (c) Fish Shop or
 - (d) Fisheries Terminal.
 - 2.2 Fisheries Attendant Grade II, Grade Level 02
 - 2.2.1 Performing simple routine and manual duties in any of the following areas:-
 - 2.2.1.1 Fish Pond.
 - 2.2.1.2 Fish Multiplication Centre.
 - 2.2.1.3 Fish Shop or
 - 2.2.1.4 Fisheries Terminal
 - 2.3 Fisheries Attendant Grade I, Grade Level 03
 - 2.3.1 Supervising a number of junior Fisheries Attendants.
 - 2.3.2 Performing the duties specified in sub-paragraph 2.2.1.1 - 2.2.1.4 above.

3. METHODS OF ENTRY AND ADVANCEMENT WUN THE CADRE:

Note All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Fisheries Attendant Grade II, Grade Level 01
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit.
- 3.2 Fisheries Attendant Grade II, Grade Level 02
 - 3.2.1 By promotion of a confirmed and suitable Fisheries Attendant Grade II who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the First School Leaving Certificate.
- 3.3 Fisheries Attendant Grade I, Grade Level 03
 - 3.3.1 By promotion of a confirmed and suitable Fisheries Attendant Grade II who has spent at least two years on the de.

4 ADVANCEMENT BEYOND THE CADRE:

- 4.1 Any officer in the Fisheries Attendant Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for promotion/transfer to grade.
- 4.2 A confirmed and suitable Fisheries Attendant Grade I who passes the Fisheries Overs Confirmation/Promotion Test at promotion level (i.e. 50%) may be considered for promotion to the grade of Fisheries Overseer.

FISHERMAN CADRE

1. POSTS AND SALARIES:

- | | | |
|-----|---------------------|----------------|
| 1.1 | Fisherman Grade IV | Grade Level 02 |
| 1.2 | Fisherman Grade III | Grade Level 03 |
| 1.3 | Fisherman Grade II | Grade Level 04 |
| 1.4 | Fisherman Grade I | Grade Level 05 |
| 1.5 | Senior Fisherman | Grade Level 06 |
| 1.6 | Chief Fisherman | Grade Level 07 |

2. DUTIES

- 2.1 Fisherman Grade IV. Grade Level 02
 - 2.1.1 Working under supervision, on the construction and mending of simple fish gears such as net, cast net, hook line, strolling etc.
- 2.2 Fisherman Grade III. Grade Level 03
 - 2.2.1 Operating and maintaining simple fishing gears as enumerated above.
 - 2.2.2 Preserving fish caught during operations.

- 2.2.3 Carrying out the duties of deck hand on board fishing vessels.
- 2.3 Fisherman Grade II Grade Level 04
 - 2.3.1 Assisting in the construction of fish nets.
 - 2.3.2 Assembling Fishing Trawls.
 - 2.3.3 Operating a large number and a variety of fishing gears.
 - 2.3.4 Handling outboard motor engines.
 - 2.3.5 Steering, under supervision, fish vessels.
- 2.4 Fisherman Grade I, Grade Level 05
 - 2.4.1 Supervising junior Fishermen in gear construction work.
 - 2.4.2 Participating in fishing fleet operations.
 - 2.4.3 Taking record of fish catch on board.
- 2.5 Senior Fisherman, Grade Level 06
 - 2.5.1 Leading all grades of fishermen in fishing operations.
 - 2.5.2 Overseeing or taking charge of net store.
- 2.6 Chief Fisherman Grade Level 07
 - 2.6.1 Supervising fishing operations.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory Service record.

- 3.1 Fisherman Grade IV Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate
 - 3.1.2 By direct appointment of an experienced Fisherman with reasonable knowledge of fishing, seamanship and swimming.
- 3.2 Fisherman Grade III, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Fisherman Grade IV who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Fisherman Grade II, Grade Level 04
 - 3.3.1 By promotion of a confirmed and suitable Fisherman Grade III who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
- 3.4 Fisherman Grade I, Grade Level 05
 - 3.4.1 By promotion of a confirmed and suitable Fisherman Grade II who has spent at least two years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.5 Senior Fisherman, Grade Level 06
 - 3.5.1 By promotion of a confirmed and suitable Fisherman Grade I who has spent at least two years on the grade.
- 3.6 Chief Fisherman, Grade Level 07
 - 3.6.1 By promotion of a suitable Senior Fisherman who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE;

- 4.1 Any officer in the Fisherman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

- 4.2 A confirmed, suitable and outstanding Senior Fisherman may be considered for promotion to the grade of Master Fisherman.
- 4.3 A confirmed, suitable and outstanding Chief Fisherman may be considered for lateral transfer to the grade of Master Fisherman.

FISHERIES OVERSEER CADRE

1. POSTS AND SALARIES

1.1	Assistant Fisheries Overseer	Grade Level 03
1.2	Fisheries Overseer	Grade Level 04
1.3	Senior Fisheries Overseer	Grade Level 05
1.4	Assistant Chief Fisheries Overseer	Grade Level 06
1.5	Chief Fisheries Overseer	Grade Level 07

2. DUTIES

- 2.1 Assistant Fisheries
- 2.1.1 This is a training grade for the preparation of candidates for the post of Fisheries Overseer. The in-service-training is of two-year duration.
- 2.2 Fisheries Overseer, Grade Level 04
- 2.2.1 Performing, under supervision, fisheries extension duties.
- 2.2.2 Giving advice and conducting simple demonstration for fish farmers and fishermen in a small locality.
- 2.3 Senior Fisheries Overseer, Grade Level 05
- 2.3.1 Keeping records and writing reports on fisheries activities in a particular locality.
- 2.3.2 Collecting data or information required for research and other fisheries purposes.
- 2.4 Assistant Chief Fisheries Overseer, Grade Level 06
- 2.4.1 Assisting the Chief Fisheries Overseer in the supervision of the activities of the junior fisheries staff.
- 2.4.2 Assisting in the co-ordination of the activities of a number of junior staff.
- 2.5 Chief Fisheries Overseer, Grade Level 07
- 2.5.1 Coordinating and supervising the activities of a number of junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Fisheries Overseer, Grade Level 03
- 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
- 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75.
- 3.1.1.2 General Certificate of Education (Ordinary Level) with three or five credit passes preferably, including one Natural Science subject obtained at one or two sittings respectively.
- 3.1.1.3 Junior Secondary School Certificate.
- 3.2 Fisheries Overseer, Grade Level 04
- 3.2.1 By promotion of a confirmed and suitable Assistant Fisheries Overseer who successfully completed the in-service-course for Fisheries Overseers specified in sub-paragraph 2.1.1 above.
- 3.2.2 By direct appointment of a candidate possessing the West African School Certificate/Senior Secondary School Certificate, preferably including a pass in Biology.
- 3.2.3 By promotion of a Fisheries Attendant Grade I who has passed the Fisheries Overseer Confirmation/Promotion Test at Promotion Level.
- 3.3 Senior Fisheries Overseer, Grade Level 05

- 3.3.1 By promotion of a confirmed and suitable Fisheries Overseer who has spent at least two years on the grade.
- 3.3.2 By direct appointment of a candidate possessing the qualification specified subparagraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Assistant Chief Fisheries Overseer, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Fisheries Overseer who spent at least two years on the grade.
- 3.5 Chief Fisheries Overseer, Grade Level 07
 - 3.5.1 By promotion of a suitable Assistant Chief Fisheries Overseer who has spent at least two years on the grade.

4 AVANCEMENT BEYOND THE CADRE

- 4.1 A confirmed and suitable Fisheries Overseer may be selected for a prescribed training course for Assistant Fisheries Superintendent in a recognized Fisheries Training School. On successful completion of the course, the Officer is eligible for promotion/transfer to the grade of Assistant Fisheries Superintendent.
- 4.2 A confirmed and outstanding Senior Fisheries Overseer may be considered for promotion to the grade of Assistant Fisheries Superintendent.
- 4.3 Any officer in the Fisheries Overseer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

FISHING MATE CADRE

1. POSTS AND SALARIES:

- 1.1. Coxswain Grade Level 03
- 1.2. Fishing Mate Grade III Grade Level 04
- 1.3. Fishing Mate Grade II Grade Level 05
- 1.4. Fishing Mate Grade I Grade Level 06
- 1.5. Senior Fishing Mate Grade Level 07

2. DUTIES:

- 2.1. Coxswain. Grade Level 03
 - 2.1.1. Taking part in fishing operations.
 - 2.1.2. Handling fishing vessels under 60 feet. L.O.A, (length Over-All).
- 2.2. *Fishing Mate Grade III. Grade Level 04*
 - 2.2.1. Handling, under supervision, electronic equipment on board a fishing vessel.
 - 2.2.2. Participating in all fishing project operations.
 - 2.2.3. Handling, under supervision, fishing vessels up to 80 feet length Over-All (L.O.A.).
- 2.3. Fishing Mate Grade II, Grade Level 05
 - 2.3.1. Handling all electronic equipment on a fishing vessel.
 - 2.3.2. Participating in all fishing project operations.
 - 2.3.3. Handling fishing vessels up to 80 feet length Over-All.
 - 2.3.4. Supervising junior staff.
- 2.4. *Fishing Mate Grade I. Grade Level 06*
 - 2.4.1. Taking charge of fishing vessels up to 80 feet (L.O.A.).

- 2.4.2. Leading fishing project operations.
- 2.4.3. Supervising junior staff.
- 2.5. *Senior Fishing Mate, Grade Level 07*
- 2.5.1. Co-ordinating the activities of junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1. Coxswain, Grade Level 03
 - 3.1.1. By direct appointment of a candidate possessing the Coxswain Fishing Certificate issued by the Federal or State Ministry of Transport .or any approved Institution.
- 3.2. *Fishing Mate Grade III, Grade Level 04*
 - 3.2.1. By promotion of a confirmed and suitable Coxswain who has spent at least years on the grade.
 - 3.2.2. By direct appointment of 4 candidate possessing the Fishing Mate Certificate.
- 3.3. *Fishing Mate Grade ii, Grade Level 05*
 - 3.3.1. By promotion of a confirmed and suitable Fishing Mate Grade III who has spent at least two years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the Fishing Mate Certificate plus at least two years' cognate experience.
- 3.4. *Fishing male Grade 1, Grade Level 06*
 - 3.4.1. By promotion of a confirmed and suitable Fishing Mate Grade 11 who has at least two years on the grade.
- 3.5. *Senior Fishing Mate, Grade Level 07*
 - 3.5.1. By promotion of a confirmed and suitable Fishing Mate Grade least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

- 4.1. A confirmed and suitable Fishing Mate Grade I may be considered for promotion to the grade of Master Fisherman
- 4.2. A confirmed and suitable Senior Fishing Mate may be considered for lateral transfer to the grade of Master Fisherman
- 4.3. Any officer in the Fishing Mate Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for promotion transfer to the grade.

MASTER FISHERMAN CADRE

1. POSTS AND SALARIES:

- 1.1. Master Fisherman Grade Level 07
- 1.2. Higher Master Fisherman Grade Level 08
- 1.3 Senior Master Fisherman Grade Level 09
- 1.4. Principal Master Fisherman Grade II Grade Level 10
- 1.5. Principal Master Fisherman Grade I Grade Level 12
- 1.6. Assistant Chief Master Fisherman Grade Level 13
- 1.7 Chief Master Fisherman Grade Level 14

2. DUTIES:

- 2.1. *Master Fisherman, Grade Level 07*
 - 2.1.1. Taking charge of Fishing Vessels of maximum of 8.5 metres to near and distant Water for the purpose of catching fish and other sea products,
 - 2.1.2. Ensuring proper maintenance of fishing trawlers under command,
 - 2.1.3. Training junior hands in fishing trawlers under command
 - 2.1.4. Advising fisheries staff on fishing project operations,
- 2.2. *Higher Master Fisherman Grade Lev/ 08*
 - 2.2.1. Taking charge of fishing vessels of up to a maximum of 31 metres (100 feet) in length as captain,
 - 2.2.2. Leading and supervising all grades of fishermen in fishing operations
 - 2.2.3. Preparing fishing fears according to specification
 - 2.2.4. Operating fish detection equipment navigation aids of various types.
 - 2.2.5. Giving First Aid on the high seas when the need arises.
 - 2.2.6. Applying the high sea (international) regulations in respect of fishing operations and collision.
- 2.3. *Senior Master Fisherman, Grade Level 09*
 - 2.3.1. Taking charge of any fishing vessel of all sizes to near and distant waters as captain for the Purpose of catching fish and other sea products,
 - 2.3.2. Supervising other fishermen under him.
- 2.4. *Principal Master Fishermen, Grade II, Grade Level 10*
 - 2.4.1. Co-ordinating the activities of a number of junior Master Fishermen,
 - 2.4.2. Ensuring proper maintenance of the fishing trawlers and equipment under command
- 2.5. *Principal Master Fisherman Grade I, Grade Level 12*
 - 2.5.1. Dealing with all problems arising from fishing operations at all levels and in all waters which are connected with Crew Agreements and Maritime Laws as they affect fishing boats in Nigeria and other pans of the World
 - 2.5.2. Coordinating the activities of a number of subordinate stag
 - 2.5.3. Inspecting and ensuring the sea worthiness of fishing trawlers.
 - 2.5.4. Organizing training programmes for staff.
- 2.6. *Assistant Chief Master Fisherman, Grade Level 13*
 - 2.6.1. Organising and directing a fleet of fishing trawlers.
 - 2.6.2. Co-ordinating training programmes in all aspects of fishing for staff.
 - 2.6.3. Assisting in the administration of the Section.
- 2.7. *Chief Master Fisherman, Grade Level 14*
 - 2.7.1. Taking charge of a Section.
 - 2.7.2. Advising on fishing programmes expeditions or fishing equipment

3. METHODS OF ENTRY AND ADVANCEMENT WITH THE CADRE:

Note:- All promotions/transfers are subject to vacancy and satisfactory Service record.

- 3.1.1. *Master Fisherman, Grade Level 07*
 - 3.1.1.1. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1.1. The Mate (Fishing) Certificate of Competence.
 - 3.1.1.1.2. Master 1st Class (Skipper) Certificate or

- 3.1.1.3. Master 2nd Class (Skipper) Certificate plus at least two years' post-qualification cognate experience.
- 3.1.2. By promotion or lateral transfer of a confirmed and Outstanding Senior Fisherman /Fishing Mate Grade I or Chief Fisherman/Senior Fishing Mate.
- 3.2. *Higher Master Fisherman Grade Level 08*
 - 3.2.1. By promotion of a confirmed and suitable Master Fisherman who has spent least three year on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the qualification specified subparagraph 3.1.1.1. or 3.1.1.2. above plus at least three years' post qualification cognate experience or in 3.1.1.3. above plus at least five post qualification cognate experience.
- 3.3. *Senior Master Fisherman, Grade Level 09*
 - 3.3.1. By promotion of a confirmed and suitable Higher Master Fisherman who has spent at least three years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the qualification specified subparagraph 3.1.1.1. or 3.1.1.2. above plus at least six years' post-qualification cognate experience or in subparagraph 3.1.1.3. plus at least qualification cognate experience.
- 3.4. *Principal Master Fisherman Grade II, Grade Level 10*
 - 3.4.1. By promotion of a confirmed and suitable Senior Master Fisherman who spent at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing the qualification specified subparagraph 3.1.1.1. or 3.1.1.2. above plus at least nine years' post qualification cognate experience or in subparagraph 3.1.1.3. above plus at eleven years' post-qualification cognate experience.
- 3.5. *Principal Master Fisherman, Grade I, Grade Level 12*
 - 3.5.1. By promotion of a confirmed and suitable Principal Master Fisherman who has spent at least three years on the grade.
- 3.6. *Assistant Chief Master Fisherman Grade Level 13*
 - 3.6.1. By promotion of a confirmed and suitable Principal Master Fisherman Grade I who has spent at least three years on the grade.
- 3.7. *Chief Master Fisherman, Grade Level 14*
 - 3.7.1. By promotion of a confirmed and suitable Assistant Chief Master Fishing who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Officers in the Master Fisherman Cadre who acquire any of the qualifications specified appointment to any higher grade are eligible for transfer/Promotion to the grade.

FISHERIES SUPERINTENDENT CADRE

1. POSTS AND SALARIES:

- | | |
|---|-------------------------|
| 1.1. Assistant Fisheries Superintendent-in-Training | Grade Level 04 |
| 1.2. Assistant Fisheries Superintendent | Grade Level 06 (Step 2) |
| 1.3. Fisheries Superintendent | Grade Level 07 (Step 2) |
| 1.4. Higher Fisheries Superintendent: | Grade Level 08 |

1.5. Senior Fisheries Superintendent:	Grade Level 09
1.6. Principal Fisheries Superintendent, Grade II	Grade Level 10
1.7. Principal Fisheries Superintendent Grade I	Grade Level 12
1.8. Assistant Chief Fisheries Superintendent	Grade Level 13
1.9. Chief Fisheries Superintendent	Grade Level 14

2. DUTIES:

2.1. *Assistant Fisheries Superintendent-in-Training, Grade Level 04*

- 2.1.1. This is a training grade for preparation of persons for the post of Fisheries Assistant. The training is of two years duration at a recognized Fisheries School.

2.2. **Assistant Fisheries Superintendent, Grade Level 06**

- 2.2.1. Taking charge, under supervision of a small Fisheries Centre.
 2.2.2. Supervising the construction of fish ponds.
 2.2.3. Cropping, stocking and maintaining of a fish pond.
 2.2.4. Performing fisheries development extension duties such as:
 2.2.4.1. Teaching and demonstrating improved techniques of fishing to fishermen.
 2.2.4.2. Organizing fisherman -Co-operative Societies in a small locality.
 2.2.4.3. Advising prospective fish farmers on the construction and maintenance of fish pond.

2.3. *Fisheries Superintenden⁴ Grade Level 07*

- 2.3.1. Taking charge under supervision of a Fisheries Development Projects.
 2.3.2. Taking charge, under supervision of a Fisheries Extension Service Programme within a defined area.
 2.3.3. Taking charge under supervision of a Fish Multiplication Centre or Fishery terminal.
 2.3.4. Promoting fishermen's co-operative activities within a defined area.

2.4. *Higher Fisheries Superintendent, Grade Level 08*

- 2.4.1. Taking charge of Fishery Development Project.
 2.4.2. Performing fisheries extension services within a defined area.
 2.4.3. Taking charge of a Fishery Project, Fish: Multiplication Centre or Fishery terminal.
 2.4.4. Assisting in supervising and training junior staff.

2.5. *Senior Fisheries Superintendent. Grade Level 09*

- 2.5.1. Taking charge of a Fishery Development Programmes and activities in a large area or in an area of intensive fishery activities.
 2.5.2. Taking charge of a large Fishery Project/Fish Multiplication Centre.
 2.5.3. Assisting in supervising the activities of a number of junior staff.

2.6. *Principal Fisheries Superintendent Grade II, Grade Level 10*

- 2.6.1. Taking charge of Fishery Development Programmes and activities in an area of intensive fishery activities.
 2.6.2. Taking charge of a large Fisheries Centre or Fish Multiplication Project/Programme.
 2.6.3. Assisting in co-ordinating the activities of a number of junior staff.

2.7. *Superintendent Grade I. Grade Level 12*

- 2.7.1 Organizing training programme for the staff.

- 2.7.2. Taking charge of a large fisheries centre or fish multiplication project/programme.
- 2.8. Assistant Chief Fisheries Superintendent. Grade Level 13
- 2.8.1. Co-ordinating the activities of a number of Units within the Section.
- 2.8.2. Advising on the formulation and execution of training programmes for fisheries' staff.
- 2.8.3. Assisting the Chief Fisheries Superintendent in the day to day administration a section of the ministry,
- 2.9. *Chief Fisheries Superintendent, Grade Level 14*
- 2.9.1. Taking charge of the administration of the Section.
- 2.9.2. Advising on the formulation and execution of training programmes for fisheries Staff
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
- Note:-* All promotions and transfers are subject to vacancy and satisfactory service record.
- 3.1. *Assistant Fisheries Superintendent-in-Training, Grade Level 04*
- 3.1.1. By direct appointment of a candidate possessing any of the following qualifications;-
- 3.1.1.1. West African School Certificate/Senior Secondary School Certificate preferably including a pass in Biology.
- 3.1.1.2. General Certificate of Education (Ordinary Level) with passes in subjects at a sitting or five at two sittings preferably including Biology.
- 3.2. *Assistant Fisheries Superintendent, Grade Level 06*
- 3.2.1. By advancement of a confirmed and suitable Assistant Fisheries Superintendent in-Training or Fisheries Overseer who has successfully completed the two-ye training course for Assistant Fisheries Superintendents in a recognized Fisheries School.
- 3.2.2. By direct appointment of a candidate who has successfully completed Assistant Fisheries Superintendent-in-Training Course of two years duration an approved Fisheries School.
- 3.2.3. By promotion of a confirmed and outstanding Senior Fisheries Overseer.
- 3.3. *Fisheries Superintendent. Grade Level 07*
- 3.3.1. By advancement of a confirmed and suitable Assistant Fisheries Superintendent who has successfully completed the Diploma Course for Fisheries Superintendent in a recognized School.
- 3.3.2. By promotion of an Assistant Fisheries Superintendent who has spent at two years on the grade.
- 3.4. *Higher Fisheries Superintendent, Graded Level 08*
- 3.4.1. By promotion of a confirmed and suitable Fisheries Superintendent who has spent at least three years on the grade.
- 3.4.2. By direct appointment of a candidate possessing HND in Fisheries, Zoology. Biology, Bio-Chemistry or Agriculture from a recognized institution.
- 3.5. *Senior Fisheries Superintendent, Grade Level 09*

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

3.5.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.2. above, plus-at least three years' post-qualification cognate experience.

3.6. *Principal Fisheries Superintendent Grade II, Grade Level 10*

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

3.6.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.4.2 above plus at least six years' post-qualification cognate experience.

3.7. *Principal Fisheries Superintendent, Grade I, Grade Level 12*

3.7.1. By promotion of a confirmed and suitable Principal Fisheries Superintendent Grade II who has spent at least three years on the grade.

3.8. *Assistant Chief Fisheries Superintendent, Grade Level 13*

3.8.1. By promotion of a suitable Principal Fisheries Superintendent Grade I who has spent at least three years on the grade.

3.9. *Chief Fisheries Superintendent Grade Level 14*

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

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Fisheries Superintendent Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

1. POSTS AND SALARIES:

1.1. Fisheries Officer Grade II	Grade Level 08 (Step 2)
1.2. Fisheries Officer Grade	Grade Level 09
1.3. Senior Fisheries Officer	Grade Level 10
1.4. Principal Fisheries Officer	Grade Level 12
1.5. Assistant Chief Fisheries Officer	Grade Level 13
1.6. Chief Fisheries Officer	Grade Level 14
1.7. Assistant Director	Grade Level 15
1.8. Deputy Director/Director (States)	Grade Level 16
1.9. Director	Grade Level 17

2. DUTIES:

2.1. *Fisheries Officer Grade II, Grade Level 08*

2.1.1 Taking charge, under supervision, of a Fisheries project.

2.1.2. Assisting in the collection and processing of fishery data.

2.2. *Fisheries Officer Grade I, Grade Level 09*

2.2.1. Taking charge of a fishery project.

2.2.2. Supervising fisheries extension programmes/project in a defined area.

2.2.3. Functioning as a subject-matter specialist at the Headquarters, Fishery

Laboratory or on a Field Project.

- 2.3 *Senior Fisheries Officer, Grade Level 10*
 - 2.3.1. Co-ordinating the activities of a number of junior officers including fishery extension workers within a defined area.
 - 2.3.2. Taking charge of a fishery project/terminal,
 - 2.3.3. Giving specialist leadership for specific programmes within a geographical area or on State-wide basis,
 - 2.3.4. Monitoring the execution of fishery extension programmes within a defined area
- 2.4. *Principal Fisheries Officer, Grade Level 12*
 - 2.4.1. Co-ordinating fisheries activities of the Ministry in a zone
 - 2.4.2. Initiating, planning and supervising specific programmes on State-wide basis.
- 2.5 *Assistant Chief Fisheries Officer, Grade Level 13*
 - 2.5.1. Assisting in co-ordinating some aspects of the activities of the Fisheries Division.
 - 2.5.2. Supervising and monitoring Fisheries extension programmes on State-wide basis.
 - 2.5.3. Providing directive/guidelines necessary for implementation of approved fisheries programmes.
- 2.6. *Chief Fisheries Grade Level 14*
 - 2.6.1. Taking charge of a Section of the Department.
 - 2.6.2. Taking charge of specified areas of the activities of the Department.
 - 2.6.3. Supervising the activities of a number of subordinates.
- 2.7. *Assistant Director, Grade Level 15*
 - 2.7.1. Taking charge of a Branch/Division of the Department.
 - 2.7.2. Initiating action on the review of fisheries policies and programme.
 - 2.7.3. Assisting in administering the Department (States).
 - 2.7.4. Organising the training programmes of staff.
 - 2.7.5. Assisting in formulating policies.
- 2.8. *Deputy Director/Director (States), Grade Level 16*
 - 2.8.1. Assisting in the administration of Fisheries Department.
 - 2.8.2. Taking charge of a Division or specified areas of the Departments activities.
 - 2.8.3. Taking responsibility for Fisheries development planning.
 - 2.8.4. Advising on the formulation and execution of Fisheries policies (States).
 - 2.8.5. Inking charge of a Division/Department (States).
- 2.9. *Director. Grade Level 17*
 - 2.9.1. Advising and assisting in the formulation of policies on fisheries.
 - 2.9.2. Taking charge of the Fisheries Department.
 - 2.9.3. Ensuring the implementation of approved development plans relating fisheries.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note:- All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1. Fisheries Officer Grade II, Grade Level 08
 - 3.1.1. By direct appointment of a candidate possessing a degree in Zoology,

Fisheril Biology, Agricultural Bio-Chemistry or Agriculture from a recognise University.

3.2. *Fisheries Officer Grade I, Grade Level 09*

3.2.1. By promotion of a confirmed and suitable Fisheries Officer Grade II who spent at least three years on the grade.

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

3.3. *Senior Fisheries Officer. Grade Level 10*

3.3.1. By promotion of a confirmed and suitable Fisheries Officer Grade I who has spent at least three years on the grade.

3.3.2. By direct appointment of a candidate possessing the qualification Specified sub-paragraph 3.I .1. above plus at least six years' post qualification cognate experience.

3.4. *Principal Fisheries Officer, Grade Level 12*

3.4.1 By promotion of a confirmed and suitable Senior Fisheries Officer who spent at least three. years on the grade.

3.5. *Assistant Chief Fisheries Officer, Grade Level 13*

3.5.1. By promotion of a confirmed and suitable Principal Fisheries Officer who spent at least three years on the grade.

3.6. *Chief Fisheries Officer. Grade Level 14*

3.6.1. By promotion of a suitable Assistant Chief Fisheries Officer who has spent at least three years on the grade.

3.7. *Assistant Director, Grade Level 15*

3.7.1 By promotion of a suitable Chief Fisheries Officer who has spent at least three years on the grade.

3.8. *Deputy Director/Director (States), Grade Level 16*

3.8.1. By promotion of a suitable Assistant Director who has spent at least four year on the grade.

3.9. *Director, Grade Level 17*

3.9.1. By promotion of a suitable Deputy Director who has spent at least four years o the grade.

3.10. *Direct Appointments to Posts in Grade Level 12 and above:* Direct appointments may also be made to posts in Grade Level 12 and above; but these will be preceded by specific advertisements at the instance of the user-Ministry. Promotions from sue direct appointments to higher grades will be subject to confirmation of appointment.

FOREST ATTENDANT CADRE

1. POSTS AND SALARIES:
 - 1.1 Forest Attendant Grade III Grade Level 01
 - 1.2. Forest Attendant Grade II Grade Level 02
 - 1.3. Forest Attendant Grade I Grade Level 03
2. DUTIES;

- 2.1 Forest Attendant, Grade III, Grade Level 01
 - 2.1.1. Performing, under supervision, routine manual work in Garden/Plantation, Forest/Game Reserve or Zoo/Sanctuary.
 - 2.1.2. Cleaning and maintaining access routes and boundaries.
 - 2.1.3. Collecting the required materials for herbariums.
 - 2.1.4. Preparing soil mixtures for nursery work.
 - 2.1.5. Tendering nursery stocks and ornamentals in gardens.
 - 2.1.6. Preparing wild animal carcasses for display.
 - 2.1.7. Feeding zoo animals.
 - 2.2. *Forest Attendant Grade II, Grade Level 02*
 - 2.2.1. Performing simple records, stores or manual duties in a Plant Nursery/Garden, Plantation, Forest/Game Reserve or Zoo/Sanctuary.
 - 2.3. *Forest Attendant Grade I, Grade Level 03*
 - 2.3.1. Supervising and co-ordinating the activities of a number of junior Fore Attendants.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
- Note:-* All promotions and transfers are subject to vacancy and satisfactory service record
- 3.1. Forest Attendant Grade III, Grade Level 01
 - 3.1.1. By direct appointment of a candidate who is mentally and physically fit.
 - 3.2. *Forest Attendant Grade II, Grade Level 02*
 - 3.2.1. By promotion of a confirmed and suitable Forest Attendant Grade III who has spent at least two years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.3. *Forest Attendant Grade I, Grade Level 03*
 - 3.3.1. By promotion of a confirmed and suitable Forest Attendant Grade II who has at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
- 4.1 Any officer in the Forest Attendant Cadre who acquires any of the qualifications Specified for appointment to any higher grade is eligible for transfer/promotion to the grade.
 - 4.2 A confirmed and suitable Forest Attendant Grade 1 who passes the Forest Overseer Confirmation/Promotion Test at promotion level (i.e. 50 may be considered for promotion to the grade of Forest Overseer.
1. POSTS AND SALARIES:
- | | | |
|------|---------------------------------|----------------|
| 1.1 | Assistant Forest Overseer | Grade Level 03 |
| 1.2. | Forest Overseer | Grade Level 04 |
| 1.3. | Senior Forest Overseer | Grade Level 05 |
| 1.4. | Assistant Chief Forest Overseer | Grade Level 06 |
| 1.5. | Chief Forest Overseer | Grade Level 07 |

FOREST OVERSEER CADRE

2. DUTIES:

- 2.1. *Assistant Forest Overseer, Grade Level 03*
 - 2.1.1. Candidates are required to undergo a two-year on-the-job training within the Department.
- 2.2. *Forest Overseer, Grade Level 04*
 - 2.2.1. Collecting simple data required for soil survey.
 - 2.2.2. Keeping record of operations in Plant Nursery/Garden, Forest Plantation, Forest/Game Reserve or Zoo/ Sanctuary.
- 2.3. *Senior Forest Overseer. Grade Level 05*
 - 2.3.1 Conducting, under Supervision, simple chain and compass surveys.
- 2.4. *Assistant Chief Forest Overseer, Grade Level 06*
 - 2.4.1. Supervising the work of a number of junior staff.
- 2.5. *Chief Forest Overseer, Grade Level 07*
 - 2.5.1. Taking charge of the activities of a number of junior staff in a Plant Nursery/Garden, Forest Plantation, Forest/Game Reserve or Zoo/Sanctuary.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note:- All promotions and transfers are subject to vacancy and satisfactory service record,

- 3.1. *Assistant Forest Overseer. Grade Level 03*
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1. Evidence of completion of a full course in a Government a Secondary School Or 5.75 Certificate with a bias for Science subjects
 - 3.1.1.2 Junior Secondary School Certificate.
 - 3.1.1.3. General Certificate of Education (Ordinary Level) with three credit obtained at one sitting or four credits at two sittings, preferably including Biology. Botany, Chemistry or Geography.
- 3.2. *Forest Overseer, Grade Level 04*
 - 3.2.1. By promotion of a confirmed and suitable Assistant Forest Overseer who has successfully completed the course specified in sub-paragraph 2.1.1. above.
 - 3.2.2. By direct appointment of a candidate possessing any of the follow qualifications:
 - 3.2.2.1. West African School Certificate or Senior Secondary School Certificate preferably including passes in Botany, Biology, Chemistry or Geography.
 - 3.2.2.2. General Certificate of Education (Ordinary Level) with four ore obtained at one sitting or five credits at two sittings, preferably including a credit in Botany, Biology, Chemistry or Geography.
 - 3.2.3. By promotion of a confirmed and outstanding Forest Attendant Grade I who passed the Forest Overseer Confirmation/Promotion Test at promotion level (i.e. 50%)
- 3.3. *Senior Forest Overseer, Grade Level 05*
 - 3.3.1. By promotion of a continued arid suitable Forest Overseer who has spent at least two years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing any of the qualification

specified in st4-paragraph 3.2.2. above plus at least two years' post-qualification cognate experience.

3.4. *Assistant Chief Forest Overseer, Grade Level 06*

3.4.1. By promotion of a confirmed and suitable Senior Forest Overseer who has spent at Least two year on the grade.

3.5. **Chief Forest Overseer. Grade Level 07**

3.5.1. By promotion of a confirmed and suitable Assistant Chief Forest Overseer who has spent at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**

4.1. A confirmed and suitable Forest Overseer may be selected for the two-year training course for Assistant Forest Superintendent in a recognized School of Forestry. On successful completion of the course, the offer will be eligible for promotion to the grade of Assistant Forest Superintendent.

4.2. A confirmed, suitable and outstanding Senior Forest Overseer may be considered for promotion to the grade of Assistant Forest Superintendent.

4.3. A confirmed, suitable and outstanding Chief Forest Overseer may be considered for lateral transfer to the grade of Forest Superintendent

4.4. Any officer in the Forest Overseer Cadre who acquires any of the qualifications specific for appointment to any higher grade will be eligible for transfer/promotion to the grade.

FOREST GUARD/RANGER CADRE

1. **POSTS AND SALARIES;**

1.1. Forest Guard	Grade Level 03
1.2. Forester	Grade Level 04
1.3. Forest Ranger	Grade Level 05
1.4. Senior Ranger	Grade Level 06
1.5. Chief Ranger	Grade Level 07

2. **DUTIES:**

2.1. *Forest Guard. Grade Level 03*

2.1.1. Performing the following duties under supervision:-

2.1.1.1. Policing and patrolling forests to ensure compliance with the relevant Forest Regulations.

2.1.1.2. Pass-hammering forest products.

2.1.1.3. Measuring forest products for assessment of fees and royalties.

2.2. *Forester. Grade Level 04*

2.2.1. Measuring forest products for assessment of fees arid royalties.

2.2.2. Conducting Simple investigation on forest offences.

2.2.3. Pass-hammering forest products.

2.3. *Forest Ranger, Grade Level 05*

2.3.1. Supervising the activities of a number of junior staff.

2.3.2. Carrying out periodic inspections of saw mills to ensure that only authorized

logs are being Lumbered

- 2.4. *Senior Ranger, Grade Level 06.*
 - 2.4.1. Assisting the Chief Ranger.
 - 2.4.2. Writing periodic reports of patrols inspection in Forest Reserves.
- 2.5. *Chief Ranger, Grade Level 07*
 - 2.5.1. Supervising and co-ordinating the activities of junior Forestry staff within Zone.
 - 2.5.2. Advising the appropriate authorities on security of Forest Reserves.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note:- All promotions and transfers are subject to vacancy and satisfactory service record

- 3.1. Forest Guard. Grade Level 03
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications
 - 3.1.1.1. Evidence of completion of a full course in a Government approved Secondary School of S. 75 Certificate.
 - 3.1.1.2. Junior Secondary School Certificate.
 - 3.2. *Forester, Grade Level 04*
 - 3.2.1 - By promotion of a confirmed and suitable Forest Guard who has passed the Departmental Confirmation/Promotion Test at promotion level (i.e. 50%).
 - 3.2.2. By direct appointment of a candidate possessing any of the following Qualifications:-
 - 3.2.2.1. West can School Certificate or Senior Secondary School Certificate with a pass in Botany or biology.
 - 3.2.2.2. General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or fives subjects at two sittings, preferably including Botany or Biology.
 - 3.2.3. By promotion of a confirmed and outstanding Forest Attendant Grade I who has passed the Departmental ConfnnatlOflhPr0mo0n Test at promotion level (i.e 50%).
 - 3.3. *Forest Ranger. Grade Level 05*
 - 3.3.1. By promotion of a confirmed and suitable Forester who has spent at least tw years on the grade.
 - 3.4. *Senior Ranger. Grade Level 06*
 - 3.4.1. By promotion of a confirmed and suitable Forest Ranger who has spent at lea two years on the grade.
 - 3.5. *Chief Ranger. Grade Level 07*
 - 3.5.1. By promotion of a confirmed and suitable Senior Ranger who has spent at least two years on the grade.
4. ADVANCEMIT BEYOND THE CADRE:
- 4.1. A confirmed and outstanding Forester may be selected for a two-year training course Assistant Forest Superintendent at a recognised School of Forestry. On success completion of the course, the officer will be eligible for promotion to the grade Assistant Forest Superintendent.
 - 4.2. A confirmed, suitable and outstanding Senior Ranger may be considered for

- Promotion to the grade of Forest Superintendent.
- 4.3. A confirmed, suitable and outstanding Forest Ranger may be considered for Promotion the grade of Assistant Forest Superintendent.
 - 4.4. A confirmed, suitable and outstanding Chief Ranger may be considered for late transfer to the grade of Forest Superintendent.
 - 4.5. Any officer in the Forest Guard/Ranger Cadre who acquires any of the qualification specified for appointment to any higher grade, is eligible for transfer/promotion to the grade.

FOREST SUPERINTENDENT CADRE

1. POSTS AND SALARIES:

1.1. Assistant Forest Superintendent-in-Training	Grade Level 04
1.2. Assistant Forest Superintendent	Grade Level 06 (Step 2)
1.3. Forest Superintendent	Grade Level 07 (Step 2)
1.4. Higher Forest Superintendent	Grade Level 08
1.5. Senior Forest Superintendent	Grade Level 09
1.6. Principal Forest Superintendent Grade II	Grade Level 10
1.7. Principal Forest Superintendent Grade I	Grade Level 12
1.8. Assistant Chic P Forest Superintendent	Grade Level 13
1.9. Chief Forest Superintendent	Grade Level 14

2. DUTIES:

- 2.1. *Assistant Forest Superintendent-in-Training, Grade Level 04*
 - 2.1.1. This is a training grade for the preparation of Officers for the post of Assistant Forest Superintendent. The training is of two years duration at a recognised School of Forestry.
- 2.2. *Assistant Forest Superintendent, Grade Level 06*
 - 2.2.1. Supervising the activities of junior officers in a Forestry or Wildlife Project or Programme.
 - 2.2.2. Taking charge, under supervision, of a small Forestry/Wildlife Project or Programme.
- 2.3. *Forest Superintendent. Grade Level 07 Forestry*
 - 2.3.1. Taking charge, under supervision, of a Forestry Project or Programme
 - 2.3.2. Assisting senior officers in carrying out specified assignments that may be assigned.

Wildlife

 - 2.3.3. Taking charge, under supervision, of a particular Wildlife Project.
 - 2.3.4. Assisting Senior Officers carrying out specified assignments.
 - 2.3.5. Checking illegal importation and exportation of wildlife.
 - 2.3.6. Identifying specimen.
 - 2.3.7. Supervising the preparation of taxidermic materials.
- 2.4. *Higher Forest Superintendent, Grade Level 08*

Forestry

2.4.1. Taking charge of a Forestry Project or Programme.

2.4.2. Supervising and training junior forestry state

Wildlife

2.4.3. Co-ordinating the activities of a number of Wildlife Superintendents.

2.4.4. Taking charge of field operations like:

2.4.4.1. Animal Capture;

2.4.4.2. Animal Counts;

2.4.4.3. Management review of habitat touring regimes;

2.4.4.4. Game Cropping

2.5. *Senior Forest Superintendent, Grade Level 09*

2.5.1. Assisting in the training of forestry personnel in School of Forestry.

2.5.2. Carrying out specified assignments.

2.5.3. Assisting in the training of subordinate staff.

2.5.4. Advising on material and equipment for efficient and economic prosecution wildlife projects.

2.5.5. Preparing materials for wildlife Publicity e.g. Slides, Posters, Handouts.

2.5.6. Patrolling operation Zones in the National Park or Games Reserves.

2.6. *Principal Forest Superintendent Grade II, Grade Level 10*

Forestry

2.6.1. Managing a large Forestry Project or Programme.

2.6.2. Organising training programmes for the staff.

Wildlife

2.6.3. Providing technical advice for the formulation and execution of projects.

2.6.4. Organising the training programme for vocational staff.

2.6.5. Managing the Utilization Programme for product on of bush meat.

2.7. *Principal Forest Superintendent Grade I, Grade Level 12*

Forestry

2.7.1. Co-ordinating a number of related forestry projects or programmes.

Wildlife

2.7.2. Co-ordinating a number of related Wildlife Projects or Programmes.

2.7.3. Supervising the maintenance of all operational equipment and vehicles.

2.8. *Assistant Chief Forest Superintendent. Grade Level 13*

2.8.1. Assisting in the administration of the Section.

2.8.2. co-ordinating the activities of a number of subordinate staff.

2.9. *Chief Forest Superintendent. Grade Level 14*

2.9.1. Taking charge of the Section.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

3.1. *Assistant Forest Superintendent-in-Training, Grade Level 04*

3.1.1. By transfer of a confirmed and suitable Forester.

3.1.2. By direct appointment of a candidate possessing any of the qualifications

3.1.2.1. West African School Certificate or Senior Secondary School Certificate

Preferably including Botany, Biology, Agricultural Science or Geography.

- 3.1.2.2. General Certificate of Education (Ordinary Level) in four obtained at one sitting or five subjects at two sittings preferably including Botany, Biology, Agricultural Science Geography.
- 3.2. *Assistant Forest Superintendent. Grade Level 06*
 - 3.2.1. By advancement of an Assistant Forest Superintendent-in-Training or Forester or Overseer who has successfully completed the training course for Forest Superintendents in a recognised School of Forestry.
 - 3.2.2. By promotion of a confirmed and outstanding. Senior Forest Overseer/Force Ranger.
 - 3.2.3. By direct appointment of a candidate who has successfully completed the year training course for Assistant Forest Superintendents at a recognised School of Forestry.
- 3.3. *Forest Superintendent. Grade Level 07*
 - 3.3.1. By advancement of a confirmed and suitable Assistant Forest Superintendents who has successfully completed the Diploma course in Forestry/Wildlife Management at a recognised School of Forestry.
 - 3.3.2. By lateral transfer of a suitable Chief Ranger or Chief Forest Overseer
 - 3.3.3. By promotion of a confirmed and suitable Assistant Forest Superintend has spent at least two years on the grade.
 - 3.3.4. By promotion of a suitable Assistant Chief Forest Overseer or Senior Ranger
- 3.4. *Higher Forest Superintendent, Grade Level 08*
 - 3.4.1. By promotion of a confirmed and suitable Forest Superintendent who has spent at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing HND in Forestry/Wildlife Management, Biology; Ecology, Zoology or Botany from a recognised School of Forestry or Institution.
- 3.5. *Senior Forest Superintendent, Grade Level 09*
 - 3.5.1. By promotion of a confirmed and suitable Higher Forest Superintendent who Has spent at least three years on the grade.
 - 3.5.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.2. above plus at least three years' post-qualification cognate experience.
- 3.6. *Principal Forest Superintendent Grade II, Grade Level 10*
 - 3.6.1. By promotion of a confirmed' and suitable Senior Forest Superintendent who has spent at least three years on the grade.
 - 3.6.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.2. above plus at least six years' post-qualification cognate experience.
- 3.7. *Principal Forest Superintendent Grade I. Grade Level 12*
 - 3.7.1. By promotion of a confirmed and suitable Principal Forest Superintendent Grade II who has spent at least three years on the grade.
- 3.8. *Assistant Chief Forest Superintendent, Grade Level 13*
 - 3.8.1. By promotion of a suitable Principal Forest Superintendent Grade I who has

spent at least three years on the grade.

3.9. *Chief Forest Superintendent, Grade Level 14*

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

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Forest Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

FOREST OFFICER CADRE

1. POSTS AND SALARIES:

1.1 Forest Officer Grade II	Grade Level 08 (Step 2)
1.2 Forest Officer Grade I	Grade Level 09
1.3 Senior Forest Officer	Grade Level 10
1.4 Principal Forest Officer	Grade Level 12
1.5 Assistant Chief/Forest Officer	Grade Level 13
1.6 Chief Forest Officer	Grade Level 14
1.7 Assistant Director	Grade level 15
1.8 Deputy Director/Director (States)	Grade Level 16
1.9 Director	Grade Level 17

2. DUTIES

2.1 *Forest Officer Grade II, Grade Level 08*

Forestry

- 2.1.1. Working under supervision in a Forest Reserve or Field Project.
- 2.1.2. Collecting data for the preparation of working plans. Forest Utilization
- 2.1.3 Working under supervision in a Forest Reserve, Forest Plantation, Forest Industry, Project or Sawmilling and Forest Utilizations) Centre.
- 2.1.4 Collecting relevant data for forestry industries planning and management

2.2 *Forest Officer Grade I, Grade Level 09*

2.2.1. Enforcing Forestry Laws, including the Wild Animals Preservation Law in an area of jurisdiction.

2.2.2. Supervising afforestation in a particular locality.

Forest Utilisation

2.2.3. Enforcing Forestry Laws including Timber Grading Rules in an area of jurisdiction.

2.2.4. Supervising timber harvesting and conversion in a particular locality.

2.3 *Senior Forest Officer, Grade Level 10*

Forestry

2.3.1. Taking charge of technical planning, administration and management of forest in a local government area.

2.3.2. Undertaking research and development projects in a Forest Research Unit.

2.3.3. Advising Local Government Councils on forestry matters in an area

jurisdiction.

Forest Utilization

2.3.4. Taking charge of technical planning, administration and management of forestry and wood based industries.

2.3.5. Carrying out advisory and extension services to sawmilling industries in an area of jurisdiction.

2.4 *Principal Forest Officer, Grade Level 12*

Forestry

2.4.1. Supervising and co-ordinating the activities of a number of junior in a given locality.

2.4.2. Taking charge of a specified Forestry Project.

2.4.3. Taking charge of specified Forestry subject or programme in a State.

2.4.4. Supervising the execution of working plans.

Forest Utilization

2.4.5 Supervising and coordinating the activities of a number of junior Forest Utilisation Officers in a given locality.

2.4.6. Taking charge of specified Forest Utilisation and or Forest Industry Projects.

2.4.7. Taking charge of specified Forest Industry Programme in a State.

2.4.8. Supervising the execution of development plans.

2.5 *Assistant Chief Forest Officer, Grade Level 13*

Forestry

2.5.1. Taking charge of a large Forest Development Project.

2.5.2. Taking charge at State or Federal level of any of the following subjects

2.5.2.1. Forest management and projection.

2.5.2.2. Transport, stores and equipment.

2.5.2.3. Silviculture, regeneration and nurseries.

Forest Utilisation

2.5.3. Taking charge of a large Forest industry Project.

2.5.4. Taking charge of the following subjects in an area of jurisdiction

2.5.4.1. Timber production and exploitation.

2.5.4.2. Timber conversion and utilization.

2.5.4.3. Timber treatment and preservation

2.5.4.4. Forest trade and industries.

2.6. *Chief Forest Officer, Grade Level 14*

Forestry

2.6.1. Taking charge of a Section.

2.6.2. Co-ordinating at the Federal level specified forestry subjects such as:

2.6.2.1. Forest Research.

2.6.2.2. Forest Inventory.

2.6.2.3. Working plank and management plans.

2.6.2.4. Training programme for staff. Forest Utilisation

2.6.3. Taking charge of a Forest Industry Section or Sawmilling and Forest Utilisation Centre.

2.6.4. Co-ordinating at the Federal Level specified Forest utilisation subjects

such as:-

- 2.6.4.1. Forest utilisation and sawmilling.
 - 2.6.4.2. Timber trade and forest economics.
 - 2.6.4.3. Advisory and extension services.
 - 2.6.4.4. Timber specification and grading rules.
 - 2.6.4.5. Training programmes for staff.
 - 2.6.4.6. Vocational training for sawmillers and other wood-based industrial workers.
- 2.7. *Assistant Director. Grade Level 15*
- 2.7.1. Taking charge of a Branch.
 - 2.7.2. Initiating the review of Forestry policies and programmes.
 - 2.7.3. Assisting in formulating policies on matters relating to Forest Industry and Forest Utilisation Policy (States)..
 - 2.7.4. Organising the education of members of the public on Forestry, Forests, Wildlife Preservation, Forest Production, Forest Utilisation, Timber Preservation and Sawmilling.
 - 2.7.5. Assisting in ensuring the execution of Government policies on forest, wild-life management, parks, zoos, sanctuary, soil and water conservation.
- 2.8 *Deputy Director/ Director (Stoics). Grade Level 15*
- 2.8.1. taking charge of the general administration of a Division/Department (States).
 - 2.8.2. Taking charge of forestry development planning.
 - 2.8.3. Advising the Ministry on the formulation, execution and review of forestry policies and programmes.
 - 2.8.4. Enforcing the Forest Laws and Wildlife Preservation Laws (States).
- 2.9 *Director Grade Level 17*
- 2.9.1. Taking charge of the general administration of the Department.
 - 2.9.2. Advising the Ministry on the formulation, execution and review of Forestry policies and programmes.
 - 2.9.3. Advising industries on forest products.
 - 2.9.4; Enforcing the Forest Laws and Wildlife Preservation Laws.

3. METHODS ENTRY AND ADVANCMENT BEYOND THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 *Forest Officer Grade II, Grade Level 08*
- 3.1.1. By direct appointment of candidates possessing a degree in Forestry, Forest Resources Management, Agriculture, Agronomy Plant Zoology Botany/ Biology, Forest Engineering, Forest Utilisation, Timber Technology or Wood Science from a recognised University.
- 3.2 *Forest Officer Grade I, Grade Level 09*
- 3.2.1 By promotion of a confirmed and suitable Forest Officer Grade 11 who has spent at least three years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing any of the qualification

- specified in sub-paragraph 3.1.1. above plus at least three years' post.' qualification cognate experience.
- 3.3. *Senior Forest Officer. Grade Level 10*
 - 3.3.1. By promotion of a confirmed and suitable Forest Officer Grade I who has spent at least three years on the grade.
 - 3.3.2. By direct appointment of a confirmed candidate possessing any of the Qualification specified in sub-paragraph 3.1.1. above plus at least six years post-qualification cognate experience.
 - 3.4. *Principal Forest Officer. Grade Level 12*
 - 3.4.1. By promotion of a confirmed and suitable Senior Forest Officer who has spent at least three years on the grade.
 - 3.5. *Assistant Chief Forest Officer, Grade Level 13*
 - 3.5.1. By promotion of a confirmed and suitable Principal Forest Officer who has spent at least three years on the grade.
 - 3.6. *Chief Forest Officer. Grade Level 14*
 - 3.6.1. By promotion of a suitable Assistant Chief Forest Officer who has spent at least three years on the grade.
 - 3.7. *Assistant Director Grade Level 15*
 - 3.7.1. By promotion of a suitable Chief Forest Officer who has spent at least three years on the grade.
 - 3.8. *Deputy Director/Director (States). Grade Level 16*
 - 3.8.1. By promotion of a suitable Assistant Director who has spent at least four y on the grade.
 - 3.9. *Director, Grade Level 17*
 - 3.9.1. By promotion of a suitable Deputy Director who has spent at least four' the grade.
 - 3.10. Direct Appointments to Posts in Grade Level 12 and Above: - Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded specific advertisement at the instance' of the user Ministry/ Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

GAME ATTENDANT CADRE

1. POSTS AND SALARIES:

1.1. Game Attendant Grade III	Grade Level
1.1. Game/ Attendant Grade II	Grade Level
1.2. Game/Attendant Grade I	Grade Level

2. DUTIES:
 - 2.1. *Game/Attendant Grade III, Grade Level 01*
 - 2.1.1. Assisting senior officers in enumerating wildlife in a given locality.
 - 2.2. *Game Attendant Grade II, Grade Level 02*
 - 2.2.1. Keeping simple records and performing stores or manual duties in a Reserve or wild life sanctuary.

2.2.2. Assisting senior officers in the survey of wild life in a particular locality Game Reserve.

23. *Game Attendant Grade L Grade Level 03*

2.3.1. Supervising the activities of a number of junior staff.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

3.1. *Game Attendant Grade III, Grade Level 01*

3.1.1. By direct appointment of a candidate who is mentally and physically fit.

3.2. *Game Attendant Grade II, Grade Level 02*

3.2.1. By promotion of a confirmed and suitable Game Attendant Grade III who is spent at least two years on the grade.

3.2.2. By direct appointment of a candidate possessing the First School Leaving Certificate.

3.3. *Game Attendant Grade I, Grade Level 03*

3.3.1. By promotion of a confirmed and suitable Game Attendant Grade II who has spent at least two years on the grade

4. **ADVANCEMENT BEYOND THE CADRE:**

4.1. A confirmed Game Attendant Grade I who has passed the Game Guard/ Confirmation Promotion Test at promotion level, is eligible for promotion to the grade of Senior Game Guard.

4.2. Any officer in the Game Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

GAME GUARD/RANGER CADRE.

1. **POSTS AND SALARIES:**

1.1. Game Guard	Grade Level 03
1.2. Senior Game Guard	Grade Level 04
1.3. Game Ranger	Grade Level 05
1.4. Senior Game Ranger	Grade Level 06
1.5. Chief Game Ranger	Grade Level 07

2. **DUTIES:**

2.1. *Game Guard, Grade Level 03*

2.1.1. Policing and patrolling, under supervision. Forests and Game Reserves to ensure compliance with the relevant Forest and Game Reservation Regulations.

2.1.2. Taking simple census of wildlife population and observation of their migration system.

2.2. *Senior Game Guard. Grade-Level 04*

2.2.1. Conducting investigation on offences against Game Preservation Regulations.

2.2.2. Assisting in supervising junior staff

2.3. *Game Ranger. Grade Level 5*

- 2.3.1. Supervising the work of a number of Game Guards.
 - 2.3.2. Writing periodic reports on Game Preservation activities within a defined area.
 - 2.4. *Senior Game Ranger, Grade Level 06*
 - 2.4.1. Assisting the Chief Ranger.
 - 2.4.2. Assisting in training junior staff.
 - 2.5. *Chief Game Ranger, Grade Level 07*
 - 2.5.1. Supervising and co-ordinating the activities of Game Guards and Game Ranger within a zone.
3. **METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
- Note:* All promotions and transfers are subject to vacancy and satisfactory service record. 3.1
- Game Guard Grade Level 03*
- 3.1.1. By direct appointment of a candidate possessing any of the following a equivalent qualifications:
 - 3.1.1.1. Evidence of completion of a full course in a Government approved Secondary School or S. 75 Certificate.
 - 3.1.1.2. Junior Secondary School Certificate.
- 3.2. *Senior Game Guard. Grade Level 04*
- 3.2.1. By promotion of a confirmed and suitable Game Guard who has passed the Departmental Confirmation/Promotion Test at promotion Level (i.e. 50%).
 - 3.2.2. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1. West African School Certificate or Senior Secondary School Certificate with a pass in Agricultural Science or Biology, Botany or Geography.
 - 3.2.2.2. General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings, preferably including Agricultural Science or Biology, Botany or Geography.
 - 3.2.3. By promotion of a confirmed and suitable Game Attendant Grade I who has passed the Departmental Confirmation/ promotion Test at promotion level (i.e 50%).
- 3.3. *Game Ranger. Grade Level 05*
- 3.3.1. By promotion of a confirmed and suitable Senior Game Guard who has least two years on the grade.
- 3.4. *Senior Game Ranger. Grade Level 06*
- 3.4.1. By promotion of a confirmed and suitable Game Ranger who has spent at two years on be grade.
- 3.5. *Chief Game Ranger. Grade Level 07*
- 3.5.1. By promotion of a suitable Senior Game Ranger who has spent at least two on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
- Any officer in the Game Guard/Ranger Cadre who acquires any of the qualifications r- - for appointment to any higher grade is eligible for transfer /promotion to the grade.

HIDES AND SKINS ATTENDANT CADRE

1. POSTS AND SALARIES:
 - 1.1. Hides and Skins Attendant Grade III Grade Level 01
 - 1.2. Hides and Skins Attendant Grade II Grade Level 01
 - 1.3. Hides and Skins Attendant Grade I Grade Level 01

2. DUTIES:
 - 2.1. *Hides and Skins Attendant Grade III, Grade Level 01*
 - 2.1.1. Performing under supervision, routine and manual duties at Veterinary Clinic Hides and Skins Control Centres, Tanneries, Abattoirs or Slaughter-houses.
 - 2.2. *Hides and Skins Attendant Grade II, Grade Level 02*
 - 2.2.1. Performing simple routine and manual duties at Veterinary Clinics, Hides Skins Centres, Tanneries, Abattoirs or Slaughter-houses.
 - 2.3. *Hides and Skins Attendant Grade I, Grade Level 03*
 - 2.3.1. Supervising a number of Junior Hides and Skins attendants.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject so vacancy and satisfactory service record.

 - 3.1. *Hides and Skins Attendant Grade III, Grade Level 02*
 - 3.1.1. By direct appointment of a candidate who is mentally and physically fit.
 - 3.2. *Hides and Skins Attendant Grade II, Grade Level 02*
 - 3.2.1. By promotion of a confirmed and suitable Hides and Skins Attendant Grade III who has spent at least two years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the First School leaving Certificate.
 - 3.3. *Hides and Skins Attendant Grade I, Grade Level 03*
 - 3.3.1. By promotion of a confirmed and suitable Hides and Skins Attendant Grade II who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND VE CADRE:
 - 4.1. Any officer in the Hides and Skins Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
 - 4.2. A confirmed and suitable Hides and Skins Attendant Grade I who passes the Hides And Skins Overseer Confirmation/Promotion Test at promotion level (i.e. 50%) may be considered for promotion to the grade of sides and Skins Overseer.

HIDES AND SKINS OVERSEER CADRE

1. POSTS AND SALARIES:
 - 1.1. Assistant Hides and Skins Overseer Grade Level 03
 - 1.2. Hides and Skins Overseer Grade Level 04
 - 1.3. Senior Hides and Skins Overseer Grade Level 05
 - 1.4. Assistant Chief Hides and Skins Overseer Grade Level 06
 - 1.5. Chief Hides and Skins Overseer: Grade Level 07

2. DUTIES:

2.1. *Assistant Hides and Skins Overseer, Grade Level 03*

2.1.1. Candidates are required to undergo on-the-job training within the Department for the post of Hides and Skins Overseer. The training is of two years duration.

2.2. *Hides and Skins Overseer, Grade Level 04*

2.2.1. Conducting simple demonstrations on proper methods of Hides and Skins preparation.

2.2.2. Keeping records of and writing reports on hides and skins production in a particular locality.

2.3. *Senior Skins Overseer, Grade Level 05*

2.3.1 Collecting data or information required for analytical work.

2.3.2. Advising on the correct methods of hides and skins preservation.

2.4. *Assistant Chief Hides and Skins Overseer, Grade Level 06*

2.4.1. Carry out inspection to enforce Hides and Skins Regulations.

2.4.2. Assisting in supervising the activities of a number of junior staff.

2.5. *Chief Hide and Skins Overseer, Grade Level 07*

2.5.1. Supervising the activities of a number of junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record. 3.1 *Assistant Hides and Skins Overseer, Grade Level 03*

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

3.1.1.1. Evidence of completion of a full course in a Government approved Secondary School or S. 75.

3.1.1.2. Junior Secondary School Certificate.

3.1.1.3. General Certificate of Education (Ordinary Level) with three or four Credit obtained at one or o sings respectively.

3.2. *Hides and Skins Overseer, Grade Level 04*

3.2.1. By promotion of a confirmed and suitable Assistant Hides and Skins Overseer who has successfully completed the two-year taming course specified in sub-paragraph 2.1.1. above.

3.2.2. By promotion of a confirmed and suitable Hides and Skins Attendant Grade I who has passed the Hides and Skins Overseer Confirmation/ Promotion Test at promotion Level (i.e. 50%).

3.2.3. By direct appointment of a candidate possessing West African School Certificate or Senior Secondary School Certificate preferably including Biology or Agricultural Science.

3.3. *Senior Hides and Skins Overseer, Level 05*

3.3.1. By promotion of a confirmed and suitable Hides and skins Overseer who has

- spent at least two years on the grade.
- 3.3.2. By direct appointment of a candidate possessing the qualification specified is subparagraph 3.2.3. above plus at least two years' post-qualification cognate experience.
- 3.4. *Assistant Chief Hides and Skins Overseer. Grade Level 06*
- 3.4.1. By promotion of a confirmed and suitable Senior Hides and Skins Overseer Who has spent at least two years on the grade.
- 3.5 *Chief Hides and Skins Overseer, Grade Level 07*
- 3.5.1. By promotion of a suitable Assistant Chief Hides and Skins Overseer who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE**
- 4.1: Any officer in the Hides and Skins Overseer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
- 4.2. A confirmed, outstanding and suitable Hides and Skins Overseer may be selected undergo the two-year training course for the Assistant Hides and Skins Superintendent an approved Institution. On successful completion of the course, the officer will I eligible for promotion to the post of Assistant Hides and Skins Superintendent.
- 4.3. A confirmed, outstanding and suitable Senior Hides and Skins Overseer may be considered for promotion to the grade of Assistant Hides and Skins Superintendent.

HIDES AND SKINS SUPERINTENDENET CADRE

1. **POSTS AND SALARIES:**
- | | |
|---|-------------------------|
| 1.1. Assistant Hides and Skins Superintendent-in-Training | Grade Level 04 |
| 1.2. Assistant Hides and Skins Superintendent | Grade Level 06 (Step 2) |
| 1.3. Hides and Skins Superintendent | Grade Level 07 (Step 2) |
| 1.4. Higher Hides and Skins Superintendent | Grade level 08 |
| 1.5. Senior Hides and Skins Superintendent | Grade Level 09 |
| 1.6. Principal Hides and Skins Superintendent Grade II | Grade Level 10 |
| 1.7. Principal Hides and Skins Superintendent Grade I | Grade Level 12 |
| 1.8. Assistant Chief Hides arid Skins Superintendent | Grade Level 13 |
| 1.9. Chief Hides and Skins Superintendent | Grade Level 14 |
2. **DUTIES:**
- 2.1. *Assistant Hides and Skins Superintendent-in-Training, Grade Level 04*
- 2.11. This is a training grade for the preparation of officers for the post of Assistant Hides and Skins Superintendent. The course is of two years duration at approved Institution.
- 2.2. *Assistant Hides and Skins superintendent., Grade Level 06*
- 2.2.1. Supervising extension activities within a defined area.
- 2.2.2. Taking charge of a small hides and skins treatment centre.
- 2.3 *Hides and Skins Superintendent. Grade Level 07*
- 2.3.1. Taking charge under supervision, of a Hides and Skins Centre or Project.

- 2.3.2. Assisting senior officers in carrying out specific assignments that may be assigned.
- 2.4. *Higher Hides and Skins Superintendent. Grade Level .08*
 - 2.4.1. Taking charge of a Hides and Skins Centre or Project.
 - 2.4.2. Training Hides and Skins staff within a particular locality or in an Institution.
 - 2.4.3. Collecting and analyzing Hides and Skins data.
- 2.5. *Senior Hides and Skins Superintendent Grade Level 09*
 - 2.5.1. Taking charge of a large hides and skins project or operation.
 - 2.5.2. Training junior staff and butchers in Hides and Skins treatment within a particular locality or in an Institution.
- 2.6. *Principal Hides and Skins Superintendent Grade II, Grade Level 10*
 - 2.6.1. Supervising hides and skins extension programmes.
 - 2.6.2. Organising training programmes and demonstrations for staff and others engaged in the treatment and production of hides and skins.
- 2.7. *Principal Hides and Skins Superintendent Grade I. Grade Level 12*
 - 2.7.1. Monitoring the execution of hides and skins extension programmes in a geographical area.
 - 2.7.2. Co-ordinating the activities of a number of related hides and skins centres or projects.
- 2.8. *Assistant Chief Hides and Skins Superintendent. Grade Level 13*
 - 2.8.1. Assisting in the administration of a leather technology Institute.
 - 2.8.2. Assisting in the administration of hides and skins extension services in a state.
- 2.9. *Chief Hides and Skins Superintendent, Grade Level 14*
 - 2.9.1. Taking charge of a leather Institute/Section.
 - 2.9.2. Taking charge of the administration of the hides and skins extension services in a state.
 - 2.9.3. Advising and assisting in formulating policies on production and treatment of hides and skins.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 - Note:* All promotions/transfers are subject to vacancy and satisfactory service record.
 - 3.1. *Assistant Hides and Skins Superintendent-in-Training. Grade Level 04*
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1. West African School Certificate/Senior Secondary School Certificate including a pass in Chemistry, Biology or Agricultural Science.
 - 3.1.1.2. General Certificate of Education (Ordinary Level) in four subjects passed at one sitting or five subjects at two sittings, preferably including Chemistry, Biology or Agriculture.
 - 3.2. *Assistant Hides and Skins Superintendent. Grade Level 06*
 - 3.2.1. By advancement of a confirmed and suitable Assistant Hides and Skins Superintendent-in-Training or Hides and Skins Overseer who has successfully completed the training course for Assistant Hides and Skins Superintendent at a recognised Institution.
 - 3.2.2. By direct appointment of a candidate who has successfully completed the two

- year course in Leather Technology data recognised Institution.
- 3.2.3. By promotion of a confirmed, outstanding and suitable Senior Hides and Skins Overseer.
- 3.3 *Hides and Skins Superintendent, Grade Level 07*
- 3.3.1. By advancement of a confirmed and suitable Assistant Hides and Skins Superintendent who has successfully completed the Diploma course for Hides and Skins Superintendent at a recognised Institution.
- 3.3.2 By promotion of a confirmed and suitable Assistant Hides and Skins Superintendent who has spent at least two years on the grade.
- 3.4 *Higher Hides and Skins Superintendent, Grade Level 08*
- 3.4.1 By promotion on of a confirmed and suitable Hides and Skins Superintendent who has spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing Higher National Diploma in Leather Science/Technology or Biochemistry from a recognised Institution.
- 3.5 *Senior Hides and Skins Superintendent, Grade Level 09*
- 3.5.1. By promotion of a confirmed and suitable Higher Hides and Skins Superintendent who has spent at least three years on the grade.
- 3.5.2. By direct appointment of a candidate possessing the specified in sub-paragraph 34,2. above plus at least three years post- qualification cognate experience.
- 3.6. *Principal Hides and Skins Superintendent Grade II, Grade Level 10*
- 3.6.1 By promotion of a confirmed and suitable Senior Hides and Ski Superintendent who has spent at least three years on the grade.
- 3.6.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.4.2. above plus at least six years post.b0r1 cognate experience.
- 3.7. *Principal Hides and Skins Superintendent Grade I, Grade Level 12*
- 3.7.1. By promotion of a confirmed and suitable Principal Hides and Skins superintendent Grade II who has spent at least three years on the grade.
- 3.8. *Assistant Chief Hides and Ski as Superintendent. Grade Level 13*
- 3.8.1. By promotion of a suitable Principal Hides and Skins Superintendent Grad who has spent at least three years on the grade.
- 3.9. *Chief Hides and Skins Superintendent. Grade Level 14*
- 3.9.1. By promotion of a suitable Assistant Chief Hides and Skins Superintendent who has spent at least three years on the grade.
- 4: *ADVANCEMENT BEYOND THE CADRE:*
 Any officer in the Hides and Skins Superintendent Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
Note: This Scheme of Service will also apply to the Leather Technologist Cadre.

HIDES AND SKINS OFFICER CADRE

1. POSTS AND SALARIES:
- 1.1. Hides and Skins Officer Grade II Grade Level 08

1.2. Hides and Skins Officer Grade I	Grade Level 09
1.3. Senior Hides and Skins Officer	Grade Level 10
1.4. Principal Hides and Skins Officer	Grade Level 12
1.5. Assistant Chief Hides and Skins Officer	Grade Level 13
1.6. Chief Hides and Skins Officer	Grade Level 14
1.7. Assistant Director	Grade Level 15
1.8. Deputy Director/Director (States)	Grade Level 16
1.9. Director	Grade Level 17

2. DUTIES:

- 2.1. *Hides and Skins Officer Grade II, Grade Level 08*
 - 2.1.1. Taking charge. under supervision, of a Hides and Skins Centre.
 - 2.1.2. Collecting and analyzing Hides and Skins data.
- 2.2. *Hides and Skins Officer Grade I, Grade Level 09*
 - 2.2.1. Supervising Hides and Skins extension programmes in a defined geographical area.
 - 2.2.2. Assisting in the training of junior staff,
- 2.3. *Sensor Hides and Skins Officer. Grade Level 10*
 - 2.3.1. Co-ordinating the activities of Hides and Skins personnel within a defined area
 - 2.3.2. Monitoring the execution of hides and skins extension projects and peg in a geographical area.
- 2.4. *Principal Hides and Sides Officer. Grade Level 12*
 - 2.4.1. Co-ordinating the activities of bits and skins personnel in a large geographical Area
 - 2.4.2. Rendering periodic reports on the activities of Hides and Skins centres/projects
- 2.5. *Assistant Chief Hides and Skins Officer, Grade Level 13*
 - 2.5.1. Assisting the Chief Hides and Skins Officer in co-ordinating some aspects of work of the Section.
 - 2.5.2. Taking charge of a major Hides and Skins Centre/Project.
- 2.6: *Chief Hides and Skins Officer. Grade Level 14*
 - 2.6.1. Co-ordinating activities in a number of Hides and Skins Centres/Projects.
 - 2.6.2. Supervising the training programmes of staff.
 - 2.6.3 Taking charge of a Section.
- 2.7 *Assistant Director. Grade Level 15*
 - 2.7.1. Taking charge of a Branch
 - 2.7.2. Assisting in the .general administration of the Department (States)
 - 2.7.3. Co-ordinating the training programmes of staff.
 - 2.7.4. Initiating the review of Hides and Skins programmes and policies.
 - 2.7.5. Assisting in formulating policies.
- 2.8. *Deputy Director/Director (States), Grade Level 16*
 - 2.8.1. Taking charge of a Division/Department (States).
 - 2.8.2. Assisting in the general administration of the Department.
 - 2.8. 3. Advising on the formulation, execution and review of sides and Skin

programmes and policies (States).

2.8.4. Taking responsibility for Hides and Skins development planning.

2.9. *Director Grade Level 17*

2.9.1 Taking charge of the Department.

2.9.2. Advising on matters related to the formulation and execution of Hides and Skins policies and programmes.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

3.1.1. *Hides and Skins Officer Grade II, Grade Level 08*

3.1.1. By direct appointment of a candidate possessing a degree in Leather Science/Technology or Biochemistry from a recognized University.

3.2 *Hides and Skins Officer Grade I, Grade Level 09*

3.2.1. By promotion of a confirmed and suitable Hides and Skins Officer Grade II Who has spent at least three years on the grade.

3.2.2 By direct appointment of a candidate possessing the qualification specific sub-paragraph 3.1. above plus at least 'three years' post-qualification cognate experience.

3.3 *Senior Hides and Skins Officer, Grade Level 10*

3.3.1. By promotion of a confirmed and suitable Hides and Skins Officer Grade I who has spent at least three years on the grade.

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

3.4 *Principal Hides and Skins Officer, Grade Level 12*

3.4.1 By promotion of a confirmed and suitable Senior Hides and Skins Officer who has spent at least three years on the grade.

3.5 *Assistant Chief and Skins Officer, Grade Level 13*

3.5.1 By promotion of a confirmed and suitable Principal Hides and Skins Officer who has spent at least three years on the grade.

3.6 *Chief Hides and Skins Officer. Grade Level 14*

3.6.1 By promotion of a suitable Assistant Chief Hides and Skins Officers who has spent at least three years on the grade.

3.7. *Assistant Director, Grade Level 15*

3.7.1. By promotion of a suitable Chief Hides and Skins Officer who has sent at least three years on the grade.

3.8. *Deputy Director/Director (States), Grade Level 16*

3.8.1. By promotion of a suitable Assistant Director who has spent at least four years on the grade. -

3.9. *Director Grade Level 17*

3.9.1. By promotion of a suitable Deputy Director who has spent at least four years on the grade.

3.10. *Direct Appointment to Posts in Grade Level 12 and Above:-* Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user-Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation appointment.

IRRIGATION ATTENDANT CADRE

1. POSTS AND SALARIES
 - 1.1 Irrigation Attendant Grade III Grade Level 01
 - 1.2 Irrigation Attendant Grade II Grade Level 02
 - 1.3 Irrigation Attendant Grade I Grade Level 03

2. DUTIES
 - 2.1 *Irrigation Attendant Grade III, Grade Level 01*
 - 2.1.1. Performing, under supervision routine and manual work in an Irrigation Dam Irrigation Field or Hydrological Laboratory.
 - 2.2 *Irrigation Attendant Grade II, Grade Level 02*
 - 2.2.1. Performing simple stores and manual duties in an Irrigation Dam or Irrigation Field or Hydrological Laboratory.
 - 2.2.2. Keeping simple records.
 - 2.3 *Irrigation Attendant Grade I, Grade Level 03*
 - 2.3.1. Performing minor irrigation duties.
 - 2.3.2. Supervising junior irrigation attendants.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/trati55 are subject to vacancy and satisfactory service record.

 - 3.1 *Irrigation Attendant Grade III, Grade Level 01*
 - 3.1.1. By direct appointment of a candidate W110 is mentally and physically fit.
 - 3.2 *Irrigation Attendant Grade II Grade Level 02*
 - 3.2.1. By promotion of a confirmed and suitable Irrigation Attendant Grade III who spent at least two years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the First School Leaving certificate.
 - 3.3 *Irrigation Attendant Grade I, Grade Level 03*
 - 3.3.1. By promotion of a confirmed and suitable Irrigation Attendant Grade II who spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1. Any officer in the Irrigation Attendant Cadre who acquires any of the qualification specified for appointment to any higher grade will be eligible for promotion the grade.
 - 4.2. A confirmed and suitable Irrigation Attendant Grade 1 who passes the Irrigation Over Confirmation/ Promotion Test at promotion level (i.e. 50%) may be Consider promotion to the grade of Irrigation Overseer.

IRRIGATION OVERSEER CADRE

1. POSTS AND SALARIES:
 - 1.1 Assistant Irrigation Overseer Grade Level 03
 - 1.2 Irrigation Overseer Grade Level 04
 - 1.3 Senior irrigation Overseer Grade Level 05

- 1.4. Assistant Chief Irrigation Overseer Grade Level 06
- 1.5. Chief Irrigation Overseer Grade Level 07

2. DUTIES:

- 2.1. *Assistant Irrigation Overseer, Grade Level 03*
 - 2.1.1. This is a training grade. Candidates are required to undergo a two-year on-the-job training programme within the various Sections of the Department.
- 2.2. *Irrigation Overseer, Grade Level 04*
 - 2.2.1. Performing, under supervision, irrigation duties.
 - 2.2.2. Giving advice to, and conducting simple demonstrations for farmers at tin village level.
- 2.3. *Senior Irrigation Overseer, Grade Level 05*
 - 2.3.1. Keeping records of, and writing reports on agricultural activities in a particular irrigation project or area.
 - 2.3.2. Collecting data for research on irrigation projects.
- 2.4. *Assistant Chief Irrigation Overseer, Grade Level 06*
 - 2.4.1. Supervising the activities of a number of Irrigation Overseers and other junior officers.
 - 2.4.2. Collecting data for research on irrigation projects.
- 2.5. *Chief Irrigation Overseer, Grade Level 07*
 - 2.5.1. Co-ordinating the activities of Irrigation Overseers in a particular Irrigation project or area.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 *Assistant Irrigation Overseer, Grade Level 03*
 - 3.1.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1.1. Evidence of completion of a full course in a Government approved Secondary School or S.75 with a bias for science subjects.
 - 3.1.1.1.2. Junior Second School Certificate.
 - 3.1.1.1.3. General Certificate of Education (Ordinary Level) with three credit obtained at one sitting or four credits obtained at two sittings, preferably including Chemistry, Physics or Agricultural Science.
- 3.2 *Irrigation Overseer, Grade Level 04*
 - 3.2.1. By promotion of a confirmed and suitable Assistant Irrigation Overseer who has Successfully completed the prescribed two-year in-service training course.
 - 3.2.2. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1. West African School Certificate or Senior Secondary School Certificate preferably including Physics, Chemistry or Agricultural Science
 - 3.2.2.2. General Certificate of Education (Ordinary Level) with four credit sitting or five credits at two sittings, preferably including Physics, Chemistry or Agricultural Science.

- 3.2.3 By promotion on of a confirmed and suitable Irrigation Attendant Grade I who has passed the Irrigation Overseer Confirmation/Promotion Test at Promotion Level (ie..50%)
 - 3.3. *Senior Irrigation Overseer Grade Level 05*
 - 3.3.1. By promotion of a confirmed and suitable ‘Irrigation Overseer who has spent at least two years on the grade’ and passed the Departmental Confirmation/ Promotion Test at Promotion Level.
 - 3.3.2. By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.2.2. above plus at least two years’ post- qualification cognate experience.
 - 3.4. *Assistant Chief Irrigation Overseer. Grade Level 06*
 - 3.4.1. By promotion of a confirmed and suitable senior irrigation Overseer who has spent at least two years on the grade.
 - 3.5. *Chief Irrigation Overseer. Grade Level 07*
 - 3.5.1. By promotion of a suitable Assistant Chief irrigation Overseer who has spent least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
- 4.1. Any officer in the Irrigation Overseer Cadre who acquires any of the qualification specified for appointment to any’ higher grade will be eligible for promotion the grade.
 - 4.2. A confirmed and suitable Irrigation Overseer may be selected for the training course for Assistant Irrigation Superintendent in a recognised Institution. On successful complete of the course, the Officer will be eligible for promotion to the post of ASSta1t Irrigation Superintendent.

IRRIGATION SUPERINTENDENT CADRE POSTS AND SALARIES:

- 1. POST AND SALARIES:

1.1	Assistant Irrigation Superintendent –in-Training	Grade Level 04
1.2.	Assistant Irrigation Superintendent	Grade Level 06 (Step 2)
1.3.	Irrigation Superintendent	Grade Level 07 (Step 2)
1.4.	Higher Irrigation Superintend	Grade Level 08
1.5.	Senior Irrigation Superintendent	Grade Level 09
1.6.	Principal Irrigation Superintendent Grade II	Grade Level 10
1.7.	Principal irrigation Superintendent Grade I	Grade Level 12
1.5.	Assistant Chief irrigation Superintendent	Grade Level 13
1.9.	Chief Irrigation Superintendent	Grade Level 14
- 2. DUTIES:
 - 2.1. *Assistant Irrigation Superintendent –in-Training, Grade Level 04*
 - 2.1.1. This is a training grade for the preparation of Officer for promotion to the grade of Assistant Irrigation Superintendent. The training is of two years’ duration recognised Institution.
 - 2.2 *Assistant Irrigation Superintendent, Grade Level 06*

- 2.2.1. Undertaking, under supervision, irrigation extension services/ activities within irrigation project or within a defined area.
- 2.2.2. Taking charge of a small irrigation project
- 2.3. *Irrigation Superintendent, Grade Level 07*
 - 2.3.1. Supervising irrigation extension services/activities within an irrigation project within a defined area.
 - 2.3.2. Assisting in carry out specified assignments.
- 2.4. *Higher Irrigation Superintendent, Grade Level 08*
 - 2.4.1. Taking charge of a small irrigation project or operation.
 - 2.4.2. Supervising a number of junior irrigation officers and giving them or training.
- 2.5. *Senior Irrigation Superintendent. Grade Level 09*
 - 2.5.1. Assisting in the training of irrigation personnel in an Irrigation Training Centre or other agricultural training institution.
 - 2.5.2. Taking charge of a medium-sized irrigation project or operation.
- 2.6. *Principal Irrigation Superintendent Grade II, Grade Level 10*
 - 2.6.1. Taking charge of a large irrigation project or operation.
 - 2.6.2. Supervising the activities of a number or subordinates
- 2.7. *Principal Irrigation Superintendent Grade I, Grade Level 12*
 - 2.7.1 Co-ordinating a number of related irrigation project or operations.
 - 2.7.2. Taking charge of an Irrigation Training Centre or any other Irrigation Training Institution for irrigation staff.
- 2.8. *Assistant Chief Irrigation Superintendent, Grade Level 13*
 - 2.8.1. Assisting in the management of complex irrigation projects.
- 2.9. *Chief Irrigation Superintendent, Grade Level 14*
 - 2.9.1. Directing and co-ordinating the activities of irrigation Superintendents in the various irrigation projects.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1. *Assistant Irrigation Superintendent-in-Training. Grade Level 04*
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1. West African School Certificate/Senior Secondary School Certificate preferably including Mathematics, Physics, Biology, Chemistry or Agricultural Science
 - 3.1.1.2. General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or five subjects at two sittings preferably including Mathematics, Chemistry, Physics, Agricultural Science or Biology.
- 3.2. *Assistant Irrigation Superintendent, Grade Level 06*
 - 3.2.1. By advancement of a suitable Assistant Irrigation Superintendent-in-Training or Irrigation Overseer who has successfully completed the two-year training course for Assistant Irrigation Superintendent at a recognised Institution.
 - 3.2.2. By direct appointment of a candidate who has successfully completed the

Assistant Irrigation Superintendent training course of two years' duration at an approved Irrigation/Soil Conservation School.

- 3.3 *Irrigation Superintendent, Grade Level 07*
 - 3.3.1. By advancement of a suitable Assistant Irrigation Superintendent who has successfully completed a Diploma course in Irrigation at a recognised Institution.
 - 3.3.2. By promotion of a confirmed and suitable Assistant Irrigation Superintendent who has spent at least two years on the grade.
- 3.4 *Higher Irrigation Superintendent, Grade Level 08*
 - 3.4.1. By promotion of a confirmed and suitable Irrigation Superintendent who has spent at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing HND in Agriculture, Agricultural Engineering or Irrigation from a recognised Institution.
- 3.5 *Senior Irrigation Superintendent, Grade Level 09*
 - 3.5.1. By promotion of a confirmed and suitable Higher Irrigation Superintendent who has spent at least three years on the grade.
 - 3.5.2. By direct appointment of a candidate possessing H.N.D. in Agriculture, cultural Engineering or litigation from a recognised institution plus at least three years' post-qualification cognate experience.
- 3.6. *Principal Irrigation Superintendent Grade I, Grade Level 10*
 - 3.6.1. By promotion of a confirmed and suitable Senior Irrigation superintendent who has spent at least three years on the grade.
 - 3.6.2. By direct appointment of a candidate possessing H.N.D. in Agriculture, Agricultural Engineering or Irrigation from a recognised Institution plus at least six years post-qualification cognate experience.
- 3.7. *Principal Irrigation Superintendent Grade I, Grade Level 12*
 - 3.7.1. By promotion of a confirmed and suitable Principal Irrigation Superintendent Grade II who has spent at least three years on the grade.
- 3.8. *Assistant Chief Irrigation Superintendent Grade Level 13*
 - 3.8.1. By promotion of a suitable Principal Irrigation Superintendent Grade I who spent at least three years on the grade.
- 3.9. *Chief Irrigation Superintendent. Grade Level 14*
 - 3.9.1. By promotion of a suitable Assistant Chief Irrigation Superintendent spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Irrigation Superintendent Cadre who acquires any of the qualification specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

1. POST AND SALARIES:

- | | | |
|-----|------------------------------|-------------------------|
| 1.1 | Irrigation Officer Grade II | Grade Level 08 (Step 2) |
| 1.2 | Irrigation Officer Grade I | Grade Level 09 |
| 1.3 | Senior Irrigation Officer | Grade Level 10 |
| 1.4 | Principal Irrigation Officer | Grade Level 12 |

1.5	Assistant Chief Irrigation Officer	Grade Level 13
1.6	Chief Irrigation Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/ Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 *Irrigation Officer Grade II, Grade Level 08*
 - 2.1.1 Performing irrigation extension duties, under supervision, within an irrigation project or a defined geographical area.
 - 2.1.2 Collecting and analyzing data and materials required for formulating irrigation development programmes
 - 2.1.3 Taking charge under supervision, of a small irrigation project.
- 2.2 *Irrigation Officer Grade I, Grade Level 09*
 - 2.2.1 Supervising irrigation extension services within an irrigation project or within a geographical
 - 2.2.2 Handling specialist projects either in the field or taking charge of irrigation laboratory in the headquarter
- 2.3. *Senior Irrigation Officer, Grade Level 10*
 - 2.3.1 Co-ordinating the activities of a number of irrigation officers and other irrigation extension workers within a particular irrigation project or a defined area.
 - 2.3.2. Monitoring the execution of irrigation extension projects and geographical area.
 - 2.3.3. Assisting in training junior staff.
- 2.4. *Principal Irrigation Officer. Grade Level 12*
 - 2.4.1. Co-ordinating irrigation activities within an irrigation zone.
 - 2.4.2. Taking charge of an irrigation project.
 - 2.4.3. Initiating, planning and supervising specific programmes at the State Level.
- 2.5 *Assistant Chief Irrigation Officer, Grade Level 13*
 - 2.5.1. Taking charge of a major irrigation project.
 - 2.5.2. Assisting in organising training programme for staff
 - 2.5.3. Monitoring the execution of a particular irrigation programme in a State.
- 2.6 *Chief Irrigation Officer. Grade Level 14*
 - 2.6.1. Co-ordinating specified subjects such as:
 - (i) Hydrological resources/research.
 - (ii) Irrigation development..
 - (iii) Irrigation feasibility studies.
 - (iv) Conferences and seminars.
 - (v) Staff development programmes.
 - 2.6.2. Taking charge of a Section.
- 2.7 *Assistant Director. Grade Level 15*
 - 2.7.1. Taking charge of a Branch.
 - 2.7.2. Co-ordinating the training programmes for staff.

- 2.7.3. Assisting in formulating policies on irrigation/water resources.
- 2.7.4. Monitoring irrigation development programmes.
- 2.7.5. Initiating the review of irrigation policies and programmes.
- 2.7.6. Assisting in the general administration of the Department (States).
- 2.8. *Deputy Director/Director (States), Grade level 16*
 - 2.8.1. Taking charge of a Division/Department (States).
 - 2.8.2. Advising the Government on matters relating to irrigation policies and programmes (States).
 - 2.8.3. Ensuring the implementation of approved development plan programmes relating to irrigation (States).
 - 2.8.4. Assisting in the general administration of the Department.
- 2.9. *Director, Grade Level 17*
 - 2.9.1. Taking charge of the Department.
 - 2.9.2. Advising the government on matters relating to irrigation policies and programmes.
 - 2.9.3. Ensuring the implementation of approved irrigation plans and programmes.
- 3. METHODS ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 - Note:* All promotions and transfers are subject to vacancy and satisfactory service record..
 - 3.1. *Irrigation Officer Grade II, Grade Level 08*
 - 3.1.1. By direct appointment of a candidate possessing a degree in Irrigation, Agricultural Science, Agricultural or Civil Engineering from a recognized University.
 - 3.2. *Irrigation Officer Grade I, Grade Level 09*
 - 3.2.1. By promotion of a confirmed and suitable Irrigation Officer Grade II who has spent at least three years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the qualification specified in Sub-paragraph 3.1.1. above plus at least three years' post-qualification Cognate experience.
 - 3.3. *Senior Irrigation Officer, Grade Level 10*
 - 3.3.1. By promotion of a confirmed and suitable Irrigation Officer Grade I who has spent at least three years on the grade.
 - 3.3.1. By direct appointment of a candidate possessing the qualification specified in Sub-paragraph 3.1.1. above plus at least six years' post-qualification cognate experience.
 - 3.4. *Principal Irrigation Officer, Grade Level 12*
 - 3.4.1. By promotion of a confirmed and suitable Senior Irrigation Officer who spent at least three years on the grade.
 - 3.5. *Assistant Chief Irrigation Officer, Grade Level 13*
 - 3.5.1. By promotion of a suitable Principal irrigation Officer who has spent at least three years on the grade.
 - 3.6. *Chief Irrigation Officer, Grade Level 14*
 - 3.6. 1. By promotion of a suitable Assistant Chief irrigation Officer who has spent at least three years on the grade.
 - 3.7. *Assistant Director. Grade Level 15*

- 3.7.1. By promotion of a suitable Chief Irrigation Officer who has spent at least three years on the grade.
- 3.8 *Deputy Director/ Director (States). Grade level 16*
 - 3.8.1. By promotion of a suitable Assistant Director who has spent at least four year on the grade.
- 3.9. *Director. Grade Level 17*
 - 3.9.1. By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10. *Direct Appointment to Posts in Grade Level 12 and Above:* Direct appointments also be made to posts in Grade Level 12 and above: but these will be preceded specific advertisement at the instance of the user Ministry/ Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

LIVESTOCK ATTENDANT CADRE

1. POST AND SALARIES

- 1.1 Livestock Attendant Grade II Grade Level 01
- 1.2 Livestock Attendant Grade II Grade Level 02
- 1.3 Livestock Attendant Grade I Grade Level 03

2. DUTIES

- 2.1.1 Livestock Attendant Grade III, Grade Level 01
 - 2.1.1 Performing under supervision, routine manual duties in the field of animal disease control, animal production/management and Veterinary public health such as Veterinary Clinic, Poultry, Piggery or other Livestock Unit. Livestock Pest Control and Immunization Centre.
- 2.2 *Livestock Attendant Grade II, Grade Level 02*
 - 2.2.1 Performing simple routine and manual duties in the field of animal disease control, animal production/ management and Veterinary public health such Veterinary Clinic, Poultry, Piggery or other Livestock Unit, Livestock Control and Immunisation Centre.
- 2.3 *Livestock Attendant Grade I, Grade Level 03*
 - 2.3.1 Performing routine duties
 - 2.3.2 Assisting in supervising and co-ordinating the duties of a number of junior in his Unit.

3. METHODS OF ENTRY AND ADVANCMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1. *Livestock Attendant Grade III, Grade Level 01*
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit
- 3.2 *Livestock Attendant Grade II, Grade Level 02*
 - 3.2.1 By promotion of a confirmed and suitable Livestock Attendant Grade III who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the First School Leaving

Certificate.

- 3.3 *Livestock Attendant Grade I, Grade Level 03*
 - 3.3.1. By promotion of a confirmed and suitable Livestock Attendant Grade II who Has spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1. Any officer in the Livestock Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
 - 4.2. A confirmed and suitable Livestock Attendant Grade I who passes the Livestock Overseer Confirmation/Promotion Test at promotion level (i.e. 50%) may be considered for promotion to the grade of Livestock Overseer.

LIVESTOCK OVERSEER CADRE

1. POSTS AND SALARIES:
 - 1.1. Assistant Livestock Overseer Grade Level 03
 - 1.2. Livestock Overseer Grade Level 04
 - 1.3. Senior Livestock Overseer Grade Level 05
 - 1.3. Assistant Chief Livestock Overseer Grade Level 06
 - 1.4. Chief Livestock Overseer Grade Level 07
2. DUTIES:
 - 2.1. *Assistant Livestock Overseer, Grade Level 03*
 - 2.1.1. This is a training grade for the preparation of candidates for the post Livestock Overseer. The on-the-job training is of two years duration within Department.
 - 2.2. *Livestock Overseer, Grade Level 04*
 - 2.2.1. Performing under supervision, duties in the field of Animal Disease Control, Animal Production/Management and Veterinary Public Health.
 - 2.2.2. Inoculating Livestock and keeping records of vaccinations at:
 - 2.2.2.1. Veterinary Clinics.
 - 2.2.2.2. Immunization Centres.
 - 2.2.2.3. Livestock Farms.
 - 2.2.2.4. Livestock Control Posts.
 - 2.3. *Senior Livestock Overseer, Grade Level 05*
 - 2.3.1. Giving advice and co-ordinating simple demonstration for livestock farmers village level.
 - 2.3.2. Keeping records and writing reports on livestock development activities in a particular locality.
 - 2.3.3. Collecting data for information required for research and other Livestock development purposes.
 - 2.4. *Assistant Chief Livestock Overseer, Grade Level 06*

- 2.4.1. Examining animals and treating minor ailments such as wounds, mange, helminthiasis, tick-infection, etc.
- 2.4.2. Assisting in supervising the activities and training programmes for junior staff.
- 2.5. Chief Livestock Overseer, Grade Level 07
 - 2.5.1. Supervising the work of a number of subordinates
 - 2.5.2. Co-ordinating the activities of a number of junior staff
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfer are subject to vacancy and satisfactory service record.

 - 3.1. *Assistant Livestock Overseer, Grade Level 03*
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Evidence of completion of a full course in government approved secondary school or S. 75.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three or four passes preferably including one Natural Science subject obtained at one or two Sittings respectively.
 - 3.1.1.3. Junior Secondary School Certificate (JSSC).
 - 3.2. *Livestock Overseer. Grade Level 04*
 - 3.2.1. By promotion of a confirmed and suitable Assistant Livestock Overseer who has successfully completed the training course specified in paragraph 2.1.1. above.
 - 3.2.2. By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1. West African School Certificate or Senior Secondary School Certificate
 - 3.2.2.2. General Certificate of Education (Ordinary Level) with four credit passes obtained at one sitting or five credit passes obtained at two sittings preferably including Biology or Agriculture Science.
 - 3.2.3. By promotion of a confirmed and suitable Livestock Attendant Grade I who has passed the Livestock Overseers Confirmation/ Promotion Test at promotion 1ev (i.e. 50%).
 - 3.3. *Senior Livestock Overseer Grade Level 05*
 - 3.3.1. By promotion of a confirmed and suitable Livestock Overseer who has spent least two years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the qualifications specified Sub-Paragraph 3.2.2. above plus at least two years post-qualification cognate experience.
 - 3.4. *Assistant Chief Livestock Overseer, Grade Level 06*
 - 3.4.1. By promotion of a confirmed and suitable Senior Livestock Overseer who has spent at least two years on the grade.
 - 3.5. *Chief Livestock Overseer, Grade Level 07*
 - 3.5.1. By promotion of a suitable Assistant Chief Livestock Overseer who has spent

at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**

- 4.1. Any officer in the Livestock Overseer Cadre who acquires any of the qualification specified for appointment to any higher grade will be eligible for promotion/transfer the grade.
- 4.2. A confirmed, outstanding and suitable Livestock Overseer may be selected to us the prescribed training course for Assistant Livestock Superintendents at a Veterinary School or School of Animal Health/Husbandry. On successful c the course, the officer will be eligible for promotion to the grade of Assistant Livestock Superintendent.

LIVESTOCK SUPERINTENDENT CADRE

1. **POSTS AND SALARIES:**

1.1	Assistant livestock Superintendent-.in-Training	Grade Level 04
1.2	Assistant Livestock Superintendent	Grade Level 06 (Step 2)
1.3	Livestock Superintendent	Grade Level 07 (Step 2)
1.4	Higher Livestock Superintendent	Grade Level 08
1.5	Senior Livestock Superintendent	Grade Level 09
1.6	Principal Livestock Superintendent Grade II	Grade Level 10
1.7	Principal Livestock Superintendent Grade I	Grade Level 12
1.8	Assistant Chief Livestock Superintendent	Grade Levels 13
1.9	Chief Livestock Superintendent	Grade Level 14

2. **DUTIES:**

- 2.1 *Assistant Livestock Superintendent-In-Training, Grade Level 04*
 - 2.1.1. This is a training grade for the preparation of Officers for the post of Assists Livestock Superintendent The training is of two years' duration at a Recognized Veterinary School or Animal Health Institution.
- 2.2. *Assistant Livestock Superintendent, Grade Level 06*
 - 2.2.1. Supervising the activities of a number of junior workers in the field of Anus Disease Control, Animal Production/Management and Veterinary Public Health
 - 2.2.2. Taking charge, under supervision, of a Livestock Project:
- 2.3. *Livestock Superintendent, Grade Level 07*
 - 2.3.1. Performing veterinary, public health, animal disease control and anile production/management duties under the supervision of a Veterinary Officer.
 - 2.3.2. Undertaking livestock immunization campaign in a given locality.
 - 2.3.3. Carrying out meat inspection duties and advising butchers on hides and ski preparation.
- 2.4. *Higher Livestock Superintendent, Grade level 08*
 - 2.4.1. Performing specific duties in a Livestock Farm e.g. pasture management livestock record, feeding and dipping.
 - 2.4.2. Taking charge of a Livestock Farm or Cattle Ranch.
 - 2.4.3. Supervising the execution of immunization/treatment programmes in respect major animal diseases.

- 2.5 *Senior Livestock Superintendent, Grade Level 09*
 - 2.5.1. Assisting in the preparation of feasibility studies in respect of livestock project
 - 2.5.2. Taking charge of a Livestock Farm or Cattle Ranch.
 - 2.5.3. Undertaking livestock surveys.
 - 2.5.4. Assisting in training junior officers.
- 2.6 *Principal Livestock Superintendent Grade II, Grade Level 10*
 - 2.6.1. Supervising Livestock extension services in a given locality,
 - 2.6.2. Co-ordinating the activities of a number of Livestock Superintendents.
 - 2.6.3. Organising training programmes for the staff.
- 2.7. *Principal Livestock Superintendent Grade I, Grade Level 12*
 - 2.7.1. Co-ordinating a number of livestock projects.
 - 2.7.2. Co-ordinating training programmes for the staff.
- 2.8 *Assistant Chief Livestock Superintendent, Grade Level 13*
 - 2.8.1. Assisting in the administration of the Section.
 - 2.8.2. Co-ordinating Livestock Development Projects or Animal Health Programme a State.
- 2.9 *Chief Livestock Superintendent, Grade Level 14*
 - 2.9.1. Taking charge of the administration of the Section,
- 3. METHODS ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: promotions/transfers are subject to vacancy and satisfactory service record

 - 3.1 *Assistant Livestock Superintendent-in-Training, Grade Level 04*
 - 3.1.1. By direct appointment of a candidate possessing any of the following
 - 3.1.1.1. General Certificate of Education (Ordinary Level) with four credit passes obtained at one sitting or five credit passes at two sittings preferably, including cats Natural Science subject
 - 3.1.1.2. Senior Secondary School Certificate or West African School Certificate, preferably including one Natural Science subject
 - 3.2. *Assistant Livestock Superintendent, Grade Level 06*
 - 3.2.1. By advancement of a suitable Assistant Livestock Superintendent at a recognized Veterinary School or Animal Health Institution.
 - 3.2.2. By direct appointment of a candidate possessing OND or who has Successfully completed the two-Year training course for Assistant Livestock Superintendent in a recognized Veterinary School or Animal Health Institution.
 - 3.3. *Livestock Superintendent. Grade Level 07*
 - 3.3.1. By advancement of a suitable Assistant Livestock who has successfully completed the Diploma Course for Livestock Superintendent in recognised Veterinary School or Animal Health Husbandry, Institution.
 - 3.3.2. By promotion of a confirmed and suitable Assistant Livestock Superintendent who has spent at least two years on the grade.
 - 3.4 *Higher Livestock superintendent. Grade Level 08*
 - 3.4.1. By promotion of a confirmed and suitable Livestock Superintendent who has spent at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing OND from a recognised

School of Agriculture.

- 3.5. *Senior Livestock Superintendent. Grade Level 09*
 - 3.5.1. By promotion of a confirmed and suitable Higher Livestock Superintendent who has spent at least three years on the grade.
 - 3.5.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.4.2. above plus at least three years' postqualification experience.
 - 3.6. *Principal Livestock Superintendent Grade II. Grade Level 10*
 - 3.6.1. By promotion of a confirmed and suitable Senior Livestock Superintendent who has spent at least three years on the grade.
 - 3.6.2. By direct appointment of a candidate possessing the qualification s Sub-paragraph 3.4.2. above plus at least six years' post-qualification cognate experience
 - 3.7. *Principal Livestock Superintendent Grade I. Grade Level 12*
 - 3.7.1. By promotion a confirmed and suitable Principal Livestock Superintendent who Grade II who has spent at least three years on the grade.
 - 3.8. *Assistant Chief Livestock Superintendent, Grade Level 13*
 - 3.8.1. By promotion of a suitable Principal Livestock Superintendent Grade I who spent at least three years on the grade.
 - 3.9. *Chief Livestock Superintendent. Grade Level 14*
 - 3.9.1. By promotion of a suitable Assistant Chief Livestock Superintendent who spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Livestock Superintendent Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for promotion to the grade.

LIVESTOCK OFFICER/LIVESTOCK DEVELOPMENT OFFICER CADRE

1. **POSTS AND SALARIES:**

- | | |
|--|----------------|
| 1.1. Livestock Officer/Livestock Development Officer-Grade II | Grade Level 08 |
| 1.2. Livestock Officer/Livestock Development Officer Grade I | Grade Level 09 |
| 1.3. Senior Livestock Officer/Senior Livestock Development Officer | Grade Level 10 |
| 1.4. Principal Livestock Officer/Principal Livestock Development Officer | Grade Level 12 |
| 1.5. Assistant Chief Livestock Officer/Assistant Chief Livestock Development Officer | Grade Level 13 |
| 1.6 Chief Livestock Officer/Chief Livestock Development Officer | Grade Level 14 |
| 1.7 Assistant Director | Grade Level 15 |
| 1.8 Deputy Director/Director (States) | Grade Level 16 |
| 1.9 Director | Grade Level 17 |

2. **DUTIES:**

- 2.1 *Livestock Officer/Livestock Development Officer Grade II, Grade Level 08*
 - 2.1.1 Performing, under supervision, in a Livestock Unit/Project, Livestock extension duties.

- 2.1.2 Collecting and assisting in evaluating data in Livestock or related matters.
 - 2.2 *Livestock Officer/Livestock Development Officer Grade 1 Grade Level 09*
 - 2.2.1 Taking charge of a Livestock Project.
 - 2.2.2 Assisting in supervising the duties
 - 2.3 *Senior Livestock of a number of junior staff.*
 - 2.3.1. Co-ordinating Livestock extension activities within a defined area.
 - 2.3.2 Taking charge of a livestock development project.
 - 2.3.3 Monitoring the execution of development projects/ programmes in a geographical area.
 - 2.4 *Principal Livestock Officer/Assistant Chief Livestock Development, Grade Level 12*
 - 2.4.1 Co-ordinating the activities of a number of junior officers at the headquarters or in a livestock zone.
 - 2.4.2 Taking charge of a big livestock project.
 - 2.5 *Assistant Chief Livestock Officer/Assistant Chief Livestock Development Officer, Grade level 13*
 - 2.5.1 Assisting in co-ordinating the activities of the Section
 - 2.5.2 Taking charge of a major livestock project
 - 2.6 *Chief Livestock Officer/Chief Livestock Development Officer. Grade Level 14*
 - 2.6.1. Co-ordinating work in specified subjects, such as;
 - 2.6.1.1. Livestock Research.
 - 2.6.1.2., Livestock Inventory
 - 2.6.1.3. Livestock Development Plans.
 - 2.6.1.4. Feasibility Studies.
 - 2.6.1.5. Conferences and Seminars.
 - 2:6.1.6. Staff Development Programmes.
 - 2.6.2. Taking charge of a Section of the Department.
 - 2.7 *Assistant Director, Grade Level 15*
 - 2.7.1. Assisting in the administration of the Division (States).
 - 2.7 2 Co-ordinating the activities in a number of specified subjects in the Department
 - 2.7.3. Taking charge of a Branch.
 - 2.7.4 Initiating action on the review of Livestock development policies and programmes.
 - 2.7.5. Assisting in formulating policies.
 - 2.8 *Deputy Director/Director (States), Grade Level 16*
 - 2.8.1. Taking charge of the Division/Department (States)
 - 2.8.2 Assisting in formulating livestock development policies
 - 2.8.3. Assisting in ensuring the implementation of approved development plans relating to livestock.
 - 2.8.4. Advising on livestock development planning (States).
 - 2.9. *Director, Grade Level 17*
 - 2.9.1. Taking charge of the Department.
 - 2.9.2. Formulating and advising the Federal Government on policies.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
- Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1. *Livestock Officer/Livestock Development Officer Grade II, Grade Level 08*
 - 3.1.1. By direct appointment of a candidate possessing a degree in Animal Science Animal Husbandry/Animal Production, Agriculture or Range Management a recognised University.
- 3.2. *Livestock Officer/Livestock Development Officer Grade I. Grade Level 09*
 - 3.2.1. By promotion of a confirmed and suitable Livestock Officer Livestock Development Officer Grade 11 who has spent at least three years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1. above plus at least three years' post-qualification cognate experience.
- 3.3. *Senior Livestock Officer/Senior Livestock Development Officer, Grade Level 10*
 - 3.3.1. By promotion of a confirmed and suitable Livestock Officer/Livestock Development Officer Grade I who has spent at least three years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.above plus at least six years post-qualification experience.
- 3.4. *Principal Livestock Officer/Principal Livestock Development Officer, Grade Level 12*
 - 3.4.1. By promotion of a confirmed and suitable Senior Livestock Officer/Senior Livestock Development Officer who has spent at least three years on the grade
- 3.5. *Assistant Chief Livestock Officer/Principal Livestock Development Officer, Grade Level 13*
 - 3.5.1. By promotion of a confirmed and suitable Principal Livestock Officer/Principal Livestock Development Officer Who has spent at least three years on the grade
- 3.6. *Chief Livestock Officer/Chief Livestock Development Officer, Grade Level 14*
 - 3.6.1. By promotion of a suitable Assistant Chief Livestock Officer/Assistant Chief Livestock Development Officer who has spent at least three years on the grad
- 3.7. *Assistant Director, Grade Level 15*
 - 3.7.1. By promotion of a suitable Chief Livestock Officer/Chief Livestock Development Officer who has spent at least three years on the grade.
- 3.8. *Deputy Director/Director (States), Grade Level 16*
 - 3.8.1. By promotion of a suitable Assistant Director who has spent at least four year On the grade.
- 3.9. *Director, grade Level 17*
 - 3.9.1. By promotion of a suitable Deputy Director who has spent at least four year the grade.
- 3.10. Direct Appointments to Posts in Grade Level 12 and Above:- Direct appointment also be made to posts in Grade Level 12 and above; but these will be precede specific advertisements at the instance of the user Ministry/ Department. Promotion from such direct appointments to higher grades are subject to confirmation appointment.

LANDS RESOURCES OFFICER CADRE

1. POSTS AND SALARIES:

1.1	Land Resources Officer Grade II	Grade Level 08 (Step 2)
1.2	Land Resources Officer Grade I	Grade Level 09
1.3	Senior Land Resources Officer	Grade Level 10
1.4	Principal Land Resources Officer	Grade Level 12
1.5	Assistant Chief Land Resources Officer	Grade Level 13
1.6	Chief Land Resources Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/ Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 *Land Resources Officer Grade II, Grade Level 08*
 - 2.1.1 Carrying out soil survey
 - 2.1.2 Carrying out soil conservation
 - 2.1.3 Carrying out soil analysis and fertility study
- 2.2 *Land Resources Officer Grade I, Grade Level 09*
 - 2.2.1 Carrying out soil analysis and fertility study
 - 2.2.2 Supervising the execution of projects of junior officers
- 2.3 *Senior Land Resources Officer, Grade Level 10*
 - 2.3.1 Supervising the execution of projects relating to land resources
 - 2.3.2 Co-ordinating the activities of a number of junior Land Resources Officers and other workers in fertility project.
 - 2.3.3 Taking charge of land resources projects
- 2.4 *Principal Land Resources Officer, Grade Level 12*
 - 2.4.1 Co-ordinating Land Resources activities of the Ministry in a Zone.
 - 2.4.2 Initiating, planning and supervising specified programmes in a State
- 2.5 *Assistant Chief Land Resources Officer, Grade Level 13*
 - 2.5.1 Supervising and Monitoring land resources extension programmes in a State
 - 2.5.2 Supervising the activities of a number of subordinate staff.
 - 2.5.3 Providing directives/guidelines necessary for implementation of approved Programme
- 2.6 *Chief Land Resources Officer, Grade Level 14*
 - 2.6.1 Co-ordinating activities in a number of specified areas.
 - 2.6.2 Taking charge of a Section of the Department
 - 2.6.3 Assisting in training subordinate staff.
- 2.7 *Assistant Director, Grade Level 15*
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Assisting in the administration of the Department (States)
 - 2.7.3 Initiating action on the review of land resource policies and programmes
 - 2.7.4 Assisting in formulating land resources policies
 - 2.7.5 Monitoring land resources development programmes
 - 2.7.6 Taking charge of training programmes for the staff
- 2.8 *Deputy Director/ Director (States) Grade Level 16*
 - 2.8.1 Taking charge of a Division/Department (States)
 - 2.8.2 Assisting the Ministry in formulating land resources policies

- 2.8.3 Assisting the implementation of approved development plan programmes relating to land resources
- 2.8.4 Ensuring the implementation of approved development plan programmes relating to land resources.
- 2.8.5 Advising on matters relating to land resources development planning.
- 2.9 *Director, Grade Level 17*
 - 2.9.1 Taking charge of the general administration of the Department
 - 2.9.2. Advising on the formulation, execution and review of policies and programmes relating to land resources,
 - 2.9.3. Ensuring the implementation of approved plan.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record

- 3.1. *Land Resources Officer Grade II, Grade Level 08*
 - 3.1.1. By direct appointment of a candidate possessing a degree in Agriculture Soil Science, Chemistry, Geology, Geography, Geomorphology or Forestry from a recognised University.
- 3.2. *Land Resources Officer Grade I, Grade Level 09*
 - 3.2.1. By promotion of a confirmed and suitable Land Resources Officer Grade II who has spent at least three years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least three 'years post-qualification cognate experience.
- 3.3. *Senior Land Resources Officer, Grade Level 10*
 - 3.3.1. By promotion of a confirmed and suitable Land Resources Officer Grade I who has spent at least three years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the qualification specified Sub-paragraph 3.1.1. above plus at least six years' post-qualification experience.
- 3.4. *Principal Land Resources Officer. Grade Level 12*
 - 3.4.1. By promotion of a confirmed and suitable Senior Land Resources Officer who has spent at least three years on the grade.
- 3.5. *Assistant Chief Land Resources Officer, Grade Level 13*
 - 3.1 By promotion of a confirmed and suitable Principal Land Resources Officer has spent at least three years on the grade.
- 3.6. *Chief Land Resources Officer, Grade Level 14*
 - 3.6.1. By promotion of a suitable Assistant Chief Land Resources Officer who has spent at least three years on the grade.
- 3.7. *Assistant Director, Grade Level 15*
 - 3.7.1. By promotion of a suitable Chief Land Resources Officer/Chief Agriculture Research Officer/Chief Agricultural Officer who has spent at least three year the grade.
- 3.8. *Deputy Director/Director (Stales) Grade Level 16*
 - 3.8.1. By promotion of a suitable' Assistant Director who has spent at least four on the grade.

- 3.9. *Director, Grade Level 17*
 3.9.3. By promotion of a suitable Deputy Director who has spent at least four year the grade.
- 3.10. *Direct Appointment to Posts in Grade Level 12 and Above:-* Direct appointments may also be made to posts in Grade Level 12 and above; but these will be precede specific advertisement at the instance of the user Ministry. Promotions from such appointments to higher grades are subject to confirmation of appointment

PRODUCE/PEST CONTROL ATTENDANT CADRE

1. POSTS AND SALARIES:

- | | |
|---|----------------|
| 1.1. Produce/Pest Control Attendant Grade III | Grade Level 01 |
| 1.2. Produce/Pest Control Attendant Grade II | Grade Level 02 |
| 13. Produce/Pest Control Attendant Grade I | Grade Level 03 |

2. DUTIES:

- 2.1. *Produce/Pest Control Attendant Grade II, Grade Level 01*
 2.1 I. Performing, under supervision, routine manual duties in warehouses, produce stores, lighters, transit sheds and shipholds.
- 2.2 *Produce/Pest Control Attendant Grade II, Grade Level 02*
 2.2.1. Performing routine Pest Control duties such as disinfecting and airing stored products, warehouses, stores, transit sheds, lighters and shipholds.
- 2.3. *Produce/Pest control Attendant Grade I, Grade Level 03*
 2.3.1. Supervising a number of Produce/Pest Control Attendants.
 2.3.2. Assessing produce infestation n a Unit.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfer are subject to vacancy and satisfactory service record

- 3.1. Produce/Pest Control Attendant Grade III, Grade Level 01
 3.1.1. By direct appointment of a candidate who is mentally and physically fit.
- 3.2. Produce/Pest control Attendant 11.-Grade Level 02
 3.2.1. By promotion of a confirmed and suitable Produce/Pest Control Attendant Grade III who has spent at least two years on the grade.
 3.2.2. By direct appointment of a candidate possessing First School Leaving Certificate
- 3.3. *Produce/Pest control Attendant Grade I. Grade Level 03*
 3.3.1 By promotion of a confirmed and suitable Produce/Pest Control Attendant Grade II who has spent at least two years on the grade.
 3.3.2. By direct appointment of a candidate possessing the S. 75 or Junior Secondary School Certificate.

4. ADVANCEMENT BEYOND THE CADRE:

- 4.1 . A confirmed and suitable Produce/Pest Control Attendant Grade 1, may he selected

to undergo the training programme for the post of Produce/Pest Control Inspector, Grade Level 04; On successful completion of the course, the officer will be eligible for promotion to the grade of Produce/Pest Control Inspector.

- 4.2. Any officer in the Produce/Pest Control Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

PRODUCE/PEST CONTROL INSPECTOR CADRE

1. POSTS AND SALARIES:

1.1	Produce/Pest Control Inspector	Grade Level 04
1.2	Senior Produce/Pest Control Inspector Grade II	Grade Level 05
1.3	Senior Produce/Pest Control Inspector Grade I	Grade Level 06
1.4	Chief Produce/Pest Control Inspector	Grade Level 07

2. DUTIES:

- 2.1 Carrying out inspection of produce stores, ware-houses, transit sheds, lighters and shipholds with a view to identifying incidence of pest infestation and also taking necessary steps to report finding.
- 2.1.2. Inspecting under supervision, the grading as well as check-testing of crops on arrival at Ports or Depots/Stores.
- 2.1.3. Performing under supervision, routine pest control duties such as fumigation misting and fogging.
- 2.2. *Senior Produce/Pest Control inspector Grade II, Grade Level 05*
- 2.2.1. Identifying the principal insects commonly associated with stores produce in Nigeria and taking accessory steps to differentiate them from other predatory insects.
- 2.2.2. Determining the level infestation as to whether it is light, heavy or very heavy and taking necessary action to reflect this situation in inspection.
- 2.3. *Senior Produce Pest Control inspector Grade I, Grade Level 06*
- 2.3.1. Assisting the Chief Produce/Pest Control Inspector.
- 2.3.2. Supervising the activities of a number of junior staff.
- 2.3.3. Performing the duties specified in sub-paragraph 2.1.1.-2.1.2. above.
- 2.4. *Chief Produce/ Pest Control Inspector Grade Level 07*
- 2.4.1. co-Ordinating the activities of the junior staff in the Unit.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfer are subject to vacancy and satisfactory Service record.

- 3.1. *Produce pest Control Inspector Grade Level 04*
- 3.1.1. By direct appointment of a candidate possessing any of the following qualifications
- 3.1.1.1. General Certificate of Education (Ordinary Level) with four credit passes obtained at one sitting or five credit passes obtained at two sittings.
- 3.1.1.2. West African School Certificate or Senior Secondary School Certificate

- 3.1.2. By promotion of a confirmed and suitable Produce/ Pest Control Attendant Grade I who successfully completed an in-service training course designed for promotion to the grade to the grade of Produce/Pest Control Inspector,
 - 3.2. *Senior Produce/Pest Control Inspector Grade II, Grade Level 05*
 - 3.2.1. By promotion of a confirmed suitable Produce/ Pest Control Inspector who has spent at least two years on the grade.
 - 3.3. *Senior Produce/Pest Control Inspector Grade I, Grade Level 06*
 - 3.3.1. By promotion of a suitable Senior Produce/Pest Control Inspector Grade II who has spent at least two years on the grade.
 - 3.4. *Chief Produce/Pest Control Inspector Grade Level 07*
 - 3.4.1 by promotion of a suitable Produce/Pest Control inspector Grade I who has spent at least two years
4. **ADVANCEMENT BEYOND THE CADRE:**
- 4.1. A confirmed and outstanding Produce/Pest Control Inspector who scored at least 70 percent in the Departmental Confirmation/ Promotion Test, will be eligible for training Assistant Produce Superintendent. On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Produce Superintendent.
 - 4.2. A confirmed and outstanding Senior Produce/Pest Control Inspector Grade II considered the promotion to the grade of Assistant Produce Superintendent.
 - 4.3. A confirmed and suitable Senior Produce/Pest Control Inspector Grade I any considered for promotion to the grade of Produce Superintendent.
 - 4.4. A confirmed and suitable Chief Produce/Pest Control Inspector may be considered for lateral transfer to the grade of Produce Superintendent.
 - 4.5. Any officer in the Produce/Pest Control Inspector Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible promotion/transfer to the grade.

PRODUCE SUPERINTENDENT CADRE

1. **POST AND SALARIES:**
- | | |
|---|-------------------------|
| 1.1. Assistant Produce Superintendent-in-Training | Grade Level 04 |
| 1.2. Assistant Produce Superintendent | Grade Level 06 (step 2) |
| 1.3. Produce Superintendent | Grade Level 07 (step 2) |
| 1.4. Higher Produce Superintendent | Grade Level 08 |
| 1.5. Senior Produce Superintendent | Grade Level 09 |
| 1.6. Principal Produce Superintendent Grade II | Grade Level 10 |
| 1.7. Principal Produce Superintendent Grade I | Grade Level 12 |
| 1.8. Chief Produce Superintendent | Grade Level 13 |
| 1.9. Chief Produce Superintendent | |
2. **DUTIES**
- 2.1. *Assistant Produce Superintendent-in-Training, Grade Level 04*
 - 2.1.1. This is a training grade for the preparation of officers for the post of Assistant Produce Superintendent. This training is of two years' duration in the Federal/State Produce inspection School or any other recognized institution.

- 2.2. *Assistant Produce Superintendent, Grade Level 06*
 - 2.2.1. Inspecting the grading, under supervision, scheduled crops as well as conducting check-test on such crops.
 - 2.2.2. Cross-Checking reports in respect of incidence of Pest Infestation and taking necessary steps to determine the measures for Control.
 - 2.2.3. Determining the dosage of chemicals to be used in the Control of pests.
 - 2.2.4. Submitting returns and reports on the activities of own's area of operation.
 - 2.2.5. Handling field determination of F.P.A. content in produce, especially palm-oil and groundnuts.
 - 2.2.6. Taking stock of produce in the Station.
- 2.3. *Produce Superintendent, Grade Level 07*
 - 2.3.1. Receiving applications for inspection, grading and check-testing of Produce.
 - 2.3.2. Supervising the work of Junior Staff.
 - 2.3.3. Maintaining the records of cross-tests as well as rendering daily, weekly, monthly, quarterly and annual returns.
 - 2.3.4. Controlling re-bagging or re-ding of produce at port or in a product Inspection Station.
- 2.4. *Higher Produce Superintendent, Grade Level 08*
 - 2.4.1. Taking charge of a Unit and supervising activities of Produce/Pest Control Inspectors in the performance of their duties of inspecting, grading and controlling pests in produce.
 - 2.4.2. Verifying the F.F.A. Content in produce as determined by the Junior Staff
 - 2.4.3. Liaising with field workers of other services such as Export Companies.
 - 2.4.4. Handling all returns and reports
- 2.5. *Senior Produce Superintendent, Grade Level 09*
 - 2.5.1. Controlling all operations connected with checktests on arrival of produce to ensure correct grading.
 - 2.5.2. Supervising Inspectors to ensure correct checks and balances in operations.
 - 2.5.3. Rendering returns and intelligence reports on the activities of the staff in his Unit and Collating and Supervising all statistical details of produce graded and accepted into storage depots.
 - 2.5.4. Conducting periodic checktest on stock of Produce.
 - 2.5.5. Enforcing Produce Inspector Laws and Regulations.
- 2.6. *Principal Produce Superintendent Grade II, Grade Level 10*
 - 2.6.1. Controlling operation connected with check4ests during evacuation and Shipment of produce.
 - 2.6.2. Liaising with the Commodity Boards, Shipping companies et cetera to smooth operation.
 - 2.6.3. Supervising the activities of a number of subordinates.
- 2.7. *Principal Produce Superintendent Grade I, Grade Level 12*
 - 2.7.1. Assisting in organizing the training programmes of staff.
 - 2.7.2. Co-ordinating the activities of a number of junior staff.
 - 2.7.3. Heading a Unit.

- 2.8. *Assistant Chief Produce Superintendent, Grade Level 13*
 - 2.8.1. Organizing training programmes for the junior staff
 - 2.8.2. Co-ordinating the activities of a number of units.
 - 2.8.3. Taking charge of all returns and reports.
- 2.9. *Chief Produce Superintendent. Grade Level 14*
 - 2.9.1. Investigating and prosecuting cases connected with inspection and grading produce.
 - 2.9.2. Taking charge of the Section.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1. *Assistant Produce Superintendent-Grade Level 04*
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications.
 - 3.1.1.1. West African School Certificate or Senior Secondary School Certificate preferably including passes in Chemistry and Mathematics.
 - 3.1.1.2. General Certificate of Education with four credit passes obtained at one sitting or five credit passes obtained at two sittings preferably Chemistry and Mathematics.
 - 3.2. *Assistant Produce Superintendent, Grade Level 06*
 - 3.2.1. By advancement of suitable Assistant Produce Superintendent-in-Training has successfully completed the training course specified in sub-paragraph 2 above.
 - 3.2.2. By promotion of a confirmed and outstanding Senior Produce/Pest Control Inspector Grade II.
 - 3.2.3. By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two subjects preferably including Economic Agriculture, Biology, Physics, Chemistry, Geography or Mathematics obtain at one sitting or three subjects at two sittings.
 - 3.3. *Produce Superintendent, Grade Level 07*
 - 3.3.1. By promotion of a confirmed and suitable Assistant Produce Superintendent has spent at least two years on the grade.
 - 3.3.2. By promotion of a confirmed and suitable Senior Produce/Pest Control Inspector Grade I or lateral transfer of a suitable Chief Produce/Pest Control Inspector
 - 3.4. *Higher Produce Superintendent, Grade Level 08*
 - 3.4.1. By promotion of a suitable Produce Superintendent who has spent at least two years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing H.N.D in Agriculture Recognized Institution.
 - 3.5. *Senior Produce Superintendent Grade Level 09*
 - 3.5.1. By promotion of a suitable Higher Produce Superintendent who has at least three years on the grade,
 - 3.5.2. By direct appointment of a candidate possessing the qualifications sub-paragraph 3.4.2. above plus at least three years' post-qualification cognate experience.

- 3.6. *Principal Produce Superintendent Grade II, Grade Level 10*
 - 3.6. 1. By promotion of a confirmed and suitable Senior Produce Superintendent has spent at least three years on the grade.
 - 3.6.2. By direct appointment of a candidate possessing the qualification specific sub-paragraph 3.4.2. above plus at least three years' post-qualification cog experience.
- 3.7. *Principal Produce Superintendent Grade?, Grade Level 12*
 - 3.7.1. By promotion of a confirmed and suitable Principal Produce Superintendent Grade II who has spent at least three years on the grade.
- 3.8. *Assistant Chief Produce Superintendent, Grade Level 13*
 - 3.8.1. By promotion of a suitable Principal Produce Superintendent Grade I who spent at least three years on the grade.
- 3.9. *Chief Produce Superintendent, Grade Level 14*
 - 3.9.1. By promotion of a suitable Assistant Chief Produce Superintendent who Spent at least three years or the Grade.

ADVANCEMENT BEYOND THE CADRE:

Any officer in the Produce Superintendent Cadre who acquires any of the qualifications spec for appointment to any higher grade is eligible for promotion/transfer to the grade.

PRODUCE OFFICER CADRE

1. POSTS AND SALARIES:

- 1.1 Produce Officer Grade II Grade Level 08
- 1.2. Produce Officer Grade I Grade Level 09
- 1.3. Senior Produce Officer Grade Level 10
- 1 4 Principal Produce Officer Grade Level 12
- 15. Assistant Chief Produce Officer Grade Level 13
- 1.6. Chief Produce Officer Grade Level 14
- 1.7. Assistant Director Grade Level 15
- 1.8. Deputy Director/Director (States) Grade Level 16
- 1.9. Director Grade Level 17

2. DUTIES:

- 2.1. *Produce Officer Grade II, Grade Level 08*
 - 2.1.1. Performing, under supervision, the following duties in produce inspection areas
 - 2.1.2. Interpreting the Produce Inspection Laws, the Acts and Regulations in a specified Unit or Area and taking necessary steps to ensure their compliance
 - 2.1.3. Supervising the use of security seals and sealing.
 - 2.1.4. Advising and supervising junior staff on the prosecution of Produce Regulation Offences
 - 2.1.5. Controlling and releasing chemicals for fumigation and ensuring that tin used without hazard to the public.
- 2.2 *Produce Officer Grade I, Grade Level 09*
 - 2.2.1. Controlling all operations connected with checktests on arrivals of prod ensure correct grading.
 - 2.2.2. Supervising Inspectors to ensure correct checks and balances in operation.

- 2.2.3 Inspecting produce stores and reporting on their suitability for pest grading and storage.
- 2.2.4 Rendering returns and intelligence reports on the activities of staff in his unit, collating and supervising statistical details of produce graded and accepted into storage depots.
- 2.2.5 Conducting periodic checktest on stock and produce.
- 2.3. *Senior Produce Officer, Grade Level 10.*
 - 2.3.1. Controlling operations connected with checktests during evaluation and shipment of produce.
 - 2.3.2. Liaising With the Commodity Boards, Shipping Companies, etc, to ensure smooth operations.
 - 2.3.3. Organising training programmes for subordinate staff.
 - 2.3.4. Supervising pest control measures and training junior staff in the pest control techniques.
 - 2.3.5. Organising and directing annual de-infestation of produce stores in his Division.
 - 2.3.6. Processing application of prospective licenses buying agents.
 - 2.3.7. Controlling and supervising graded produce on arrival at a Market Board Depot.
 - 2.3.8. Ensuring proper storage standards at parts.
- 2.4. *Principal Produce Officer, Grade Level 12*
 - 2.4.1. Assisting in the co-ordination of the activities of a number of field or schedule officers.
 - 2.4.2. Taking responsibility for specified schedule in the Division such as:
 - 2.4.2.1. Confirmation/Advancement Test for subordinate staff
 - 2.4.2.2. Staff training programmes.
 - 2.4.2.3. Monthly/Annual Reports.
- 2.5. *Assistant Chief Produce Officer, Grade level 13*
 - 2.5.1. Assisting in co-ordinating the activities of the Section and, ensuring effective prosecution of all aspects of the technical operations of the service.
 - 2.5.2. Assisting in training junior staff.
 - 2.5.3. Co-ordinating progress reports of the Department.
- 2.6. *Chief Produce Officer, Grade Level 14*
 - 2.6.1. Taking charge of a Section.
 - 2.6.2. Assisting in organising the training programmes of staff.
 - 2.6.3. Taking charge of specific subjects in the Department.
- 2.7. *Assistant Director, Grade Level 15*
 - 2.7.1. Initiating action on the review of policies and programmes of the Department.
 - 2.7.2. Assisting in the administration of the Department (States).
 - 2.7.3. Co-ordinating the activities of a Branch.
 - 2.7.4. Co-ordinating the training programmes for staff.
- 2.8. *Deputy Director/Director (States), Grade Level 16*
 - 2.8.1. Planning; organising, directing, controlling, and co-ordinating the activities of staff in the Division/ Department (States).

- 2.8.2. Advising on the formulation, execution and review .of policies and programme on produce matters (States).
- 2.8.3. Assisting in the general administration of the Department.
- 2.9. *Director, Grade Level 17*
 - 2.9.1. Taking charge of the general administration of the Department.
 - 2.9.2. Advising on the formulation, execution and review of policies and programme relating to the activities of the Department.

3

METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers axe subject to vacancy and satisfactory service record.

- 3.1. Produce Officer Grade II Grade level 08
 - 3.1.1. By direct appointment .f a candidate possessing a degree in Agriculture Biological Science from a recognized University.
- 3.2. *Produce Officer Grade I, Grade Level 09*
 - 3.2.1. By promotion of a confirmed and suitable Produce Officer Grade II who has spent at least three years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing a degree in Agriculture Biological Science from a recognized University plus at least three year’s Post-qualification cognate experience.
- 3.3. *Senior Produce Officer, Grade Level 20*
 - 3.3.1. By promotion of a confirmed and suitable Produce Officer Grade I who spent at least three years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1. above plus at least six years post-qualification cognate experience.
- 3.4. *Principal Produce Officer, Grade Level 12*
 - 3.4.1. By promotion of a confirmed and suitable Senior Produce Officer who has at least three years on the grade.
- 3.5. *Assistant Chief Produce Officer, Grade level 13*
 - 3.5.1. By promotion of a confirmed and suitable Principal Produce Officer who has spent at least three years on the grade.
- 3.6. *Chief Produce Officer, Grade Level 14*
 - 3.6.1. By promotion of a suitable Assistant Chief Produce Officer who has spent least three years on the grade.
- 3.7. *Assistant Director Grade Level 15*
 - 3.7.1. By promotion of a suitable Chief Produce Officer who has spent at least years on the grade.
- 3.8. *Deputy Director/Director (States), Grade Level 16*
 - 3.8.1. By promotion of a suitable Assistant Director who has spent at least four on the grade.
- 3.9. *Director Grade Level 17*
 - 3.9.1. By promotion of a suitable Deputy Director who has spent at least four year the grade.
- 3.10. Direct Appointment to Post in Grade Level 12 and Above:- Direct appointment made to posts in Grade Level 12 and above; but these would be preceded by

specific advertisements at the instance of the user Ministry/ Department.
Promotions from such appointments to higher grades, are subject to confirmation of appointment.

TSETSE FLY CONTROL ATTENDANT CADRE

1. POSTS AND SALARIES:

- | | |
|---|----------------|
| 1.1. Tsetse Fly Control Attendant Grade III | Grade Level 01 |
| 1.2. Tsetse Fly Control Attendant Grade II | Grade Level 02 |
| 1.3. Tsetse Fly Control Attendant Grade I | Grade Level 03 |

2. DUTIES

- 2.1 *Tsetse Fly Control Attendant Grade III Grade Level 01*
- 2.1.1. Performing routine manual duties such as fly catching, rout tracing and support in Eradication work in tsetse fly control projects.
- 2.2 *Tsetse Fly Control Attendant Grade II Grade Level 02*
- 2.2.1. Performing the duties specified in paragraph 2.1. above
- 2.3 *Tsetse Fly Control Attendant Grade I, Grade Level 03*
- 2.3.1 Performing the duties specified in paragraph 2.2.1. above.
- 2.3.2 Supervising the activities of a numb of subordinate staff.

3. METHODS AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and Transfers are subject to vacancy and satisfactory service record

- 3.1 *Tsetse Fly Control Attendant Grade III, Grade Level 01*
- 3.1.1 By direct appointment of any candidate who is mentally and physically fit
- 3.2. *Tsetse Fly Control Attendant Grade II Grade Level 02*
- 3.2.1. By direct promotion of a Tsetse Fly Control Attendant Grade III who has spent at least two years on the grade.
- 3.2.2. By direct appointment of a candidate possessing the First School Leaving Certificate.
- 3.3. *Tsetse Fly Control Attendant Grade I, Grade Level 03*
- 3.3.1. By promotion of a confirmed and suitable Tsetse Fly Control Attendant Grade II who has spent at least two years on the grade.
- #### **4. ADVANCEMENT BEYOND THE CADRE:**
- 4.1. A confirmed Tsetse Fly Control Attendant Grade I who has passed the Tsetse Fly Control Overseer Confirmation/ Promotion Test at promotion level i.e. 50% is eligible for promotion to the grade of Tsetse Fly Control Overseer.
- 4.2. Any officer in the Tsetse Fly Control Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TSETSE FLY CONTROL OVERSEER CADRE POSTS AND SALARIES:

1. POSTS AND SALARIES

- | | |
|--|----------------|
| 1.1. Assistant Tsetse Fly Control Overseer | Grade Level 03 |
| 1.2. Tsetse Fly Control Overseer | Grade Level 04 |

- | | |
|--|----------------|
| 1.3. Senior Tsetse Fly Control Overseer | Grade Level 05 |
| 1.4. Assistant Chief Tsetse Fly Control Overseer | Grade Level 06 |
| 1.5. Chief Tsetse Fly Control Overseer | Grade Level 07 |

2. **DUTIES:**

- 2.1. *Assistant Tsetse Fly Control Overseer, Grade Level 03*
- 2.1.1. This is a training grade for the preparation of candidates for the post of Tsetse Fly Control Overseer. The training is of two years duration within Department.
- 2.2. *Tsetse Fly Control overseer, Grade Level 04*
- 2.2.1. Detecting, catching, identifying, sexing and hunger - staying of different tact fly species.
- 2.3. *Senior Tsetse Fly Control Overseer Grade Level 05*
- 2.3.1. Detecting, catching, identifying, sexing and hunger - staying of different tie fly species.
- 2.4. *Assistant Chief Tsetse Fly Control Overseer Grade I. Grade Level 06*
- 2.4.1. Conducting regular Tsetse Fly patrol for Senior Officers.
- 2.4.2. Maintaining simple spraying equipment and machinery.
- 2.5. *Chief Tsetse Fly Control Overseer, Grade Level 07*
- 2.5.1. Supervising the activities of a number of Tsetse Fly Control Overseers.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1. *Assistant Tsetse Fly Control Overseer, Grade Level 03*
- 3.1.1. By direct appointment of a candidate possessing any of the following qualifications.
- 3.1.1.1. Evidence of con Action of a full course in a Government approved Secondary School or S. 75 or JSSC.
- 3.1.1.2. General Certificate of Education (Ordinary Level) with three credit passes obtained at one or two sittings.
- 3.2. *Tsetse Fly Control overseer, Grade Level 04*
- 3.2.1. By promotion of a confirmed and suitable Assistant Tsetse Fly Control overseer has successfully completed the training course specified in sub-Paragraph 2.1 above.
- 3.2.2. By promotion of a confirmed and suitable Tsetse Fly Control Attendant Grade I who has passed the Tsetse Fly Control Overseer Confirmation/Promotion Test at promotion level (i.e. 50%).
- 3.2.3. By direct appointment of a candidate possessing the West African School Certificate/Senior Secondary School Certificate or the General Certificate of Education (Ordinary Level) with four credit passes or five credit passes obtained at one or two sittings respectively.
- 3.3. *Senior Tsetse Fly Contra! Overseer Grade Level 05*
- 3.3.1. By promotion of a confirmed and suitable Tsetse Fly Control Overseer who his spent at least two years on the grade.

- 3.3.2. By direct appointment of a candidate possessing qualification specified in subparagraph 3.2.3. above plus at least two years cognate experience.
 - 3.4. *Assistant Chief Tsetse Fly Control Overseer Grade I. Grade Level 06*
 - 3.4.1. By promotion of a confirmed and suitable Senior Tsetse Fly Control Overseer who has spent at least two years on the grade.
 - 3.5. *Chief Tsetse Fly Control Overseer. Grade Level 07*
 - 3.5.1. By promotion of a suitable Assistant Chief Tsetse Fly Control Overseer who has spent at least two years on the grade.
3. **ADVANCEMENT BEYOND THE CADRE:**
- 4.1. Confirmed and suitable officers in the grade of Tsetse Fly Control Overseer may be selected to undergo the training course for Assistant Tsetse Fly Control Superintendent at any recognised Institution. On successful completion of the course, the officer shall be eligible for promotion to the grade of Assistant Tsetse Fly Control Superintendent.
 - 4.2. Confirmed and outstanding Senior Tsetse Fly Control Overseer may be considered for promotion to the grade of Assistant Tsetse Fly Control Superintendent.
 - 4.3. Any officer in the Tsetse Fly Control Overseer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TSETSE FLY CONTROL SUPERINTENDENT CADRE

1. POSTS AND SALARIES:

1.1. Assistant Tsetse Fly Control Superintendent-in-Training	Grade Level 04
1.2. Assistant Tsetse Fly Control Superintendent	Grade Level 06 (Step 2)
1.3. Tsetse Fly Control Superintendent	Grade Level 07 (Step 2)
1.4. Higher Tsetse Fly Control Superintendent	Grade Level 08
1.5. Senior Tsetse Fly Control Superintendent	Grade Level 09
1.6. Principal Tsetse Fly Control Superintendent Grade II	Grade Level 10
1.7. Principal Tsetse Fly Control Superintendent Grade I	Grade Level 12
1.8. Assistant Chief Tsetse Fly Control Superintendent	Grade Level 13
1.9. Chief Tsetse Fly Control Superintendent	Grade Level 14

2. DUTIES:

- 2.1. Assistant Tsetse Fly Control/ Superintendent-in-Training. Grade Level 04
 - 2.1.1. This is a training grade for the preparation of officers for promotion to the grade of Assistant Tsetse Fly Control Superintendent. The training is of two year duration within the Department or in a recognised Institution.
- 2.2. **Assistant Tsetse Fly Control Superintendent, Grade Level 06**
 - 2.2.1. Conducting regular Tsetse Fly Patrol for Senior Officers.
 - 2.2.2. Preparing sketch maps and keeping record of fly round patrols.
 - 2.2.3. Taking charge of direct labour gauge on spraying and road making duties.
 - 2.2.4. Maintaining simple spraying equipment and machinery
 - 2.2.5. Supervising Tsetse Fly Control Overseers in detecting, identifying, sexing at

hunger-staying of different Tsetse Fly species.

- 2.2.6. Running reclamation group of about four Tsetse Fly Control Overseer under supervision of Tsetse Fly Control Superintendent.
 - 2.3. *Tsetse Fly Control Superintendent. Grade Level 01*
 - 2.3.1. Supervising two or more Tsetse Fly Survey Teams consisting of about 10 Tsetse Fly Control Overseers and Assistant Tsetse Fly Control Superintendents each covering up to 300 square Kilometers
 - 2.3.2. Writing reports on the activities on Tsetse Fly Control in his area.
 - 2.3.3. Supervising Tsetse Fly round.
 - 2.4. *Higher Tsetse Fly Control Superintendent. Grade Level 08*
 - 2.4.1. Supervising Tsetse Fly round.
 - 2.4.2. Writing reports.
 - 2.4.3. Running a Tsetse Fly Control Unit to out-stations.
 - 2.5. *Senior Tsetse Fly Control Superintendent. Grade Level 09*
 - 2.5.1. Supervising the activities of a number of junior staff.
 - 2.5.2. Assisting in the training of staff.
 - 2.5.3. Writing reports.
 - 2.6. *Principal Tsetse Fly Control Superintendent Grade II. Grade Level 10*
 - 2.6.1. Executing extermination projects in one or more states.
 - 2.6.2. Training junior staff.
 - 2.7. *Principal Tsetse Fly Control Superintendent Grade I, Grade Level 12*
 - 2.7.1. Planning and supervising execution of Tsetse Fly Control projects in a zone
 - 2.7.2. Organising training programmes for staff.
 - 2.8. *Assistant Chief Tsetse Fly Control Superintendent. Grade Level 13*
 - 2.8.1. Assisting in the administration of the Section.
 - 2.8.2. Supervising indents for spraying equipment and insecticides.
 - 2.9. *Chief Tsetse Fly Control Officer, Grade Level 14*
 - 2.9.1. Taking charge of the execution of Tsetse Fly Control programmes headquarters under the directives of the Assistant Director of Vet Services.
 - 2.9.2. Taking charge of the administration of the Section.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
- Note: All promotions/transfers are subject to vacancy and satisfactory service record.
- 3.1. *Assistant Tsetse Fly Control Superintendent-in-Training, Grade Level 04*
 - 3.1.1. By direct appointment of a candidate possessing any of the of qualifications:-
 - 3.1.1.1. West African School Certificate or Senior Secondary School C preferably including Chemistry.
 - 3.1.1.2. General Certificate of Education (Ordinary Level) with four credit obtained at one sitting or five credits obtained at two sittings preferably including Chemistry.
 - 3.2. *Assistant Tsetse Fly Control Superintendent. Grade Level 06*
 - 3.2.1. By advancement of an assistant Tsetse Fly Control Superintendent-in-Training who has successfully completed the training course for Assistant Control Superintendent.
 - 3.2.2. By promotion of a confirmed and outstanding Senior Tsetse Fly Overseer.

- 3.2.3. By direct appointment of a candidate who has successfully completed two-year course for Assistant Tsetse fly Control Superintendent t a Institution.
 - 3.3. *Tsetse Fly Control Superintendent, Grade Level 07*
 - 3.3.1. By advancement of a suitable Assistant Tactic Fly Control superintendent who has successfully completed the Diploma Course for Tsetse Fly Control superintendent Cadre at a recognised Institution.
 - 3.3.2. By promotion of a confirmed and suitable Assistant Tsetse Fly Control Superintendent who has spent at least two years on the grade.
 - 3.4. *Higher Tsetse Fly Control Superintendent. Grade Level 08*
 - 3.4.1. By promotion of a confirmed and suitable Tsetse Fly Control Superintendent who has spent at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing a relevant Higher National Diploma from a recognised Institution.
 - 3.5. *Senior Tsetse Fly Control Superintendent Grade Level 09*
 - 3.5.1. By promotion of a confirmed and suitable Higher Tsetse Fly Control Superintendent who has spent at least three years on the grade.
 - 3.5.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.2. above plus at least three years' post-qualification cognate experience.
 - 3.6. *Principal Tsetse Fly Control Superintendent Grade II, Grade Level 10*
 - 3.6.1. By promotion of a confirmed and suitable Senior Tsetse Fly Control Superintendent who has spent at least three years on the grade.
 - 3.6.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.2. above plus at least six years' post-qualification cognate experience.
 - 3.7. *Principal Tsetse Fly Control Superintendent Grade I. Grade Level 12*
 - 3.71 By promotion of a confirmed and suitable Principal Tsetse Fly Control Superintendent Grade II who has spent at least three years on the grade.
 - 3.8. *Assistant Chief Tsetse Fly Control Superintendent, Grade Level 13*
 - 3.8.1. By promotion of a suitable Principal Tsetse Fly Control Superintendent Grade I who has spent at least three years on the grade.
 - 3.9. Chief Tsetse Fly Control Officer, Grade Level 14
 - 3.9.1. By promotion of a suitable Assistant Chief Tsetse Fly Control Superintendent who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Tsetse Fly Control Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade

VETERINARY LARORATORY/CUNIC ATTENDANT CADRE

1. POSTS AND SALARIES:

- | | |
|---|----------------|
| 1.1. Veterinary Laboratory/Clinic Attendant Grade III | Grade Level 01 |
| 1.2. Veterinary Laboratory/Clinic Attendant Grade II | Grade Level 02 |
| 1.3. Veterinary Laboratory/Clinic Attendant Grade 1 | Grade Level 03 |

2. **DUTIES**

- 2.1 Veterinary Laboratory/Clinic attendant Grade II, Grade Level 01
- 2.1.1. Performing, under supervision, routine manual duties in a Veterinary Laboratory or Clinic.
- 2.2 *Veterinary Laboratory/Clinic attendant Grade II, Grade Level 02*
- 2.2.1 Performing simple record, stores or manual duties Veterinary Laboratory Clinic, Quarantine Centre or Livestock Control Post
- 2.2.2. Supervising the duties of Junior Veterinary/Clinic Attendant.
- 2.3 *Veterinary Laboratory/Clinic Attendant Grade I, Grade Level 03*
- 2.3.1. Supervising a number of junior Veterinary Laboratory/Clinic Attendants.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions/ transfers are subject to vacancy and satisfactory services record.

- 3.1 Veterinary Laboratory/Clinic Attendant Grade III, Grade Level 01
- 3.1.1. By Direct appointment of a candidate who is mentally and physically fit.
- 3.2. *Veterinary Laboratory/ Clinic Attendant Grade II, Grade Level 02*
- 3.2.1. By promotion of a confirmed and suitable Veterinary Laboratory/ Clinic Grade who has spent at least two years on the grade.
- 3.2.2. By direct appointment of a Candidate possessing First School Leaving Certificate.
- 3.3. *Veterinary Laboratory/ Clinic Attendant Grade I, Grade Level 03*
- 3.3.1. By promotion of a confirmed and suitable Veterinary Laboratory/ Clinic Attendant Grade II who has spent at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE**

- 4.1. A confirmed and outstanding Veterinary Laboratory Attendant Grade I who passed the prescribed Departmental Test at the end of two years' in service training course Laboratory work or the National Certificate of Laboratory Assistants Examination (National Certificate Examination of the Institute of Medical Laboratory Nigeria) will be eligible for transfer to the grade of Veterinary Laboratory Assistant.
- 4.2. Any Officer in the Veterinary Laboratory/Clinic Attendant Cadre who acquires who the qualifications specified for appointment to any higher grade is eligible promotion the grade.

VETERINARY LABORATORY ASSISTANT CADRE

1. **POSTS AND SALARIES:**

- | | |
|---|----------------|
| 1.1. Veterinary Laboratory Assistant. | Grade level 03 |
| 1.2. Senior Veterinary Laboratory Assistant | Grade Level 04 |

2. **DUTIES:**

- 2.1. Veterinary Laboratory Assistant. Grade Level 03
- 2.1.1. Assisting in the sterilization of media and other Laboratory apparatus

- 2.1.2. Breeding, housing and caring for Laboratory animals.
- 2.1.3. Collecting Laboratory specimens from the field and preserving them.
- 2.1.4. Preparing simple chemical solutions in the laboratory, e.g. cleaning fluid disinfectants.
- 2.2. *Senior Veterinary Laboratory Assistant, Grade Level 04*
 - 2.2.1. Preparing animal carcasses used for experiment in the Laboratory or Sell the Field for postmortem examination. Such animals include guinea-pigs, rabbits, mice and poultry birds.
 - 2.2.2. Taking Care of materials and instruments used for postmortern examination well as faecesal examinations.
 - 2.2.3. Disposing carcasses after postmortem examinations.
 - 2.2.4. Preparing and staining smears for bacteriological examination
 - 2.2.5. Maintaining necessary records and day books.
- 3. **METHODS OF ENTRY ANY ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory services

 - 3.1. *Veterinary Laboratory Assistant, Grade Level 03*
 - 3.1.1. By direct appointment of a candidate possessing any of the qualifications
 - 3.1.1.1. Evidence of completion of a full Course in a Governflttlent Secondary School or S. 75 with a bias for Science subjects.
 - 3.1.1.2. General Certificate of Education (Ordinary Level) with four or five credit passes obtained at one or two sittings respectively preferably including Mathematics, Chemistry, Biology or Health Science.
 - 3.1.2. By transfer of a confirmed and outstanding Veterinary Laboratory/ Clinic Attendant Grade 1 who has passed the prescribed Departmental Test at the end of the two years' in-service training Course in Laboratory Work or the National Certificate Examination of the Institute of Medial Laboratory of Nigeria for Laboratory Assistants.
 - 3.2. *Senior Veterinary Laboratory Assistant, Grade Level 04*
 - 3.2.1. By promotion of a confirmed and suitable Veterinary Laboratory Assistant who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
 - 4.1. A conformed and suitable Senior Veterinary Laboratory Assistant or a confirmed and outstanding Veterinary Laboratory Assistant who has passed the prescribed Departmental Test or the National Certificate Examination of the Institute of Medical Laboratory of Nigeria will be eligible for transfer or promotion to the grade of grade of Veterinary Laboratory Technician-in-Training.
 - 4.2. Any Officer in the Veterinary Laboratory Assistant Cadre who acquires any qualifications specified for appointment to any higher grade will e eligible promotion/ transfer of the grade.

Note The above Scheme of Service should apply to the Veterinary Clinic Assistant Cadres

VETERINARY LABORATORY TECHNICAL CADRE

1. POSTS AND SALARIES:

- | | |
|--|----------------|
| 1.1 Veterinary Laboratory Technician-in-Training | Grade Level 04 |
| 1.2 Veterinary Laboratory Technician | Grade Level 06 |
| 1.3 Senior Veterinary Laboratory Technician | Grade Level 07 |

2. DUTIES

- 2.1 Veterinary Laboratory Technician-in-Training, Grade Level 04
- 2.1.1 This is a training grade during which the office undergoes a two-year training course in Veterinary Laboratory Techniques in an approved Institution such as Veterinary School, VOM or a State Veterinary Laboratory or the Medical Laboratory at the University College Hospital, Ibadan.
- 2.2 Veterinary Laboratory Technician, Grade Level 06
- 2.2.1 Maintaining Laboratory apparatus, instruments and equipment.
- 2.2.2 Conducting simple microscopic examination and chemical analysis of fluids
- 2.2.3 Sterilizing and conducting serology and routine laboratory procedures
- 2.2.4 Setting up laboratory apparatus
- 2.3 *Senior Veterinary Laboratory Technician, Grade Level 07*
- 2.3.1 Preparing Chemical Solutions, reagents microscopic slides and culture media for laboratory tests.
- 2.3.2 Supervising the activities of a number of junior Laboratory Technical Staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

3.1 *Veterinary Laboratory Technician-in Training, Grade Level 04*

- 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
- 3.1.1.1 West African School Certificate preferably with a pass in Chemistry
- 3.1.1.2 General Certificate of Education (Ordinary Level) with four credit passes obtained at one sitting or five credits obtained at two sittings preferably including Chemistry.
- 3.1.2 By lateral transfer of a confirmed and outstanding Veterinary Laboratory Assistant or Promotion of a confirmed and outstanding Veterinary Laboratory Assistant who has passed the National Certificate Examination of the Institute of Medical Laboratory of Nigeria.

3.2. *Veterinary Laboratory Technician, Grade Level 06*

- 3.2.1. By promotion of a confirmed and suitable Veterinary Laboratory Technician Training who has successfully completed the prescribed two-year training in a recognised Institution.
- 3.2.2. By direct appointment of a candidate possessing the Laboratory Technician Certificate in Veterinary Laboratory Technique awarded by a recognise Veterinary School or Veterinary Laboratory or Medical Laboratory.

3.3 *Senior Veterinary Laboratory Technician. Grade Level 07*

- 3.3.1. By promotion of a confirmed and suitable Veterinary Laboratory Technician who has spent at least two years on the grade.

4. ADVANCEMENT BEYO THE CADRE:

- 4.1 Suitable officers in the Veterinary Laboratory Technician Cadre who have satisfied the required selection process are eligible for selection for training as Veterinary Laboratory Technologist-in-Training.
- 4.2 Any officer in the Veterinary Laboratory Technician Cadre who acquires any of

qualifications specified for appointment to any higher grade is eligible
Promotion/transfer to the grade.

VETERINARY LABORATORY TECHNOLOGIST CADRE

1. POSTS AND SALARIES:

1.1	Veterinary Laboratory Technologist Grade II	Grade Level 08
1.2.	Veterinary Laboratory Technologist Grade I	Grade Level 09
1.3.	Senior Veterinary Laboratory Technologist	Grade Level 10
1.4	Principal Veterinary Laboratory Technologist	Grade Level 12
1.5	Assistant Chief Veterinary Laboratory Technologist	Grade Level 13
1 6.	Chief Veterinary Laboratory Technologist	Grade Level 14

2. DUTIES:

2.1. *Veterinary Laboratory Technologist Grade II, Grade Level 08*

- 2.1.1. Performing under supervision, the following duties:-
- 2.1.2. Setting up Laboratory apparatus.
- 2.1.3. Testing vaccines and preparing
- 2.1.4. Performing tests in chemical Pathology, Histology, Histopathology, Hematology, Parasitological and Bacteriology.
- 2.1.5. Carrying out general Laboratory techniques and procedure.
- 2.1 6. Conducting field trials of vaccines, biological and drugs.

2.2. *Veterinary Laboratory Technologist Grade I, Grade Level 09*

- 2.2.1 Supervising routine Laboratory work in specific sections of the diagnostic Unit or Poultry/ Livestock Laboratory.
- 2.2.2. Training and supervising the junior staff.
- 2.2.3. Indenting for stores and equipment and supplying Stores to the various Veterinary Clinics and Laboratories.
- 2.2.4. Maintaining Laboratory equipment.

2.3. *Senior Veterinary Laboratory Technologist Grade Level 10*

- 2.3.1. Taking charge of a Veterinary Laboratory.
- 2.3.2. Producing and testing vaccines, maintaining strains and culture and freeze techniques.
- 2.3.3. Taking charge of a number of Units of a Section of a Research Laboratory number of field Laboratories.
- 2.3.4. Assisting in the organization of training programmes for Laboratory

2.4. *Principal Veterinary Laboratory Technologist, Grade Level 12*

- 2.4.1. Supervising the activities of junior officers in the various Units
- 2.4.2. Organising training programmes for Laboratory Personnel.
- 2.4.3. Carrying out general Laboratory services.

2.5. *Assistant Chief Veterinary Laboratory equipment and chemical reagents.*

- 2.5 I. Budgeting and ordering Laboratory equipment and chemical reagents.
- 2.5.2. Maintaining and providing technical data records in the Veterinary Laboratories for use by Veterinary investigation
- 2.5.3. Designing the syllabus/curriculum for the training of Veterinary Laboratory

Technicians anti Technologist.

2.6. *Chief Veterinary Laboratory Technologist. Grade Level 14*

2.6.1. Taking Charge of the administration of the Veterinary Laboratories in the State/or a Sector

2.6.2. Advising on policy matters relating to Veterinary Laboratory Technology.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note All promotions/transfers are subject to vacancy and satisfactory service record.

3.1. Veterinary Laboratory Technologist Grade II. Grade Level 08

3.1.1. By direct appointment of a candidate possessing the Technologists Associate Membership of the Institute of Medical Laboratory (A.L.M.L.T.) or any other equivalent qualification registrable with the Institute of Medical Laboratory Technologist of Nigeria.

3.2. *Veterinary Technology Grade I, Level 09*

3.2.1. By promotion of a confirmed and suitable Veterinary Laboratory Technologist Grade II who has spent at least three years on the grade.

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

3.3. *Senior Veterinary Laboratory Technologist. Grade 10*

3.3.1. By promotion of a confirmed and suitable Veterinary Laboratory Technologist Grade I who has spent at least six years' post-qualification cognate experience

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

3.4. *Principal Veterinary Laboratory Technologist, Grade Level 12*

3.4.1. By promotion of a confirmed mid suitable Senior Veterinary Laboratory Technologist who has spent at least three years on the grade.

3.5. *Assistant Chief Veterinary Laboratory Technologist, Grade Level 13*

3.5.1. By promotion of a suitable Principal Veterinary Laboratory Technologist who has spent at least three years on the grade.

3.6. *Chief Veterinary Laboratory Technologist. Grade Level 14*

3.6.1. By promotion of a suitable Assistant Chief Veterinary Laboratory Technologist who has spent at least three years on the grade.

4. **ADVANCEMENT BEYOND THE CADRES:**

All the Veterinary Laboratory Technologist Cadre who acquires any of the qualifications specified for appointment toasty higher grade is eligible for promotion/transfer to the grade.

ZOO KEEPER CADRE

1. POSTS AND SALARIES

1.1	Assistant Zoo Keeper	Grade Level 03
1.2.	Zoo Keeper	Grade Level 04
1.3.	Senior Zoo keeper	Grade Level 05

- | | | |
|-----|------------------------|----------------|
| 1.4 | Assistant Chief Keeper | Grade Level 06 |
| 1.5 | Chief Zoo Keeper | Grade Level 07 |

2. DUTIES:

- 2.1 Assistant Zoo Keeper, Grade Level 03
 - 2.1.1. This is a training grade for the preparation of candidates for the post of Zoo Keeper. They required to undergo a two-year ass-the-job warning within the Department.
- 2.2. *Zoo Keeper, Grade Level 04*
 - 2.2.1. Performing, under supervision, the following duties:-
 - 2.2.1.1. Supervising Zoo Attendants.
 - 2.2.12. Receiving and taking charge of food-stuff foe animals in the Zoo or Zoological Garden.
- 2.3. *Senior Zoo Keeper, Grade Level 05*
 - 2.3.1. Keeping records of and writing repasts on activities in a Zoo or Zoological Garden.
- 2.4. *Assistant Chief Zoo Keeper, Grade Level 06*
 - 2.4.1. Assisting the Chief Zoo Keeper in supervising the activities of a number of junior staff.
- 2.5. *Chief Zoo Keeper, Grade Level 07*
 - 2.5.1. Supervising the activities of a number of junior staff.
 - 2.5.2. Ensuring the care, feeding, cleanliness and health of animals and birds in a Zoo or Zoological Garden.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1. *Assistant Zoo Keeper, Grade Level 03*
 - 3.1.1. By direct appointment of a candidate possessing the First School Leaving Certificate plus at least two years' cognate experience.
- 3.2. *Zoo Keeper, Grade Level 04*
 - 3.2.1. By promotion of a confirmed and suitable Assistant Zoo Keeper who successfully completed the training course specified in paragraph 2.1.1. above
 - 3.2.2. By direct appointment of a candidate possessing any of the any of the following qualifications:
 - 3.2.2.1. West African School Certificate or Senior Secondary School
 - 3.2.2.2. General Certificate of Education (Ordinary Level) with four passes obtained at one sitting or five credits obtained at two sittings.
 - 3.2.3. By promotion, of a confirmed and suitable Zoo Attendant Grade I who passed the Zoo Keepers Confirmation/Promotion Test at promotion level (i.e. 50%)
- 3.3. *Senior Zoo Keeper. Grade Level 05*
 - 3.3.1. By promotion of a confirmed and suitable Zoo Keeper who has spent at least years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.2.2. above plus at least two years post-qualification cognate experience.

- 3.4. *Assistant Chief Zoo Keeper Grade Level 06*
 - 3.4.1. By promotion of a suitable Senior Zoo Keeper who has spent at least two year on the grade.
- 3.5. *Chief Zoo Keeper. Grade Level 07*
 - 3.5.1 By promotion of a suitable Assistant Chief Zoo Keeper who has spent at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**

- 4.1. Any officer in the Zoo Keeper Cadre who acquires any of the qualifications specified appointment any higher grade will be eligible for promotion/transfer to the grade.
- 4.2. A confirmed, outstanding and suitable Senior Zoo Keeper may be selected to under two-year training course for Zoo Curators in a recognized Institution. On successful completion of the training course, the officer will be eligible for promotion/ transfer I the grade of Zoo Curator.

ZOO CURATOR CADRE

1. **POSTS AND SALARIES:**

1.1	Zoo Curator	Grade level 07 (Step 2)
1.2	Higher Zoo Curator	Grade Level 08
1.3	Senior Zoo Curator	Grade Level 09
1.4	Principal Zoo Curator Grade II	Grade Level 10
1.5	Principal Zoo Curator Grade I	Grade Level 12
1.6	Assistant Chief Zoo Curator	Grade Level 13
1.7.	Chief Zoo Curator	Grade Level 14

2. **DUTIES:**

- 2.1 *Zoo Curator, Grade Level 07*
 - 2.1.1 Ensuring the care, feeding, cleanliness and health of animals and birds in a zoo or zoological garden.
 - 2.1.2 Collecting data about animals and birds in a Zoo or Zoological garden.
 - 2.1.3 Supervising and assisting in the training of junior staff in a Zoo or Zoological garden.
 - 2.1.4 Designing and supervising the construction of animal cages and enclosures in a zoo or zoological garden
- 2.2 *Higher Zoo Curator, Grade Level 08*
 - 2.2.1 Co-ordinating and supervising the work of a number of Junior Officers in a Zoo
 - 2.2.2 Designing and supervising the work of a number of Junior Officers in a Zoo.
 - 2.2.3 Collecting and analyzing data on animals in a Zoo or Zoological garden.
 - 2.2.4 Assisting in the training of junior staff.
- 2.3 *Senior Zoo Curator, Grade Level 09*
 - 2.3.1 Taking charge of a zoo or zoological garden
 - 2.3.2 Designing and supervising the Construction of animal cages and enclosures in a Zoo or Zoological garden
 - 2.3.3 Co-ordinating the work of a number of officers working in a large zoo.
- 2.4 *Principal Zoo Curator Grade II, Grade Level 10*
 - 2.4.1 Taking charge of a large Zoo or Zoological garden
 - 2.4.2 Promoting public interest in animals by the use of mass communication media.
 - 2.4.3 Assisting in training junior staff

- 2.5 *Principal Zoo Curator Grade I, Grade Level 12*
 - 2.5.1 Organizing training programmes for staff
 - 2.5.2 Inspecting Zoological gardens in the State
 - 2.5.3 Collating and writing reports.
- 2.6 *Assistant Chief Zoo Curator, Grade Level 13*
 - 2.6.1 Assisting in the administration of the Section.
 - 2.6.2 Co-ordinating Zoological gardens in the State
- 2.7 *Chief Zoo Curator, Grade Level 14*
 - 2.7.1 Taking charge of the Section
 - 2.7.2 Advising on policies relating to Zoo and Zoological gardens.

METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1. *Zoo Curator Grade Level 07*
 - 3.1.1. By promotion of a confirmed and suitable Senior Zoo Keeper who has successfully completed the in-service training course for Zoo Curators.
- 3.2: *Higher Zoo Curator, Grade Level 08*
 - 3.2.1. By promotion of a confirmed end suitable Zoo Curator who has spent at least three years on the grade.
 - 3.2.2. By direct appointment of a candidate possessing HND in Zoology or Biology Ecology or Wild Life Management from a recognised Institution.
- 3.3. *Senior Zoo Curator, Grade Level 09*
 - 3.3.1. By promotion of a confirmed and suitable Higher Zoo Curator who has spent at least two years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.2.2. above plus it least three years' post- qualification cognate experience.
- 3.4. *Principal Zoo Curator Grade II, Grade Level 10*
 - 3.4.1. By promotion of a confirmed and suitable Senior Zoo Curator who has spent least two years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing the qualification specified u sub-paragraph 3.2.2. above plus at least six years' post-qualification cognate experience.
- 3.5. *Principal Zoo Curator Grade I, Grade Level 12*
 - 35.1. By promotion of a confirmed and suitable Principal Zoo Curator Grade II who has spent at least three years on the grade.
- 3.6. *Assistant Chief Zoo Curator, Grade Level 13*
 - 3.6.1. By promotion of a suitable Principal Zoo Curator Grade I who has spent three years on the grade.
- 3.7. *Chief Zoo Curator, Grade Level 14*
 - 3.7.1. By promotion of a suitable Assistant Chief Zoo Curator who has spent at Least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any Officer in the Zoo Curator Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

**CIVIL AVIATION AND METEOROLOGICAL SERVICES
SWITCH ROOM ATTENDANT CADRE**

1. POSTS AND SALARIES:

- | | |
|---------------------------------|----------------|
| 1.1. Switch Room Attendant | Grade Level 02 |
| 1.2. Head Switch Room Attendant | Grade Level 03 |

2. DUTIES:

- 2.1. *Switch Room Attendant, Grade Level 02*
- 2.1.1. Assisting Craftsman/ Artisans in the maintenance and daily care of the stand-by generating plants.
- 2.2. *Head Switch Room Attendant, Grade Level 03*
- 2.2.1. Assisting in the maintenance of generating plants.
- 2.2.2. Supervising the activities of a number of Switch Room Attendants.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfer are subject to vacancy and satisfactory services record.

- 3.1. *Switch Room Attendant, Grade Level 02*
- 3.1.1. By direct appointment of a candidate possessing the First School Leaving Certificate.
- 3.2. *Head Switch Room Attendant, Grade Level 03*
- 3.2.1. By promotion of a confirmed and suitable Switch Room Attendant who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Switch Room Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

SIGNALS SUPERINTENDENT CADRE

1. POSTS AND SALARIES:

- | | |
|---|-------------------------|
| 1.1. Assistant Signals Superintendent-In-Training | Grade Level 04 |
| 1.2. Assistant Signals Superintendent | Grade Level 06 (Step 2) |
| 1.3. Signals Superintendent | Grade Level 07 (Step 2) |
| 1.4. Higher Signals Superintendent | Grade Level 08 |
| 1.5. Senior Signals Superintendent | Grade Level 09 |
| 1.6. Principal Signals Superintendent Grade II | Grade Level 10 |
| 1.7. Principal Signals Superintendent Grade I | Grade Level 12 |
| 1.8. Assistant Chief Signals Superintendent | Grade Level 13 |
| 1.9. Chief Signals Superintendent | Grade level 14 |

2. DUTIES:

- 2.1. *Assistant Signals Superintendent-in-Training, Grade Level 04*
- 2.1.1. This is a training grade for the preparation of officers for the post of Assistant Signals Superintendent. The training is of two years' duration in Basic

Aeronautical, Electronics and Telecommunications (BEAI) Course at tin Nigerian Civil Aviation Training Centre (NCATC) Zaria or at any other approved Institution.

- 2.2 *Assistant Signals Superintendent, Grade Level 06*
 - 2.2.1. Assisting in installing and maintaining H.F. and VHF Communication equipment, NDBS and Location Beacons, Aerial Systems, Teleprinter Circuits, Airport Cable Networks, Telephone Switching System and associated equipment.
- 2.3. *Signals Superintendent, Grade Level 07*
 - 2.3.1 Heading shifts at domestic transmitting and receiving station including tin associated antenna farms keying lines and ancillary equipment.
 - 2.3.2 Maintaining teleprinter and telephone circuits at Communications Centre and private automatic branch exchanges, including associated cable Circuits.
 - 2.3.3. Leading terms engaged in minor installations and Circuit modifications.
- 2.4. *Higher Signals Superintendent, Grade Level 08*
 - 2.4.1. Supervising maintenance at domestic transmitting and receiving stations (including associated antenna farms), Communication Centre or telephone exchanges, external and internal cables networks.
 - 2.4.2. Heading shifts at large International transmitting or receiving facilities such as Kano and Ikeja
- 2.5. *Senior Signals Superintendent, Grade Level 09*
 - 2.5.1. Maintaining large International transmitting and receiving facilities.
 - 2.5.2. Taking charge of entire Communication set-ups at small domestic airports
- 2.6. *Principal Signals Superintendent Grade II, Grade Level 10*
 - 2.6.1. Maintaining Radio Communications or teletype circuits or telephone system or cable networks at large International Airports.
 - 2.6.2 Supervising maintenance routines
 - 2.6.3. Supervising replenishment of station-level maintenance stock.
- 2.7. *Principal Signals Superintendent Grade I, Grade Level 12*
 - 2.7.1. Co-ordinating maintenance of Communication equipment at the Zonal Headquarters.
 - 2.7.2. Supervising staff training
 - 2.7.3. Supervising the maintenance of all aspects of Communication at large International Airports or Zonal Office.
 - 2.7.4. Supervising preventive maintenance routines
- 2.8. *Assistant Chief Signals Superintendent, Grade Level 13*
 - 2.8.1. Coordinating maintenance of National Communications facilities at the Headquarters.
 - 2.8.2. Assisting in the general administration of the Section.
- 2.9. *Chief Signals Superintendent, Grade Level 14*
 - 2.9.1. Taking charge of the Section
 - 2.9.2 Planning maintenance of National Communication facilities at the Headquarters
 - 2.9.3. Advising on matters relating to communications equipment.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers are subject to vacancy and satisfactory service

record.

- 3.1. *Assistant Signals Superintendent-in-Training, Grade Level 04*
 - 3.1.1. By direct appointment of a candidate possessing any of the qualifications
 - 3.1.1.1. West African School Certificate or Senior Secondary School Certificate preferably with credits in Mathematics and Physics or Certificate of Education (Ordinary Level) with, four credits obtained one sitting or five credits obtained at two sittings preferably Mathematics and Physics.
 - 3.1.1.2. Trade Centre Diploma in Radio and Telecommunications obtained after a regular attendance at a recognised Trade Centre
 - 3.1.1.3. City and Guilds of London institute Technicians' International Certificate in Radio and Communication obtained after a
- 3.2. *Assistant Signals Superintendent, Grade Level 06*
 - 3.2.1. By advancement of an Assistant Signals Superintendent-in-Training who has successfully completed the course specified in sub graph 3.2.2
 - By direct appointment of a candidate who has successfully completed the course specified in sub-paragraph 2.1.1. above.
 - 3.2.3. By direct appointment of a candidate possessing any of the qualifications:
 - 3.2.3.1. National Diploma (Ordinary National Diploma) in Radio and Telecommunications from a recognised Institution.
 - 3.2.3.2. Pull Technological Certificate (Craft) of the City and Guilds of London Institute in Radio and Telecommunications.
- 3.3. *Signals Superintendent, Grade Level 07*
 - 3.3. 1. By promotion of a suitable Assistant Signals Superintendent who has spent at least two years on the grade.
 - 3.3.2. By advancement of an Assistant Signals Superintendent possessing the qualification specified in sub-paragraph 3.2.3. above..who has spent twelve months on the grade.
 - 3.3.3. By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.2,3. above plus at least one year post-qualification cognate experience.
- 3.4. *Higher Signals Superintendent, Grade Level 08*
 - 3.4.1. By promotion of a confirmed and suitable Signals Superintendent who has at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3,2.3. above plus at least four years' post-qualification cognate experience.
 - 3.4.3. By direct appointment of a candidate possessing the Higher National Diploma n Electronics from a recognised Institution or the Full Technological Certificate (Technician) of the City and Guilds of London Institute in Radio and Telecommunication
- 3.5. *Senior Signals Superintendent, Grade Level 09*

- 3.5.1. By promotion of a confirmed and suitable Higher Signals Superintendent who has spent at least three years on the grade.
- 3.5.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.3. above plus at least seven years' post-qualification cognate experience or in sub-paragraph 3.4.3. above plus at least three years' post-qualification cognate experience.
- 3.6 *Principal Signals Superintendent Grade II, Grade Level 10*
 - 3.6.1. By promotion of a confirmed and suitable Senior Signals Superintendent who has spent at least three years on the grade.
 - 3.6.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.3. above plus at least ten years' post-qualification cognate experience or in sub-paragraph 3.4.3. above plus at least six years' post-qualification cognate experience.
- 3.7 *Principal Signals Superintendent Grade I, Grade Level 12*
 - 3.7.1. By promotion of a suitable Principal Signals Superintendent Grade II who has spent at least three years on the grade.
- 3.8 *Assistant Chief Signals Superintendent, Grade Level 13*
 - 3.8.1. By promotion of a suitable Principal Signals Superintendent Grade I who has spent at least three years on the grade.
- 3.9 *Chief Signals Superintendent, Grade Level 14*
 - 3.9.1. By promotion of a suitable Assistant Chief Signals Superintendent who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer the Signals Superintendent Cadre who acquires any of the qualifications specified to any higher grade is eligible for promotion or transfer to the cadre.

COMMUNICATIONS OFFICERS CADRE

1. POSTS AND SALARIES:

1.1. Assistant Communications Officer	Grade Level 06 (Step 2)
1.2. Communications Officer	Grade Level 07 (Step 2)
1.3. Higher Communications Officer	Grade Level 08
1.4. Senior Communications Officer	Grade Level 09
1.5. Principal Communications Officer Grade II	Grade Level 10
1.6. Principal Communications Officer, Grade I	Grade Level 12
1.7. Assistant Chief Communications Officer	Grade Level 13
1.8. Chief Communications Officer	Grade Level 14

2. DUTIES:

- 2.1 *Assistant communications Officer, Grade Level 06*
 - 2.1.1. Training on Radio Teletype, Radio Telephony. Wireless Telegraphy
Aeronautical Fixed Telecommunications equipment operation at the Aviations Training Centre, Ikeja.

- 2.1.2. Training on Network Planning, Navigational Aids, basic Meteorology a Telecommunication at Nigeria Civil Aviation Training Centre, Zaria.
 - 2.2. *Communications Officer, Grade Level 07*
 - 2.2.1. Performing operational duties on Radio Teletype, Wireless Telegraphy Radio Telephone circuits
 - 2.2.2., Keeping statistical records.
 - 2.3. *Higher Communications Officer, Grade Level 08*
 - 2.3.1 Performing operational duties on International Radio Teletype Circuits.
 - 2.3.2 Supervising Traffic Desk.
 - 2.3.3. Supervising Communications stations with not more than two circuits include the Airport telephone and the public address services.
 - 2.4. *Senior Communications Officer, Grade Level 09*
 - 2.4.1. Performing as Watch Supervisor in International Telecommunication Centre with minimum of twenty staff.
 - 2.4.2. Taking charge of out-station communications station with more than 1 operational circuits including public address services.
 - 2.5. *Principal Communications Officer Grade II, Grade Level 10*
 - 2.5.1. Organising the training programme of staff.
 - 2.5.2. Coordinating the activities of a number of Junior Staff.
 - 2.6. *Principal Communications Officer Grade I, Grade Level 12*
 - 2.6.1. Training and supervising the junior staff.
 - 2.6.2. Co-ordinating the duties of out-station staff.
 - 2.7. *Assistant Chief Communications Officer. Grade Level 13*
 - 2.7.1. Assisting in planning and organising the Aeronautical Communication Sect
 - 2.7.2. Taking charge of staff matters.
 - 2.7.3. Training junior staff.
 - 2.8. *Chief Communication Officer, Grade Level 14*
 - 2.8.1. Overseeing the Aeronautical Fixed Telecommunications Network Service in the country
 - 2.8.2. Advising on matters relating to communications operations.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 - Note: All promotions and transfers are subject to vacancy and satisfactory service records.
 - 3.1. *Assistant communications Officer, Grade Level 06*
 - 3.1.1. By direct appointment of a candidate possessing any of the following equivalent qualifications:
 - 3.1.1.1. Ordinary National Diploma in Electronics from a recognize Institution.
 - 3.1.1.2. Full Technological Certificate (Craft) of the City and Guilds of London Institute in relevant subjects.
 - 3.2. *Communications Officer, Grade Level 07*
 - 3.2.1. By advancement of a suitable Assistant Communications Officer who has been on the grade for twelve months.
 - 3.2.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. above plus at least one year post-qualification cognate experience.

- 3.3 *Higher Communications Officer, Grade Level 01*
 - 3.3.1. By promotion of a confirmed and suitable Communications Officer who has spent at least three years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. above plus at least four years' post-qualification cognate experience.
 - 3.3.3. By direct appointment of a candidate possessing the Higher National Diploma in Electronics from a recognised Institution
 - 3.4 *Senior Communications Officer, Grade Level 09*
 - 3.4.1. By promotion of a confirmed and suitable Higher Communications Officer who has spent at least three years on the grade.
 - 3.4.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. or 3.3.3. above plus at least seven or three years' post-qualification cognate experience respectively.
 - 3.5 *Principal Communications Officer Grade II Grade Level 10*
 - 3.5.1. By promotion of a confirmed and suitable Senior Communications Officer who has spent at least three years on the grade.
 - 3.5.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. or 3.3.3. above plus at least ten or six years post-qualification cognate experience respectively.
 - 3.6 *Principal Communications Officer Grade I, Grade Level 12*
 - 3.6.1. By promotion of a Principal Communications Officer Grade II who has spent at least three years on the grade.
 - 3.7 *Assistant Chief Communications Officer, Grade Level 13*
 - 3.7.1. By promotion of a Principal Communications Officer Grade I who has spent at least three years on the grade.
 - 3.8 *Chief communications Officer, Grade Level 14*
 - 3.8.1. By promotion of an Assistant Chief Communications Officer who has spent at least three years cii the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Communications Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

AIR TRAFFIC CONTROLLER CADRE

1. **POSTS AND SALARIES:**

1.1. Air Traffic Controller Grade II	Grade Level 08
1.2. Air Traffic Controller Grade I	Grade Level 09
1.3. Senior Air Traffic Controller	Grade Level 10
1.4. Principal Air Traffic Controller	Grade Level 12
1.5 Assistant Chief Air Traffic Controller	Grade Level 13
1.6. Chief Air Traffic Controller	Grade Level 14
1.7. Assistant Director	Grade Level 15
1.8. Deputy Director	Grade Level 16
1.9. Director	Grade Level 17

2. **DUTIES:**

2.1. *Air Traffic Controller Grade II, Grade Level 08*

2.1.1. This is a training grade for University graduates in relevant fields who are required to undergo an 18-month training programme at the Nigeria College of Aviation Technology, Zaria. On completion of the course, successful candidate are required to further undergo a 12-month on-the-job training at any of the major Airports and obtain Aerodrome and Approach Diploma for Air Traffic Controllers.

2.2. *Air Traffic Controller Grade I, Grade Level 09*

2.2.1. Performing the following duties under supervision:-

2.2.1.1. Providing Air Traffic Service to Aircraft on the maneuvering area of in aerodrome and those operating in the aerodrome traffic zone.

2.2.1.2. Notifying aircraft under jurisdiction of any failure or irregularity of apparatus, equipment or other services necessary for a safe conduct of any aerodrome traffic.

2.2.1.3. Providing flight information services.

2.2.1.4. Inspecting airfields, including runways, taxi ways and aprons to determine the suitability of the maneuvering area for aircraft operations

2.2.1.5. Providing services relating to search and rescue operations.

2.2.1.6. Indicating NOTAM actions on all aerodrome facilities/services.

2.2.1.7. Making limited weather observations and reporting to pilots on weather conditions on the approach and take off paths.

2.3. *Senior Air Traffic Controller, Grade Level 10*

2.3.1. Providing Air Traffic Services to Aircraft on the maneuvering area .of aerodrome mid those operating in the aerodrome traffic zone.

2.3.2. Notifying aircraft under jurisdiction of any failure or irregularity of an Apparatus, equipment or other service necessary for the safe conduct of any aerodrome traffic

2.3.3. Providing flight information services.

2.3.4. Inspecting airfield including runways, taxi ways and aprons to determine suitability of the maneuvering area for aircraft operations.

2.3.5. Indicating NOTAM actions on all aerodrome facilities/services.

2.3.6. Making limited weather observations and reporting to pilots on conditions on the approach and take-off paths.

2.4. *Principal Air Traffic Controller, Grade Level 12*
(Tower Control)

2.4.1. Supervising Aerodrome control activities and co-ordinating such activities as required with other ATC units to ensure effective management of the airspace

2.4.2. Interpreting regulation to ensure conformity with ATC procedures.

2.4.3. Making recommendations on the issuance and validation of rating.

2.4.4. Handling emergencies from Control Towers.

2.4.5. Investigating reports of non-compliance with regulations and procedures and taking necessary actions.

2.4.6. Standing at watch in operating position to maintain proficiency for the rating

held.

(Approach Control)

- 2.4.7. Providing standard separation in accordance with ICAO standard between controlled flights from the time and place at which:
 - a. In-bound aircraft is released by Area Control Unit such traffic is transferred to Aerodrome control.
 - b. Outbound aircraft is taken over from aerodrome control until such traffic is released to Area control.
 - c. Aircraft inbound from the flight information region comes under its function and until such traffic is transferred to Aerodrome control.
 - d. Aircraft outbound to the flight information region is taken over from aerodrome control and until such traffic is transferred to the unit providing flight information.
- 2.4.8 Providing flight information services to all aircraft under his control.
- 2.4.9 Initiating overdue action on aircraft which fail to land at aerodrome under control within a specified time.
- 2.4.10 Participating in search and rescue operations.
- 2.4.11 Monitoring navigational aids and communications facilities and informing pilots about their status before clearing such aircraft to carry out instrument approaches.
- 2.4.12 Liaising with net office for aerodrome forces and reports.
- 2.4.13 Assisting in the investigation of aircraft accidents/incidents.
- 2.4.14 Ensuring timely recording of aerodrome data for automatic terminal information service purposes.

2.5 *Assistant Chief Air Traffic Controller. Grade Level 13*

(Tower Control)

- 2.5.1 Co-ordinating the training of aerodrome control personnel
- 2.5.2 Ensuring that all necessary technical equipment, publications and facilities are available to aerodrome control personnel.
- 2.5.3 Participating in the rating and validation examination of aerodrome controllers.
- 2.5.4 Preparing and issuing unit orders and local knowledge questionnaires for use in aerodrome rating and validation examination.
- 2.5.5 Maintaining records and submitting reports on personnel, traffic activities and All phases of ATC operations as required.
- 2.5.6 Analysing reports on investigations and notifying the Area Chief Controller as appropriate.

(Approach Control)

- 2.5.7 Supervising the activities of approach control and co-ordinating such activities To ensure effective management of the airspace.
- 2.5.8 Directing the approach control personnel and making recommendations on the issuance and validation of ratings.
- 2.5.9 Supervising the training of approach control personnel and making recommendations on the issuance and validation of ratings.
- 2.5.10 Ensuring adequate records of arriving, departing and overflying traffic.

- 2.5.11 Investigating reports of non-compliance with regulations and procedures and taking necessary actions.
- 2.6 *Chief Air Traffic Controller, Grade Level 14*
(Radar Control)
 - 2.6.1 Using the data and information presented on the radar to perform traffic control services functions and maintaining watch on the progress of air traffic in order to provide:
 - 2.6.1.1 Improved position information regarding aircraft under control.
 - 2.6.1.2 Supplementary information regarding other aircrafts
 - 2.6.1.3 Information regarding any significant deviations by aircrafts from the terms of their respective air traffic control clearances.
 - 2.6.2 Taking charge of a Section.
 - 2.6.3 Providing flight information and radar advisory services to aircraft.
 - 2.6.4 Assisting in the search for and rescue of aircraft by plotting the last position of such aircraft on radar.
 - 2.6.5 Assisting in the provision of other services relating to search and rescue operations
 - 2.6.6 Ensuring that aircrafts are separated from obstacles on terrain.
 - 2.6.7 Providing meteorological information.
- 2.7 *Assistant Director, Grade Level 15*
(Radar Control)
 - 2.7.1 Supervising the work of radar control personnel.
 - 2.7.2 Supervising the training programmes of radar control personnel.
 - 2.7.3 Initiating the review of aerodrome policies and programmes.
 - 2.7.4 Participating in search and rescue operations as may be required.
 - 2.7.5 Standing as a watch in operating position(s) to maintain proficiency for ratings held.
 - 2.7.6 Taking charge of a Branch.
(Procedural Control)
 - 2.7.7 Ensuring provision of standard separation in accordance with ICAO standards.
 - 2.7.8 Taking responsibility for aerodrome operation development planning.
 - 2.7.9 Exchanging air traffic data with contiguous area control centres, approach control units and aerodrome control towers under jurisdiction.
 - 2.7.10 Providing flight information and alerting services to aircraft within The Information Region (FIR).
 - 2.7.11 Activating the Rescue Co-ordination Centre (RCC) and participating in operations.
 - 2.7.12 Taking charge of a Branch.
- 2.8 *Deputy Director, Grade Level 16*
(Radar Control)
 - 2.8.1 Co-ordinating the supervision and training of Radar Control personnel.
 - 2.8.2 Ensuring that all necessary technical equipment, publications and facilities available to Radar Control Personnel.

- 2.8.3 Participating in the conduct of rating and validation examinations of radius personnel.
- 2.8.4 Preparing and issuing Unit Orders and Local Knowledge Questionnaires for use in radar rating and validation examination.
- 2.8.5 Maintaining records and submitting reports on personnel, traffic activities and all phases of ATC operations as required
- 2.8.6 Standing as a watch in operating position(s) to maintain proficiency for the rating held.
- 2.8.7 Taking charge of a Division.
- 2.8.8 Assisting in SAR operations as may be required.
- 2.8.9 (*En-Route Radar Control*)
- 2.8.10 Providing radar services to overflying air traffic before being handed over to adjacent Flight Information Region.(FIR).
- 2.8.11 Directing search and rescue services/ operations.
- 2.8.12 Providing alerting services
- 2.8.13 Taking charge of a Division.
- 2.9 *Director, Grade Level 17.*
 - 2.9.1 Taking charge of a Department.
 - 2.9.2 Advising on the formulation, execution and review of aerodrome services matters.
 - 2.9.3 Liaising with operators and flying clubs on ATS matters.
 - 2.9.4 Issuing or validating licenses' ratings.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1. *Air Traffic Controller Grade II, Grade Level 08*
 - 3.1.1. By direct appointment of a candidate possessing a degree in Physics, Geography or Mathematics from a recognized University.
- 3.2. *Air Traffic Controller Grade I, Grade Level 09*
 - 3.2.1. By advancement of an Air Traffic Controller Grade II who has successfully completed the training programmes specified in sub-paragraph 2.1.1. above and obtained Aerodrome and Approach Diploma for Air Traffic Controllers.
- 3.3. *Senior Air Traffic Controller, Grade Level 10*
 - 3.3.1. By promotion of a suitable Air Traffic Controller Grade I who has spent at least three years on the grade, attended and passed Air Traffic Control Licensing Examination and obtained Aerodrome Rating/Licence.
- 3.4. *Principal Air Traffic Controller, Grade level 12*
 - 3.4.1. By promotion of a suitable Senior Air Traffic Controller who has spent at least three years on the grade and successfully completed the prescribed training for Approach Control and obtained the Approach Control Rating Licence
- 3.5. *Assistant Chief Air Traffic Controller, Grade Level 13*
 - 3.5.1. By promotion of a suitable Principal Air Traffic Controller who has spent at least three years on the grade and successfully completed the prescribed training in Aerodrome and Approach Control Rating.

- 3.6. *Chief Air Traffic Controller, Grade Level 14*
 - 3.6.1. By promotion of suitable Assistant Chief Air Traffic Controller who has spent at least three years on the grade, successfully completed the prescribed training for Approach Radar Controller and obtained the Approach Radar Rating Licence.
- 3.7. *Assistant Director, Grade Level 15*
 - 3.7.1. By promotion of a suitable Chief Air Traffic Controller who has spent at least three years on the grade and successfully completed the prescribed training for Area Procedural Control.
- 3.8. *Deputy Director, Grade Level 16*
 - 3.8.1. By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9. *Director, Grade Level 17*
 - 3.9.1. By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
- 3.10. *Direct Appointment to Posts in Grade Level 12 and Above:* Direct appointments may also be made to posts in Grade Level 12 and above; but these will be preceded by specific advertisements at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

AERONAUTICAL INFORMATION SERVICES ASSISTANT CADRE

1. POSTS AND SALARIES:

- | | |
|---|----------------|
| 1.1. Aeronautical Information Services Assistant Grade II | Grade Level 04 |
| 1.2. Aeronautical Information Services Assistant Grade I | Grade Level 05 |
| 1.3. Senior Aeronautical information Services Assistant | Grade Level 06 |
| 1.4. Chief Aeronautical Information Services Assistant | Grade Level 0 |

2. DUTIES:

- 2.1. *Aeronautical Information Services Assistant Grade II, Grade Level 04*
 - 2.1.1. Assisting in collecting, recording and distributing current information necessary for the safety and efficiency of Air Navigation.
- 2.2. *Aeronautical Information Services Assistant Grade I, Grade Level 05*
 - 2.2.1. Collecting, recording and distributing current information necessary for safety and efficiency of Air Navigation.
- 2.3. *Senior Aeronautical Information Services Assistant, Grade Level 06*
 - 2.3.1. Assisting in training and supervising junior staff.
 - 2.3.2. Collating and organising the distribution of necessary information
- 2.4. *Chief Aeronautical Information Services Assistant, Grade Level 07*
 - 2.4.1. Co-ordinating the activities of a number of junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

- Note:* All promotions/transfers are subject to vacancy and satisfactory service record.
- 3.1. *Aeronautical Information Services Assistant Grade II, Grade Level 04*

- 3.1.1. By direct appointment of a candidate possessing West African Certificate/Senior Secondary School Certificate or the General Certificate Education (Ordinary Level) with four credits obtained at one sitting of five credits obtained at two sittings.,
- 3.2. *Aeronautical Information Services Assistant Grade I, Grade Level 05*
 - 3.2.1. By promotion of a confirmed and suitable Aeronautical Information Assistant Grade II who has spent at Least two years on the grade and Departmental Confirmation/ Promotion Test at promotion level (i.e. 50%).
 - 3.2.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1. above plus at least two years' post-qualification cognate experience.
- 3.3. *Senior Aeronautical Information Services Assistant. Grade Level 06*
 - 3.3.1. By promotion of a confirmed and suitable Aeronautical Information S" Assistant Grade I who has spent at least two years on the grade.
- 3.4. *Chief Aeronautical information Services Assistant, Grade Level 07*
 - 3.4.1. By promotion of a suitable senior Aeronautical Information Services Assistant who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
 - 4.1. A confirmed and outstanding Aeronautical information Services Assistant Grade I scores at least 70 percent in the Departmental Confirmation/Promotion Test, year eligible for training as Assistant Aeronautical Information Services Office successful completion of the course the Information Services Assistant Grade II will eligible for promotion to the grade of Assistant Aeronautical information Services Officer.
 - 4.2. A confirmed, suitable and outstanding Senior Aeronautical Information Services Assistant Or Chief Aeronautical Information Services Assistant may be considered promotion or transfer to the post of Assistant Aeronautical Information Services Officer or Aeronautical Information Officer respectively.
 - 4.3. Any officer in the Aeronautical information Services Assistant Cadre who acquire of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

AERONAUTICAL INFORMATION SERVICES OFFICER CADRE

1. POSTS AND SALARIES:

1.1. Assistant Aeronautical Information Services-Officer	Grade Level 06 (Step 2)
1.2. Aeronautical Information Services Officer	Grade Level 07 (Step 2)
1.3. Higher Aeronautical Information Services-Officer	Grade Level 08
1.4. Senior Aeronautical information Services Officer	Grade Level 09
1.5. Principal Aeronautical Information Services Officer Grade II	Grade Level 10
1.6. Principal Aeronautical Information Services Officer Grade I	Grade Level 12
1.7. Assistant Chief Aeronautical Information Services Officer	Grade Level 13
1.8. Chief Aeronautical Information Services Officer	Grade Level 14

2. DUTIES:

- 2.1 *Assistant Aeronautical Information Services officer, Grade Level 06*
 - 2.1.1. Training at the Air Traffic Control School, Ikeja.
 - 2.1.2. Training on the job under supervision of the Aeronautical Information Services Officer in charge of an Airport Unit.
- 2.2. *Aeronautical Information Services Officer, Grade Level 07*
 - 2.2.1. Collecting, recording and ‘distributing current information necessary for the safety and efficiency of Air Navigation.
- 2.3. *Higher Aeronautical information Services Officer, Grade Level 08*
 - 2.3.1. Collecting, recording and distributing current information necessary for the safety and efficiency of Air Navigation.
 - 2.3.2. Assisting in publishing relevant documents.
- 2.4. *Senior Aeronautical Information Services Officer, Grade Level 09*
 - 2.4.1. Taking charge of Airport Units on operational requirements.
 - 2.4.2. Liaising with Heads of other operational branches for aeronautical information required for promulgation.
 - 2.4.3. Publishing documents relevant to the work of the unit.
- 2.5. *Principal Aeronautical Information Services Officer Grade II, Grade Level 10*
 - 2.5.1. Taking charge of operational planning in respect of functional Units at the Headquarters level.
 - 2.5.2. Supervising the Cartography Unit.
 - 2.5.3. Attending to operational queries.
- 2.6. *Principal Aeronautical Information Services Officer Grade I, Grade Level 12*
 - 2.6.1. Giving advice on operational instructions and method of operations.
 - 2.6.2. Undertaking supervision of Aeronautical Information Services, NOF.
- 2.7. *Assistant Chief Aeronautical Information Services Officer, Grade Level 13*
 - 2.7.1. Supervising the activities of a number of junior staff.
 - 2.7.2. Planning and executing training programmes.
- 2.8. *Chief Aeronautical Information Services Officer, Grade Level 14*
 - 2.8.1. Taking charge of the administration of the Section.
 - 2.8.2. Advising on aeronautical information services.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 - Note: All promotions/transfers are subject to vacancy and satisfactory service record,
 - 3.1 *Assistant Aeronautical Information Services Officer, Grade Level 06*
 - 3.1.1. By motion of a confirmed and outstanding Aeronautical Information Services Assistant Grade II who scored at least 70% in the Departmental Confirmation/Promotion Test and has successfully completed the requires training programme for Assistant Aeronautical Information Services Officer.
 - 3.1.2. By lateral transfer of a confirmed and outstanding Senior Aeronautical Information Services Assistant.
 - 3.1.3. By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two subjects preferably including Mathematics Physics or Geography obtained at one sitting or three subjects at two sittings.
 - 3.2. *Aeronautical Information Services Officer, Grade Level 07*
 - 3.2.1. By promotion of a confirmed and suitable Assistant Aeronautical information

- Services Officer who has spent at least two years on the grade.
 - 3.2.2. By promotion of an outstanding Senior Aeronautical Information Service Assistant or lateral transfer of an outstanding Chief Aeronautical Information Services Assistant.
 - 3.2.3. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.3. above plus at least two years' post-qualification cognate experience.
 - 3.3. *Higher Aeronautical Information Services Officer, Grade Level 08*
 - 3.3.1. By promotion of a confirmed and suitable Aeronautical Information Services Officer who has spent at least three years on the grade.
 - 3.3.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.3. above plus at least five years' postqualification cognate experience.
 - 3.4. *Senior Aeronautical information Services Officer, Grade Level 09*
 - 3.4.1. By promotion of a confirmed and suitable Higher Aeronautical Information Services Officer who has spent at least three years on the grade.,
 - 3.4.2. By direct appointment of a candidate possessing the qualification sub-paragraph 3.1 .3. above plus at least eight years' post-qualification cognate experience.
 - 3.5. *Principal Aeronautical Information Services Officer Grade II, Grade Level 10*
 - 3.5.1. By promotion of a confirmed and suitable Senior Aeronautical Information Services Officer who has spent at least three years on the grade.
 - 3.5.2. By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.3. above plus at least eleven years' post-qualification cognate experience.
 - 3.6. *Principal Aeronautical information Services Officer Grade II, Grade Level 12*
 - 3.6.1. By promotion of a confirmed and suitable Principal Aeronautical I Services Officer Grade II who has spent at least three years on the grade.
 - 3.7. *Assistant Chief Aeronautical Information Services Grade Level .13*
 - 3.7.1. By promotion of a suitable Principal Aeronautical information Services Officer Grade II, who has spent at least three years on the grade.
 - 3.8. *Chief Aeronautical Information Services Officer, Grade Level 14*
 - 3.8.1. By promotion of a suitable Assistant Chief Aeronautical Information Service Officer who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
 Officers in the Aeronautical Information Services Officer Cadre who acquire any of the qualifications specified for appointment to any higher grade will be eligible promotion transfer to the grade.

METEOROLOGICAL ATTENDANT CADRE

1. POSTS AN'D SALARIES:

- | | | |
|-----|----------------------------------|----------------|
| 1.1 | Meteorological Attendant | Grade Level 02 |
| 1.2 | Head of Meteorological Attendant | Grade Level 03 |

2. **DUTIES:**
 - 2.1. *Meteorological Attendant, Grade Level 02*
 - 2.1.1. Carrying routine and emergency meteorological messages to the Air Traffic Towers at Airports Aerodromes.
 - 2.1.2. Assisting the Mechanical Attendants in the generation of hydrogen used in filling pilot balloons and radio sound balloons.
 - 2.1.3. Assisting in taking record of readings during pilot balloon observations.
 - 2.2. *Head Meteorological Attendant, Grade Level 03*
 - 2.2.1. Taking record of readings during pilot balloon observations.
 - 2.2.2. Supervising meteorological attendants.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
 - 3.1. *Meteorological Attendant. Grade Level 02*
 - 3.1.1. By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.2. *Head Meteorological Attendant, Grade Level 03*
 - 3.2.1. By promotion of a confirmed and suitable Meteorological Attendant who has spent at least two ye on the
4. **ADVANCEMENT BEYOND THE CADRE:**
 Suitable Meteorological Attendant who obtains any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

METEOROLOGICAL OFFICER CADRE

1. **POSTS AND SALARIES:**

1.1. Meteorological Assistant	Grade Level 04
1.2. Assistant Meteorological Officer	Grade Level 06
1.3. Meteorological Officer	Grade Level 07 (Step 2)
1.4. Higher Meteorological Officer	Grade Level 08
1.5. Senior Meteorological Officer	Grade Level 09
1.6. Principal Meteorological Officer Grade II	Grade Level 10
1.7. Principal Meteorological Officer Grade I	Grade Level 12
1.8. Assistant Chief Meteorological Officer	Grade Level 13
1.9. Chief Meteorological Officer	Grade Level 14
2. **DUTIES:**
 - 2.1. *Meteorological Assistant, Grade Level 04*
 - 2.1.1. This is a training grade. Officers are required to undergo a two-year basic course in forecasting and observation at an approved Meteorological Training School to qualify for Classes IV and III Certificates. Successful candidates at this course will be advanced to the post of Assistant Meteorological Officer, Grade Level 06.
 - 2.1.2. Outstanding candidates who obtain the Certificates in sub-paragraph 2.1.1. above will be eligible for a further two-year course in forecasting at an approved School. This course will enable the Officer to obtain the Class II Certificate and would be advanced to the grade of Higher Meteorological Officer, Grade Level 08 on successful completion of the course.

- 2.2 *Assistant Meteorological Officer. Grade Level 06*
 - 2.2.1. *(Forecasting)*
 - 2.2.1.1. This is a training grade for successful candidates at the basic course in forecasting and observation. Candidates appointed direct to it are also required to undergo this two-year course at an approved Meteorological School
 - 2.2.2. *(Observation)*
 - 2.2.2.1. Observing, recording and plotting meteorological data,
 - 2.2.2.2. Supervising Meteorological Assistants in outstations.
 - 2.2.2.3. Taking observation in synoptic stations, coding, recording and translating meteorological messages, plotting weather maps at the Forecast Office.
- 2.3 *Meteorological Officer, Grade Level 07*
 - 2.3.1. *(Forecasting)*
 - 2.3.1.1. Weather forecasting for (i) Aviation (ii) Marine, and (iii) Agriculture.
 - 2.3.2. *(Observation)*
 - 2.3.2.1. Observing, recording and plotting meteorological data.
 - 2.3.2.2. Operating the Wind Finding Radar and Radio Sound Receiver and computing the upper air data measured by these instruments.
 - 2.3.2.3. Supervising Data Entry Operators in the work unit.
 - 2.3.2.4. Check Climatological returns.
- 2.4 *Higher Meteorological Officer, Grade Level 08*
 - 2.4.1. *(Forecasting)*
 - 2.4.1.1. Forecasting weather for Aviation, Marine, Agriculture and Hydrology
 - 2.4.1.2. Training junior staff on the job.
 - 2.4.1.3. Assisting in weather and upper air charts analysis.
 - 2.4.2. *(Observation)*
 - 2.4.2.1. Collecting and tabulating data for research.
 - 2.4.2.2. Checking climatological returns.
 - 2.4.2.3. Training junior staff.
- 2.5 *Senior Meteorological Officer, Grade Level 09*
 - 2.5.1. *(Forecasting)*
 - 2.5.1.1. Carrying out weather forecasting for the Radio, Television and general public.
 - 2.5.1.2. Training junior staff on the job.
 - 2.5.1.3. Supervising team work.
 - 2.5.2. *(Observation)*
 - 2.5.2.1. Inspecting existing meteorological observations at Universities Agricultural Schools and other Institutions to ensure high standards standardization of all observations in the country.
 - 2.5.2.2. Displaying Meteorological data to provide information for reports and forecasts.
- 2.6 *Principal Meteorological Officer Grade 11 Grade Level 10*

- 2.6.1. *(Forecasting)*
 - 2.6.1.1. Training and supervising Meteorological Superintendents in the Fore Offices.
 - 2.6.1.2. Planning and presenting weather forecasts for the Television and Radio
- 2.6.2. *(Observation)*
 - 2.6.2.1. Supervising specialized networks in Hydromet, Agromet, at Climate.
 - 2.6.2.2. Plotting weather charts and aerological graphs.
 - 2.6.2.3. Analysing charts and graphs to provide special meteorological ci research' scientists.
 - 2.6.4. Providing special transcripts of verbal reports of data, using graph charts and publications for newscasts or airlines.
 - 2.6.2.5. Supervising the collection and dissemination of meteorological C the main Forecast Offices.
 - 2.6.2.6. Training junior staff on the job.
- 2.7 *Principal Meteorological Officer Grade I. Grade Level 12*
 - 2.7.1. *(Forecasting)*
 - 2.7.1.1. Organising and installing specialized network of observations.
 - 2.7.1.2. Assisting in the processing, compilation and dissemination climatological data.
 - 2.7.1.3. Attending to climatological inquiries.
 - 2.7.1.4. Assisting in the preparation of climatological atlases.
 - 2.7.1.5. Supervising staff in the Hydrometeorology section.
 - 2.7.1.6. Plotting weather and chart analysis in the Central Forecast Office.
 - 2.7.1.7. Supervising the activities of staff in the Central Forecast Office or in Agrometeorological, Climatological and Hydrometeorological activities.
 - 2.7.1.8. Assisting in the preparation of short, medium and long range weather forecasts in the Central Forecast Office,
 - 2.7.1.9. Overseeing telecommunications activities in the Central Forecast Office.
 - 2.7.2. *(Observation)*
 - 2.7.2.1. Assisting in the technical administration and activities of agrometeorology in zonal offices.
 - 2.7.2.2. Assisting in the processing of agroclimatic data for use in preparation of agrometeorological bulletin.
 - 2.7.2.3. Undertaking quality control, overall checking and preservation of all meteorological returns.
 - 2.7.2.4. Carrying out maintenance of network inventory.
 - 2.7.2.5. Processing inspection reports from Group Inspectors.
- 2.8 *Assistant Chief Meteorological Officer, Grade Level 13*
 - 2.8.1. *(Forecasting)*
 - 2.8.1.1. Analysing chart in the Central Forecast Office (C.F.O.)
 - 2.8.1.2. Supervising and co-ordinating the activities of junior staff in the

Central Forecast Office (C.F.O).

2.8.1.3. Taking responsibility for telecommunication matters in the Central Forecast Office (C.F.O.).

2.8.2. (*Observation*)

2.8.2.1. Supervising and co-ordinating the activities of junior staff in Synoptic, Agrometeorological, Climatological and Hydrometeorological sections.

2.8.2.2. Assisting in the processing of agro-climatic data for use in preparation of Agro-Meteorological bulletin.

2.8.2.3. Undertaking quality control, overall checking and preservation of all meteorological returns.

2.8.2.4. Maintaining network inventory.

2.8.2.5. Processing inspection reports from State Meteorological Inspectors

2.9 *Chief Meteorological Officer, Grade Level 14*

29.1 (*Forecasting*)

2.9.1.1. Assisting the Director in the operation and planning of National and International Meteorological communication' matters.

2.9.1.2. Liaising with National and International bodies on Meteorological communications matters.

2.9.1.3. Taking responsibility for meteorological code matters.

2.9.1.4. Supervising the activities of the section.

2.9.2. (*Observation*)

2.9.2.1. Supervising the work of the Section.

2.9.2.2. Advising on observation matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service records
Meteorological Assistant, Grade Level 04

3.1.1. By direct appointment of a candidate possessing the General Certificate of Education (Ordinary Level) with four credits Obtained at one sitting or five credits obtained at two sittings or West African School Certificate or Senior Secondary School Certificate with passes preferably in Mathematics and Physics or Geography.

- 3.2 Assistant Meteorological Officer, Grade Level 06
 - 3.2.1 By advancement of a confirmed and suitable Meteorological Assistant who has successfully completed the course specified in sub-paragraph 2.1 above and obtained the Classes IV and III Meteorological Certificates from an approved Meteorological Training Institute.
 - 3.2.2 By direct appointment of a candidate possessing the General Certificate Education (Advanced Level) in two subjects obtained at one sitting or in the subjects obtained at two sittings preferably including Mathematics and Physical or Geography.
 - 3.2.3 By direct appointment of a candidate possessing Ordinary National Diploma in relevant subjects.
 - 3.3 Meteorological Officer, Grade Level 07
 - 3.3.1 By promotion of a confirmed and suitable Assistant Meteorological Officer who has spent at least two years on the grade.
 - 3.4 Higher Meteorological Officer, Grade Level 08
 - 3.4.1 By advancement of a confirmed and suitable Assistant Meteorological Officer who has successfully completed the prescribed two-year training course in an approved Institution and obtained the Class II Certificate.
 - 3.4.2 By promotion of a confirmed and suitable Meteorological Officer who has spent at least three years on the grade.
 - 3.4.3 By direct appointment of a candidate possessing the Higher National Diploma in a relevant subject from a recognized Institution.
 - 3.5 Senior Meteorological Officer, Grade Level 09
 - 3.5.1 By promotion of a confirmed and suitable Higher Meteorological Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.3 above plus at least three years post-qualification experience.
 - 3.6 Principal Meteorological Officer Grade II, Grade Level 10
 - 3.6.1 By promotion of a confirmed and suitable Senior Meteorological Officer who has spent at least three years on the grade.
 - 3.6.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.4.3 above plus at least six years post-qualification experience.
 - 3.7 Principal Meteorological Officer Grade I, Grade Level 12
 - 3.7.1 By promotion of a confirmed and suitable Principal Meteorological Officer Grade II who has spent at least three years on the grade.
 - 3.8 Assistant Chief Meteorological Officer, Grade Level 13
 - 3.8.1 By promotion of a suitable Principal Meteorological Officer Grade I who has spent at least three years on the grade.
 - 3.9 Chief Meteorological Officer, Grade Level 14
 - 3.9.1 Promotion of a suitable Assistant Chief Meteorological Officer who has spent at least three years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Meteorological Officer cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

METEOROLOGIST CADRE

1. POSTS AND SALARIES:

1.1	Meteorologist Grade II	Grade Level 08
1.2	Meteorologist Grade I	Grade Level 09
1.3	Senior Meteorologist	Grade Level 10
1.4	Principal Meteorologist	Grade Level 12

1.5	Assistant Chief Meteorologist	Grade Level 13
1.6	Chief Meteorologist	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Meteorologist GradeII Grade Level 08
 - 2.1.1 The Officer is assigned to undertake the preparation of general weather forecasting at one of the main Forecast Offices.
 - 2.1.2 Performing investigations of Meteorological models.
- 2.2 Meteorologist Grade I, Grade Level 09
 - 2.2.1 Conducting Meteorological research
 - 2.2.2 Performing one or more of the following specialized duties:
 - 2.2.2.1 Aerology
 - 2.2.2.2 Liaising with Agro-meteorology
 - 2.2.2.3 Liaising with the Institute for Meteorological Research and Training
 - 2.2.2.4 Climatology
 - 2.2.2.5 Marine Meteorology
 - 2.2.2.6 Hydrometeorology
 - 2.2.2.7 Synoptic Meteorology
 - 2.2.3 Assisting in Training Junior Meteorological Staff
- 2.3 Senior Meteorologist, Grade Level 10
 - 2.3.1 Processing acquired data
 - 2.3.2 Assisting in the publication of analyzed data
 - 2.3.3 Making investigations into climatic changes
- 2.4 Principal Meteorologist, Grade Level 12
 - 2.4.1 Leading operational team in any of the following specified fields:
 - 2.4.1.1 Weather fluctuation
 - 2.4.1.2 Flood forecasting
 - 2.4.1.3 Duststorm
 - 2.4.1.4 Dry Spells
 - 2.4.1.5 Hailstorm and Thunderstorm
 - 2.4.1.6 Crop weather Model
 - 2.4.1.7 Solar radiation measurement
 - 2.4.2 Supervising Junior Officers
 - 2.4.3 Lecturing in his fields of specialization when deployed to the Institute for Meteorological Research and Training.
 - 2.4.4 Organizing training programmes and taking/responsibility or examination papers.
- 2.5 Assistant Chief Meteorologist, Grade Level 13
 - 2.5.1 Leading research and operational teams in one of the following areas:-
 - 2.5.1.1 Numerical Weather Production
 - 2.5.1.2 General Circulation
 - 2.5.1.3 Synoptic and Satellite Meteorology Research
 - 2.5.1.4 Upper atmosphere
 - 2.5.1.5 Physical and Dynamic Oceanography.
 - 2.5.1.6 Agrometeorology.
 - 2.5.1.7 Hydrometeorology.
 - 2.5.1.8 Climatology.
 - 2.5.1.9 Wind and Solar Energy Resources.
 - 2.5.1.10 Cloud Physics and weather modification research
 - 2.5.1.11 Biometeorology and Airpollution.

- 2.5.2 Developing teaching Aids, Meteorological instruments and computer techniques for processing all climatological data and for quality control and checking.
- 2.5.3 Giving lectures in his fields of specialization.
- 2.5.4 Developing Programmes tot application to Climatological, Hydrometeorologicaland Agrometeorologicaldata.
- 2.5.5 Developing programmes for scientific applications and in particular for numerical weather forecasting.
- 2.5.6 Taking charge of publication of monthly rainfall, weather release agrometerotogical bulletin, climatic maps and other information.
- 2.5.7 Taking responsibility for processing climatological data collected from all the stations and supplying the same to agencies that need them.
- 2.5.8 Making weather forecasts using numerical weather.
- 2.5.9 Collecting, processing and analyzing surface upper atmosphere satellite and radar data and prognosis.
- 2.5.10 Taking responsibility for marine meteorological services.
- 2.5.11 Installing, maintaining and repairing conventional and specialized.meteorologicalinstruments.
- 2.5.12 Testing newly developed meteorological instruments and advising on their functions and adaptability.
- 2.5.13 Calibrating and standardizing all meteorological instruments in order to maintain accuracy and uniformity of readings.
- 2.5.14 Supervising the installation and maintenance of all types of radars and radar workshops.
- 2.5.15 Supervising the installations and maintenance of all radio equipment.
- 2.5.16 Advising on all radar matters.
- 2.5.17 Advising on all radio telecommunications matters.
- 2.5.18 Supervising the electronic workshops and the functioning of all radio circuits in the national and regional Telecommunications network.
- 2.5.19 Developing radio systems to suit specific needs.
- 2.5.20 Supervising the setting up of Agrometeorological, Aeronautical,Hydrometeorological, Marine, Upper Air and other types of Meteorological Stations in accordance with laid down criteria.
- 2.5.21 Keeping comprehensive records of the various categories of stations in department and ensuring implementation of the network of the programmes.
- 2.5.22 Organizing and providing meteorological network information as required.
- 2.5.23 Preparing weather forecasts using numerical weather.
- 2.6 Chief Meteorologist Grade Level 14
 - 2.6.1 Taking responsibility for all training programmes organized in the Institute for Meteorological Research.
 - 2.6.2 Managing and organizing telecommunication instruments, network and stored required by the Department.
 - 2.6.3 Arranging systems and schedules for the collection of weather informalwithin specified times and for disseminating various output products of the Central ForecastOffice and Zonal Offices to the States Offices.
 - 2.6.4 Taking responsibility for the efficient operation of all transmitting and receiving equipment in accordance with laid down WMO, ITU and I.C.A.O. Procedures
 - 2.6.5 Supervising regular up-dating of information on agrometeorological and/or hydrometeorological practices and procedures in line with the recommendation of the World Meteorological Organization.
 - 2.6.6 Publishing National Meteorological bulletins

- 2.6.7 Performing all operational aspect of meteorology and or hydrometeorology for Water Resources and Agriculture.
- 2.6.8 Assisting in the administration of Zonal and outstation offices.
- 2.6.9 Disseminating weather information for application to Agriculture, Aviation and Water Resources at the Zonal Level.
- 2.7 Assisting Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Co-ordinating the activities of Zonal Offices
 - 2.7.3 Initiating action on the review of meteorology services policies and programmes.
 - 2.7.4 Co-ordinating the research programmes of the Department.
 - 2.7.5 Co-ordinating the training programmes for Staff
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Taking charge of a Division
 - 2.8.2 Assisting in the general administering of the Department.
 - 2.8.3 Assisting in formulating and executing policies.
 - 2.8.4 Taking responsibility for meteorological services development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the administration on of the Department.
 - 2.9.2 Ensuring compliance with all National and International Meteorological Regulations.
 - 2.9.3 Advising the authority on all matters relating to meteorological services

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN WE CADRE**

Note All promotions and transfers are subject to vacancy and satisfactory service record

- 3.1 Meteorologist Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in any of the following disciplines from a recognised University
 - 3.1.1.1 Meteorology
 - 3.1.1.2 Physics.
 - 3.1.1.3 Mathematics
 - 3.1.1.4 Statistics.
 - 3.1.1.5 Computer Science.
 - 3.1.1.6 Electronics
 - 3.1.1.7 Agricultural Science.
 - 3.1.1.8 Geography.
- 3.2 Meteorologist Grade I. Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Meteorologist Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' postqualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a relevant Master s degree from a recognized University plus at least one-year post qualification cognate experience.
- 3.3 Senior Meteorologist, Grade Level 10
 - 3.1 By promotion of a confirmed and suitable Meteorologist Grade I who has spent at least three years oil the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.

- 3.3.3 By direct appointment eta candidate possessing a relevant Master's degree from a recognized University plus at least four years post-qualification cognate experience.
- 3.3.4 By direct appointment of a candidate possessing relevant Doctorate Degree plus at least one year post-qualification cognate experience.
- 3.4 Principal Meteorologist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Meteorologist who has spent at least three years on the grade.
- 3.5 Assistant Chief Meteorologist, Grade Level 13
 - 3.5.1 By promotion of a continued and suitable Principal Meteorologist who has spent at least three years on the grade.
- 3.6 Chief Meteorologist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Meteorologist who has spent at least threeyears on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Meteorologist who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointment may also be made to posts in Grade Level 12 and above; but these Will be preceded by a specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grade are subject to confirmation of appointment.

ELECTRICAL SUPERINTENDENT CADRE

1. POSTS AND SALARIES:

1.1	Assistant Electrical Superintendent	Grade Level 06
1.2	Electrical Superintendent	Grade Level 07
1.3	Higher Electrical Superintendent	Grade Level 08
1.4	Senior Electrical Superintendent	Grade Level 09
1.5	Principal Electrical Superintendent Grade II	Grade Level 10
1.6	Principal Electrical Superintendent Grade I	Grade Level 12
1.7	Assistant Chief Electrical Superintendent	Grade Level 13
1.8	Chief Electrical Superintendent	Grade Level 14
2. DUTIES
 - 2.1 Assistant Electrical Superintendent, Grade Level 06
 - 2.1.1 Maintaining Standby Sets.
 - 2.1.2 Distributing network
 - 2.1.3 Installing and maintaining visual landing aids
 - 2.1.4 Controlling and supervising junior staff
 - 2.2 Electrical Superintendent, Grade Level 07
 - 2.2.1 Taking responsibility for high and low tension distribution networks.
 - 2.2.2 Supervising Government and private electrical works within the boundary of airport.
 - 2.2.3 Taking charge of power supply to contractors and officers of the airport.
 - 2.2.4 Supervising other projects
 - 2.3 Higher Electrical Superintendent, Grade Level 08

- 2.3.1 Performing routine maintenance of transformers, switch gears, standby plants and power system.
- 2.3.2 Taking charge of airport electrical stores, records and management of electricity bill.
- 2.3.3 Organizing and controlling site
- 2.3.4 Submitting airport job progress reports.
- 2.3.5 Making financial requirements in consultation with Senior Officers.
- 2.4 Senior Electrical Superintendent, Grade Level 09
 - 2.4.1 Making routine visits and inspecting airports in the country.
 - 2.4.2 Taking charge of Trade Tests and Departmental Examinations.
 - 2.4.3 Producing technical drawings in consultation with Senior Officers.
- 2.5 Principal Electrical Superintendent Grade II, grade Level 10
 - 2.5.1 Costing and estimating on-the-job training of junior staff
 - 2.5.2 Drafting contract agreements.
 - 2.5.3 Taking charge of headquarters stores and equipment.
- 2.6 Principal Electrical Superintendent Grade I, Grade Level 12
 - 2.6.1 Determining bulk loading equipment in all airports
 - 2.6.2 Recruiting and training staff
 - 2.6.3 Keeping records of votes of expenditure
 - 2.6.4 Supervising the activities of a number of subordinate staff.
- 2.7 Assistant Chief electrical Superintendent, Grade Level 13
 - 2.7.1 Making consultation with National Electric Power Authority
 - 2.7.2 Assisting the Chief Electrical Superintendent in the administration of the Section.
 - 2.7.3 Taking charge of training programmes.
- 2.8 Chief Electrical Superintendent, Grade Level 14
 - 2.8.1 Taking charge of electrical duties for the country's airports.
 - 2.8.2 Advising on related matters.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 Assistant Electrical Superintendent, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Ordinary National Diploma in Electrical Engineering from a recognized Institution.
 - 3.1.1.2 Final Certificate of the City and Guilds of London Institute in Electrical Engineering plus at least two years' post-qualification cognate experience.
 - 3.1.1.3 Full technological Certificate (Craft) of the City and Guilds of London Institute in the relevant trade.
- 3.2 Electrical Superintendent, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Electrical Superintendent possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.3 above who has spent one year on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in Electrical Engineering plus at least four years' or Full Technological Certificate (Craft) of the City and Guilds of London Institute or Ordinary National Diploma in Electrical Engineering from a recognized Institution plus - at least one year post-qualification cognate experience.
- 3.3 Higher Electrical Superintendent, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Electrical superintendent who has spent at least three years on the grade

- 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Electrical Engineering from a recognised Institution.
- 3.3.3 By direct appointment of a candidate possessing the qualification specified I sub-paragraph 3.1.1.1 or 3.1.1.3 above plus at least four years or in sub paragraph 3.1.1.2 above plus at least seven years' post-qualification cognate experience.
- 3.4 Senior Electrical Superintendent, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Electrical Superintendent who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Electrical Superintendent Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Electrical Superintendent who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least- six years' post qualification cognate experience.
- 3.6 Principal-Electrical Superintendent Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Electrical Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Electrical Superintendent, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Electrical Grade I who has spent at least three years on the grade.
- 3.8 Chief Electrical Superintendent, Grade Level 14
 - 3.8.1 By promotion of an Assistant Chief Electrical Superintendent who has spent least three years on the grade.

**COMMERCE
TRADE ASSISTANT CADRE**

- 1. POSTS AND SALARIES
 - 1.1 Trade Assistant Grade Level 04
 - 1.2 Senior Trade Assistant Grade II Grade Level 05
 - 1.3 Senior Trade Assistant Grade I Grade Level 06
 - 1.4 Chief Trade Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Trade Assistant, Grade Level 04
 - 2.1.1 Assisting in collecting data and information on market prices.
 - 2.1.2 Inspecting markets and consumers' shops.
 - 2.1.3 Assisting in compiling routine reports on trade malpractices and other materials for market research.
 - 2.2 Senior Trade Assistant Grade II, Grade Level 05
 - 2.2.1 Assisting in inspecting business remises for purposes of registration.
 - 2.2.2 Collating data and information on market prices.
 - 2.2.3 Compiling routine reports on trade malpractice and other materials for market research.
 - 2.2.4 Assisting in compiling information and data for publication of State Trade Directorate.
 - 2.3 Senior Trade Assistant Grade I, Grade Level 06
 - 2.3.1 Disseminating trade information to traders and businessmen.
 - 2.3.2 Inspecting business premises for purposes of Registration.
 - 2.3.3 Supervising the activities of a number of junior staff.

- 2.4 Chief Trade Assistant, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of junior staff.
 - 2.4.2 Assisting the Trade Intelligence Section in compiling newspapers cuttings on important trade and economic advertisements and articles for reference purpose.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotion's and transfers are subject to vacancy and satisfactory service record.

- 3.1 Trade Assistant, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 West African School Certificate or Senior Secondary School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings.
- 3.2 Senior Trade Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Trade Assistant who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification
- 3.3 Senior Trade Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Trade Assistant Grade II who has spent at least two years on the grade.
- 3.4 Chief Trade Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Trade Assistant Grade I who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Trade Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

TRADE OFFICER CADRE

1. POSTS AND SALARIES:

- | | | |
|-----|-------------------------------|----------------|
| 1.1 | Assistant Trade Officer | Grade Level 06 |
| 1.2 | Trade Officer | Grade Level 07 |
| 1.3 | Higher Trade Officer | Grade Level 08 |
| 1.4 | Senior Trade Officer | Grade Level 09 |
| 1.5 | Principal Trade Officer | Grade Level 10 |
| 1.6 | Assistant Chief Trade Officer | Grade Level 12 |
| 1.7 | Chief Trade Officer | Grade Level 13 |

2. DUTIES:

- 2.1 Assistant Trade Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Assisting in the preparation of status report of Local Firms.
 - 2.1.1.2 Supplying trade information and preparing monthly and quarterly reports on the worst situation of essential commodities.
- 2.2 Trade Officer, Grade Level 07
 - 2.2.1 Assisting in the preparation of status reports of local companies.
 - 2.2.2 Undertaking market research and advisory service to importers and exporters.
 - 2.2.3 Investigating minor trade complaints.
- 2.3 Higher Trade Officer, Grade Level 08
 - 2.3.1 Assisting in the organization of Trade Fairs.
 - 2.3.2 Preparing status report of local companies.
 - 2.3.3 Assisting in the training of junior staff.

- 2.4 Senior Trade Officer, Grade Level 09
 - 2.4.1 Taking charge of specified subjects.
 - 2.4.2 Supervising the work of a number of junior staff.
 - 2.4.3 Assisting in the training of junior staff.
- 2.5 Principal Trade Officer, Grade Level 10
 - 2.5.1 Processing applications for registration of business names.
 - 2.5.2 Assisting in formulating and executing training programmes for junior staff.
 - 2.5.3 Coordinating the activities of a Unit
- 2.6 Assistant Chief Trade Officer, Grade Level 12
 - 2.6.1 Coordinating the activities of a number of Units
 - 2.6.2 Performing the following duties when deployed to Nigerian Missions abroad:-
 - 2.6.2.1 Promoting trade by advising and assisting potential exporters.
 - 2.6.2.2 Encouraging foreign investment and serving as liaison between Nigerian sellers and the host country's buyers.
 - 2.6.2.3 Organizing Nigerian's participation at Trade Pairs.
- 2.7 Chief Trade Officer, Grade Level 13
 - 2.7.1 Coordinating the activities of a number of junior staff
 - 2.7.2 Advising on the training needs of junior staff
 - 2.7.3 Performing the duties specified in sub-paragraph 2.6.2 above.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Trade Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Business Administration or Marketing from a recognized Institution.
 - 3.1.1.2 General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings.
- 3.2 Trade Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Trade Officer who has spent at least two-years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Higher National Diploma or Higher National Certificate in Business Studies or Marketing from a recognized Institution.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Higher Trade Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Trade Officer who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least five or three years' post-qualification cognate experience respectively
- 3.4 Senior Trade Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Trade Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least eight or six years' post-qualification cognate experience respectively.
- 3.5 Principal Trade Officer Grade Level 10

- 3.5.1 By promotion of a confirmed-and suitable Senior Trade Officer who ins spent at least three years on the grade.
- 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1 or 3.2.2 above plus at least eleven or nine years post-qualification cognate experience respectively.
- 3.6 Assistant Chief Trade Officer, Grade Level,12
 - 3.6.1 By promotion of a confirmed and suitable Principal Trade Officer who hasspentat least three -years on the grade.
- 3.7 Chief Trade OfficerGrade Level 13
 - 3.7.1 Bypromotion of a suitable Assistant Chief Trade Officer who has spent at leastthreeyears on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Trade Officer Cadre who acquires any of the qualifications specified for appointment to my higher grade is eligible for promotion/transfer to the grade.

INSPECTOR OF WEIGHTS AND MEASURES CADRE

1. POSTS AND SALARIES

- | | | |
|-----|------------------------------|----------------|
| 1.1 | Assistant Inspector | Grade Level 06 |
| 1.2 | Inspector | Grade Level 07 |
| 1.3 | Higher Inspector | Grade Level 08 |
| 1.4 | Senior Inspector | Grade Level 09 |
| 1.5 | Principal Inspector Grade II | Grade Level 10 |
| 1.6 | Principal Inspector Grade I | Grade Level 12 |
| 1.7 | Assistant Chief Inspector | Grade Level 13 |
| 1.8 | Chief Inspector | Grade Level 14 |

2. DUTIES

- 2.1 Assistant Inspector, Grade Level 06
 - 2.1.1 This is a training grade in which officers undergo on-the-job training in all aspects-of the job for 18 months and thereafter deployed on routine weights and measures duties under supervision.
- 2.2 Inspector, Grade Level 07
 - 2.2.1 Functioningunder supervision, ensuring compliance with the provisions of flit Weights and Measures Decree and Subsidiary Laws.
- 2.3 Higher Inspector, Grade Level 08
 - 2.3.1 Enforcing Weights and Measures Decree 1974 and all Regulations made thereunder.
 - 2.3.2 Prosecuting offenders.
- 2.4 Senior Inspector, Grade Level 09
 - 2.4.1 Taking charge of a State Office.
 - 2.4.2 Assisting in the training and supervision ofjunior officers.
- 2.5 Principal Inspector Grade II, Grade Level 10
 - 2.5.1 Taking charge of a Zonal Headquarters.
 - 2.5.2 Supervising and coordinating the activities in the State Officeswithin a Zone.
 - 2.5.3 Overseeingresearchandtraining.
- 2.6 Principal Inspector Grade I, Grade Level 12
 - 2.6.1 Taking charge of a group of zonal offices.
 - 2.6.2 Taking charge of laboratory services, consumer protection and calibration of all tankers.
- 2.7 Assistant Chief Inspector, Grade Level 13

- 2.7.1 Assisting in the administration of the Section
- 2.7.2 Co-ordinating the activities of Units in the Section.
- 2.7.3 Advising field officers on prosecutions and administration of Weights and Measures Decree 1974.
- 2.8 Chief Inspector, Grade Level 14
 - 2.8.1 Taking charge of the Section.
 - 2.8.2 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to the standardization of weights and measures.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

- 3.1 Assistant Inspector, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subject passed at one sitting or three subjects at two sittings, preferably including Physics and Mathematics.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds Institute of London in a relevant subject.
 - 3.1.1.3 Ordinary National Diploma in a relevant subject from a recognized Institution.
- 3.2 Inspector, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Inspector who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus-at least two year' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.3.1 Testamur Certificate of Weights and Measures.
 - 3.2.3.2 Higher National Diploma in a relevant subject from a recognized Institution.
- 3.3 Higher Inspector. Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Inspector who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years or in sub-paragraph 3.2.3 above plus at least three years post-qualification cognate experience.
- 3.4 Senior Inspector, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Inspector who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eight or six years post-qualification cognate experience respectively.
- 3.5 Principal Inspector Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Inspector who has spent atleast three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.3 above plus at least nine years' post-qualification cognate experience.
- 3.6 Principal Inspector Grade I Grade Level 12

- 3.6.1 By promotion of a confirmed and suitable Principal inspector Grade II who has spent at least three years on the grade
- 3.7 Assistant Chief Inspector Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Inspector Grade I who has spent at least three years on the grade.
- 3.8 Chief Inspector Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Inspector who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Officers in the Inspector of Weights and Measures Cadre who acquire any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

COMMERCIAL OFFICER CADRE

1. POSTS AND SALARIES

1.1	Commercial Officer Grade II	Grade Level 08
1.2	Commercial Officer Grade I	Grade Level 09
1.3	Senior Commercial Officer	Grade Level 10
1.4	Principal Commercial Officer	Grade Level 12
1.5	Assistant Chief Commercial Officer	Grade Level 13
1.6	Chief Commercial Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:

- 2.1 Commercial Officer Grade II, Grade Level 08
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Assisting in preparing loan appraisals for Financial aids
 - 2.1.1.2 Carrying out feasibility studies-on business concerns trade association chambers of commerce awl other business organizations.
 - 2.1.1.3 Collecting trade intelligence reports, analyzing and evaluating statistical data on trade and business.
 - 2.1.1.4 Assisting in preparing economic status reports.
 - 2.1.1.5 Compiling trade journals and directories for publicity and dissemination
- 2.2 Commercial Officer Grade I, Grade Level 09
 - 2.2.1 Carrying out specified functions in the field of investment and financial analysis as they affect trade.
 - 2.2.2 Activating business and commercial advisory classes, seminars and conference for the enlightenement of indigenous businessmen and their employees.
 - 2.2.3 Promoting trade through the provision of information on internal trade such tariffs in Foreign countries, restrictive licensing, quota system, foreign exchange regulations and discriminatory practices that may affect the exporter.
 - 2.2.4 Handling the publication of trade journals and bulletins.
 - 2.2.5 Conducting market research studies and survey for advisory purposes.
 - 2.2.6 Rendering general advice and assistance to businessmen.
- 2.3 Senior Commercial Officer, Grade Level 10
 - 2.3.1 Investigating foreign trade complaints.
 - 2.3.2 Undertaking market researches.
 - 2.3.3 Assisting in the preparation of trade legislations and the formulationdevelopment plan projects as they affect trade and export promotion.
 - 2.3.4 Guiding Chamber of Commerce and other business organizations on trade development.

- 2.3.5 Handling matters relating to local handicraft production and market development.
- 2.4 Principal Commercial Officer, Grade Level 12
 - 2.4.1 Organizing local trade fairs and exhibitions.
 - 2.4.2 Undertaking market research and management and consultancy services.
 - 2.4.3 Assisting in organizing and executing training programmes for staff.
 - 2.4.4 Supervising the activities of a number of junior staff
- 2.5 Assistant Chief Commercial officer, Grade Level 13
 - 2.5.1 Supervising and coordinating the activities of a number of junior officers.
 - 2.5.2 Assisting in the administration of a Section.
 - 2.5.3 Taking charge of specified subjects and coordinating their progress reports
- 2.6 Chief Commercial Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Coordinating activities in a number of specified subjects/projects.
 - 2.6.3 Supervising the training programmes of staff
- 2.7 Assistant Director, Grade Level
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Assisting in the general administration of the Department (States).
 - 2.7.3 Initiating the review of policies and programmes on commercial matters.
 - 2.7.4 Coordinating the training programmes of staff.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division Department (States).
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Advising on the formulation, execution and review of policies and programmes relating to the activities of the department (States).
 - 2.8.4 Taking responsibility for commerce development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Advising on the formulation, execution and review of policies and programmes relating to the activities of the Department.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers are subject to vacancy and satisfactory service record

- 3.1 Commercial Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Economics, Business Administration, Commerce or Marketing from a recognized University.
- 3.2 Commercial Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Commercial Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Commercial Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Commercial Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Commercial Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Commercial Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Commercial Officer, Grade Level 13

- 3.5.1 The promotion of a confirmed and suitable Principal Commercial Officer who has spent at least three years on the grade.
- 3.6 Chief Commercial Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Commercial Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Commercial Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director, (States) Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on her grade.
- 3.8 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointments to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in grade level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

**CULTURE AND TOURISM
CULTURAL ATTENDANT CADRE**

- 1. POSTS AND SALARIES:
 - 1.1 Cultural Attendant Grade Level 02
 - 1.2 Head Cultural Attendant Grade Level 03
- 2. DUTIES
 - 2.1 Cultural Attendant, Grade Level 02
 - 2.1.1 Assisting in cultural production and exhibitions.
 - 2.1.2 Assisting in the curatorship of artifacts generally.
 - 2.2 Head Cultural Attendant, Grade Level 03
 - 2.2.1 Supervising a number of Cultural Attendants.
 - 2.2.2 Assisting in cultural exhibitions.
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Cultural Attendant, Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.2 Head Cultural Attendant, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Cultural Attendant who has -spent atleast two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Cultural Attendant Cadre who ac4uires any of the qualifications specified for appointment to any higher cadre is eligible for transfer/promotion to the grade.

CULTURAL ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Cultural Assistant Grade Level 04
 - 1.2 Senior Cultural Assistant Grade II Grade Level 05
 - 1.3 Senior Cultural Assistant Grade I Grade Level 06
 - 1.4 Chief Cultural Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Cultural Assistant, Grade Level 04

- 2.1.1 Assisting in collecting cultural research data in the field
- 2.1.2 Performing routine cultural duties
- 2.2 Senior Cultural Assistant Grade II, Grade Level 05
 - 2.2.1 Collecting cultural research data in the field
 - 2.2.2 Assisting in mounting cultural programmes
 - 2.2.3 Supervising the activities of junior staff.
- 2.3 Senior Cultural Assistant Grade I, Grade Level 06
 - 2.3.1 Verifying data from the field
 - 2.3.2 Training junior staff on the job.
 - 2.3.3 Assisting in mounting cultural programmes.
- 2.4 Chief Cultural Assistant, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of junior staff.
 - 2.4.2 Participating in the mounting of cultural programmes.
- 3 **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**
 Note: All promotions/transfers are subject to vacancy and satisfactory service record.
 - 3.1 Cultural Assistant, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 West African School Certificate/Senior Secondary School Certificate
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or in five credits at two sittings.
 - 3.2 Senior Cultural Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Cultural Assistant who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Senior Cultural Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Cultural Assistant Grade II who has spent at least two years on the grade.
 - 3.4 Chief Cultural Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Cultural Assistant Grade I who has spent at least two years on the grade.
- 4 **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Cultural Assistant Cadre who acquires and of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

EXECUTIVE OFFICER (CULTURE) CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Assistant Executive Officer Grade Level 06
 - 1.2 Executive Officer Grade Level 07
 - 1.3 Higher Executive Officer Grade Level 08
 - 1.4 Senior Executive Officer Grade Level 09
 - 1.5 Principal Executive Officer Grade II Grade Level 10
 - 1.6 Principal Executive Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Executive Officer Grade Level 13
 - 1.8 Chief Executive Officer Grade Level 14
- 2. **DUTIES**
 - 2.1 Assistant Executive Officer, Grade 06
 - 2.1.1 Collecting and assembling materials relating to cultural activities.

- 2.1.2 Assisting in stimulating cultural revival schemes.
- 2.1.3 Assisting in duties relating to the restoration of works of art:
- 2.1.4 Assisting in distributing programmes of cultural activities.
- 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Assisting in the effective storage of art works.
 - 2.1.2 Supervising the Cultural Department Book Stand.
 - 2.2.3 Assisting in the embellishment of public places.
 - 2.2.4 Assisting in the composition of graphics for publication of posters, programme and other materials for the department
- 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Stimulating and assisting villages, groups and individuals in cultural schemes and development.
 - 2.3.2 Embellishing public places.
 - 2.3.3 Assisting in the scouting for art work from the States/Local Government possible acquisition
- 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Assisting in evolving effective sales strategy for the Nigeria Magazines and other cultural publication
 - 2.4.2 Assisting in the distribution of programmes of activities in the Department including all publicity materials for State/National Theatre programme.
 - 2.4.3 Participating in the organization of the Annual Festival of Arts at State and Local Government levels.
- 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Assisting in organizing dancing and theatrical groups for the improvement of their artistic skills.
 - 2.5.2 Assisting in providing welfare services for actors during performances in the theatres.
 - 2.5.3 Assisting in documenting festivals of artistes and exhibitions, cultural conferences and seminars.
 - 2.5.4 Supervising junior Staff
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in organizing the training programmes of junior staff.
 - 2.6.2 Advising on deployment of junior staff.
 - 2.6.3 Assisting in supervising artists during performances on the theatre.
 - 2.6.4 Coordinating activities in a number of specified areas.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Assisting in the deployment of subordinate staff.
 - 2.7.2 Assisting in codifying and processing information on activities of foreign cultural organizations in Nigeria.
 - 2.7.3 Supervising the activities of a number of junior staff:
 - 2.7.4 Assisting in organizing local and international exhibitions.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Supervising the training programmes for subordinate staff:
 - 2.8.2 Coordinating the activities of a number of junior staff.
 - 2.8.3 Deploying subordinate staff.
 - 2.8.4 Taking charge of specified subjects.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:

- 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects obtained at two sittings.
 - 3.1.1.2 Ordinary National Diploma in a Fine Arts, Drama, Music or Journalism obtained from a recognized Institution.
 - 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer (Culture) who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Fine Arts, Drama, Music or Journalism obtained from a recognized Institution.
 - 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer (Culture) who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least five or three years' post-qualification cognate experience respectively.
 - 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer (Culture) who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eight or six years' post-qualification cognate experience respectively.
 - 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer (Culture) who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least eleven years' post-qualification cognate experience or in sub-paragraph 3.2.3 above plus at least nine years' post qualification cognate experience.
 - 3.6 Principal Executive Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade I (Culture) who has spent at least three years on the grade.
 - 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Executive Officer Grade I (Culture) who has spent at least three years on the grade.
 - 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Executive Officer (Culture) who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Executive Officer (Culture) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

CULTURAL OFFICER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Cultural Officer Grade II Grade Level 08
 - 1.2 Cultural Officer Grade I Grade Level 09
 - 1.3 Senior Cultural Officer Grade Level 10

1.4	Principal Cultural Officer	Grade Level 12
1.5	Assistant Chief Cultural Officer	Grade Level 13
1.6	Chief Cultural Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:

- 2.1 Cultural Officer Grade II, Grade Level 08
 - 2.1.1 Carrying out Schemes for cultural revival including Music, Arts, Crafts and Drains.
 - 2.1.2 Participating in the organization of the annual festival of Arts both at Local/States levels.
 - 2.1.3 Collecting information on Arts and Culture from various sources.
 - 2.1.4 Organizing Arts and Cultural exhibitions.
 - 2.1.5 Serving as Secretary of the Festival of Arts Committee.
 - 2.1.6 Compiling useful bio-data on prominent and budding Nigerian Artistes and research materials collected in readiness for publication.
- 2.2 Cultural Officer Grade I, Grade Level 09
 - 2.2.1 Managing Cultural Centres and maintaining comprehensive records of all local festivals.
 - 2.2.2 Advising local committees on the organization of local festivals.
 - 2.2.3 Organizing dancing and theatrical groups and assisting in improving their artistes' skills.
 - 2.2.4 Documenting Festivals of Arts and Exhibitions, Cultural Conferences and Seminars.
 - 2.2.5 Seeing to the welfare of Artistes during performances on the theatre.
 - 2.2.6 Researching into plays and general dramaturgy.
- 2.3 Senior Cultural Officer, Grade Level 10
 - 2.3.1 Conducting research programmes in the Arts and Cultural Fields.
 - 2.3.2 Editing publications and reports on the Cultural Department.
 - 2.3.3 Organizing and supervising cultural festivals in close liaison with the States Arts Councils.
 - 2.3.4 Training Junior Staff
 - 2.3.5 Codifying and processing information on activities of foreign cultural organizations in Nigeria.
 - 2.3.6 Arranging for local and international exhibitions.
 - 2.3.7 Organizing the acquisition of works of art for the National gallery of Modern Arts as well as departmental collection.
- 2.4 Principal Cultural Officer, Grade Level 12
 - 2.4.1 Devising and interpreting research materials
 - 2.4.2 Editing and publishing cultural research work
 - 2.4.3 Coordinating the productive activities of a number of Cultural Officers.
 - 2.4.4 Ensuring that the cultural research work for publication conforms with government policy.
 - 2.4.5 Giving professional advice to Artistes, Craftsmen and Cultural Groups
 - 2.4.6 Preparing cultural agreement and accords with friendly foreign countries.
 - 2.4.7 Providing information on cultures in countries with which Nigeria has cultural agreements.
 - 2.4.8 Planning and executing workshops and seminars on visual arts.
 - 2.4.9 Supervising the activities of National Gallery of Modern Arts.
- 2.5 Assistant Chief Cultural Officer, Grade Level 13

- 2.5.1 Coordinating cultural developments throughout the States of the Federation.
- 2.5.2 Liaising with the Institute of African Studies and Centres for Cultural Studies of the universities and other bodies interested in culture and its development.
- 2.5.3 Assisting in the administration of a Section.
- 2.5.4 Coordinating the necessary duties in respect of signing of protocols and execution of all cultural exchange programmes.
- 2.5.5 Supervising Artistes during performance in the theatre
- 2.5.6 Supervising all States performances including cultural performances during State Banquets and Airport Receptions.
- 2.6 Chief Cultural Officer, Grade Level 14
 - 2.6.1 Assisting Governmental and non-governmental research bodies in obtaining information on Nigerian culture.
 - 2.6.2 Assisting in the co-ordination of staff training and development.
 - 2.6.3 Coordinating the final preparation of Departmental Annual Reports.
 - 2.6.4 Monitoring the Departmental assistance to Arts and Drama
 - 2.6.5 Assisting in co-ordinating the research functions of the Department.
 - 2.6.6 Representing the Department at local festivals.
 - 2.6.7 Coordinating and vetting reviews on cultural dances, art and culture.
 - 2.6.8 Taking charge of the general administration of a Section.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Assisting in the day-to-day planning and execution of cultural programmes of government.
 - 2.7.2 Coordinating the day-to-day research functions of the Department.
 - 2.7.3 Coordinating the day-to-day cultural promotion and development functions of the Department.
 - 2.7.4 Organizing National Cultural Conferences/Seminars
 - 2.7.5 Taking charge of a Branch
 - 2.7.6 Coordinating the training and development of staff
 - 2.7.7 Taking charge of the Departments budget.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States)
 - 2.8.2 Assisting in advising the government on cultural policy formulation.
 - 2.8.3 Assisting in taking charge of the administration of the department.
 - 2.8.4 Advising on matters relating to formulation and execution of cultural policies and programmes (States)
- 2.9 Director, Grade Level 17
 - 2.9.1 Advising the Government on Cultural policy matters.
 - 2.9.2 Representing the Government at major International Cultural Conferences Seminars
 - 2.9.3 Taking charge of the Department.

3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Cultural Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a (University) degree in Fine Arts, Music, theatrical Arts, English Literature, Linguistics or Journalism from a recognized Institution.
- 3.2 Cultural Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Cultural Officer Grade II who has spent at least three years on the grade.

- 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
- 3.3 Senior Cultural Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Cultural Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. above plus at least six years' on the grade.
- 3.4 Principal Cultural Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Cultural Officer Grade I who has spent at least three years on the grade.
- 3.5 Assistant Chief Cultural Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Cultural Officer who has spent at least three years on the grade.
- 3.6 Chief Cultural Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Cultural Officer who has spent at least three years on the grade.
- 3.7 Assistant director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Cultural Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Director Appointment to Posts in Grade Level 12 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above but these will be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

CURATOR CADRE

1. POSTS AND SALARIES:

1.1	Curator Grade II	Grade Level 08
1.2	Curator Grade I	Grade Level 09
1.3	Senior Curator	Grade Level 10
1.4	Principal Curator	Grade Level 12
1.5	Assistant Chief Curator	Grade Level 13
1.6	Chief Curator	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17
2. DUTIES
 - 2.1 Curator Grade II, Grade Level 08
 - 2.1.1 Conserving or restoring and storing antiquities
 - 2.1.2 Cataloguing and Indexing antiquities
 - 2.1.3 Assisting in preparing guide and information retrieval books.
 - 2.1.4 Assisting in purchasing antiquities
 - 2.2 Curator Grade I, Grade Level 09
 - 2.2.1 Cataloguing and indexing antiquities
 - 2.2.2 Preparing guide and information retrieval books.

- 2.2.3 Purchasing antiquities
- 2.2.4 Taking charge of the museum administration when posted to outstation.
- 2.3 Senior Curator, Grade Level 10
 - 2.3.1 Coordinating the work of a number of Museum Curators
 - 2.3.2 Supervising technical staff in the various Service Units
 - 2.3.3 Collating, classifying and analyzing data.
- 2.4 Principal Curator, Grade Level 12
 - 2.4.1 Taking charge of a Museum including technical aids.
 - 2.4.2 Preventing illegal trafficking and theft of antiquities.
 - 2.4.3 Supervising professional work in the Museum.
 - 2.4.4 Preparing Guide Books
- 2.5 Assistant Chief Curator, Grade Level 13
 - 2.5.1 Assisting in formulating policy on Museums
 - 2.5.2 Controlling the export of antiquities
 - 2.5.3 Liaising with national and international organizations connected with Museums.
 - 2.5.4 Formulating policies on exhibitions, documentation and information retrieval system.
 - 2.5.5 Restituting and purchasing antiquities
- 2.6 Chief Curator, Grade Level 14
 - 2.6.1 Maintaining Museums with technical aids
 - 2.6.2 Researching into Museum collections and Nigerian cultural history
 - 2.6.3 Preparing data for scientific investigation on Nigerian cultural history
 - 2.6.4 Publishing scientific materials on Nigerian history.
 - 2.6.5 Taking charge of a Section.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Implementing UNESCO resolutions and conventions on Museums.
 - 2.7.2 Planning and developing museum in the Federation
 - 2.7.3 Planning and designing temporary and new exhibition
 - 2.7.4 Initiating the review of antiquities programmes and policies
 - 2.7.5 Taking charge of a Branch
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Assisting in the general administration of the Department.
 - 2.8.2 Preparing annual reports
 - 2.8.3 Planning and formulating cultural policy as it affects antiquities
 - 2.8.4 Taking charge of a Division
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Advising on antiquities matters.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Curator Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Anthropology History, Sociology, Fine Arts or Music from a recognized University.
- 3.2 Curator Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Curator Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.

- 3.2.3 By direct appointment of a candidate possessing relevant Master's degree from recognized University plus at least one year post-qualification cognate experience.
- 3.3 Senior Curator, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Curator Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing relevant Master's degree plus at least four years' post-qualification cognate experience or a relevant Doctors degree plus at least one-year post-qualification cognate experience.
- 3.4 Principal Curator, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Curator who has spent at least three years on the grade.
- 3.5 Assistant Chief Curator, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Curator who has spent at least three years on the grade.
- 3.6 Chief Curator, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Curator who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable officer who has spent at least three years on the grade from the following grades of officers:
 - 3.7.1.1 Chief Archaeologist
 - 3.7.1.2 Chief Ethnographer
 - 3.7.1.3 Chief Museum Education Officer
 - 3.7.1.4 Chief Curator
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and above: Direct appointments may also be made to posts in Grade Level 12 and above; but these will be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointments.

TOURIST GUIDE CADRE

- 1. POSTS AND SALARIES
 - 1.1 Tourist Guide Assistant Grade Level 03
 - 1.2 Tourist Guide Grade Level 04
 - 1.3 Senior Tourist Guide Grade II Grade Level 05
 - 1.4 Senior Tourist Guide Grade I Grade Level 06
 - 1.5 Chief Tourist Guide Grade Level 07
- 2. DUTIES
 - 2.1 Tourist Guide Assistant, Grade Level 03
 - 2.1.1 Receiving and leading parties to places of tourist attraction under supervision.
 - 2.1.2 Performing routine tourist duties.
 - 2.2 Tourist Guide, Grade Level 04

- 2.2.1 Receiving and leading parties and individual tourists to places of attraction.
- 2.2.2 Taking care of the welfare and movement of tourists during visits.
- 2.2.3 Answering questions and giving necessary assistance to tourists.
- 2.2.4 Assisting in preparing tourist itinerary.
- 2.3 Senior Tourist Guide Grade II, Grade Level 05
 - 2.3.1 Answering questions and giving necessary assistance to tourists.
 - 2.3.2 Preparing tourist itinerary.
 - 2.3.3 Assisting in training junior staff.
- 2.4 Senior Tourist Guide Grade I, Grade Level 06
 - 2.4.1 Supervising the activities of a number of junior staff
 - 2.4.2 Training junior staff
 - 2.4.3 Assisting in organizing tourism services
- 2.5 Chief Tourist Guide, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior staff
 - 2.5.2 Assisting in organizing and executing package tours.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Tourist Guide Assistant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications;
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75
 - 3.1.1.2 Junior Secondary School Certificate.
 - 3.1.1.3 General certificate of Education (Ordinary Level) with three credits passed at one sitting or four credits at two sittings.
- 3.2 Tourist Guide, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Tourist Guide Assistant who has spent at least two years on the grade and passed the Departmental Confirmation/Promotion Test for Tourist, Guides/Hostesses at promotion level (i.e. 50%).
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate (WASC/SSSC).
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings.
- 3.3 Senior Tourist Guide Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Tourist Guide who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Senior Tourist Guide Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Tourist Guide Grade II who has spent at least two years on the grade.
- 3.5 Chief Tourist Guide, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Tourist Guide Grade I who has spent at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE**

Any officer in the Tourist Guide Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer of the grade.

EXECUTIVE OFFICER (TOURISM) CADRE

1. **POSTS AND SALARIES**
 - 1.1 Assistant Executive Officer Grade Level 06
 - 1.2 Executive Officer Grade Level 07
 - 1.3 Higher Executive Officer Grade Level 08
 - 1.4 Senior Executive Officer Grade Level 09
 - 1.5 Principal Executive Officer Grade II Grade Level 10
 - 1.6 Principal Executive Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Executive Officer Grade Level 13
 - 1.8 Chief Executive Officer Grade Level 14
2. **DUTIES**
 - 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Assisting in the organization of tourism services
 - 2.1.2 Assisting in identifying tourist attractions
 - 2.1.3 Assisting in guiding duties
 - 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Assisting in organizing and executing package tours
 - 2.2.2 Assisting in registering and classifying hospitality and tourism enterprises
 - 2.2.3 Assisting in the planning, development and organization of event attractions.
 - 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Classifying and registering hospitality and tourist services.
 - 2.3.2 Assisting in carrying out simple tourism surveys.
 - 2.3.3 Performing hospitality and travel counseling duties.
 - 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Assisting in designing and executing promotional strategies
 - 2.4.2 Assisting in the training of junior staff
 - 2.4.3 Supervising the activities of a number of junior staff
 - 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Assisting in supervising and coordinating tourism activities in a number of Local Government Areas.
 - 2.5.2 Assisting in investigating and submitting reports on tourism and potentialities within a specified area.
 - 2.5.3 Assisting in organizing training programmes of staff
 - 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Supervising and coordinating the activities of a number of subordinates
 - 2.6.2 Assisting in the planning and execution of promotional strategies.
 - 2.6.3 Assisting in preparing reports
 - 2.7 Assistant Chief Executive Officer Grade Level 13
 - 2.7.1 Assisting in preparing statutory and periodic report
 - 2.7.2 Assisting in documenting tourism and related activities
 - 2.7.3 Coordinating the activities of a number of junior staff
 - 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Assisting in developing site attractions
 - 2.8.2 Assisting in coordinating tourism activities in a specified area
 - 2.8.3 Participating in the planning and execution of promotional strategies.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Executive Officer, Grade Level 06

- 3.1.1 By direct appointment of a candidate possessing Ordinary National Diploma in Tourism, Social Work or Catering and Hotel Management from a recognized Institution.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Higher National Diploma in Tourism, Social Work or Catering and Hotel Management from a recognized Institution.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least five or three years post-qualification cognate experience.
- 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eight or six years post-qualification cognate experience.
- 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least eleven or nine years post-qualification cognate experience respectively.
- 3.6 Principal Executive Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade II, who has spent at least three years on the grade.
- 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Executive Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Executive Officer, who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Executive Officer (Tourism) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TOURISM OFFICER CADRE

1. POSTS AND SALARIES

1.1	Tourism Officer Grade II	Grade Level 08
1.2	Tourism Officer Grade I	Grade Level 09
1.3	Senior Tourism Officer	Grade Level 10
1.4	Principal Tourism Officer	Grade Level 12
1.5	Assistant Chief Tourism Officer	Grade Level 13
1.6	Chief Tourism Officer	Grade Level 14

- | | | |
|-----|-----------------------------------|----------------|
| 1.7 | Assistant Director | Grade Level 15 |
| 1.8 | Deputy Director/Director (States) | Grade Level 16 |
| 1.9 | Director | Grade Level 17 |
2. DUTIES
- 2.1 Tourism Officer Grade II, Grade Level 08
 - 2.1.1 Assisting in servicing Tourism Advisory Committee
 - 2.1.2 Assisting in carrying out simple tourism surveys.
 - 2.1.3 Assisting in organizing tourism services.
 - 2.1.4 Collecting data on tourism.
 - 2.2 Tourism Officer, Grade I, Grade Level 09
 - 2.2.1 Assisting in training junior staff
 - 2.2.2 Assisting in overseeing a Tourism Operational Field Officer
 - 2.2.3 Counseling Tourists
 - 2.2.4 Assisting in promoting, developing and projecting tourism
 - 2.2.5 Assisting in servicing Tourism Advisory Committee
 - 2.3 Senior Tourism Officer, Grade Level 10
 - 2.3.1 Supervising and coordinating tourism activities in a specified area
 - 2.3.2 Assisting in organizing the training programmes for staff
 - 2.3.3 Initiating investigation and submitting reports on tourism and travel opportunities within a specific area.
 - 2.3.4 Assisting in servicing Tourism Advisory Committee
 - 2.4 Principal Tourism Officer, Grade Level 12
 - 2.4.1 Preparing periodic reports
 - 2.4.2 Supervising the work of a number of subordinates
 - 2.4.3 Promoting, developing and projecting tourism.
 - 2.4.4 Servicing Tourism Advisory Committee
 - 2.5 Assisting Chief Tourism Officer, Grade Level 13
 - 2.5.1 Assisting in the training of subordinate staff
 - 2.5.2 Assisting in rendering annual performance report on tourism activities in a State.
 - 2.5.3 Analyzing reports
 - 2.5.4 Analyzing in taking charge of a Section.
 - 2.6 Chief Tourism Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Initiating inter-State planning of tourism and training.
 - 2.6.3 Participating in the organization of training programmes for staff.
 - 2.6.4 Assisting in formulating, planning, reviewing and executing promotional strategies.
 - 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of the administration of a Branch.
 - 2.7.2 Coordinating inter-governmental/inter-state planning of tourism.
 - 2.7.3 Coordinating activities on National/State Tourism programmes.
 - 2.7.4 Initiating action on the review of policies and programmes on main tourism
 - 2.7.5 Coordinating the training programmes of staff
 - 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division/Department (States).
 - 2.8.2 Advising on the formulation, execution and review of policies and programmes on tourism.
 - 2.8.3 Assisting in the general administration of the Department.
 - 2.8.4 Taking responsibility for tourism development planning.
 - 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.

2.9.2 Advising on the formulation, execution and review of policies and programmes relating to tourism.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Tourism Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree preferably in Arts, Tourism or Social Science obtained from a recognized University.
- 3.2 Tourism Officer, Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Tourism Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a recognized Masters' degree in Tourism plus at least one-year post-qualification cognate experience.
- 3.3 Senior Tourism Officer Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Tourism Officer Grade I who has spent at least three years on the grade
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience in sub-paragraph 3.2.3 above plus at least four years' post-qualification cognate experience
- 3.4 Principal Tourism Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Tourism Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Tourism Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Tourism Officer who has spent at least three years on the grade.
- 3.6 Chief Tourism Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Tourism Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Tourism Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at last four years on the grade
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may be made to posts in Grade Level 12 and above but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

NATIONAL PLANNING

DATA PROCESSING ASSISTANT CADRE

1. POSTS AND SALARIES

- 1.1 Data Processing Assistant Grade II Grade Level 03
- 1.2 Data Processing Assistant Grade I Grade Level 04
- 1.3 Senior Data Processing Assistant Grade II Grade Level 05

- 1.4 Senior Data Processing Assistant Grade I Grade Level 06
- 1.5 Chief Data Processing Assistant Grade Level 07

2. DUTIES

- 2.1 Data Processing Assistant Grade II, Grade Level 03
 - 2.1.1 The officer will be on-the-job training for 18 months during which period basic courses and practical applications of the job will be organized.
- 2.2 Data Processing Assistant Grade I, Grade Level 04
 - 2.2.1 Processing mechanically accounting data from original documents and checking the accuracy of the end product.
 - 2.2.2 Checking and reconciling the computer out-put.
 - 2.2.3 Keeping record arising from data processing operations.
 - 2.2.4 Preparing flow charts and test desk
 - 2.2.5 Operating conventional machines and punch cards.
- 2.3 Senior Data Processing Assistant Grade II, Grade Level 05
 - 2.3.1 Taking control of the mechanical system from receipt of original documents to preparation of final records, including proof of mechanical accuracy.
 - 2.3.2 Assisting in supervising the activities of subordinate Data processing Assistants.
 - 2.3.3 Preparing Operating Instructions.
 - 2.3.4 Processing mechanically accounting data from original documents and checking the accuracy of the end product.
- 2.4 Senior Data Processing Assistant Grade I, Grade Level 06
 - 2.4.1 Supervising the preparation of Operating Instructions.
 - 2.4.2 Assisting in writing computer programmes.
 - 2.4.3 Supervising the activities of a number of subordinate Assistants.
- 2.5 Chief Data Processing Assistant, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of subordinate Assistants in the Unit
 - 2.5.2 Checking all tabulated data and machine to ensure accuracy of end-produce.
 - 2.5.3 Keeping inventory of stationery to ensure that prescribed levels are maintained
 - 2.5.4 Preparing operators instructions.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers an subject to vacancy and satisfactory service record.

- 3.1 Data Processing Assistant Grade II Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Evidence of completion of a fill course in a Government approved Secondary School or S.75.
 - 3.1.1.2 Junior Secondary School Certificate.
 - 3.1.1.3 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
- 3.2 Data Processing Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a continued and suitable Data Processing Assistant Grade II who has spent at least two 3eais on the grade and passed the Departmental Confirmation/Promotion Examination at promotion level (i.e. 50 percent).
 - 3.2.2 By direct appointment of a candidate possessing any of following qualifications:
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate preferably with a pass in Mathematics.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five & edits at two sittings, preferably with pass in Mathematics.
- 3.3 Senior Data Processing Assistant Grade II, Grade Level 05

- 3.3.1 By promotion of a confirmed and suitable Data Processing Assistant Grade I who has spent at least two years on the grade.
- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Senior Data Processing Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Data Processing Assistant Grade II who has spent at least two years on the grade.
- 3.5 Chief Data Processing Assistant, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Senior Data Processing Assistant Grade I who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Data Processing Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

DATA PROCESSING OFFICER CADRE

1. POSTS AND SALARIES:

1.1	Assistant Data Processing Officer	Grade Level 06
1.2	Data Processing Officer	Grade Level 07
1.3	Higher Data Processing Officer	Grade Level 08
1.4	Senior Data Processing Officer	Grade Level 09
1.5	Principal Data Processing Officer	Grade Level 10
1.6	Assistant Chief Data Processing Officer	Grade Level 12
1.7	Chief Data Processing Officer	Grade Level 13

2. DUTIES

- 2.1 Assistant Data Processing Officer, Grade Level 06
 - 2.1.1 Keeping records arising from data processing operations.
 - 2.1.2 Undertaking onthejob training of data entry personnel.
 - 2.1.3 Preparing computed jobs for dispatch to the data entry rooms.
 - 2.1.4 Plugging control panels from written programmes.
 - 2.1.5 Reporting machine faults and breakdown.
- 2.2 Data Processing Officer, Grade Level 07
 - 2.2.1 Organizing work for machine and computer operators.
 - 2.2.2 Ensuring test coding consistency with cards layout;
 - 2.2.3 Training new operators on the job.
 - 2.2.4 Keeping records of uncompleted and outstanding jobs.
- 2.3 Higher Data Processing Officer, Grade Level 08
 - 2.3.1 Supervising the different sections in the Operating Unit.
 - 2.3.2 Providingthe system with form card, tapes and disk packs.
 - 2.3.3 Taking inventory of Data Processing supplies and materials.
- 2.4 Senior Data Processing Officer, Grade Level 09
 - 2.4.1 Keeping records of equipment and hardware.
 - 2.4.2 Enforcing production schedules.
 - 2.4.3 Training subordinate staff.
- 2.5 Principal Data Processing Officer, Grade Level 10
 - 2.5.1 Supervising and coordinating the activities of the Computing and Unit RecordStaff.
 - 2.5.2 Reviewing performance of equipment and subordinate staff.
 - 2.5.3 Preparing data processing equipment budget.
- 2.6 Assistant Chief Data Processing Officer, Grade Level 12
 - 2.6.1 Coordinating computer and data control and data preparation operations.

- 2.6.2 Initiating development of job procedures and scheduling.
- 2.6.3 Training operational staff.
- 2.6.4 Ensuring security of Libraries of Data and Programme Files.
- 2.6.5 Evaluating operational personnel performance.
- 2.6.6 Liaising with the systems programming and user section to ensure operational practicability.
- 2.7 Chief Data Processing Officer. Grade Level 13
 - 2.7.1 Coordinating development of operating methods, standards for computer operation and data preparation.
 - 2.7.2 Developing systems for data control.
 - 2.7.3 Specifying equipment and personnel time recording procedures.
 - 2.7.4 Investigating re-curing operating problems.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Data Processing Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing Ordinary National Diploma in Computer Studies or Data Processing from a recognised Institution.
- 3.2 Data Processing Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Data Processing Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Data Processing or Computer Science from a recognised Institution.
- 3.3 Higher Data Processing Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Data Processing Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least five or three years' post-qualification cognate experience respectively.
- 3.4 Senior Data Processing Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Data Processing Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eight or six years' post-qualification cognate experience respectively.
- 3.5 Principal Data Processing Officer, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Data Processing Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eleven or nine years' post-qualification cognate experience respectively.
- 3.6 Assistant Chief Data Processing Officer, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Data Processing Officer who has spent at least three years on the grade.
- 3.7 Chief Data Processing Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Assistant Chief Data Processing Officer who has spent at least three years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE**

Any officer in the Data Processing Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

PROGRAMME ANALYST CADRE

1. POSTS AND SALARIES
 - 1.1 Programme Analyst Grade II Grade Level 08
 - 1.2 Programme Analyst Grade I Grade Level 09
 - 1.3 Senior Programme Analyst Grade Level 10
 - 1.4 Principal Programme Analyst Grade Level 12
 - 1.5 Assistant Chief Programme Analyst Grade Level 13
 - 1.6 Chief Programme Analyst Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
2. DUTIES
 - 2.1 Programme Analyst Grade II, Grade Level 08
 - 2.1.1 On first appointment, the Officer will be required to undergo a six-weeks basic training course including practical training (on-the-job) with the IBM or any other approved Institution. Thereafter, he will be required to perform U following duties:
 - 2.1.1.1 Writing and testing simple programmes.
 - 2.1.1.2 Preparing flow charts and test decks.
 - 2.1.1.3 Designing and producing computer Input/output formats.
 - 2.1.1.4 Planning organizing and arranging for the running of programme on the computer.
 - 2.1.1.5 Describing input, output, arithmetic and logical operations.
 - 2.1.1.6 Providing guidance to junior staff during production.
 - 2.1.1.7 Supervising and giving junior staff on-the-job training.
 - 2.2 Programme Analyst Grade I, Grade Level 09
 - 2.2.1 Coordinating systems planning and design with necessary card and designs
 - 2.2.2 Supervising and coordinating programming and operating activities of junior officers.
 - 2.2.3 Undertaking programmewriting.
 - 2.3 Senior Programme Analyst, Grade Level 10
 - 2.3.1 Carrying out on-the-spot systems investigation and finalizing the detailed of files.
 - 2.3.2 Studying systems and analyzing problems.
 - 2.3.3 Organizing systems examination and flow charting.
 - 2.3.4 Evaluating new systems design and integrating them into existing systems.
 - 2.3.5 Arranging data requirements for systems duty.
 - 2.4 Principal Programme Analyst, Grade Level 12
 - 2.4.1 Coordinating the activities of a number of ProgrammeAnalysts in his Unit.
 - 2.4.2 Assigning system study duty and evaluating reports.
 - 2.4.3 Scheduling system study flow and evaluating programme efficiency.
 - 2.4.4 Assigning Personnel to projects.
 - 2.4.5 Writing Programme for the computer.
 - 2.4.6 Arranging training programmes for junior staff.
 - 2.5 Assistant Chief Programme Analyst, Grade Level 13
 - 2.5.1 Gathering and analyzing information for developing new and modifying existing data processing systems.
 - 2.5.2 Arranging staff training and development Programmes.
 - 2.5.3 Undertaking systems design and programming.

- 2.6 Chief Programme Analyst, Grade Level 14
 - 2.6.1 Maintaining existing and new Programming/Systems performance and corrective actions.
 - 2.6.2 Advising on the feasibility and desirability of using computers.
 - 2.6.3 Compiling and presenting reports on projects and plans.
 - 2.6.4 Taking charge of a Section.
 - 2.6.5 Controlling systems designers and determining interface between jobs.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Coordinating the training programmes of staff
 - 2.7.3 Assisting in the general administration of the Department (States).
 - 2.7.4 Determining information requirements to improve planning direction justification of computer-based system.
 - 2.7.5 Reviewing operational jobs.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Advising on data processing and computer matters (States).
 - 2.8.3 Assisting in the general administration of the Department.
 - 2.8.4 Taking responsibility for computer and data processing development planning.
 - 2.8.5 Liaising with other relevant Agencies.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising on data processing and computer matters.
 - 2.9.3 Liaising with Governments Statistical Departments, Companies, Universities and International Agencies.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Programme Analyst Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Computer Science or Statistics with a post-graduate Diploma in Computer Science from a recognized University.
- 3.2 Programme Analyst Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Programme Analyst Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Programme Analyst, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Programme Analyst Grade I who has least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.1.1 above plus at least six years post-qualification cognate experience.
- 3.4 Principal Programme Analyst, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Programme Analyst who has spent at least three years on the grade.
- 3.5 Assistant Chief Programme Analyst, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Programme Analyst who has spent at least three years on the grade.
- 3.6 Chief Programme Analyst, Grade Level 14

- 3.6.1 By promotion of a suitable Assistant Chief Programme Analyst who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Programme Analyst who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years, the grade.
- 3.10 Director Appointment to Posts in Grade Level 12 and above: Direct appointment may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

ENUMERATOR/FIELD ASSISTANT CADRE

1. POSTS AND SALARIES:

1.1	Assistant Enumerator	Grade Level 03
1.2	Enumerator/Field Assistant	Grade Level 04
1.3	Senior Field Assistant Grade II	Grade Level 05
1.4	Senior Field Assistant Grade I	Grade Level 06
1.5	Chief Field Assistant	Grade Level 07
2. DUTIES
 - 2.1 Assistant Enumerator, Grade Level 03
 - 2.1.1 This is a training grade for on-the-job experience in the collection of data statistical enquiries or surveys including interview of respondents.
 - 2.2 Enumerator/Field Assistant, Grade Level 04
 - 2.2.1 Collecting data from statistical enquiries, conducting interviews and respondents in the completion of questionnaires.
 - 2.2.2 Assisting in checking completed questionnaires for accuracy.
 - 2.3 Senior Field Assistant Grade II, Grade Level 05
 - 2.3.1 Assisting in routine analysis of statistical data.
 - 2.3.2 Checking completed questionnaires for accuracy.
 - 2.3.3 Assisting in editing forms and returns.
 - 2.4 Senior Field Assistant Grade I, Grade Level 06
 - 2.4.1 Editing forms and returns.
 - 2.4.2 Carrying out routine analysis of statistical data.
 - 2.4.3 Supervising the duties of junior officers
 - 2.5 Chief Field Assistant, Grade Level 07
 - 2.5.1 Coordinating the duties of junior officers.
 - 2.5.2 Assisting in drawing up tables and in making simple calculations.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record

 - 3.1 Assistant Enumerator, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Junior Secondary School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings

- 3.1.1.3 Evidence of completion of a full course in a Government approved Secondary School or S.75.
 - 3.2 Enumerator/Field Assistant, Grade Level 04
 - 3.2.1 By promotion of a suitable Assistant Enumerator who has spent at least two years on the grade and passed the Confirmation/Promotion Examination at promotion level i.e. 50 percent.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Senior Secondary School Certificate or West African School Certificate, preferably with a pass in Mathematics.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings, preferably with a pass in Mathematics.
 - 3.3 Senior Field Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Enumerator/Field Assistant who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
 - 3.4 Senior Field Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Field Assistant Grade II who has spent at least two years on the grade.
 - 3.5 Chief Field Assistant, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Senior Field Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE**
- 4.1 Any officer in the Enumerator/Field Assistant who scored at least 70 percent in the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
 - 4.2 A confirmed and outstanding Enumerator/Field Assistant who scored at least 70 percent in the Departmental Confirmation/Promotion Test, may be selected to undergo the twelve-month Statistical Assistant Course at the Field Office of Statistics Training School or any other recognized Institution. On successful completion of Parts I and II of the Course, the officer will be eligible for promotion to the grade of Assistant Statistical Officer.
 - 4.3 Confirmed and suitable Senior Field Assistant and Chief Field Assistant may be selected to undergo the Part II of the Statistical Assistants Course. On successful completion of the course, the officers will be eligible for transfer to the grade of Assistant Statistical Officer or Statistical Officer respectively.

STATISTICAL ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Statistical Assistant Grade Level 04
 - 1.2 Senior Statistical Assistant Grade II Grade Level 05
 - 1.3 Senior Statistical Assistant Grade I Grade Level 06
 - 1.4 Chief Statistical Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Statistical Assistant Grade Level 04
 - 2.1.1 Performing the following functions under supervision:
 - 2.1.1.1 Collecting data from statistical enquiries.
 - 2.1.1.2 Assisting in editing and processing data collected

- 2.2 Senior Statistical Assistant Grade II, Grade Level 05
 - 2.2.1 Collecting data from statistical enquiries.
 - 2.2.2 Editing and processing data collected
 - 2.3 Senior Statistics Assistant Grade I, Grade Level 06
 - 2.3.1 Supervising the work of a number of Statistical Assistants.
 - 2.3.2 Assisting in collating statistical data.
 - 2.4 Chief Statistical Assistant, Grade Level 07
 - 2.4.1 Supervising and coordinating the work of Statistical Assistants and other staff in a small Statistical Unit.
 - 2.4.2 Collating statistical data.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
Note: All promotions and transfers are subject to vacancy and satisfactory service record
- 3.1 Statistical Assistant Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications including a pass in Mathematics:
 - 3.1.1.1 West African School Certificate or Senior Secondary School Certificate
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.
 - 3.2 Senior Statistical Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Statistical Assistant who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1 A pass in the Preliminary Stage of the Institute of Statistics Examination.
 - 3.2.2.2 A pass in Part I of the Regular Statistical Assistant Course at the Federal Office of Statistics Training School or any other approved Institution.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Senior Statistical Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Statistical Assistant Grade who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
 - 3.4 Chief Statistical Assistant, Grade Level 07
 - 3.4.1 By promotion of a confirmed and suitable Statistical Assistant Grade I who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
- 4.1 Any officer in the Statistical Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.
 - 4.2 A confirmed and outstanding Statistical Assistant may be selected to undergo the twelve month Statistical Assistants Course at the Federal Office of Statistics Training School or any other approved Institution. On successful completion of Parts I and II of the Course, he will be eligible for promotion to the grade of Assistant Statistical Officer.
 - 4.3 A confirmed and suitable Senior Statistical Assistant Grade I or Chief Statistical Assistant may be selected to undergo the Part U of the Statistical Assistant Course at the Federal Office of Statistics Training School or any other approved Institution. On successful completion of the course, the officer will be eligible for transfer to the grade of Assistant Statistical Officer or Statistical Officer respectively.

STATISTICAL OFFICER/FIELD SUPERINTENDENT CADRE

1. POSTS AND SALARIES

1.1	Assistant Statistical Officer/Assistant Field Superintendent	Grade Level 06
1.2	Statistical Officer/Field Superintendent	Grade Level 07
1.3	Higher Statistical Officer/Higher Field Superintendent	Grade Level 08
1.4	Senior Statistical Officer/Senior Field Superintendent	Grade Level 09
1.5	Principal Statistical Officer/Principal Field Superintendent	Grade Level 10
1.6	Asst chief Statistical Officer/Asst Chief Field Superintendent	Grade Level 12
1.7	Chief Statistical Officer/Chief Field Superintendent	Grade Level 13

2. DUTIES

- 2.1 Assistant Statistical Officer/Assistant Field Superintendent, Grade Level 06
 - 2.1.1 This is a training grade. An assist Statistical Officer/Assistant Field Superintendent, under the supervision of a senior officer, will be required to undertake the duty of carrying out the execution and direction of statistical enquiries in all Fields including responsibility for collecting, analyzing and compiling all the materials relating to a particular enquiry.
- 2.2 Statistical Officer/Field Superintendent, Grade Level 07
 - 2.2.1 Carrying out the execution and direction of statistical enquiries in all Fields including responsibility for collecting analyzing and compiling all materials relating to a particular enquiry.
 - 2.2.2 Supervising the activities of a number of junior staff
- 2.3 Higher Statistical Officer/Higher Field Superintendent, Grade Level 08
 - 2.3.1 Coordinating the activities of a number of junior staff
 - 2.3.2 Assisting in directing Statistical Surveys
- 2.4 Senior Statistical Officer/Senior Field Superintendent, Grade Level 09
 - 2.4.1 Overseeing Field work and preparing preliminary reports on statistical surveys
 - 2.4.2 Assisting in the training of junior staff
- 2.5 Principal Statistical Officer/Principal Field Superintendent, Grade Level 10
 - 2.5.1 Taking responsibility for the day to day supervision of Junior field staff
 - 2.5.2 Directing Statistical Surveys, particularly the field operation aspect.
 - 2.5.3 Preparing reports of statistical surveys supervised.
- 2.6 Assistant Chief Statistical Officer/Asst. Chief Field Superintendent, Grade Level 12
 - 2.6.1 Training junior staff
 - 2.6.2 Taking charge of the deployment and discipline of field staff
 - 2.6.3 Organizing and directing field surveys.
 - 2.6.4 Preparing reports on Statistical Surveys.
- 2.7 Assistant Chief Statistical Officer/Chief Field Superintendent, Grade Level 12
 - 2.7.1 Coordinating the work of officers in the Statistical Officer Field Superintendent Cadre in his Unit.

3. METHODS OF ENTRY AND ADVERTISEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Statistical Officer Assistant Field Superintendent, Grade Level 06
 - 3.1.1 By promotion of a confirmed and outstanding Statistical Assistant a Enumerator/Field Assistant who has successfully completed Parts I and II of the Statistical Assistants Course at a recognised Institution.
 - 3.1.2 By lateral transfer of a Senior Field Assistant Grade I or Senior Statistic Assistant Grade I who has successfully completed the Part II of the Statistical Assistants Course.

- 3.1.3 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.3.1 Stage I Certificate of the Institute of Statisticians London.
 - 3.1.3.2 General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings preferably including Mathematics.
 - 3.1.3.3 Ordinary National Diploma in Statistics obtained from an accredited Institution.
- 3.2 Statistical Officer/Field Superintendent, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Statistical Officer/Assistant Field Superintendent who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.3 above plus at least two years' post-qualification cognate experience.
 - 3.2.3. By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.3.1 Diploma Certificate in Statistics of the University of Ibadan.
 - 3.2.3.2 Stage I certificate of the Institute of Statisticians, London.
 - 3.2.3.3 Higher National Diploma in Statistics from an accredited Institution
 - 3.2.4 By lateral transfer of a Chief Field Assistant or Chief Statistical Assil has successfully completed the Part II of the Statistical Assistant Course.
- 3.3 Higher Statistical Officer/Higher Field Superintendent, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Statistical Officer Superintendent who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.3 above plus at least five years' post-qualification cognate experience or in sub-paragraph 3.2.3 above plus at least three post-qualification cognate experiences.
- 3.4 Senior Statistical Officer/Senior Field Superintendent, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Statistical Officer/Higher Superintendent who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.3 of 3.2.3 above plus at least eight or post-qualification cognate experience respectively.
- 3.5 Principal Statistical Officer/Principal Field Superintendent, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Statistical Officer/Senior Superintendent who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.3 or 3.2.3 above plus at least eleven years' post-qualification cognate experience respectively.
- 3.6 Assistant Chief Statistical Officer/Asst. Chief Field Superintendent, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Statistical Officer/Principal Field Superintendent who has spent at least three years on the grade.
- 3.7 Chief Statistical Officer/Chief Field Superintendent, Grade Level 13
 - 3.7.1 By promotion of a suitable Assistant Chief Statistical Officer/Assistant Chief Field Superintendent who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Statistical Officer/Field Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

STATISTICIAN CADRE

1. POSTS AND SALARIES
 - 1.1 Statistician Grade II Grade Level 08
 - 1.2 Statistician Grade I Grade Level 09
 - 1.3 Senior Statistician Grade Level 10
 - 1.4 Principal Statistician Grade Level 12
 - 1.5 Assistant Chief Statistician Grade Level 13
 - 1.6 Chief Statistician Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17

2. DUTIES
 - 2.1 Statistician Grade II, Grade Level 08
 - 2.1.1 Performing under supervision the following functions:
 - 2.1.1.1 Directing and supervising the work of Statistical Assistants, Superintendent and Enumerators
 - 2.1.1.2 Undertaking research in Statistical Methodology
 - 2.1.1.3 Planning and directing Statistical investigations and enquiries,
 - 2.1.1.4 Collecting processing, analyzing and presenting Statistical data in the administrative social, economic and agricultural areas of the economy.
 - 2.2 Statistician Grade Level 09
 - 2.2.1 Undertaking research in Statistical Methodology.
 - 2.2.2 Planning and directing Statistical investigations and enquiries.
 - 2.2.3 Collecting, processing, analyzing and presenting Statistical data in the administrative social, economic and agricultural areas of the economy.
 - 2.3 Senior Statistician Grade Level 10
 - 2.3.1 Supervising and coordinating the duties of a number of subordinate officers.
 - 2.3.2 Planning designing and directing Statistical activities in the areas assigned to him.
 - 2.3.3 Taking charge of a small Statistical Unit
 - 2.4 Principal Statistician, Grade Level 12
 - 2.4.1 Directing and undertaking Statistical Studies in complex subject areas.
 - 2.4.2 Coordinating and supervising the duties of a number of subordinate staff
 - 2.4.3 Participating in the training of junior staff.
 - 2.5 Assistant Chief Statistician, Grade Level 13
 - 2.5.1 Assisting in statistical development and staff training.
 - 2.5.2 Evaluating statistical studies and reports.
 - 2.5.3 Assisting in planning and developing departmental statistics.
 - 2.6 Chief Statistician, Grade Level 14
 - 2.6.1 Taking charge of a Statistical Section in a Ministry or Department.
 - 2.6.2 Assisting in the organization of statistical development programmes relevant to the needs of a Department.
 - 2.6.5 Training of junior staff
 - 2.6.4 Directing, Coordinating and supervising the activities of a number of subordinates.
 - 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Coordinating the training programmes of staff.
 - 2.7.3 Initiating action on the review of statistical policies and programmes.
 - 2.7.4 Assisting in the general administration of the Department (States)
 - 2.7.5 Participating in policy formulation.

- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Coordinating Inter-Ministerial Statistical functions with the activities of the Central Statistical Body.
 - 2.8.3 Advising State Governments on Statistical matters.
 - 2.8.4 Liaising with other States or Federal Government Statistical Department Companies Universities and International agencies.
 - 2.8.5 Assisting in the general administration of the Department.
 - 2.8.6 Taking responsibility for statistical development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of a Department.
 - 2.9.2 Advising the Federal Government on Statistical matters.
 - 2.9.3 Liaising with States, Government Statistical Departments, Universities and International Agencies.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

- 3.1 Statistician grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 A degree in Statistics as a special subject from a recognized University
 - 3.1.1.2 A degree from a recognized University in Social Science or Mathematics without Statistics plus a Post-graduate Diploma in Statistics.
 - 3.1.1.3 A pass in the Final examination of the Institute of Statisticians
- 3.2 Statistician Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Statistician Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing a Master's degree in statistics, Demography, Mathematics or Social Science with Statistics plus at least one year post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualifications cognate experience.
- 3.3 Senior Statistician, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Statistician Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least six or four post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing a relevant Doctorate degree in at least one-year post-qualification cognate experience.
- 3.4 Principal Statistician, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Statistician who has spent at least three years on the grade.
- 3.5 Assistant Chief Statistician, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Statistician who has spent at least three years on the grade.
- 3.6 Chief Statistician, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Statistician who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15

- 3.7.1 By promotion of a suitable Chief Statistician who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

PLANNING OFFICER CADRE

1. POSTS AND SALARIES:

1.1	Planning Officer Grade II	Grade Level 08
1.2	Planning Officer Grade I	Grade Level 09
1.3	Senior Planning Officer	Grade Level 10
1.4	Principal Planning Officer	Grade Level 12
1.5	Assistant Chief Planning Officer	Grade Level 13
1.6	Chief Planning Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Planning Officer Grade II, Grade Level 08
 - 2.1.1 Under the supervision of superior officer; the Planning Officer Grade II is expected to perform the following duties:
 - 2.1.1.1 Carrying out routine economic analysis.
 - 2.1.1.2 Collecting and collating data required for economic analysis.
- 2.2 Planning Officer Grade I, Grade Level 09
 - 2.2.1 Undertaking data and project analysis
 - 2.2.2 Undertaking general planning duties at the sub-sectorial level.
 - 2.2.3 Assisting in examining planning policies.
- 2.3 Senior Planning Officer, Grade Level 10
 - 2.3.1 Formulating planning policies on sub-sectorial basis
 - 2.3.2 Devising methods for the collection and analysis of sectorial economic and statistical data.
 - 2.3.3 Initiating projects and programmes.
 - 2.3.4 Undertaking policy formulation and analysis and project evaluation.
- 2.4 Principal Planning Officer, Grade Level 12
 - 2.4.1 Analyzing and interpreting economic and statistical data.
 - 2.4.2 Undertaking economic studies and surveys.
 - 2.4.3 Coordinating and supervising the activities of junior officer
 - 2.4.4 Taking charge of a sector in a Divisional planning Unit
- 2.5 Assistant Planning Officer, Grade Level 13
 - 2.5.1 Performing personnel and economic analysis work.
 - 2.5.2 Supervising the activities of a main sector of Division in the Department
 - 2.5.3 Assisting in organizing the training programmes for staff.
- 2.6 Chief Planning Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.

- 2.6.2 Undertaking planning, plan monitoring and control
- 2.6.3 Supervising and coordinating the activities of the other sector.
- 2.6.4 Organizing the training programmes for staff.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch in the Department.
 - 2.7.2 Coordinating the training programmes for staff.
 - 2.7.3 Coordinating planning and other related functions of the division.
 - 2.7.4 Participating in policy formulation.
 - 2.7.5 Assisting in the administration of the Department (States).
 - 2.7.6 Initiating the review of planning policies and programmes.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Taking responsibility for development planning.
 - 2.8.3 Assisting in the administration of the Department.
 - 2.8.4 Advising on matters relating to planning policies and programmes (States)
 - 2.8.5 Liaising with Federal and other States' Planning Agencies, and related private and public sector bodies.
- 2.9 Director, Grade Level 17
 - 2.9.1 Assuming overall responsibility for the activities of the Planning Department.
 - 2.9.2 Liaising with the States Planning Agencies and other related private and public sector bodies.
 - 2.9.3 Advising Government on Planning Policies and related matters.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

- 3.1 Planning Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 A degree in Economic preferably with Statistics, Econometrics Development Planning as a subject from a recognized University.
 - 3.1.1.2 A degree plus Post-Graduate Diploma in Economic Planning, Economic Development or Project Preparation from a recognized University.
- 3.2 Planning Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Planning Officer Grade II who spent at least three years on the grade.
 - 3.2.2 by direct appointment of candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least three years' qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a relevant Master's degree in at least one-year post-qualification cognate experience.
- 3.3 Senior Planning Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Planning Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing a relevant Master's degree plus at least four years' post-qualification cognate experience.
 - 3.3.4 By direct appointment of a candidate possessing a relevant Doctorate degree plus at least one-year post-qualification cognate experience.
- 3.4 Principal Planning Officer, Grade Level 12

- 3.4.1 By promotion of a confirmed and suitable Senior Planning Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Planning Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Planning Officer who has spent at least three years on the grade.
- 3.6 Chief Planning Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Planning Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Planning Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States,), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years at the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointments to Posts in Grade Level 12 and Above: Direct appointments made also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

**EDUCATION
TEACHER/HEADMASTER CADRE**

1. POSTS AND SALARIES:

1.1	Teacher Grade II	Grade Level 05/06
1.2	Teacher Grade I/Master Grade III	Grade Level 07
1.3	Head Master Grade II/Master Grade II	Grade Level 08
1.4	Head Master Grade I/Master Grade I	Grade Level 09
1.5	Head Master, (Special Grade)/Senior Master Grade II	Grade Level 10
2. DUTIES
 - 2.1 Teacher Grade II, Grade Level 05/06
 - 2.1.1 Teaching in Primary Schools
 - 2.1.2 Supervising Local Government Adult Education Staff and Literacy classes States.
 - 2.2 Teacher Grade I/Headmaster Grade III/Master Grade III, Grade Level 07
 - 2.2.1 Teaching in Primary Schools.
 - 2.2.2 Assisting the Headmaster of a medium-size primary school
 - 2.2.3 Taking charge of the training programmes for Adult Education Scheme.
 - 2.3 Headmaster Grade II/Master Grade II, Grade Level 08
 - 2.3.1 Teaching in Primary Schools.
 - 2.3.2 Taking charge of a small Primary School or assisting the Headmasters of a Grade I Primary School.
 - 2.4 Headmaster Grade I/Master Grade I, Grade Level 09
 - 2.4.1 Teaching in Primary Schools.
 - 2.4.2 Taking charge of a large Primary School.
 - 2.5 Headmaster (Special Grade)/Senior Master Grade II, Grade Level 10
 - 2.5.1 Teaching in Primary Schools.
 - 2.5.2 Taking charge of an extra-Large Primary School with over twentyfour classes.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:

 - (i) All promotions/transfer are subject to vacancy and satisfactory service record.

- (ii) Candidates who obtained the Teachers' Grade II Certificate enter at Step.
 - (iii) Grade II Teachers with Associateship Certificate in Education enter at least Level 06 Step 1.
- 3.1 Teacher Grade II, Grade Level 05/06
 - 3.1.1 By direct appointment of a candidate possessing Teachers' Grade II Certificate
 - 3.2 Teacher Grade I/Headmaster Grade III/Master Grade III Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Teacher Grade II, possessing Teachers' Grade II Certificate only, who has spent at least four years on the grade or advancement of a Teacher Grade II who has spent two years on the grade after obtaining Associate Certificate in Education.
 - 3.2.2 By direct appointment/promotion of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Teachers' Grade II Certificate plus successful completion of a two years Rural Science Course at a recognized Institution.
 - 3.2.2.2 Teacher's Grade II Certificate plus Associateship Certificate Education and at least two years' post-qualification cognate experience.
 - 3.2.2.3 National Certificate of Education (NCE).
 - 3.2.3 By direct appointment of a candidate possessing Teachers' Grade II Certificate plus at least four years' post-qualification cognate experience.
 - 3.3 Headmaster Grade II/Master Grade II, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Teacher Grade I/Master Grade II who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2.3 above plus at least three years' post-qualification cognate experience or in sub-paragraph 3.1.1 above plus at least seven years' post-qualification cognate experience.
 - 3.4 Headmaster Grade I/Master Grade I, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Headmaster Grade II/Master Grade II who has spent at least three years on the grade.
 - 3.5 Headmaster (Special Grade)/Senior Master Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Headmaster Grade I/Master Grade I who has spent at least three years on the grade.

4 ADVANCEMENT BEYOND THE CADRE:

Any officer in the Teacher/Headmaster Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

ASSISTANT EDUCATION OFFICER CADRE

1. POSTS AND SALARIES

- | | | |
|-----|--|----------------|
| 1.1 | Assistant Education Officer | Grade Level 07 |
| 1.2 | Higher Assistant Education Officer | Grade Level 08 |
| 1.3 | Senior Assistant Education Officer | Grade Level 09 |
| 1.4 | Principal Assistant Education Officer Grade II | Grade Level 10 |
| 1.5 | Principal Assistant Education Officer Grade I | Grade Level 12 |
| 1.6 | Chief Assistant Education Officer | Grade Level 13 |

2. DUTIES:

- 2.1 Assistant Education Officer, Grade Level 07
 - 2.1.1 In the Ministry
 - 2.1.1.1 Participating in educational administration in the Ministry, Department or any other educational establishment.
 - 2.1.2 In the Inspectorate (deployed as inspector of Education)

- 2.1.2.1 Inspecting and supervising primary schools to ensure high standards.
- 2.1.2.2 Assisting in the organization of in-service courses for teachers.
- 2.1.3 In the Primary School or College (deployed as Master Grade III)
 - 2.1.3.1 Teaching relevant subjects of specialization at appropriate levels.
 - 2.1.3.2 Teaching and supervising games and sports and participating in other extra-curricular activities.
- 2.1.4 Adult Education (deployed as Assistant Adult Education Officer)
 - 2.1.4.1 Training Literacy Organizers and Instructors for Local Governments.
 - 2.1.4.2 Supervising Literacy and some craft classes.
 - 2.1.4.3 Conducting examination for literacy classes.
 - 2.1.4.4 Marking examination papers.
- 2.2 Higher Assistant Education Officer, Grade Level 08
 - 2.2.1 In the Ministry
 - 2.2.1.1 Compiling statistics and other relevant data.
 - 2.2.2 In the Inspectorate (deployed as Higher Assistant Inspector of Education)
 - 2.2.2.1 Leading Inspection teams in, inspection, testing and evaluation exercises to ensure high standards
 - 2.2.3 In the Schools or College (deployed as Master Grade II)
 - 2.2.3.1 Teaching relevant subjects of specialization at appropriate levels.
 - 2.2.3.2 Teaching and supervising games and sports and participating in other extra-curricular activities
 - 2.2.4 Adult Education (deployed as Higher Assistant Education Officer)
 - 2.2.4.1 Supervising and inspecting Adult Education activities in a Government area.
 - 2.2.4.2 Compiling statistics and other relevant data relating to Adult Education.
- 2.3 Senior Assistant Education Officer, Grade Level 09
 - 2.3.1 In the Ministry
 - 2.3.1.1 Supervising the activities of a number of junior officers.
 - 2.3.1.2 Participating in organizing in-service training courses for teachers.
 - 2.3.1.3 Assisting in curriculum development and review.
 - 2.3.2 In the Inspectorate (deployed as Senior Assistant Inspector of Education)
 - 2.3.2.1 Supervising the work of a number of junior staff.
 - 2.3.2.2 Organizing tests and evaluation exercises.
 - 2.3.2.3 Supervising school experiments and pilot projects.
 - 2.3.3 In the School or College (deployed as Master Grade I)
 - 2.3.3.1 Teaching relevant subjects of specialization at appropriate levels
 - 2.3.3.2 Teaching and supervising games and sports and participating in other extra-curricular activities.
 - 2.3.3.3 Supervising the activities of a number of junior staff.
 - 2.3.4 Adult Education (deployed as Senior Assistant Adult Education Officer)
 - 2.3.4.1 Organizing training programmes in Adult Education for Local Government staff.
 - 2.3.4.2 Inspecting literacy classes and giving advice on principles and methods of organization.
 - 2.3.4.3 Supervising the work of junior staff.
 - 2.3.4.4 Inspecting literacy classes to ensure high standards.
- 2.4 Principal Assistant Education Officer Grade II, Grade Level 10
 - 2.4.1 In the Ministry
 - 2.4.1.1 Advising on matters relating to Education, Law, Teachers' Service Manual, etc.

- 2.4.1.2 Taking charge of a Unit of the Ministry or a Divisional/Zonal Education Office.
- 2.4.2 In the Inspectorate (deployed as Principal Assistant Inspector of Education Grade II)
 - 2.4.2.1 Taking charge of the Area or Zonal Inspectorate.
- 2.4.3 In the School or College (deployed as Senior Master Grade II)
 - 2.4.3.1 Teaching relevant subjects of specialization at all levels.
 - 2.4.3.2 Supervising the teaching of appropriate subjects.
 - 2.4.3.3 Heading a single subject department.
- 2.4.4 Adult Education (deployed as Principal Assistant Adult Education Officer Grade II)
 - 2.4.4.1 Liaising with District or Local Government Committee and other Government Agencies for effective and prompt implementation of Adult Education programmes.
 - 2.4.4.2 Taking charge of a Unit of Adult Education Section.
- 2.5 Principal Assistant Education Officer Grade I, Grade Level 12
 - 2.5.1 In the Ministry
 - 2.5.1.1 Advising on matters relating to Education, Law, Teachers' Service Manual, etc.
 - 2.5.1.2 Taking charge of a Unit of the Ministry or a Divisional/zonal Educational Office.
 - 2.5.2 In the Inspectorate (deployed as Principal Assistant Inspector of Education Grade I)
 - 2.5.2.1 Taking charge of the Area or Zonal Inspectorate.
 - 2.5.3 In the School or College (deployed as Senior Master Grade I)
 - 2.5.3.1 Teaching relevant subjects of specialization at all levels
 - 2.5.3.2 Supervising the teaching of appropriate subjects.
 - 2.5.3.3 Heading a single subject department,
 - 2.5.4 Adult Education (deployed as Principal Assistant Adult Education Officer Grade I)
 - 2.5.4.1 Liaising with District or Local Government Committee and other Government Agencies for effective and prompt implementation of Adult Education programmes.
 - 2.5.4.2 Taking charge of a Unit of Adult Education Section.
 - 2.5.4.3 Supervising the fining of Adult Education Supervisors.
- 2.6 Chief Assistant Education Officer, Grade Level 13
 - 2.6.1 Coordinating the activities of a number of Assistant Education Officers in the Headquarters.
 - 2.6.2 Teaching relevant subjects of specialization at all levels.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Education Officer, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing the National Certificate of Education (NCE).
- 3.2 Higher Assistant Education Officer, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Assistant Education Officer who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the National Certificate of Education plus at least three years' post-qualification cognate experience.
- 3.3 Senior Assistant Education Officer, Grade Level 09

- 3.3.1 By promotion of a confirmed and suitable Higher Assistant Education Officer who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing the National Certificate of Education plus at least six years' post-qualification cognate experience.
- 3.4 Principal Assistant Education Officer Grade II, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Assistant Education Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the National Certificate of Education plus at least nine years' post-qualification cognate experience.
- 3.5 Principal Assistant Education Officer Grade I, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Assistant Education Officer Grade II who has spent at least three years on the grade.
- 3.6 Chief Assistant Education Officer, Grade Level 13
 - 3.6.1 By promotion of a suitable Principal Assistant Education Officer Grade I who has spent at least three years on the grade.

4 PROMOTION BEYOND THE CADRE:

Officers in the Assistant Education Officer Cadre who acquire any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

EDUCATION OFFICER CADRE

1. POSTS AND SALARIES

1.1	Education Officer Grade II	Grade Level 08
1.2	Education Officer Grade I	Grade Level 09
1.3	Senior Education Officer	Grade Level 10
1.4	Principal Education Officer	Grade Level 12
1.5	Assistant Chief Education Officer	Grade Level 13
1.6	Chief Education Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Education Officer Grade II, Grade Level 08
 - 2.1.1 In the Ministry
 - 2.1.1.1 Assisting in educational administration of the Ministry, Area Education Office or any other educational establishment.
 - 2.1.2 In the School or College
 - 2.1.2.1 Teaching relevant subjects of specialization at appropriate level.
 - 2.1.2.2 Teaching and supervising games and sports and other extra-curricular activities.
 - 2.1.3 Adult Education Centre
 - 2.1.3.1 Organizing and supervising Adult Education activities in a Local Government Area.
 - 2.1.3.2 Scrutinizing Forms C and advising Local Government on principles and methods or organization.
- 2.2 Education Officer Grade I, Grade Level 09
 - 2.2.1 In the Ministry
 - 2.2.1.1 Taking charge of an Area Education Office.
 - 2.2.1.2 Assisting in educational administration in the Ministry or Education Office.
 - 2.2.2 In the Inspectorate
 - 2.2.2.1 Inspecting educational learning/teaching process under supervision.

- 2.2.2.2 Inspecting relevant institutional disciplines (subjects or levels) as part of training experience.
- 2.2.3 School of College
 - 2.2.3.1 Beading single subject departments.
 - 2.2.3.2 Teaching relevant subjects at appropriate level.
 - 2.2.3.3 Setting marking examination papers.
- 2.2.4 Adult Education
 - 2.2.4.1 Inspecting literacy classes to ensure high standards
 - 2.2.4.2 Organizing training programmes in Adult Education for Local Government staff.
 - 2.2.4.3 Supervising the work of Local Government Adult Education Organization and Instructors.
- 2.3 Senior Education Officer, Grade Level 10
 - 2.3.1 In the Ministry
 - 2.3.1.1 Taking charge of a Zonal or Area Education Office.
 - 2.3.1.2 Participating in curriculum development and review.
 - 2.3.1.3 Assisting in organizing inservice courses for Teachers.
 - 2.3.2 In the Inspectorate
 - 2.3.2.1 Inspecting and supervising teaching at Government Institution
 - 2.3.2.2 Reporting on all levels of Institutions inspected.
 - 2.3.2.3 Advising teachers on improvement of teaching/learning processes.
 - 2.3.3 In the School or College
 - 2.3.3.1 Heading a department in a school or college
 - 2.3.3.2 Supervising the teaching of appropriate subjects.
 - 2.3.3.3 Teaching relevant subjects of specialization at all levels.
 - 2.3.4 Adult Education Centre
 - 2.3.4.1 Participating in curriculum development and review.
 - 2.3.4.2 Participating in development and review of adult education projects.
 - 2.3.4.3 Taking charge of an Adult Education Area Office.
 - 2.3.4.4 Supervising the activities of a number of junior staff.
- 2.4 Principal Education Officer, Grade Level 12
 - 2.4.1 In the Ministry
 - 2.4.1.1 Initiating and directing research programmes.
 - 2.4.1.2 Taking charge of a Unit of the Ministry.
 - 2.4.2 In the Inspectorate
 - 2.4.2.1 Taking responsibility for maintaining educational standards in an area.
 - 2.4.2.2 Leading Field Inspectors on advisory visits.
 - 2.4.2.3 Taking charge of Area or Zonal Inspectorate Office
 - 2.4.3 In the School or College
 - 2.4.3.1 Taking charge of small Secondary School or Teachers' College.
 - 2.4.3.2 Teaching relevant subjects at all levels.
 - 2.4.4 Adult Education Centre
 - 2.4.4.1 Analyzing Statistical and other data for adult educational planning.
 - 2.4.4.2 Setting and vetting examination questions.
 - 2.4.4.3 Supervising the organization and conduct of vocational examinations.
 - 2.4.4.4 Assisting in advising Local Government on Adult Education programmes.
 - 2.4.4.5 Taking charge of a Unit of the Adult Education Section.
- 2.5 Assistant Chief Education Officer, Grade Level 13
 - 2.5.1 In the Ministry
 - 2.5.1.2 Taking charge of curriculum development and review.

- 2.5.1.3 Organizing seminars, refresher courses and workshops for Teachers
- 2.5.2 In the Inspectorate
 - 2.5.2.1 Establishing inspection criteria and standards in subject area
 - 2.5.2.2 Taking charge of subject Panel or specific level of Education as appropriate for example Primary Education, Special Education.
- 2.5.3 In the School or College
 - 2.5.3.1 Taking charge of a medium-sized Secondary School or Teachers' College
 - 2.5.3.2 Teaching relevant subjects in his area of specialization.
- 2.5.4 Adult Education Centre
 - 2.5.4.1 Taking charge of the training programmes for Adult Education Staff
 - 2.5.4.2 Taking responsibility for reviewing Adult Education programmes.
 - 2.5.4.3 Assisting the Chief Adult Education Officer in the administration of the Section.
- 2.6 Chief Education Officer, Grade Level 14
 - 2.6.1 In the Ministry
 - 2.6.1.1 Taking charge of a Section e.g. Planning, Curriculum Development and Research e.t.c. Pre-special assignment e.g. UPE programme.
 - 2.6.2 In the Inspectorate
 - 2.6.2.1 Inspecting and supervising Schools and Colleges and reporting on levels of Institutions below Universities.
 - 2.6.2.2 Taking charge of State Offices of the Federal inspectorate of Education.
 - 2.6.2.3 Leading Inspection Teams.
 - 2.6.3 In the School or College
 - 2.6.3.1 Taking charge of a large School or College.
 - 2.6.3.2 Teaching relevant subjects of specialization.
 - 2.6.4 Adult Education Centre
 - 2.6.4.1 Taking charge of the Adult Education Section.
 - 2.6.4.2 Advising on policies and programmes for the development of Adult Education.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 In the Ministry
 - 2.7.1.1 Taking charge of a major professional Branch e.g. Technical Education Teachers' Training, etc.
 - 2.7.1.2 Initiating the review of education policies and programmes.
 - 2.7.1.3 Assisting the Deputy Director (Federal) or the Director (States) in the administration of the Division/Department.
 - 2.7.2 In the Inspectorate
 - 2.7.2.1 Coordinating the functions of the professional officers in the field
 - 2.7.2.2 Assisting in the administration of the Division/Department.
 - 2.7.3 In the School or College
 - 2.7.3.1 Taking charge of a very large school or college
 - 2.7.3.2 Teaching relevant subjects in his area of specialization.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Serving as Principal of an extra-large School or College.
 - 2.8.2 Taking responsibility for education planning.
 - 2.8.3 Assisting in the implementation of education policies.
 - 2.8.4 Offering professional advice to the State Government.
 - 2.8.5 Taking charge of a Division.
 - 2.8.6 Assisting in the general administration of the Department
- 2.9 Director, Grade Level 17

- 2.9.1 Assisting in the formulation and implementation on of Education Policies and programmes.
- 2.9.2 Giving professional advice to the Ministry.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
 - Note: All promotions and transfers are subject to vacancy and satisfactory service record
 - 3.1 Education Officer Grade II, Grade Level
 - 3.1.1 By direct appointment of a candidate possessing any of the fall qualifications
 - 3.1.1.1 A degree in Education or in any other relevant subject from a recognized University.
 - 3.1.1.2 A degree in a relevant subject plus a postgraduate Diploma Certificate Education.
 - 3.2 Education Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Education Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least three years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing a relevant Masters' degree from a recognized University plus at least one-year post-qualification cognate experience.
 - 3.4 Principal Education Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Education Officer who has spent at least three years on the grade.
 - 3.5 Assistant Chief Education Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Education Officer who has spent at least three years on the grade.
 - 3.6 Chief Education Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Education Officer who has spent at least three years on the grade.
 - 3.7 Assistant Directors, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Education Officer who hasspent at least three years on the grade.
 - 3.8 Deputy Director/Director (States) Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
 - 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
 - 3.10 Appointments to Posts in Grade Level 12 and above: Direct appointment may also be made to posts in Grade Level 12 and above; but these would be preceded from such direct appointments to higher grades are subject to confirmation of appointment.

HANDICRAFTSMAN CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Handicraftsman Grade Level 03
 - 1.2 Handicraftsman Grade Level 04
 - 1.3 Senior Handicraftsman Grade II Grade Level 05
 - 1.4 Senior Handicraftsman Grade I Grade Level 06
 - 1.5 Chief Handicraftsman Grade Level 07
- 2. DUTIES
 - 2.1 Assistant Handicraftsman, Grade Level 03

- 2.1.1 Assisting in the performance of routine trades, jobs that require weaving, fabrication, processing, installation, maintenance and inspection of handicraft materials such as trays, cane-chair, car-mats, foot-mats, baskets, raffia stools and raffia chairs.
- 2.1.2 Undergoing apprenticeship training, theoretical and practical, in the handicraft trades.
- 2.2 Handicraftsman, Grade Level 04
 - 2.2.1 Performing duties that require weaving, fabrication, processing, installation, repairs and making of trays, cane-chairs, car-mats, foot-mats, baskets, raffia stools and chairs.
 - 2.2.2 Checking and allocating materials for work to Assistant Handicraftsmen.
 - 2.2.3 Performing routine individual trade jobs.
 - 2.2.4 Assisting in teaching and supervising handicraft trainees in schools and vocational Institutions.
- 2.3 Senior Handicraftsman Grade II, Grade Level 05
 - 2.3.1 Performing complex and advanced individual trade jobs requiring estimation, calculation and specification.
 - 2.3.2 Assigning work and ensuring maintenance of standard quality.
 - 2.3.3 Laying out the work, setting up equipment, selecting tools and materials, determining work procedures and modifying techniques to meet varying requirements.
 - 2.3.4 Preparing records of works done and rendering periodical reports to superiors.
 - 2.3.5 Teaching and supervising handicrafts trainees in schools and vocational Institutions.
- 2.4 Senior Handicraftsman, Grade I, Grade Level 06
 - 2.4.1 Supervising a large staff of skilled handicraftsmen engaged in the weaving, fabrication, processing, installation, repairs, inspection and teaching of handicraft trades.
 - 2.4.2 Establishing work priorities, estimating job time and material requirements, analyzing complex work, providing drawings and instructions for fabrication of parts and providing technical advice concerning repairs and replacement of tools and materials.
 - 2.4.3 Assisting in coordinating workshop activities.
- 2.5 Chief Handicraftsman, Grade Level 07
 - 2.5.1 Supervising and coordinating the operation of several work Units employing skilled handicraftsmen and helpers in a variety of crafts.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Handicraftsman, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing a minimum of First School Leaving Certificate plus at least two years' practical experience Handicraftsmanship in a reputable organization.
 - 3.1.2 By direct appointment of a talented blind candidate who has successfully undergone training in a recognized Vocational Training Centre.
- 3.3 Senior Handicraftsman Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Handicraftsman who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least six or four years' relevant practical experience respectively.
- 3.4 Senior Handicraftsman Grade Level 06

- 3.4.1 By promotion of a confirmed and suitable Senior Handicraftsman Grade II who has demonstrated competent performance and spent at least two years on the grade.
- 3.5 Chief Handicraftsman, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Handicraftsman Grade I who has demonstrated outstanding performance and spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any officer in the Handicraftsman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

INSTRUCTOR (SECRETARIAL) CADRE

1. POSTS AND SALAIRIES:

1.1	Instructor	Grade Level 07
1.2	Higher Instructor	Grade Level 08
1.3	Senior Inspector	Grade Level 09
1.4	Principal Instructor Grade II	Grade Level 10
1.5	Principal Instructor Grade I	Grade Level 12
1.6	Assistant Chief Instructor	Grade Level 13
1.7	Chief Instructor	Grade Level 14

2. DUTIES
 - 2.1 Instructor, Grade Level 07
 - 2.1.1 Teaching relevant subjects of specialization at appropriate levels
 - 2.1.2 Acting as Examiner in secretarial subjects
 - 2.2 Higher Instructor, Grade Level 08
 - 2.2.1 Teaching rein ant subjects of specialization at appropriate levels
 - 2.2.2 Acting as Examiner in Secretarial subjects.
 - 2.3 Senior Instructor Grade Level 09
 - 2.3.1 Teaching relevant subjects of specialization at appropriate levels.
 - 2.3.2 Overseeing single subject department.
 - 2.3.3 Acting as Senior Examiner in Secretarial subject
 - 2.3.4 Assisting junior Instructors in the preparation of their lesson
 - 2.4 Principal instructor GradeII, Grade Level 10
 - 2.4.1 Teaching relevant subjects of specialization at appropriate levels.
 - 2.4.2 Supervising and coordinating in a number of related courses.
 - 2.4.3 Acting as a team leader in examining students in secretarial subjects.
 - 2.5 Principal Instructor Grade I, Grade Level 12
 - 2.5.1 Teaching relevant subjects of specialization at all levels
 - 2.5.2 Taking part in curriculum development and review
 - 2.5.3 Supervising classes and courses.
 - 2.5.4 Acting as Chief Examiner in internal examinations, including progress tests.
 - 2.6 Assistant Chief Instructor Grade Level 13
 - 2.6.1 Assisting in the administration of the school including planning of coursesand conduct of examinations.
 - 2.6.2 Teaching students special fields.
 - 2.6.3 Advising on curriculum development and review.
 - 2.7 Chief Instructor Grade Level 14
 - 2.7.1 Taking charge of the general administration of the school/Institution
 - 2.7.2 Advising on policies related to staff training in the centre
 - 2.7.3 Teaching students special fields.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Instructor, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Royal society of Art Teachers' Certificate in shorthand and Typewriting.
 - 3.1.1.2 National Technical Teachers Certificate in Stenography
 - 3.1.1.3 National Certificate of Education in relevant subjects
 - 3.1.1.4 Higher National Diploma in relevant subject from a recognized Institution.
- 3.2 Higher Instructor, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Instructor who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.3 Principal Instructor Grade II, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Instructor who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Instructor Grade II, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Instructor who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification cognate experience.
- 3.5 Principal Instructor Grade I, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Instructor Grade II who has spent at least three years on the grade.
 - 3.5.2 Suitable officers in this grade will be required to attend courses leading to the award of Certificate in Public Administration from a recognized Institution (e.g. ASCON).
- 3.6 Assistant Chief Instructor, Grade Level 13
 - 3.6.1 By promotion of a suitable Principal Instructor Grade I who has spent at least three years on the grade and successfully completed the course specified in sub-paragraph 3.5.2 above.
- 3.7 Chief Instructor, Grade Level 14
 - 3.7.1 By promotion of a suitable Assistant Chief Instructor who has spent at least three years on the grade and successfully completed the course specified in sub-paragraph 3.5.2 above.

4. ADVANCEMENT BEYOND THE CADRE

Any Officer in the Instructor (Secretarial) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (AUDIO-VISUAL) CADRE

1. POSTS AND SALARIES:

- | | | |
|-----|-----------------------------|----------------|
| 1.1 | Assistant Technical Officer | Grade Level 06 |
| 1.2 | Technical Officer | Grade Level 07 |
| 1.3 | Higher Technical Officer | Grade Level 08 |
| 1.4 | Senior Technical Officer | Grade Level 09 |

1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14

2. DUTIES

- 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Projecting films and slides
 - 2.1.2 Assisting in demonstrating the use of audio-visual aids in schools and colleges
 - 2.1.3 Assisting in preparing audio-visual aids.
- 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Assisting in preparing audio-visual aids.
 - 2.2.2 Assisting in servicing projectors, radio sets, tape recorders, television sets or printing machines.
 - 2.2.3 Demonstrating the use of audio-visual aids in schools and colleges.
 - 2.2.4 Assisting in printing audio-visual booklets and handouts.
 - 2.2.5 Designing graphs
 - 2.2.6 Preparing visual aids.
- 2.3 Higher Technical Officer Grade Level 08
 - 2.3.1 Recording school broadcasting programmes
 - 2.3.2 Printing audio visual booklets and handout
 - 2.3.3 Liaising with the Audio-Visual Centre and broadcasting organizations on school broadcasting matters.
 - 2.3.4 Designing Graphs
 - 2.3.5 Preparing visual aids
 - 2.3.6 Assisting in training junior staff.
- 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Writing with mechanical instruments and conducting audio-visual demonstrations to schools and colleges.
 - 2.4.2 Maintaining audio-visual equipment
 - 2.4.3 Visiting Schools to check faulty radio and television sets
 - 2.4.4 Training junior staff
 - 2.4.5 Servicing audio-visual aids equipment.
- 2.5 Principal Technical Officer, Grade II, Grade Level 10
 - 2.5.1 Supervising a team for demonstration on the use of audio-visual equipment and materials in schools and colleges
 - 2.5.2 Visiting schools for valuation and recording of school broadcast programmes
 - 2.5.3 Supervising the activities of a number of junior staff
 - 2.5.4 Assisting in organizing the training programme of staff
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating audio-visual activities in the Modern Aids Centre.
 - 2.6.2 Supervising relevant contract work for the Centre and other related duties.
 - 2.6.3 Coordinating the training programme of staff
- 2.7 Assisting Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of Audio-Visual Section.
 - 2.7.2 Coordinating the activities of a number of junior staff.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Supervising the work of the Section
 - 2.8.2 Advising on audio-visual matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Technical Officer, Grade Level 06

- 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in the relevant subject from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds of London Institute in the relevant subject.
- 3.1.2 By direct appointment of a candidate possessing Final Certificate of the City Guilds of London Institute in the relevant subject plus at least two years' post-qualification cognate experience.
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of a suitable Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1 above after twelve months experience on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience or in 3.1.2 above plus at least four years' post-qualification cognate experience.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma relevant subject from a recognized Institution or the Full Technical Certificate (Technician) of the City and Guilds of London Institute in relevant subject.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience or in 3.1.2 above plus at least seven years' post-qualification cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has at least three years on the grade
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.3.2 above plus at least six years' post-qualification experience.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Technical Officer (Audio-Visual) Cadre who acquires any of the qualification, specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

FINANCE
EXECUTIVE OFFICER (AUDIT) CADRE

1. POSTS AND SALARIES
 - 1.1 Assistant Executive Officer Grade Level 06
 - 1.2 Executive Officer Grade Level 07
 - 1.3 Higher Executive Officer Grade Level 08
 - 1.4 Senior Executive Officer Grade Level 09
 - 1.5 Principal Executive Officer Grade II Grade Level 10
 - 1.6 Principal Executive Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Executive Officer Grade Level 13
 - 1.8 Chief Executive Officer Grade Level 14
1. DUTIES
 - 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Applying Civil Service Rules, financial Regulations, Circulars and other regulations in treating specific Financial/Auditable subjects assigned.
 - 2.1.2 Assisting in posting and examining vouchers.
 - 2.1.3 Assisting in investigation duties.
 - 2.1.4 Assisting in sundry verifications.
 - 2.2 Executive Officer, Grade Level 07
 - 2.2.7 Supervising the activities of a number of junior officers engaged in routine audio duties.
 - 2.2.2 Posting and examining vouchers.
 - 2.2.3 Assisting in investigation duties.
 - 2.2.4 Engaging in sundry verifications.
 - 2.2.5 Apply relevant rules in treating specific subjects.
 - 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Supervising and assisting in training subordinates.
 - 2.3.2 Examining vouchers.
 - 2.3.3 Assisting in investigation duties
 - 2.3.4 Supervising the activities of a unit.
 - 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Coordinating the activities of a numbered subordinates
 - 2.4.2 Assisting in preparing reports.
 - 2.4.3 Taking charge of a section at the Headquarters.
 - 2.4.4 Assisting in investigation duties
 - 2.5 Principal Executive Officer Grade II, Grade Level 20
 - 2.5.1 Taking charge of audit activities in a small Ministry/Department
 - 2.5.2 Preparing draft reports.
 - 2.5.3 Assisting in investigation duties.
 - 2.5.4 Taking charge of activities in a specified area.
 - 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in organizing training programmes for staff.
 - 2.6.2 Assisting in investigation duties.
 - 2.6.3 Supervising activities in a number of specified areas.
 - 2.7 Assistant Chief Executive officer, Grade Level 13
 - 2.7.1 Assisting in taking charge of a group of Audit Teams in a large Ministry/Department.

- 2.7.2 Assisting in processing Audit reports from field staff and maintaining programmeregister and charts.
- 2.7.3 Assisting in conducting high level audits and enquiries.
- 2.7.4 Coordinating the training programmes for junior staff.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Assisting in preparing Audit-Guides.
 - 2.8.2 Issuing audit inspection reports and undertaking follow-up actions.
 - 2.8.3 Processing Financial Statements and audit reports for the certification/signature of Auditor-General.
 - 2.8.4 Prosecuting surcharge cases and carrying out high level investigations and audit enquires.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Ordinary National Diploma in Accountancy or Business Administration with Accountancy as one of the subjects obtained from a recognized
 - 3.1.1.2 A pass in the Intermediate Examination of any of the recognized Professional Accountancy bodies.
 - 3.1.1.3 Intermediate Certificate of the Chartered Institute of Secretaries and Administrations.
 - 3.1.1.4 R.S.A. Stage I (Advanced) in Accounts and Bookkeeping.
 - 3.1.2 By advancement of a confirmed Clerical Officer who has successfully completed Treasury Stage III Course.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Executive Officer who has successfully completed the Treasury Stage II Course.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer who has spent at least three years on the grade.
 - 3.3.2 By advancement of an Executive Officer who has successfully completed the Treasury Stage I Course.
 - 3.3.3 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.3.1 Higher National Diploma in Accountancy or Business Administration with accounting subjects obtained from a recognized institution.
 - 3.3.3.2 Associate Membership of the Chartered Institute of Secretaries and Administrators in Accountancy.
 - 3.3.4 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1 .1- above plus at least five years' post-qualification cognate experience.
- 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.

- 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least eight or three years post-qualification cognate experience respectively.
- 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.3 By promotion of a confirmed and suitable Senior Executive Officer who spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least eleven or six years post-qualification cognate experience respectively.

4. ADVANCEMENT BEYOND THE CADRE

Officers in the Executive Officer (Audit) Cadre who acquire any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

AUDITOR CADRE

1. POSTS AND SALARIES

1.1	Auditor Grade II	Grade Level 08
1.2	Auditor Grade I	Grade Level 09
1.3	Senior Auditor	Grade Level 10
1.4	Principal Auditor	Grade Level 12
1.5	Assistant Chief Auditor	Grade Level 13
1.6	Chief Auditor	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Auditor Grade II, Grade Level 08
 - 2.1.1 Collecting data and preparing draft reports
 - 2.1.2 Assisting in monitoring and evaluating government projects
 - 2.1.3 Assisting in undertaking audit inspection of Ministries and other agencies
 - 2.1.4 Assisting in supervising the work of Junior Staff
- 2.2 Auditor Grade I, Grade Level 09
 - 2.2.1 Undertaking audit inspection of Ministries and other agencies.
 - 2.2.2 Auditing, monitoring and evaluating projects in Ministries and other agencies
 - 2.2.3 Providing practical training for junior staff.
 - 2.2.4 Assisting in the administration of a sub-unit in the Ministry.
- 2.3 Senior Auditor, Grade Level 10
 - 2.3.1 Taking charge of a sub-unit in the Ministry
 - 2.3.2 Coordinating the activities of a number of field staff
 - 2.3.3 Assisting in the conduct of high-level audit enquires, monitoring and evaluating contract performance.
 - 2.3.4 Organizing the training programme of staff
- 2.4 Principal Auditor, Grade Level 12
 - 2.4.1 Taking charge of a unit
 - 2.4.2 Preparing audit guides
 - 2.4.3 Carrying out high-level investigations and audit enquiries, monitoring evaluating contract performance.
 - 2.4.4 Processing financial statements and Audit Reports for the certification/signature of the Auditor-General.
 - 2.4.5 Issuing audit inspection reports and undertaking follow-up actions.
- 2.5 Assistant Chief Auditor, Grade Level 13
 - 2.5.1 Supervising and coordinating the activities of a number of units in a Section.

- 2.5.2 Preparing reference sheets and performing other duties connected with the preparation of annual reports, statutory reports and Public Accounts Committee Matters.
- 2.5.3 Assisting in the administration of a Section.
- 2.6 Chief Auditor, Grade Level 14
 - 2.6.1 Taking charge of a Section at the Headquarters or heading a State Office.
 - 2.6.2 Coordinating the preparation of annual reports.
 - 2.6.3 Preparing audit inspection reports (on various observations raised).
 - 2.6.4 Supervising the training programme of staff.
 - 2.6.5 Reviewing the monthly progress reports and calling for explanation where targets are not met
 - 2.6.6 Preparing Audit Guides.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch at the Headquarters.
 - 2.7.2 Vetting draft annual reports.
 - 2.7.3 Coordinating the training programmes of staff.
 - 2.7.4 Processing Annual Reports and Public Accounts Committee Matters.
 - 2.7.5 Initiating the review of policies and programme relating to audit matters.
 - 2.7.6 Coordinating the training programmes of staff.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Taking responsibility for audit development planning.
 - 2.8.3 Advising the authority on matters relating to audit matters (States).
 - 2.8.4 Assisting in the general administration of the Department.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of a Department.
 - 2.9.2 Advising the authority on the formulation, execution and the review of audit policies and programmes
 - 2.9.3 Defining and documenting the objectives of the Directorate
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions are subject to vacancy and satisfactory service record.

 - 3.1 Auditor Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Accountancy from a recognized University
 - 3.2 Auditor Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Auditor Grade II who has spent at least three years on the grade
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a minimum of first degree or Higher National Diploma plus the Professional Diploma of the Association of National Accountants of Nigeria (ANAN).
 - 3.3 Senior Auditor, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Auditor Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Financial Certificate of any of the following professional Accountancy bodies or their equivalent.
 - 3.3.2.1 Institute of Chartered Accountants of Nigeria (ICAN).
 - 3.3.2.2 Association of Certified and Corporate Accountants (ACCA).
 - 3.3.2.3 Chartered Institute of Public Finance (CIPF).

- 3.3.2.4 Institute of Cost and Management Accountants (ACCA).
- 3.3.2.5 Institute of Certified Public Accountants (ICPA).
- 3.3.3 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least six or three years' post-qualification cognate experience respectively.
- 3.4 Principal Auditor, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Auditor who has spent at least three years on the grade.
- 3.5 Assistant Chief Auditor, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Auditor who has spent at least three years on the grade and registered with any of the recognized professional accountancy bodies.
- 3.6 Chief Auditor, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Auditor who has spent at least three years on the grade and registered with any of the recognized professional accountancy bodies.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Principal Auditor who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States) Grade Level 16
 - 3.8.1 By promotion of a confirmed and suitable Assistant Director who has spent at least four years on the grade
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Grade Level 12 and above: Direct appointments may also be made to posts in Grade Level 12 and above, but these would have to be preceded by such direct appointments to higher grades are subject to confirmation of appointment and professional registration.

EXECUTIVE OFFICER (ACCOUNTS) CADRE

1. POSTS AND SALAIRES

1.1	Assistant Executive Officer	Grade Level 06
1.2	Executive Officer	Grade Level 07
1.3	Higher Executive Officer	Grade Level 08
1.4	Senior Executive Officer	Grade Level 09
1.5	Principal Executive Officer Grade II	Grade Level 10
1.6	Principal Executive Officer Grade I	Grade Level 12
1.7	Assistant Chief Executive Officer	Grade Level 13
1.8	Chief Executive Officer	Grade Level 14
2. DUTIES
 - 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Performing under supervision, the following duties:
 - 2.1.1.1 Checking and passing of payment vouchers
 - 2.1.1.2 Keeping Advances Registers
 - 2.1.1.3 Rendering Monthly Returns on Advances
 - 2.1.1.4 Maintaining Vote Books and Unclaimed Wages Register and Cash Book
 - 2.1.1.5 Rendering A.I.E and Bank Reconciliation Returns
 - 2.1.1.6 Handling routine correspondence
 - 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Maintaining Variation Control Sheets and Group Registers.

- 2.2.2 Maintaining Departmental Vote Books and Rendering Expenditure Returns.
- 2.2.3 Assembling Data for the preparation of monthly Transcripts.
- 2.2.4 Checking Payment Vouchers,
- 2.2.5 Supervising Revenue Collection.
- 2.2.6 Supervising Clerical Staff.
- 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Taking charge of an Accounts Unit of a Ministry/Department under supervision.
 - 2.3.2 Scrutinizing Payment Vouchers.
 - 2.3.3 Dealing with Audit Queries.
 - 2.3.4 Maintaining Revenue Collectors Chart.
 - 2.3.5 Reconciling Bank Statements with the Cash Book.
 - 2.3.6 Supervising the distribution of signed Cheques.
- 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Taking charge of small Sub-Treasuries, where the authorized cash holding is not more than N50,000,00 (State Government)
 - 2.4.2 Submitting reconciliation statements to the Treasury.
 - 2.4.3 Taking charge of the Pay-Roll section of a Pay Office.
 - 2.4.4 Supervising Pay Masters on Pay Day assignments.
- 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Receiving and issuing Security Books and rendering returns at regular intervals.
 - 2.5.2 Keeping and Reconciling Vote Books.
 - 2.5.3 Inspecting Revenue Collectors Books of Accounts and- Returns at regular intervals.
 - 2.5.4 Taking charge of subsidiary Accounts section of the Ministry/Department.
 - 2.5.5 Issuing Advances and maintaining Advances Ledgers.
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Issuing and signing Local Purchase Orders
 - 2.6.2 Signing as alternate signatory or endorser to cheques.
 - 2.6.3 Taking charge of Final Accounts section of a Ministry/Department.
 - 2.6.4 Supervising the preparation and submission of transcripts to the Treasury.
 - 2.6.5 Preparing and submitting final Reconciliation Statement to the Treasury.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Supervising and coordinating the activities of a number of junior staff
 - 2.7.2 Signing as first signatory to cheques.
 - 2.7.3 Assisting in taking charge of Central Pay Office in a Ministry/Department.
 - 2.7.4 Assisting in training junior staff.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Taking charge of Central Pay Office in a Ministry/Department.
 - 2.8.2 Serving as training officer for junior staff
 - 2.8.3 Signing as first signatory to cheques.
 - 2.8.4 Authorizing payments and signing Payment Vouchers.
 - 2.8.5 Designing and arranging appropriate on-the-job and other training courses for subordinates.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications
 - 3.1.1.1 A pass in Sections I and II (Intermediate) of the Association of Certified and Corporate Accountants.

- 3.1.1.2 Intermediate Certificate of the Institute of Chartered Secretaries and Administrators.
- 3.1.1.3 Ordinary National Diploma in Accountancy or Business Administration obtained from a recognized Institution.
- 3.1.1.4 R.S.A. Stage III (Advanced) In Accounts and other related subjects.
- 3.1.2 By advancement of a confirmed Clerical Officer who has successfully completed Treasury Stage 1 Course.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Executive Officer who has attended and successfully completed Treasury Stage II Course.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.2.1 Associate Member of the Chartered Institute of Secretaries and Administrators in Accountancy.
 - 3.3.2.2 Higher National Diploma in Accountancy or Business Administration obtained from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
 - 3.3.4 By advancement of an Executive Officer who has attended and successfully completed Treasury Stage III Course.
- 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least eight years' post-qualification cognate experience or in 3.3.2 above plus at least three years post-qualification cognate experience.
- 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer who attended and passed the Middle Financial Management Course.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eleven years' post qualification cognate experience or in 3.3.2 above plus at least six years' post qualification cognate experience.
- 3.6 Principal Executive Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade I who has attended and passed the Middle Financial Management Course.
- 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Executive Officer Grade I who has attended and passed the Advanced Financial Management Course.
- 3.8 Chief Executive Officer, Grade Level 14

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

4. ADVANCEMENT BEYOND THE CADRE:

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

ACCOUNTANT CADRE

1. POSTS AND SALARIES

1.1	Accountant Grade II	Grade Level 08
1.2	Accountant Grade I	Grade Level 09
1.3	Senior Accountant	Grade Level 10
1.4	Principal Accountant	Grade Level 12
1.5	Assistant Chief Accountant	Grade Level 13
1.6	Chief Accountant	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Dir/Director (Office of the Acct.-Gen. of the States)	Grade Level 16
1.9	Director (Office of the Accountant-General of the Federation)	Grade Level 17

2. DUTIES

- 2.1 Accountant Grade II, Grade Level 08
 - 2.1.1 Performing internal audit duties and investigation.
 - 2.1.2 Taking charge of receipt disbursement and accounting for Government funds in a Ministry/Department.
 - 2.1.3 Indenting for controlling and issuing Treasury Books and Forms.
 - 2.1.4 Performing mechanical accounting and other accounting duties that may be assigned.
- 2.2 Accountant Grade I, Grade Level 09
 - 2.2.1 Conducting enquiries and investigations into frauds, losses, etc.
 - 2.2.2 Taking charge of sections in Sub-Treasuries, Federal Pay - Offices and Accounting Units of Ministries.
 - 2.2.3 Reconciling Internal or Ministerial Accounts with the Monthly Treasury Account and rendering financial returns and reports.
 - 2.2.4 Supervising and training junior accounting staff.
 - 2.2.5 Interpreting and analyzing final accounts of Institutions in which Government has interest.
 - 2.2.6 Assisting in examining revenue collection procedure to ensure compliance.
- 2.3 Senior Accountant, Grade Level 10
 - 2.3.1 Taking Charge of the Central Pay Office or the Accounts branch of a large Ministry.
 - 2.3.2 Preparing monthly' Final Accounts and Financial Statements, for Gazette' publication.
 - 2.3.3 Carrying out management audit duties
 - 2.3.4 Analyzing accounting data for management information
 - 2.3.5 Taking charge of Vote Control by constantly analyzing the Appropriation Accounts of Ministries/Departments.
 - 2.3.6 Examining Revenue Returns to ensure that shortfalls are properly dealt with including recovery of arrears of revenue.
 - 2.3.7 Undertaking feasibility studies on the installation of computers in Ministries and conveying approval for purchase of suitable accounting machines.
 - 2.3.8 Maintaining and reconciling subsidiary accounts for deposits, advances and other below-the-lint Accounts.
- 2.4 Principal Accountant, Grade Level 12

- 2.4.1 Supervising the Final Accounts Units and the preparation of the monthly transaction.
- 2.4.2 Taking charge of Internal Audit Unit of Sub-Treasury of Federal Pay Office.
- 2.4.3 Collating the financial returns from Ministries/Departments, Corporations, Government Agents and other Bodies when deployed in the Treasury.
- 2.4.4 Appraising accounting staff proposals for a Ministry/Department.
- 2.4.5 Appraising Government investments in commercial/industrial enterprises.
- 2.4.6 Compilation of Cash Flow forecasts and projections.
- 2.5 Assistant Chief Accountant, Grade Level 13
 - 2.5.1 Taking charge of Internal Audit Unit of a Ministry/Department
 - 2.5.2 Investigating reported cases of irregularities and fraud.
 - 2.5.3 Arranging for Boards of Survey and completing all necessary formalities as laid down in Financial Regulations regarding losses of funds and stores.
 - 2.5.4 Taking charge of Main Accounts Section of Treasury Headquarters.
 - 2.5.5 Taking charge of Development and Training of accounting personnel.
 - 2.5.6 Taking charge of Sub-Treasury of Federal Pay Office.
- 2.6 Chief Accountant, Grade Level 14
 - 2.6.1 Supervising the Central Pay Office.
 - 2.6.2 Establishing appropriate internal control systems.
 - 2.6.3 Organizing, supervising and consolidating the accounts of Ministries/Departments/Treasury Headquarters.
 - 2.6.4 Identifying the training needs for manpower development and arranging liaison with Manpower Development Department Training Courses for Accounting.
 - 2.6.5 Coordinating the accounting functions of a Section in a Ministry/Department
 - 2.6.6 Performing the duties of Federal Pay Officer in the State.
 - 2.6.7 Taking charge of a section.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Preparing Periodic/Annual Financial Reports of the Ministry/Department ensuring timely submission of monthly financial statements to the General of the Federation.
 - 2.7.2 Taking charge of a Branch.
 - 2.7.3 Disbursing funds of the Department/Ministry
 - 2.7.4 Supervising and coordinating the work of a number of subordinates.
 - 2.7.5 Attending to and ensuring prompt reply to Audit and Public Accounting Committee queries.
 - 2.7.6 Implementing the approved accounting systems for the Ministry/Department
 - 2.7.7 Serving as a member of Departmental Tenders Boards and other Boards.
- 2.8 Deputy Director/Director (Office of the Acct. General of the States), Grade Level 14
 - 2.8.1 Taking charge of all the accounting duties in a very large Government Ministry/Department.
 - 2.8.2 Advising on the control and management of funds, investments, loans and guarantees of the Ministry/Department.
 - 2.8.3 Responsible for the development and installation of efficient accounting system preparing and reviewing periodically the Ministry's and Department's account Code and Manual.
 - 2.8.4 Interpreting Financial Regulations.
 - 2.8.5 Advising on the disbursement of Funds of the Ministry or Department.
 - 2.8.6 Advising on the deployment of staff and on the job training programmes of accounts Staff.
 - 2.8.7 Serving as a member and adviser to Departmental/Ministerial Tenders or other Boards.

- 2.8.8 Taking charge-of a Division.
- 2.9 Director (Office-of the Accountant General of the Federation), Grade Level 17
 - 2.9.1 Advising the-Chief Executive; the Accounting Officer, and other Departmental Heads on financial matters
 - 2.9.2 Advising on legislative, regulative and other financial requirements of the Federal Executive Council and Central Agencies, e.g. Treasury, the-Federal Audit Department.
 - 2.9.3 Establishing the Accounting System with appropriate in-built controls as approved by the Accountant-General.
 - 2.9.4 Managing all funds end public money due mid receivable in the Ministry /Department.
 - 2.9.5 Serving: g a member of Departmental and Ministerial Tenders Batik and advising on financial implications of contract terms.
 - 2.9.6 Directing replies to and advising the accounting officer on Audit and Public Accounts Committee Queries.
 - 2.9.7 Performing any other functions as may be assigned by the Chief Executive/Accounting Officer and/or the Accountant-General of the Federation.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to availability of vacancy end satisfactory service record.

- 3.1 Accountant Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Accountancy from a recognized University.
- 3.2 Accountant Grade II, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Accountant Grade II who has spent at least three years on-the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a minimum of first degree or Higher National Diploma plus the professional Diploma of the Association of National Accountants of Nigeria (ANAN).
- 3.3 Senior Accountant, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Accountant Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 1.2.3 above plus at least six or three years' post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing the professional qualification of any of the following Accounting bodies:
 - 3.3.3.1 Institute of Chartered Accountants of Nigeria (ICAN).
 - 3.3.3.2 Association of Certified and Corporate Accountants (ACCA).
 - 3.3.3.3 Institute of Cost and Management Accountants (ICMA).
 - 3.3.3.4 Chartered Institute of Public Finance and Accountancy (CIPFA).
 - 3.3.3.5 Institute of Certified Public Accountants (ICPA).
- 3.4 Principal Accountant, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Accountant who has spent at least three years on the grade.
- 3.5 Assistant Chief Accountant Grade Level 13

- 3.5.1 By promotion of a confirmed and suitable Principal Accountant who has spent at least three years on the grade and registered with any of the recognized professional accountancy bodies.
- 3.6 Chief Accountant, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Accountant who is professionally qualified and has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Accountant who is professionally qualified and has spent at least three years on the grade and attended and passed an Advanced Financial Management Course.
- 3.8 Deputy Director/Director (Office of the Accountants-General of the States), Grade Level 16
 - 3.8.1 By promotion of a confirmed and suitable Assistant Director who is professionally qualified and has spent at least four years on the grade and attended and passed an Advanced Financial Management Course.
- 3.9 Direct Appointment to Posts in Grade Level 12 and above: Direct appointments may also be made to posts in Grade Level 12 and above by specific advertisements. Promotion from such direct appointments to higher grades are subject to confirmation of appointment and professional registration. These direct appointments should only be made where there are no suitable and qualified serving officers.

EXECUTIVE OFFICER (REVENUE) CADRE

1. POSTS AND SALARIES

- | | | |
|-----|--------------------------------------|----------------|
| 1.1 | Assistant Executive Officer | Grade Level 06 |
| 1.2 | Executive Officer | Grade Level 07 |
| 1.3 | Higher Executive Officer | Grade Level 08 |
| 1.4 | Senior Executive Officer | Grade Level 09 |
| 1.5 | Principal Executive Officer Grade II | Grade Level 10 |
| 1.6 | Principal Executive Officer Grade I | Grade Level 12 |
| 1.7 | Assistant Chief Executive Officer | Grade Level 13 |
| 1.8 | Chief Executive Officer | Grade Level 14 |

2. DUTIES

- 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Applying Civil Service Rules, Financial and Taxation Regulations etc. In treating specific subjects assigned.
 - 2.1.1.2 Assisting in tax collection work, motor licencing, stamp duties and other revenue collection duties.
- 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Examining returns and computing income for tax assessments.
 - 2.2.2 Taking charge of tax collection work in an Area Office.
 - 2.2.3 Taking charge of a small licensing or Stamp Duty Officer.
 - 2.2.4 Assisting in rendering statistical returns on assessment Headquarters.
- 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Taking charge of newly Registered Companies up to commencement of business.
 - 2.3.2 Rendering statistical returns on assessment and collection to Headquarters.
 - 2.3.3 Taking charge of revenue collection and accounting duties in an Out-Station Office.
 - 2.3.4 Assisting in the preparation of best of judgment assessment.
 - 2.3.5 Taking responsibility for collection of entertainment tax.
- 2.4 Senior Executive Officer, Grade Level 09

- 2.4.1 Taking charge of a Licensing Office.
- 2.4.2 Assisting in computing tax liabilities and raising assessments.
- 2.4.3 Assessing individuals and partners.
- 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Supervising a number of junior staff.
 - 2.5.2 Coordinating activities in a number of Out Station Offices.
 - 2.5.3 Certifying tax positions prepared by subordinates.
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Computing tax liabilities and raising assessment to collect tax.
 - 2.6.2 Coordinating the activities of a number of subordinates.
 - 2.6.3 Assisting in training junior staff.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Training junior staff.
 - 2.7.2 Undertaking the responsibility for the preparation of revenue estimates and their revision of the existing ones.
 - 2.7.3 Assisting in examining complaints and representations from tax payers or their agents.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Taking charge of a large Revenue Office.
 - 2.8.2 Supervising and coordinating the activities of a number of subordinate staff
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Intermediate Certificate of the Institute of Chartered Secretaries and Administrators
 - 3.1.1.2 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects at two sittings preferably including Economics Accountancy or Mathematics
 - 3.1.1.3 Ordinary National Diploma in Business Studies or Accountancy obtained from a recognized Institution
 - 3.1.1.4 Royal Society of Arts Stage m (Advanced) in Accounts and related subjects
 - 3.1.2 By advancement of a confirmed Clerical Officer who has successfully completed Treasury Stage I
 - 3.2 Executive Officer Grade Level 07
 - 3.2.1 By promotion of a continued and suitable Assistant Executive Officer (Revenue) who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Executive Officer (Revenue) who has successfully completed the Treasury Stage II Course
 - 3.2.3 By direct appointment of a candidate possessing the Professional Certificate obtained from any of the recognized professional Accountancy bodies.
 - 3.2.4 By direct appointment of a candidate possessing any of the qualification; specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer (Revenue) who has spent at least three years on the grade.
 - 3.3.2 By advancement of an Executive Officer (Revenue) who has successfully completed the Treasury Stage III Course.

- 3.3.3 By direct appointment of a candidate possessing any of the following qualifications.
 - 3.3.3.1 Associate Membership of the Chartered Institute of Secretaries and Administrators in Accountancy.
 - 3.3.3.2 Higher National Diploma in Accountancy obtained from a recognized Institution.
 - 3.3.4 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1 .1 or 3.2.3 above plus at least five or three years post-qualification cognate experience respectively.
 - 3.4 Senior Executive Officer, Grade 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer (Revenue) who has spent at least three years on the grade and has successfully completed the eight-week Course for Senior Executive Officer (Revenue).
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 or 3.3.3 above plus at least eight or six or three years post-qualification cognate experience respectively.
 - 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1 .1 or 3.2.3 or 3.3.3 above plus at least eleven or nine or six years' post-qualification cognate experience respectively.
 - 3.6 Principal Executive Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade II, (Revenue) who has spent at least three years on the grade.
 - 3.7 Assistant Chief Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Executive Officer Grade I, (Revenue) who has spent at least three years on the grade.
 - 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Executive Officer (Revenue) who has spent at least three years on the grade.
- 4 ADVANCEMENT BEYOND THE CADRE:
Any officer in the Executive Officer (Revenue) Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

INSPECTOR OF TAXES CADRE

- 1. POSTS AND SALARIES:
 - 1.1 Inspector of Taxes Grade II Grade Level 08
 - 1.2 Inspector of Taxes Grade I Grade Level 09
 - 1.3 Senior Inspector of Taxes Grade Level 10
 - 1.4 Principal Inspector of Taxes Grade Level 12
 - 1.5 Assistant Chief Inspector of Taxes Grade Level 13
 - 1.6 Chief Inspector of Taxes Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. DUTIES
 - 2.1 Inspector of Taxes Grade II, Grade Level 08

- 2.1.1 Carrying out enquires on newly registered companies and individuals for purposes of taxation.
- 2.1.2 Examining accounts and tax computations of small companies and individual taxpayers and assessing them for tax payments.
- 2.1.3 Assisting in collecting taxes generally.
- 2.1.4 Attending Inspector of Taxes preliminary course.
- 2.2 Inspector of Taxes Grade I, Grade Level 09
 - 2.2.1 Conducting induction courses and training junior staff engaged in tax duties.
 - 2.2.2 Examining the audited accounts submitted by taxpayers or their auditors.
 - 2.2.3 Computing tax liabilities with information supplied and raising assessments to collect tax.
 - 2.2.4 Assisting Senior Officers in conducting investigation into cases where tax fraud is suspected.
 - 2.2.5 Preparing statistical information.
- 2.3 Senior Inspector of Taxes, Grade Level 10
 - 2.3.1 Examining companies accounts and raising assessments on them
 - 2.3.2 Ensuring uniform application of Tax Laws, Tax Regulation, and Departmental Instructions.
 - 2.3.3 Supervising a number of Officers responsible for the assessment of small companies individual business concerns partnerships estates and trusts
 - 2.3.4 Conducting investigation into the affairs of small companies.
 - 2.3.5 Following up such cases as are in dispute through the appeal procedures.
- 2.4 Principal Inspector of Taxes, Grade Level 12
 - 2.4.1 Leading teams in conducting investigation into the affairs of large companies
 - 2.4.2 Scrutinizing companies books and records with a view to detecting tax fraud and raising assessments where necessary.
 - 2.4.3 Taking charge of a number of officers responsible for the assessment of medium sized companies and individual business concerns, partnerships, estates and trusts.
 - 2.4.4 Examining complaints and representations from tax payers and/or their agents.
 - 2.4.5 Taking charge of a large outstation revenue office
 - 2.4.6 Coordinating the activities of a Local Government Area Office
 - 2.4.7 Heading Stamp duties Office
 - 2.4.8 Signing Tax Clearance Certificates
- 2.5 Assistant Chief Inspector of Taxes, Grade Level 13.
 - 2.5.1 Supervising Tax Inspectors in the assessment Unit
 - 2.5.2 Supervising a number of officers responsible for the assessment of large companies Police members of the Armed Forces Foreign Affairs Offices and shareholders resident abroad.
 - 2.5.3 Supervising the collection of income tax.
 - 2.5.4 Managing the Department's Training School and supervising a number of large outstanding offices.
 - 2.5.5 Training newly recruited tax officers.
 - 2.5.6 Conducting settlement interviews with tax payers and/or Auditors.
- 2.6 Chief Inspector of Taxes, Grade Level 14
 - 2.6.1 Taking charge of the administration of one of the Department's Office or a Section.
 - 2.6.2 Taking the responsibility for assessment and collection of taxes and litigation of defaulting companies.
 - 2.6.3 Dealing with tax problems encountered by Tax Officers in the Area Office.
 - 2.6.4 Taking responsibility for revenue intimate of the Area Office.

- 2.6.5 Heading the Secretariats of the Joint Tax Board and Body of Appeal Commission.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of the technical duties and general administration of the service arm of the Department.
 - 2.7.2 Coordinating the training programmes for staff.
 - 2.7.3 Negotiating double taxation relief agreement and putting into effect
 - 2.7.4 Taking charge of a Branch
 - 2.7.5 Taking charge of a Zone comprising at least three Area Officer
 - 2.7.6 Initiating the review of tax policies and programmes.
 - 2.7.7 Taking responsibility for revenue-estimate of the Department.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Assisting in the general administration of the Department.
 - 2.8.2 Taking charge of the general administration of the Department (States).
 - 2.8.3 Taking the responsibility for tax collection from all sources (States).
 - 2.8.4 Taking charge of computerization of the Division.
 - 2.8.5 Advising the government on tax policies and programmes (States).
 - 2.8.6 Sitting as a member of the Federal Board of Inland Revenue.
- 2.9 Director of Taxes, Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Undertaking the responsibility for Tax Assessment i.e. Petroleum Profit Tax and Pioneer Companies, Companies Income Tax, International Tax, Personal Income Tax, Capital Gains Tax, Sales Tax and Stamp duties.
 - 2.9.3 Taking charge of tax collection from all sources
 - 2.9.4 Advising the government on tax matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Inspector of Taxes Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Accountancy, Business Administration or Economics with Accountancy as a special subject, obtained from a recognized University.
 - 3.2 Inspector of Taxes Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Inspector of Taxes Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraphs 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a minimum of First degree or Higher National Diploma plus the professional Diploma of the Association of National Accountants of Nigeria (ANAN).
 - 3.3 Senior Inspector of Taxes, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable inspector of Taxes Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least six or three years post qualifications cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing the Final Certificate of any of the following Accountancy bodies or their recognized equivalents:
 - 3.3.3.1 Institute of Chartered Accountants of Nigeria (ICAN).
 - 3.3.3.2 Association of Certified and Corporate Accountants (ACCA).
 - 3.3.3.3 Chartered Institute of Public Finance and Accountants (CIPFA).

- 3.3.3.4 Institute of Cost and Management Accountants (ICMA).
- 3.3.3.5 Society of Incorporated Accountants and Auditors (SIAA).
- 3.4 Principal Inspector of Taxes, Grade Level 12
 - 3.4.1 By promotion of a confirmed end suitable Senior Inspector of Taxes who has spent at least three years on the grade.
- 3.5 Assistant Chief Inspector of Taxes, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Inspector of Taxes who has spent at least three years on the grade.
- 3.6 Chief Inspector of Taxes, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant chief Inspector of Taxes who Sue spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief inspector of Taxes who has passed the Advanced Financial Management Course Examination and spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director of Taxes, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment it, Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment and professional registration.

ACTUARY CADRE

1. POSTS AND SALARIES

1.1	Actuary Grade II	Grade Level 08
1.2	Actuary Grade I	Grade Level 09
1.3	Senior Actuary	Grade Level 10
1.4	Principal Actuary	Grade Level 12
1.5	Assistant Chief Actuary	Grade Level 13
1.6	Chief Actuary	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17
2. DUTIES

DUTLES

 - 2.1 Actuary Grade II, Grade Level 08
 - 2.1.1 Undergoing an appropriate training in actuary science and performing the following duties under supervision:
 - 2.1.1.1 Assisting in the preparation of preliminary reports on examih0n and valuation of life insurance.
 - 2.1.1.2 Undertaking liaison with statisticians in rendering statistics on life insurance industry.
 - 2.2 Actuary Grade I, Grade Level 09
 - 2.2.1 Assisting in carrying out life and pensions actuarial valuations.
 - 2.2.2 Undertaking actuarial research and development
 - 2.3 Senior Actuary, Grade Level 10

- 2.3.1 Rendering Actuarial Consultancy Services to Government bodies
- 2.3.2 Assisting in the training of junior officers
- 2.4 Principal Actuary, Grade Level 12
 - 2.4.1 Assisting in handling specific duties relating to investment portfolio management.
 - 2.4.2 Investigating and producing statistical publications on mortality as related to actuarial services.
- 2.5 Assistant chief Actuary, Grade Level 13
 - 2.5.1 Coordinating the activities of a number of officers in the Unit
 - 2.5.2 Conducting research and advising on the adoption of suitable mortality table for use in the country's Life insurance business.
- 2.6 Chief Actuary, Grade Level 14
 - 2.6.1 Taking charge of a Section
 - 2.6.2 Taking charge of a specified subject
 - 2.6.3 Organizing the training programmes for staff
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Assisting in the administration of a Division
 - 2.7.2 Coordinating the activities of a Branch
 - 2.7.3 Coordinating the training programme of staff
 - 2.7.4 Initiating action on the review of policies and programmes on actuarial matters.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division
 - 2.8.2 Assisting in the general administration of the Department
 - 2.8.3 Taking responsibility for actuarial development planning.
 - 2.8.4 Participating in policy formulation
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the authority on the formulation, execution and review of policies and programmes on actuarial matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Actuary Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Mathematics or Statistics from a recognized University.
 - 3.1.2 By direct appointment of a candidate possessing a degree in Actuary Science or a degree plus a post-graduate Diploma in Actuary Science from a recognized University.
 - 3.2 Actuary Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Actuary Grade II who has spent at least three years on the grade and undergone an appropriate training programme in Actuary Science.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least three years' post-qualification cogitate experience.
 - 3.3 Senior Actuary, Grade Level 10
 - 3.3.1 by promotion of a confirmed and suitable Actuary Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a -candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least -six years' post-qualification Cognate experience.
 - 3.4 Principal Actuary, Grade Level 12

- 3.4.1 By promotion of a confirmed and suitable Senior Actuary who has spent at least three years on the grade.
- 3.5 Assistant Chief Actuary, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Actuary who has spent at least three years on the grade.
- 3.6 Chief Actuary, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Actuary -who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Actuary or Chief Insurance Inspector/Chief Insurance Auditor who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to posts in Grade Level 12 and above: Direct appointment may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment

INSURANCE INSPECTOR CADRE

1. POSTS AND SALARIES

1.1	Insurance Inspector Grade II	Grade Level 08
1.2	Insurance Inspector Grade I	Grade Level 09
1.3	Senior Insurance Inspector	Grade Level 10
1.4	Principal Insurance Inspector	Grade Level 12
1.5	Assistant Chief Insurance Inspector	Grade Level 13
1.6	Chief Insurance Inspector	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Insurance Inspector Grade II, Grade Level 08
 - 2.1.1 Examining annual returns and business records to ensure their compliance with Insurance Decree and regulations.
 - 2.1.2 Reporting on Insurance activities.
- 2.2 Insurance Inspector Grade I, Grade Level 09
 - 2.2.1 Undertaking desk and field inspections and examination of Insurance records.
 - 2.2.2 Preparing detailed report of the examination of Insurance Companies and their intermediaries.
- 2.3 Senior Insurance Inspector, Grade Level 10
 - 2.3.1 Superintending over a specific area of Insurance Survey and Inspection.
 - 2.3.2 Assisting in the registration and supervision of Insurance Adjusters and Agents.
 - 2.3.3 Assisting in the training of Junior Staff
- 2.4 Principal Insurance Inspector, Grade Level 12
 - 2.4.1 Supervising the activities of field Inspectors and compiling reports of area offices.

- 2.4.2 Undertaking physical inspection of companies' records, assets and business operations.
- 2.4.3 Processing applications for registration of insurance brokers and adjusters.
- 2.5 Assistant Chief Insurance Inspector, Grade Level 13
 - 2.5.1 Coordinating the activities of various sections of insurance companies.
 - 2.5.2 Assisting in the technical duties of Insurance supervision and control.
- 2.6 Chief Insurance Inspector, Grade Level 14
 - 2.6.1 Taking charge of UNCTAD matters, winding-up and merger of insurance companies.
 - 2.6.2 Supervising and directing the activities of a number of Technical Bureaux and Committees such as:
 - 2.6.2.1 Rating risk
 - 2.6.2.2 Dissemination of Claims
 - 2.6.2.3 Settlement of Claims
 - 2.6.2.4 Consideration of the terms of Re-insurance treaties.
 - 2.6.2.5 Company's Management
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Supervising the operation of Insurance Industry
 - 2.7.2 Taking charge of a Branch
 - 2.7.3 Initiating the review of Insurance Policies and Programmes.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Assisting in the general administration of the Department
 - 2.8.2 Taking responsibility for insurance development planning.
 - 2.8.3 Taking charge of a Division
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Advising on the formulation execution and review of policies and programmes on matters relating to Insurance.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Insurance Inspector Grade II Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following
 - 3.1.1.1 A degree in Economics, Finance or Business Administration from arecognized University.
 - 3.1.1.2 The Final Certificate or Associate Membership of the Chartered institute of insurance.
- 3.2 Insurance Inspector Grade I, Grade Level 09
 - 3.2.1 By promotion of a con finned and suitable insurance Inspector Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years post- qualification cognate experience.
- 3.3 Senior Insurance inspector, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Insurance Inspector Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualificationcognate experience.
- 3.4 Principal insurance inspector, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Insurance inspector who has spent at least three years on the grade.

- 3.5 Assistant Chief Insurance Inspector, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Insurance Inspector who has spent at least three years on the grade.
- 3.6 Chief Insurance Inspector, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief insurance Inspector who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief insurance Inspector who has spent at least three years on the grade.
- 3.8 Deputy Director Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at Least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above:- Direct appointment may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

**FOREIGN AFFAIRS
COURIER CADRE**

- 1. POSTS AND SALARIES
 - 1.1 Courier Grade Level 06
 - 1.2 Head Courier Grade Level 07
- 2. DUTIES
 - 2.1 Courier, Grade Level 06
 - 2.1.1 Keeping Custody of diplomatic bags in transit
 - 2.1.2 Assisting in distributing diplomatic mails among various Ministries.
 - 2.1.3 Carrying and/or accompanying diplomatic bags while travelling by air or land to various Missions abroad.
 - 2.2 Head Courier, Grade Level 07
 - 2.2.1 Distributing diplomatic mails among various Ministries.
 - 2.2.2 Carrying and/or accompanying diplomatic bags while traveling by land or air to various Missions Abroad.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotion/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Courier, Grade Level 06
 - 3.1.1 By lateral transfer of a confirmed and suitable officer who possesses cognate experience and has held a post of comparable level of responsibility.
 - 3.1.2 By promotion of a confirmed and outstanding Clerical Officer Grade I who has cognate experience.
 - 3.2 Head Courier, Grade Level 07
 - 3.2.1 By promotion of a suitable Courier who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:

Officers in the Courier Cadre who acquire any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to that grade.

EXECUTIVE OFFICER (FOREIGN AFFAIRS) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Executive Officer Grade Level 06

1.2	Executive Officer	Grade Level 07
1.3	Higher Executive Officer	Grade Level 08
1.4	Senior Executive Officer	Grade Level 09
1.5	Principal Executive Officer Grade II	Grade Level 10
1.6	Principal Executive Officer Grade I	Grade Level 12
1.7	Assistant Chief Executive Officer	Grade Level 13
1.8	Chief Executive Officer	Grade Level 14

2. DUTIES

- 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Performing under supervision, the following duties in treating specified subjects in personnel or general administration:
 - 2.1.1.1 Applying Civil Service Rules
 - 2.1.1.2 Applying Public Service Commission Regulations.
 - 2.1.1.3 Applying Financial Regulations
 - 2.1.1.4 Applying Circulars
- 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Carrying out consular duties e.g. issuing of passport and visas; welfare Nigerians and protocol.
 - 2.2.2 Undertaking cipher duties
- 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Taking charge of specified subjects within a unit of the Ministry.
 - 2.3.2 Handling routine correspondence on subjects within his schedule of duty.
- 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Assisting in keeping records on culture, information and social matters of foreign countries.
 - 2.4.2 Assisting in the establishment and maintenance of accurate cultural and social information.
- 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Taking charge of specified subjects such as Area Offices and consulates, commercial matters, trade enquiries and complaints and Economic matters/reports.
 - 2.5.2 Training subordinate staff
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in designing and executing training programmes for junior staff
 - 2.6.2 Assisting in supervising, and coordinating the work of subordinate staff.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Coordinating activities in a number of specified subjects
 - 2.7.2 Establishing and maintaining accurate cultural and social information.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Supervising and coordinating the activities of a number of subordinate staff.
 - 2.8.2 Assisting in organizing and executing the training programme for subordinate staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects obtained at two sittings.
 - 3.1.1.2 Ordinary National Diploma in Business Administration or Public Administration obtained from a recognized Institution.

- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Higher National Diploma in Business Administration.
 - 3.2.2.2 A pass in the Final Examination of the Chartered Institute of Secretaries
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years post-qualifications cognate experience or in sub-paragraph 3.2.2 above plus at least three years post-qualification cognate experience.
 - 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least three years' post-qualification cognate experience.
 - 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eight years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least six years post-qualification cognate experience.
 - 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least eleven or nine years' post-qualification cognate experience respectively.
 - 3.6 Principal Executive Officer, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a Principal Executive Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a Assistant chief Executive Officer who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE**
 Any Officer in the Executive Officer (Foreign Affairs) Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

FOREIGN AFFAIRS OFFICER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Foreign Affairs Officer Grade II Grade Level 08
 - 1.2 Foreign Affairs Officer Grade I Grade Level 09
 - 1.3 Senior Foreign Affairs Officer Grade Level 10
 - 1.4 Principal Foreign Affairs Officer Grade Level 12

1.5	Assistant Chief Foreign Affairs Officer	Grade Level 13
1.6	Chief Foreign Affairs Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 The Ministry of Foreign Affairs has stated that in view of the nature of the duties of Foreign Affairs Officers, it is not possible to assign specific functions to the grade in this cadre
- 2.2 Officers in all grade will be required to carry out normal diplomatic duties and take charge of the following activities in Nigeria's missions abroad:
 - 2.2.1 Promotion of Nigeria's trade and economic development
 - 2.2.2 Information and Cultural Affairs
 - 2.2.3 Welfare of Nigerian Students, Pilgrims and Nationals
 - 2.2.4 Labour matters and general administrative duties.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Foreign Affairs Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a relevant degree from a recognized University.
- 3.2 Foreign Affairs Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Foreign Affairs Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus atleast three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a relevant Master's degree plus at least one-year post-qualification cognate experience.
- 3.3 Senior Foreign Affairs Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Foreign Affairs Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified-in sub-paragraph 3.1.1 or 3.2.3 above plus at least six years post-qualification cognate experience respectively.
- 3.4 Principal Foreign Affairs Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior- Foreign Affairs Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Foreign Affairs Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Foreign Affairs Officer who has spent at least three years on the grade.
- 3.6 Chief Foreign Affairs Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Foreign Affairs Officer who has spent at least three years on the grade.
- 3.7 Assistant Director Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Foreign Affairs Officer who has spent at least three years on the grade
- 3.8 Deputy Director Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17

- 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level ii and Above; Direct appointments may also be made to posts in Grade Level 12 and above; but these will be preceded by specific advertisements at the instance of the user Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

**HEALTH
DENTAL TECHNOLOGIST CADRE**

1. POSTS AND SALARIES
 - 1.1 Dental Technologist Grade Level 08
 - 1.2 Senior Dental Technologist Grade Level 09
 - 1.3 Principal Dental Technologist Grade II Grade Level 10
 - 1.4 Principal Dental Technologist Grade I Grade Level 12
 - 1.5 Assistant Chief Dental Technologist Grade Level 13
 - 1.6 Chief Dental Technologist Grade Level 14
2. DUTIES
 - 2.1 Dental technologist, Grade Level 08
 - 2.1.1 Performing routine laboratory duties.
 - 2.1.2 Assisting in undertaking duties in all branches of dental prosthetics including advanced inlay, bridged and orthogonal techniques.
 - 2.1.3 Constructing oral maxilla facial appliances.
 - 2.2 Senior Dental Technologist, Grade Level 09
 - 2.2.1 Supervising Dental Technicians.
 - 2.2.2 Performing routine laboratory duties.
 - 2.2.3 Undertaking duties in all branches of Dental prosthetics including advanced inlay, bridged and orthodontic techniques.
 - 2.2.4 Constructing oral maxilla facial appliances.
 - 2.2.5 Assisting in fabricating intricate dental appliances.
 - 2.3 Principal Dental Technologist Grade II, Grade Level 10
 - 2.3.1 Performing intricate Laboratory duties
 - 2.3.2 Training Dental Technician staff on the job.
 - 2.3.3 Repairing and servicing Dental instruments and equipment.
 - 2.3.4 Fabricating intricate dental appliances such as oral splints, complicated orthodontic appliances.
 - 2.4 Principal Dental Technologist Grade I, Grade Level 12
 - 2.4.1 Performing intricate Laboratory duties.
 - 2.4.2 Training junior officers on the job.
 - 2.4.3 Coordinating the activities of a number of junior staff.
 - 2.4.4 Fabricating and repairing appliances.
 - 2.5 Assistant Chief Dental Technologist, Grade Level 13
 - 2.5.1 Ensuring safe-keeping of materials and equipment in various Dental Centres.
 - 2.5.2 Advising on the ordering of new equipment.
 - 2.5.3 Preparing indents for Dental Laboratories.
 - 2.5.4 Assisting in the administration of a Section.
 - 2.6 Chief Dental Technologist, Grade Level 14
 - 2.6.1 Advising on development of dental technologist service
 - 2.6.2 Assisting Dental Surgeons
 - 2.6.3 Taking charge of the administration of all the Dental Technical/Technologist Section.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Dental Technologist, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Higher National Diploma in Dental Technology from a recognized Institution.
 - 3.1.1.2 Associate of the British Institute of Surgical Technologist (Dental).
 - 3.1.1.3 Full Technological Certificate (Technician) of the City and Guilds at London Institute in Dental Technology.
 - 3.1.2 By direct appointment of a candidate possessing Ordinary National Diploma of the British Institute of Surgical Technologist - (Dental) plus at least five years post-qualification cognate experience.
 - 3.1.3 By promotion of a confirmed and suitable Junior Dental Officer who has successfully completed a four-year count of training in an approved school of Dental Technology.
 - 3.2 Senior Dental Technologist, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Dental Technologist who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
 - 3.3 Principal Dental Technologist Grade II, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Senior Dental Technologist who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.4 Principal Dental Technologist Grade I, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Principal Dental Technologist Grade II who has spent at least three years on the grade.
 - 3.5 Assistant Chief Dental Technologist, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Dental Technologist Grade I who has spent at least three years on the grade.
 - 3.6 Chief Dental Technologist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Dental Technologist who has spent at least three years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
Officers in the Dental Technologist Cadre who acquire any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

HEALTH ATTENDANT CADRE

1. POSTS AND SALARIES
 - 1.1 Health Attendant Grade Level 02
 - 1.2 Senior Health Attendant Grade Level 03
 - 1.3 Head Health Attendant Grade Level 04

This Scheme of service covers all Health Attendant Cadres.
2. DUTIES
 - 2.1 Health Attendant, Grade Level 02
 - 2.1.1 Assisting in liter preparation of handicraft materials for therapeutic use.
 - 2.1.2 Carrying out general cleaning of the surrounding and equipment

- 2.1.3 Attending to the toilet and other minor needs of patients like assisting in themovement of patient undergoing occupational therapy.
- 2.1.4 Helping in the transportation of patient.
- 2.1.5 Sorting, drying and distributing X-Ray films.
- 2.1.6 Performing under supervision, routine darkroomduties.
- 2.1.7 Carrying prescribed drugs and food to patients.
- 2.1.8 Dressing and treating wounds under supervision.
- 2.2 Senior Health Attendant, Grade Level 03
 - 2.2.1 Spraying breeding habitats of insects, pests and human habitation.
 - 2.2.2 Surveying and planning but localities for control work on mosquito and other arthropods.
 - 2.2.3 Searching for and collecting arthropods of medical importance.
 - 2.2.4 Educating thepublic on complete pest control measures.
 - 2.2.5 Receiving and registeringlaboratory specimen and maintaining other simple records.
 - 2.2.6 Taking care of laboratory experimental animals.
 - 2.2.7 Waiting on Nurses and Doctors in the out-patient department, hospital wards, surgery clinics and maternity centres.
 - 2.2.8 Assisting in preparing and removing plasters, castes erection and dismantling orthopedic beds, pulleys and appliances.
 - 2.2.9 Assisting in supervising junior Attendants.
- 2.3 Head Health Attendant, Grade Level 04
 - 2.3.1 Administering prescribed drugs and taking temperature reading on patients.
 - 2.3.2 Assisting in preparing the theatre.
 - 2.3.3 Sterilizing and storing laboratory apparatus and infected materials.
 - 2.3.4 Assisting in the collection of Drugs from the main store.
 - 2.3.5 Assisting in the Health Education of in-patients.
 - 2.3.6 Supervising theactivities of a team of junior Attendants.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Health Attendant, Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.2 Senior Health Attendant, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Health Attendant who has spentleast two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specifiedsub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Head Health Attendant, Grade Level 04
 - 3.3.1 By promotion of a suitable Health Attendant who has spent at least two years the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 Any officer in the Health Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/Promotiongrade.
 - 4.2 A Health Attendant is eligible for conversion to Health Assistant Cadre on successful completion of appropriate in-service training course or on passing National Certificate Examination for HealthAssistants.

HEALTH ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Health Assistant	Grade Level 04
1.2	Higher Health Assistant	Grade Level 05
1.3	Senior Health Assistant	Grade Level 06
1.4	Principal Health Assistant	Grade Level 08
1.5	Chief Health Assistant	Grade Level 09

2. DUTIES

2.1 Health Assistant, Grade level 04

Hospital Services

- 2.1.1 Escorting patients out to fields, farms e.t.c, for occupational therapy.
- 2.1.2 Assisting in keeping patients in check to ensure their safety.
- 2.1.3 Shaving the relevant parts of patients bodies in preparation for treatment/dressing.
- 2.1.4 Assisting in feeding patients.
- 2.1.5 Assisting in the registration and issuance of card to patients in the General Out-patient and Emergency Wards.
- 2.1.6 Assisting in bathing chronic and disabled patients.
- 2.1.7 Assisting in the bathing of corpses in the mortuary.
- 2.1.8 Assisting in the refinement of artificial limbs.
- 2.1.9 Assisting in the sterilization of optical instruments.
- 2.1.10 Assisting in the sorting and distribution of optic tests results to patients.

Laboratory Services

- 2.1.11 Assisting in the procurement of bottles and bleeding sets.
- 2.1.12 Assisting in the collection and processing of specimen such as stool and mine from patients and affixing to the container, the patients name, specimen type, test required and oilier relevant information.
- 2.1.13 Recording the results of examinations carried out.
- 2.1.14 Assisting in the procurement of insects for laboratory tests.
- 2.1.15 Assisting in the processing of X-ray Films.

Public Health Services

- 2.1.16 Assisting in the inspection of premises and disposal of exposed and contaminated food items.
- 2.1.17 Assisting in the spraying of chemicals to kill and control the menace of harmful insects.

2.2 Higher Health Assistant, Grade Level 05

Hospital Services

- 2.2.1 Maintaining surveillance on able bodied-patients to ensure their safety.
- 2.2.2 Assisting in the organization of social activities, for patients.
- 2.2.3 Bathing chronic and handicapped patients.
- 2.2.4 Assisting in the preparation of walking calipers, P.O.P. and other therapeutic supports.
- 2.2.5 Assisting in the maintenance of simple hospital appliances.
- 2.2.6 Removing appliance e.g. P.O.P. e.t.c, when necessary.
- 2.2.7 Keeping records of corpses in the Mortuary Rooms.
- 2.2.8 Seeing to the cleanliness of Mortuary Rooms.
- 2.2.9 Assisting in the embalmment of corpses.
- 2.2.10 Ensuring the orderly arrangement of the Audiometric Workshop.
- 2.2.11 Identifying and issuing optic aids as prescribed to the patients.

Laboratory Services

- 2.2.12 Preparing smears, simple reagents etc.
- 2.2.13 Procuring insects for laboratory tests.
- 2.2.14 Assisting Laboratory Technicians in carrying out single routine tests
- 2.2.15 Loading cassettes and films in the dark-room

Public Health Services

2.2.16 Carrying out routine inspection of exposed articles of food items intended for public consumption.

2.2.17 Spraying chemicals to kill and control the menace of harmful insects.

2.3 Senior Health Assistant Grade Level 06

Hospital Services

2.3.1 Assisting in on-the-job training of newly recruited staff.

2.3.2 Preparing walking calipers, P.O.P and other therapeutics supports.

2.3.3 Assisting in refurbishing hospital instruments and appliances.

2.3.4 Assisting in fixing patients artificial aids.

2.3.5 Supervising the removal of appliances e.g. P.O.P.

2.3.6 Supervising subordinate staff.

2.3.7 Assisting patients to learn the proper use of therapeutic aid/materials.

2.3.8 Assisting Staff Nurses in maintaining adequate health standards in hospitals.

2.3.9 Obtaining information on the condition of the eyes of patients.

Laboratory Services

2.3.10 Assisting Laboratory Technologists in carrying out routine laboratory tests.

2.3.11 Taking care of experimental animals.

2.3.12 Assisting in storing issued chemicals and keeping laboratory supplies/equipment in good condition.

Public Health Services

2.3.13 Identifying and reporting on contraventions of Public Health regulations.

2.3.14 Supervising the activities of junior staff.

2.3.15 Principal Health Assistant, Grade Level 07

Hospital Services

2.4.1 Assisting in the supervision of on-the-job training of newly recruited staff.

2.4.2 Assisting in the deployment and supervision of the activities of subordinate staff.

2.4.3 Recommending the fabrication of artificial aids and appliances.

Laboratory Services

2.4.4 Assisting in the supervision of on-the-job training of newly recruited staff.

2.4.5 Assisting in the deployment and supervision of the activities of subordinate staff.

2.4.6 Assisting Laboratory Technicians/Technologists in the preparation of culture media and wire loops and the detection of proteins, glucose and ketone.

Public Health services

2.4.7 Collecting and collating reports on the extent and dosage of contaminated food items.

2.4.8 Assisting in the deployment and supervision of the activities of subordinate staff.

2.4.9 Assisting in the supervision of on-the-job training of newly recruited staff.

2.5 Chief Health Assistant, Grade Level 08

Hospital Services

2.5.1 Designing and supervising on-the-job training of newly recruited staff.

2.5.2 Deploying and coordinating the activities of subordinate staff.

2.5.3 Compiling relevant periodic returns on patients and preparing reports on same

Laboratory Services

2.5.4 Designing and supervising on-the-job training of newly recruited staff

2.5.5 Deploying and mating the activities of subordinate staff

2.5.6 Compiling relevant periodic returns and preparing reports on same.

Public Health Services

2.5.7 Designing and supervising on-the-job training of newly recruited staff.

2.5.8 Deploying and coordinating the activities of subordinate staff.

2.5.9 Compiling relevant periodic returns and preparing reports on same.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Health Assistant, Grade Level 04

3.1.1 By direct appointment of a candidate possessing S.75 or Junior Secondary School Certificate or General Certificate of Education (Ordinary Level) obtained with three credits at one sitting or four credits at two sittings, who has successfully completed the two year training programme in the School of Health Technology or any other approved Health Institution and obtained the National Certificate for Health Assistant Cadres.

3.1.2 By advancement of a serving junior officer who has successfully completed the two years' training programme in a relevant and recognized training Institution.

3.2 Higher Health Assistant, Grade Level 05

3.2.1 By promotion of a confirmed and suitable Health Assistant who has spent at least two years on the grade.

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

3.3 Senior Health Assistant Grade Level 06

3.3.1 By promotion of a confirmed and suitable Higher Health Assistant who has spent at least two years on the grade.

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

3.4 Principal Health Assistant, Grade Level 07

3.4.1 By promotion of a confirmed and suitable Senior Health Assistant who has spent at least two years on the grade.

3.5 Chief Health Assistant, Grade Level 08

3.5.1 By promotion of a suitable Principal Health Assistant who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Health Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

MEDICAL LABORATORY TECHNICIAN CADRE

1. POSTS AND SALARIES:

1.1	Medical Laboratory Technician	Grade Level 07
1.2	Higher Medical Laboratory Technician	Grade Level 08
1.3	Senior Medical Laboratory Technician	Grade Level 09
1.4	Principal Medical Laboratory Technician	Grade Level 10
1.5	Assistant Chief Medical Laboratory Technician	Grade Level 12
1.6	Chief Medical Laboratory Technician	Grade Level 13

2. DUTIES

2.1 Medical Laboratory Technician, Grade Level 07

2.1.1 Collecting, examining and analyzing specimen from patients to provide the information required by Medical Officer for diagnosis and treatment.

2.1.2 Preparing chemical solutions, reagents, microscope slides and culture media for laboratory tests.

2.1.3 Caring for and maintaining laboratory equipment

2.1.4 Carrying out microscopic examination of specimen for pathogens.

2.1.5 Analyzing body fluids, classifying and processing blood to determine types and to separate stain from blood cells.

2.2 Higher Medical Laboratory Technician, Grade Level 08

- 2.2.1 Maintaining stains and cultures; performing biochemical staining and examining fibers for bacteria and other pathogens
- 2.2.2 Preparing butter solutions, fluids, Glemsa's Leishman's stains and preserving parasites and arthropods vectors.
- 2.2.3 Carrying out declassification and preparation of paraffin.
- 2.2.4 Analyzing urine and cerebrum spinal fluid, quantitative estimation of any lass, glucose.
- 2.3 Senior Medical Laboratory Technician, Grade Level 09
 - 2.3.1 Identifying of malaria parasites, trypanosomes, spirochetes and other protozoa by using concentration methods.
 - 2.3.2 Preparing anticoagulants used in blood transfusion and carrying out other supervisory duties as may be assigned.
 - 2.3.3 Treating blocks before cutting, preparation and use of Erlich's Harries flames and Weigert Haematoxyline.
 - 2.3.4 Supervising a number of Medical/Veterinary Laboratory Technicians, Assistants and Attendants.
 - 2.3.5 Ensuring that laboratory equipment and glassware are properly sterilized and maintained in good condition.
- 2.4 Principal Medical Laboratory Technician, Grade Level 10
 - 2.4.1 Taking charge of routine investigation.
 - 2.4.2 Producing and testing of vaccines and taking charge of the production of special media for diagnostic work.
 - 2.4.3 Organizing training programmes for students and junior staff.
- 2.5 Assistant Chief Medical Laboratory Technician, Grade Level 17
 - 2.5.1 Taking charge of the Laboratory services in any of the specialties.
 - 2.5.2 Advising on policy matters relating to laboratory services.
 - 2.5.3 Supervising the activities of Junior Officers in the various sections of laboratory.
 - 2.5.4 Organizing training programmes for laboratory personnel.
- 2.6 Chief Medical Laboratory Technicians, Grade Level 13
 - 2.6.1 Coordinating the duties of all the Medical/Laboratory Technicians and assigning other responsibilities might arise from time to time.
 - 2.6.2 Procuring laboratory equipment, media, stains and chemical reagents
 - 2.6.3 Maintaining technical data and records in the research and service laboratory and assuming total responsibility for all laboratory technicalities.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Medical Laboratory Technician, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing West African School Certificate/Senior Secondary School Certificate who has successfully completed a three year training in a recognized Institution and obtained the Registration of the Institute of Medical Laboratory Technology of Nigeria for Technician.
- 3.2 Higher Medical Laboratory Technician, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Medical Laboratory Technician who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Medical Laboratory Technician, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Medical Laboratory Technician who has spent at least three years on the grade.

- 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Medical Laboratory Technician, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Medical Laboratory Technician who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least nine years' post-qualification cognate experience.
- 3.5 Assistant Chief Medical Laboratory Technician, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Medical Laboratory Technician who has spent at least three years on the grade.
- 3.6 Chief Medical Laboratory Technician, Grade Level 13
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Medical Laboratory Technician who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Medical Laboratory Technician Cadre who acquires any of the qualifications specified for direct appointment to any higher grade is eligible for transfer/promotion to the grade.

MEDICAL LABORATORY TECHNOLOGIST CADRE

1. POSTS AND SALARIES

1.1	Medical Laboratory Technologist Grade II	Grade Level 08
1.2	Medical Laboratory Technologist Grade I	Grade Level 09
1.3	Senior Medical Laboratory Technologist	Grade Level 10
1.4	Principal Medical Laboratory Technologist	Grade Level 12
1.5	Assistant Chief Medical Laboratory Technologist	Grade Level 13
1.6	Chief Medical Laboratory Technologist	Grade Level 14

2. DUTIES

- 2.1 Medical Laboratory Technologist Grade II, Grade level 08
 - 2.1.1 Performing, under the supervision of Senior Officers, the following duties;
 - 2.1.1.1 Preparing stains, reagents and simple media for cultivation of bacteria to perform cross-matching; compatibility tests of blood for blood transfusion and simple serological tests.
 - 2.1.1.2 Performing tests in Chemical Pathology, Histopathology, Heamatology, Parasitology and Medical Microbiology.
 - 2.1.1.3 Carrying out quantitative simple, chemical analysis of food, drugs, cosmetics and medical devices.
 - 2.1.1.4 Carrying out minor repairs of laboratory equipment.
 - 2.1.1.5 Supervising the works of a number of laboratory staff in his unit.
- 2.2 Medical Laboratory Technologist Grade I, Grade Level 09
 - 2.2.1 Performing advanced test in Medical Microbiology, Histopathology Haematology, Chemical Pathology, Parasitology and Blood Transfusion.
 - 2.2.2 Maintaining and carrying out minor repairs of laboratory equipment.
 - 2.2.3 Identing for stores and Medical equipment from the Medical Store.
 - 2.2.4 Taking charge of a large hospital or Public health Laboratory Department and Blood Bank.
 - 2.2.5 Assisting in the training and supervision of junior staff in the laboratory.
- 2.3 Senior Medical Laboratory Technologist, Grade level 10
 - 2.3.1 Producing and testing vaccines.

- 2.3.2 Producing special media for vaccines and diagnostic work.
- 2.3.3 Maintaining stains and cultures.
- 2.3.4 Caring breeding laboratory animals.
- 2.3.5 Taking charge of a number of sub-units of a research laboratory or a number of field laboratories.
- 2.3.6 Organizing training programmes for junior staff.
- 2.3.7 Indenting and supplying stores and equipment
- 2.3.8 Supervising and coordinating the activities of a number of laboratory technologists and other junior staff in a unit
- 2.4 Principal Medical Laboratory Technologist, Grade Level 12
 - 2.4.1 Assisting in supervising coordinating the activities of junior officers in the various Units of the laboratory.
 - 2.4.2 Taking charge of a specialized aspect of a research project.
- 2.5 Assistant Chief Medical Laboratory Technologist, Grade Level 13
 - 2.5.1 Assisting in the Administration of laboratories in the Section
 - 2.5.2 Assisting in rendering appropriate reports on the activities of the Laboratory
 - 2.5.3 Assisting in co-ordinating the training programmes for laboratory staff.
- 2.6 Chief Medical Laboratory Technologist, Grade Level 14
 - 2.6.1 Taking charge of the general administration of laboratory services in a Section.
 - 2.6.2 Organizing, planning and ensuring execution of training programmes for laboratory personnel.
 - 2.6.3 Advising on policy matters relating to Medical Laboratory Technology
 - 2.6.4 Rendering appropriate reports on the activities of the laboratories
 - 2.6.5 Maintaining technical data and records in the service laboratories
 - 2.6.6 Budgeting and ordering for laboratory equipment and chemical reagents.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Medical Laboratory Technologist Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Associate Membership of the Institute of Medical Laboratory Technologist (ATMLT), of Nigeria.
 - 3.1.1.2 West African School Certificate or Senior Secondary School Certificate plus the National Diploma of the Institute of Medical Laboratory Technology (obtained after four years course) and the registration of the Medical Laboratory Council of Nigeria for Health Technologists.
 - 3.2 Medical Laboratory Technologist Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Medical Laboratory Technologist Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience or the Fellowship of the Institute of Medical Laboratory Technologist of Nigeria (FIMLT) plus at least two years' post-Fellowship professional experience.
 - 3.3 Senior Medical Laboratory Technician, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Medical Laboratory Technician who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.4 Principal Medical Laboratory Technician, Grade Level 10

- 3.4.1 By promotion of a confirmed and suitable Senior Medical Laboratory Technician who has spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least nine years' post-qualification cognate experience.
- 3.5 Assistant Chief Medical Laboratory Technician, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Medical Laboratory Technician who has spent at least three years on the grade.
- 3.6 Chief Medical Laboratory Technician, Grade Level 13
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Medical Laboratory Technician who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Medical Laboratory Technician Cadre who acquires any of the qualifications specified for direct appointment to any higher grade is eligible for transfer/promotion to the grade.

MEDICAL LABORATORY TECHNOLOGIST CADRE

1. POSTS AND SALARIES

- 1.1 Medical Laboratory Technologist Grade II Grade Level 08
- 1.2 Medical Laboratory Technologist Grade I Grade Level 09
- 1.3 Senior Medical Laboratory Technologist Grade Level 10
- 1.4 Principal Medical Laboratory Technologist Grade Level 12
- 1.5 Assistant Chief Medical Laboratory Technologist Grade Level 13
- 1.6 Chief Medical Laboratory Technologist Grade Level 14

2. DUTIES

- 2.1 Medical Laboratory Technologist Grade II, Grade Level 08
 - 2.1.1 Performing, under the supervision of Senior Officers, the following duties:
 - 2.1.1.1 Preparing stains, reagents and simple media for cultivation of bacteria to perform cross-matching; compatibility tests of blood for blood transfusion and simple serological tests.
 - 2.1.1.2 Performing tests in Chemical Pathology, Histopathology, Heamatology, Parasitology, and Medical Microbiology.
 - 2.1.1.3 Carrying out quantitative simple chemical analysis of food, drugs, cosmetics and medical devices.
 - 2.1.1.4 Carrying out minor repairs of laboratory equipment.
 - 2.1.1.5 Supervising the works of a number of laboratory staff in his unit.
- 2.2 Medical Laboratory Technologist Grade I, Grade Level 09
 - 2.2.1 Performing advanced test in Chemical Pathology, Histopathology, Heamatology, Parasitology, Medical Microbiology and Blood Transfusion.
 - 2.2.2 Maintaining and carrying out minor repairs of laboratory equipment.
 - 2.2.3 Indenting for stores and Medical equipment from the Medical Store
 - 2.2.4 Taking charge of a large hospital or Public Health Laboratory Department and Blood Bank.
 - 2.2.5 Assisting in the training and supervision of junior staff in the laboratory.
- 2.3 Senior Medical Laboratory Technologist, Grade Level 10
 - 2.3.1 Producing and testing vaccines.
 - 2.3.2 Producing special media for vaccines and diagnostic work.
 - 2.3.3 Maintaining stains and cultures.
 - 2.3.4 Caring and breeding laboratory animals.
 - 2.3.5 Taking charge of a number of sub-units of a research laboratory or a number of field laboratories.

- 2.3.6 Organizing training programmes for junior staff
- 2.3.7 Indenting and supplying stores and equipment.
- 2.3.8 Supervising and coordinating the activities of a number of laboratory technologists and other junior staff in a unit.
- 2.4 Principal Medical Laboratory Technologist, Grade Level 12
 - 2.4.1 Assisting in supervising and coordinating the activities of junior officers in the various Units of the laboratory.
 - 2.4.2 Taking charge of a specialized aspect of a research project.
- 2.5 Assistant Chief Medical Laboratory Technologist, Grade Level 13
 - 2.5.1 Assisting in the Administration of laboratories in the Section.
 - 2.5.2 Assisting in rendering appropriate reports on the activities of the Laboratories
 - 2.5.3 Assisting in coordinating the training programmes for laboratory staff.
- 2.6 Chief Medical Laboratory Technologist, Grade Level 14
 - 2.6.1 Taking charge of the general administration of laboratory services in a Section.
 - 2.6.2 Organizing, planning and ensuring execution of training programmes for laboratory personnel.
 - 2.6.3 Advising on policy matters relating to Medical Laboratory Technology.
 - 2.6.4 Rendering appropriate reports on the activities of the laboratories.
 - 2.6.5 Maintaining technical data and records in the service laboratories.
 - 2.6.6 Budgeting and ordering for laboratory equipment and chemical reagents.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

 - 3.1 Medical Laboratory Technologist Grade II, Grade Level 08
 - 3.1.1. By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Associate Membership of the Institute of Medical Laboratory Technologist (ATMLT), of Nigeria.
 - 3.1.1.2 West African School Certificate or Senior Secondary School Certificate plus the National Diploma of the Institute of Medical Laboratory Technology (obtained after four years course) and the registration of the Medical Laboratory Council of Nigeria for Health Technologists.
 - 3.2 Medical Laboratory Technologist Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Medical Laboratory Technologist Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience or the Fellowship of the Institute of Medical Laboratory Technologist of Nigeria (FIMLT) plus at least two years' post-Fellowship professional experience.
 - 3.3 Senior Medical Laboratory Technologist, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Medical Laboratory Technologist Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing the Fellowship Certificate of the five years' post-qualification relevant experience.
 - 3.4 Principal Medical Laboratory Technologist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Medical Laboratory Technologist who has spent at least three years on the grade.
 - 3.5 Assistant Chief Medical Laboratory Technologist, Grade Level 13

- 3.5.1 By promotion of a suitable Principal Medical Laboratory Technologist who has spent at least three years on the grade.
- 3.6 Chief Medical Laboratory Technologist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Medical Laboratory Technologist who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any officer in the Medical Laboratory Technologist Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

LABORATORY SUPERINTENDENT (MAINTENANCE) CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Laboratory Superintendent	Grade Level 06
1.2	Laboratory Superintendent	Grade Level 07
1.3	Higher Laboratory Superintendent	Grade Level 08
1.4	Senior Laboratory Superintendent	Grade Level 09
1.5	Principal Laboratory Superintendent Grade II	Grade Level 10
1.6	Principal Laboratory Superintendent Grade I	Grade Level 12
1.7	Assistant Chief Laboratory Superintendent	Grade Level 13
1.8	Chief Laboratory Superintendent	Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Laboratory Superintendent, Grade Level 06
 - 2.1.1 Under the supervision of Senior Officers, the officer carries out the repair and maintenance of various types of medical and surgical equipment and instruments in use in the hospitals, such as High Frequency Voltage Regulators, electronic recorders, Diathermy Machines, Osilloscopes, diagnostic equipment, Dental Drills, etc.
 - 2.2 Laboratory Superintendent, Grade Level 07
 - 2.2.1 Carrying out repairs and maintenance of laboratory equipment.
 - 2.2.2 Supervising the activities of junior officers in the laboratory.
 - 2.3 Higher Laboratory Superintendent, Grade Level 08
 - 2.3.1 Taking charge of a small hospital laboratory and carrying out prototype work and construction of various apparatus modification and improvement on existing equipment as required for specific purposes.
 - 2.4 Senior Laboratory Superintendent, Grade Level 09
 - 2.4.1 Taking charge of the maintenance works in a medium-sized hospital laboratory.
 - 2.4.2 Carrying out general repairs and maintenance work.
 - 2.5 Principal Laboratory Superintendent, Grade II, Grade Level 10
 - 2.5.1 Taking charge of the maintenance work in a large hospital laboratory.
 - 2.5.2 Carrying out general repairs and maintenance work.
 - 2.6 Principal Laboratory Superintendent, Grade I, Grade Level 12
 - 2.6.1 Taking charge of the maintenance work in a very large hospital laboratory.
 - 2.6.2 Ordering and taking custody of stores required for the performance of maintenance duties.
 - 2.6.3 Training and supervising subordinates.
 - 2.7 Assistant Chief Laboratory Superintendent, Grade Level 13
 - 2.7.1 Assisting in the organization of training programmes for the officers involved in maintenance duties in the laboratory.
 - 2.7.2 Assisting in the supervision of maintenance work in a number of laboratories.
 - 2.7.3 Coordinating the activities of a number of subordinate officers.
 - 2.8 Chief Laboratory Superintendent, Grade Level 14
 - 2.8.1 Supervising the maintenance services in a number of hospital laboratories.

- 2.8.2 Organizing training programmes for the technical staff working in hospital laboratories.
 - 2.8.3 Advising on laboratory equipment maintenance matters
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
- Note: All promotions and transfers are subject to vacancy and satisfaction service record.
- 3.1 Assistant Laboratory Superintendent, Grade Level, 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Testimonial of successful completion of five years' apprenticeship or course at a Government approved Institution, plus at least four years' post-apprenticeship cognate experience.
 - 3.1.1.2 Final Certificate of the City and Guilds of London Institute in Electrical and Electronic Engineering plus at least two years post-qualification cognate experience.
 - 3.1.2 By direct appointment of a candidate possessing the Ordinary National Diploma in relevant subject from a recognized Institution or the Full Technological Certificate (Craft) of the City and Guilds of London Institute in the same F.
 - 3.2 Laboratory Superintendent, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Laboratory Superintendent who has spent at least two years in the grade.
 - 3.2.2 By direct appointment of candidate possessing any of the following qualifications:-
 - 3.2.2.1 Five years indentured or approved apprenticeship or an equivalent number of years in an approved industry and corresponding attendance or a recognized OND in a relevant subject plus at least one year post-apprenticeship cognate experience.
 - 3.2.2.2 Full Technological-Certificate of the City and Guilds of London Institute or a recognized OND in a relevant subject plus at least one year post qualification cognate experience.
 - 3.2.2.3 Final Certificate of the City and Guilds of London Institute in relevant subject plus at least four years' post-qualification cognate experience.
 - 3.2.2.4 Licentiate of the Institute of British Surgical Technician, post-qualification training with reputable firms dealing in the manufacture of dental equipment will be an advantage).
 - 3.3 Higher Laboratory Superintendent, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Laboratory Superintendent who spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in a relevant engineering subject from a recognized Institution or the Full Technological Certificate (Technician) of the City and Guilds of London Institute in a relevant subject.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least four years' post-qualification cognate experience.
 - 3.4 Senior Laboratory Superintendent, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Laboratory Superintendent who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 or 3.3.2 above plus at least seven years or three years' post-qualification cognate experience respectively.
 - 3.5 Principal Laboratory Superintendent Grade II, Grade Level 10

- 3.5.1 By promotion of a confirmed and suitable Senior Laboratory Superintendent who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 or 3.3.2 above plus at least ten or six years' post qualification cognate experience respectively.
 - 3.6 Principal Laboratory Superintendent Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Laboratory Superintendent Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Laboratory Superintendent Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Laboratory Superintendent Grade I who has spent at least three years on the grade.
 - 3.8 Chief Laboratory Superintendent Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Laboratory Superintendent who has spent at least three years on the grade.
- 3 ADVANCEMENT BEYOND THE CADRE
- Any officer in the Laboratory Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

MEDICAL OFFICER CADRE

- 1. POSTS AND SALARIES
 - 1.1 House Officer/Youth Corps Doctor Grade Level 10
 - 1.2 Registrar/Medical Officer Grade Level 12
 - 1.3. Senior Registrar Grade II/Senior Medical Officer Grade II Grade Level 13
 - 1.4 Senior Registrar Grade I/Senior Medical Officer Grade I Grade Level 14
 - 1.5 Consultant/Principal Medical Officer Grade II Grade Level 15
 - 1.6 Consultant Special Grade II/Prin. Medical Officer Grade II Grade Level 16
 - 1.7 Consultant Special Grade I/Prin. Medical Officer Grade I Grade Level 16
- 2. DUTIES
 - 2.1 House Officer/Youth Corps Doctor, Grade Level 10
 - 2.1.1 Undergoing internship in an approved Hospital.
 - 2.1.2 Assisting in carrying out general medical duties in a Government Hospital.
 - 2.2 Registrar/Medical Officer, Grade Level 12
 - 2.2.1 Carrying out General Medical duties in a Government Hospital.
 - 2.2.2 Practicing in area of specialty in a Government Hospital under the supervision of a Consultant
 - 2.3 Senior Registrar Grade II/Senior Medical Officer Grade II, Grade Level 13
 - 2.3.1 Taking charge of a Government Hospital.
 - 2.3.2 Practicing in area of specialty in a Government Hospital under the supervision of a Consultant.
 - 2.4 Senior Registrar Grade I/Senior Medical Officer Grade I, Grade Level 14
 - 2.4.1 Taking charge of a large Government Hospital
 - 2.4.2 Supervising the training programmes of staff
 - 2.4.3 Working in a Unit in a big Hospital, practicing in area of specialty and offering guidance and advice to Registrars in the Unit.
 - 2.5 Consultant/Principal Medical Officer Grade II, Grade Level 15
 - 2.5.1. Taking charge of a very large Government Hospital
 - 2.5.2 Initiating the review of health policies and programmes.
 - 2.5.3 Coordinating the training programmes of staff
 - 2.6 Consultant Special Grade II/Principal Medical Officer Grade I, Grade Level 16
 - 2.6.1 Assisting in giving professional advice on health matters
 - 2.6.3 Assisting in the general administration of the Department.

- 2.6.4 Taking charge of a very large Government Hospital.
- 2.7 Consultant Special Grade I/Chief Medical Officer, Grade Level 17
 - 2.7.1 Assisting in the formulation and execution of health policies and programmes.
 - 2.7.2 Coordinating the preventive and curative health services
 - 2.7.3 Giving professional advice on health matters
 - 2.7.4 Taking charge of a Department.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 House Officer/Youth Corps Doctor, Grade Level 10
 - 3.1.1 By direct appointment of a candidate possessing a degree in Medicine registrable with the Medical and Dental Council of Nigeria (MDCN) from a recognized Institution.
 - 3.2 Registrar/Medical Officer, Grade Level 12
 - 3.2.1 By promotion of a suitable House Officer who has obtained the registration of the Medical and Dental Council of Nigeria and completed the National Youth Service or obtained Certificate of Exception.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least one-year post-registration cognate experience.
 - 3.3 Senior Registrar Grade II, Grade Level 13
 - 3.3.1 By advancement of a suitable Registrar who has spent at least three years after full registration and passed the Part I Fellowship of the National Post-Graduate Medical College of Nigeria or its equivalent in any of the following specialties.
 - 3.3.1.1 Doctor of Medicine in Pathology
 - 3.3.1.2 Fellow and Diploma of Physical Medicine and Rehabilitation.
 - 3.3.1.3 Fellow of a Royal College of Surgeons
 - 3.3.1.4 Fellow of Dental Surgery of the Royal College of Surgeons
 - 3.3.1.5 Fellow or Member of the Royal College of Physicians
 - 3.3.1.6 Fellow or Member of the Royal College of Obstetrics and Gynaecology.
 - 3.3.1.7 Fellow of the Faculty of Anaesthetics
 - 3.3.1.8 Fellow of the Royal Faculty of Physicians and Surgeons
 - 3.3.1.9 Master of Surgery – Orthopaedic
 - 3.3.1.10 Master of Obstetrics
 - 3.3.1.11 Master of Radiology
 - 3.3.1.12 Master of Surgery
 - 3.3.1.13 Master of Public Health, United States of Europe
 - 3.3.1.14 Diploma in Psychiatry
 - 3.3.1.15 Diploma in Pathology (Conjoint Board-England)
 - 3.3.1.16 Diploma in Public Health (Conjoint Board-England and UK University)
 - 3.3.1.17 Diploma in Tropical Public Health.
 - 3.3.1.18 Diploma in Psychological Medicine
 - 3.3.1.19 Diploma in Ophthalmic Medicine and Surgery
 - 3.3.1.20 Diploma in Ophthalmology Medicine and Surgery.
 - 3.3.1.21 Diploma in Bacteriology
 - 3.3.1.22 Diploma in Medical Radiology
 - 3.3.1.23 Diploma in Medical Radiology (Diagnosis)
 - 3.3.1.24 Diploma in Medical Radiology (Treatment)
 - 3.3.1.25 Diploma in Clinical Pathology
 - 3.3.1.26 Diploma in Dermatology
 - 3.3.1.27 Diploma in Anaesthetics (if obtained prior to November, 1953)
 - 3.3.1.28 Ph.D. of a recognized University in the para-medical Sciences

3.3.1.29 Member of the Royal College of Physician (Paediatrics).

- 3.4 Senior Medical Officer Grade II, Grade Level 13
 - 3.4.1 By promotion of a suitable Medical Officer who has spent at least three years on the grade
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-registration cognate experience.
- 3.5 Senior Registrar Grade I, Grade Level 14
 - 3.5.1 By promotion of a suitable Senior Registrar Grad II who has not passed the Part II of the Fellowship of the National Post-Graduate Medical College of Nigeria or its equivalent in the specialty but has spent at least three years on the grade
 - 3.5.2 By direct appointment of a candidate possessing the Part I Fellowship of the National Post-Graduate Medical College of Nigeria or its equivalent plus at least three years' cognate experience after obtaining the Unit I Fellowship.
- 3.6 Senior Medical Officer Grade I, Grade Level 14
 - 3.6.1 By promotion of a suitable Senior Medical Officer Grade II who has spent at least three years on the grade.
 - 3.6.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3 1 1 above plus at least seven years post-Registration cognate experience.
- 3.7 Consultant, Grade Level 15
 - 3.7.1 By advancement of a Senior Registrar Grade I or II who has passed the Part II Final Examination of the Fellowship of the National Post-Graduate Medical College of Nigeria or its equivalent in the specialty
 - 3.7.2 By direct appointment of a candidate possessing the Part II Final Examination Certificate of the Fellowship of the National Post-Graduate Medical College of Nigeria or its equivalent
- 3.8 Principal Medical Officer Grade II, Grade Level 15
 - 3.8.1 By promotion of a suitable Senior Medical Officer Grade I who has spent at least three years on the grade.
 - 3.8.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least ten years' post-registration cognate experience.
- 3.9 Consultant Special Grade II, Grade Level 16
 - 3.9.1 By promotion of a suitable Consultant who has spent at least four years on the grade.
- 3.10 Principal Medical Officer Grade I, Grade Level 17
 - 3.10.1 By promotion of a suitable Principal Medical Officer Grade II who has spent at least four years on the grade.
- 3.11 Consultant Special Grade I, Grade Level 17
 - 3.11.1 By promotion of a suitable Consultant Special Grade II who has spent at least four years on the grade.
- 3.12 Chief Medical Officer, Grade Level 18
 - 3.12.1 By promotion of a suitable Principal Medical Officer Grade I who has spent at least four years on the grade.

MEDICAL RECORDS TECHNICIAN CADRE

1. POSTS AND SALARIES

- 1.1 Medical Records Technician Grade Level 07
- 1.2 Higher Medical Records Technician Grade Level 08

1.3	Senior Medical Records Technician	Grade Level 09
1.4	Principal Medical Records Technician	Grade Level 10
1.5	Assistant Chief Medical Records Technician	Grade Level 12
1.6	Chief Medical Records Technician	Grade Level 13

2. DUTIES

- 2.1 Medical Records Technician, Grade Level 07
 - 2.1.1 Assisting in the arrangement of the Medical Records.
 - 2.1.2 Organizing, classifying and taking custody of Medical Records.
 - 2.1.3 Collecting and compiling Medical Statistics.
 - 2.1.4 Assisting in the creation, storage and retrieval of patients records.
- 2.2 Higher Medical Records Technician, Grade Level 08
 - 2.2.1 Arranging and managing Medical Records.
 - 2.2.2 Producing an enlarged record of all the social, demographic, occupational and other medically related factors concerning the patients normal environment and past medical problems.
 - 2.2.3 Assisting in the training of junior staff.
- 2.3 Senior Medical Records Technician, Grade Level 09
 - 2.3.1 Initiating Medical Records System and selecting best procedure applicable Medical Records, Statistics, Diseases, Coding and Classification.
 - 2.3.2 Training junior staff.
- 2.4 Principal Medical Records Technician, Grade Level 10
 - 2.4.1 Taking charge of Medical Records in a big hospital
 - 2.4.2 Supervising the training of junior staff
- 2.5 Assistant Chief Medical Records Technician, Grade Level 12
 - 2.5.1 Assisting the Chief Medical Records Technician in the administration of the Unit.
 - 2.5.2 Assisting in coordinating the training programmes for Medical Records Staff
- 2.6 Chief Medical Records Technician, Grade Level 13
 - 2.6.1 Coordinating activities of junior officers under his charge
 - 2.6.2 Assisting in formulating policies on Medical Records/Statistics.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

- 3.1. Medical Records/Technician, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing any of the followings:
 - 3.1.1.1 Associate Membership of the Association of Medical Records Technicians
 - 3.1.1.2 Associate Membership of Chartered Institute of Medical Records Technicians.
 - 3.1.1.3 Certificate of Registration of the Institute of Medical Laboratory prescribed three years' training programme.
- 3.2 Higher Medical Records Technician, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Medical Records Technician who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Medical Records Technician, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Medical Records Technician who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.

- 3.4 Principal Medical Records Technician, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Medical Records Technician who has spent at least three years on the grade
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least nine years' post-qualification cognate experience.
- 3.5 Assistant Chief Medical Records Technician, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Medical Records Technician who has spent at least three years on the grade.
- 3.6 Chief Medical Records Technician, Grade Level 13
 - 3.6.1 By promotion of a suitable Assistant Chief Medical Records Technician who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE**
Any Officer in the Medical Records Technician Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

NUTRITION OFFICER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Nutrition Officer Grade Level 07
 - 1.2 Higher Nutrition Officer Grade Level 08
 - 1.3 Senior Nutrition Officer Grade Level 09
 - 1.4 Principal Nutrition Officer Grade II Grade Level 10
 - 1.5 Principal Nutrition Officer Grade I Grade Level 12
 - 1.6 Assistant Chief Nutrition Officer Grade Level 13
 - 1.7 Chief Nutrition Officer Grade Level 14
- 2. **DUTIES**
 - 2.1 Nutrition Officer, Grade Level 07
 - 2.1.1 Assisting in supervising the work of Nutrition Assistants
 - 2.1.2 Supervising school meals, workers canteen feeding projects and prisoners diets.
 - 2.1.3 Teaching Nutrition in the Schools of health Technology, Institutes of Public Health and Basic Health Centres
 - 2.1.4 Taking part in Nutrition Surveys
 - 2.1.5 Taking active part in the organization of Refresher Courses and Seminars for Public Health Staff.
 - 2.1.6 Taking part in Nutrition Programmes
 - 2.2 Higher Nutrition Officer, Grade Level 08
 - 2.2.1 Educating the public on nutrition through mass media
 - 2.2.2 Assisting in organizing Nutrition through mass media
 - 2.2.3 Organizing Nutrition Training Programme
 - 2.2.4 Supervising the activities of junior staff.
 - 2.3 Senior Nutrition Officer, Grade Level 09
 - 2.3.1 Taking charge of Nutrition Surveys and Research
 - 2.3.2 Advising on the training methods of Nutrition Officers
 - 2.3.3 Supervising agricultural engineering projects, including planning, designing, construction, maintenance and operation of such projects.
 - 2.4 Principal Agricultural Engineer Grade Level 12
 - 2.4.1 Taking charge of one of the following aspects of agricultural engineering:
 - 2.4.1.1 Soil and water resources utilization.
 - 2.4.1.2 Workshop services and development.
 - 2.4.1.3 Farm building and structures

- 2.4.1.4 Farm power and mechanization
- 2.4.1.5 Tillage and storage investigation
- 2.5 Assistant Chief Agricultural Engineer, Grade Level 13
 - 2.5.1 Assisting in the direction, and co-ordination of specialized service workshops development, tillage and storage investigation and training.
 - 2.5.2 Assisting in coordinating the activities of a number of junior staff
- 2.6 Chief Agricultural Engineer, Grade Level 14
 - 2.6.1 Responsible for the monitoring of agricultural engineering programmes, the budgeting for same and related financial matters.
 - 2.6.2 Assisting in processing reports and data analysis
 - 2.6.3 Assisting in planning training needs and designing courses at the various training centres of the Ministry.
 - 2.6.4 Taking charge of a section
 - 2.6.5 Assisting in the formulation and administration of policies on Agricultural Engineering.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Coordinating all activities in a Branch and assisting in formulating policies on Agricultural Engineering for the Government.
 - 2.7.2 Coordinating the training programmes of staff
 - 2.7.3 Responsible for providing professional/technical advice to the Ministry on Engineering matters.
 - 2.7.4 Initiating action on the review of agricultural engineering policies and programmes.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States)
 - 2.8.2 Taking responsibility for agricultural development planning
 - 2.8.3 Advising the authority on matters relating to agricultural engineering policies and programmes (States)
 - 2.8.4 Assisting in the general administration of the Department
 - 2.8.5 Initiating the review of existing policies and programmes.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the Department
 - 2.9.2 Advising and assisting the Ministry in formulating agricultural engineering policies
- 3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record

 - 3.1 Agricultural Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Agricultural Engineering, Civil Engineering, Electrical Engineering or Structural Engineering from a recognized University.
 - 3.2 Agricultural Engineer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Agricultural Engineer Grade II who have successfully completed a two-year pupillage programme.
 - 3.7 Chief Nutrition Officer, Grade Level 14
 - 3.7.1 By promotion of a suitable Assistant Chief Nutrition Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE

Officers in the Nutrition Officer Cadre who acquire any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

DIETICIAN CADRE

1. POSTS AND SALARIES
 - 1.1 Dietician Grade Level 07
 - 1.2 Higher Dietician Grade Level 08
 - 1.3 Senior Dietician Grade Level 09
 - 1.4 Principal Dietician Grade II Grade Level 10
 - 1.5 Principal Dietician Grade I Grade Level 12
 - 1.6 Assistant Chief Dietician Grade Level 13
 - 1.7 Chief Dietician Grade Level 14
2. DUTIES
 - 2.1 Dietician, Grade Level 07
 - 2.1.1 Interpreting the scientific principles of nutrition to the human subject in health and in disease, hospitals, social services and to a wide extent in industries and in teaching.
 - 2.1.2 Taking part in planning and advising on the nutritional aspects of Hospital Dietary.
 - 2.1.3 Working in consultation with Medical Officers on matters relating to special diets for patients.
 - 2.1.4 Advising patients on nutrition and special diets.
 - 2.2 Higher Dietician, Grade Level 08
 - 2.2.1 Advising patients on nutrition and special diets.
 - 2.2.2 Assisting in educating the public.
 - 2.2.3 Lecturing Nursing and para-medical staff.
 - 2.2.4 Vetting and adjusting menus when necessary
 - 2.3 Senior Dietitian, Grade Level 09
 - 2.3.1 Supervising field work.
 - 2.3.2 Maintaining records of food stuff price lists and advising on purchases.
 - 2.3.3 Educating the public through the mass media women organizations et-cetera on nutrition
 - 2.3.4 Training Dieticians and supervising the duties of junior staff in his unit.
 - 2.4 Principal Dietician Grade II, Grade Level 10
 - 2.4.1 Taking charge of Nutrition Survey and Research.
 - 2.4.2 Assisting in training Dieticians.
 - 2.4.3 Organizing campaigns against malnutrition and Planning School meals programme.
 - 2.5 Principal Dietician Grade I, Grade Level 12
 - 2.5.1 Supervising Nutrition Surveys
 - 2.5.2 Supervising the activities of a number of junior staff.
 - 2.5.3 Organizing training programmes in the Unit.
 - 2.6 Assistant Chief Dietician, Grade Level 13
 - 2.6.1 Planning and coordinating Nutrition Dietetic Programmes.
 - 2.6.2 Preparing the Estimate for the Department
 - 2.6.3 Advising the Authorities on Nutrition and Catering Policy.
 - 2.6.4 Advising and assisting in the selection of Dieticians.
 - 2.7 Chief Dietician, Grade Level 14
 - 2.7.1 Taking charge of the Section
 - 2.7.2 Coordinating Nutrition Surveys and Research
 - 2.7.3 Liaising with other bodies or departments where professional advice is required.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Dietician, Grade Level 07
 - 3.1.1 By promotion of a confirmed and outstanding Senior Nutrition Assistant who has spent at least one year on the grade and successfully completed a training course for Dieticians of not less than one year duration.
 - 3.1.2 By direct appointment of a candidate possessing the Higher National Diploma in Dietetics from a recognized Institution.
- 3.2 Higher Dietician, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Dietician who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Dietician, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Dietician who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Dietician Grade II, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Dietician who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least nine years' post-qualification cognate experience.
- 3.5 Principal Dietician Grade I, Grade Level 12
 - 3.5.1 By promotion of a suitable Principal Dietician Grade II who has spent at least three years on the grade.
- 3.6 Assistant Chief Dietician, Grade Level 13
 - 3.6.1 By promotion of a suitable Principal Dietician Grade I who has spent at least three years on the grade.
- 3.7 Chief Dietician, Grade Level 14
 - 3.7.1 By promotion of a suitable Assistant Chief Dietician who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Offices in the Dietician Cadre who acquire any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

PROSTHETIST CADRE

- 1. POSTS AND SALARIES
 - 1.1 Prosthetist Grade Level 07
 - 1.2 Higher Prosthetist Grade Level 08
 - 1.3 Senior Prosthetist Grade Level 09
 - 1.4 Principal Prosthetist Grade II Grade Level 10
 - 1.5 Principal Prosthetist Grade I Grade Level 12
 - 1.6 Assistant chief Prosthetist Grade Level 13
 - 1.7 Chief Prosthetist Grade Level 14
- 2. DUTIES
 - 2.1 Prosthetist, Grade Level 07
 - 2.1.1 Manufacturing parts of appliances in the workshop
 - 2.1.2 Setting up pre-fabricated parts
 - 2.1.3 Fitting finished appliances on patients

- 2.1.4 Making negative casts on patients
- 2.1.5 Making positive from negative ones
- 2.1.6 Carrying out technical workshop practice
- 2.1.7 Making and fitting artificial limbs
- 2.1.8 Manufacturing surgical and orthopaedic appliances
- 2.1.9 Taking casts and measurements under supervision.
- 2.2 Higher Prosthetist, Grade Level 08
 - 2.2.1 Training patients in the use of their prostheses and appliances
 - 2.2.2 Assisting in orthopaedic rehabilitation services
 - 2.2.3 Designing artificial limbs and orthopaedic appliances
 - 2.2.4 Manufacturing surgical and orthopaedic appliances
 - 2.2.5 Fitting prostheses and appliances
 - 2.2.6 Taking charge of the auxiliary personnel engaged in Limb Making
- 2.3 Senior Prosthetist, Grade Level 09
 - 2.3.1 Supervising the duties of a number of Prosthetists and other junior staff
 - 2.3.2 Carrying out supervision of the Orthopaedic Rehabilitation Centre
 - 2.3.3 Taking responsibility for ordering and manufacturing of the specialized store required for Limb-making trade
- 2.4 Principal Prosthetist Grade II, Grade Level 10
 - 2.4.1 Supervising the training programmes for staff
 - 2.4.2 Assisting in developing rehabilitation programme
 - 2.4.3 Taking charge of specified areas of the Units' activities
- 2.5 Principal Prosthetist Grade I, Grade Level 12
 - 2.5.1 Assisting in supervising the activities of a Unit
 - 2.5.2 Developing rehabilitation programmes
- 2.6 Assistant Chief Prosthetist, Grade Level 13
 - 2.6.1 Coordinating the duties of a number of subordinate staff
 - 2.6.2 Assisting in supervising the activities of the Section
 - 2.6.3 Developing rehabilitation programmes
- 2.7 Chief Prosthetist, Grade Level 14
 - 2.7.1 Taking charge of training programmes
 - 2.7.2 Assisting the Ministry in formulating policies related to Limb-making
 - 2.7.3 Taking charge of Limb-making Section
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record

 - 3.1 Prosthetist, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing the Diploma in Artificial Prostheses or in Orthopaedic Appliances from a recognized Institution, e.g. Queen Mary's Hospital, London.
 - 3.2 Higher Prosthetist, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Prosthetist who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
 - 3.3 Senior Prosthetist, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher prosthetist who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.

- 3.4 Principal Prosthetist Grade II, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Prosthetist who has spent at least three years on the grade
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least nine years' post-qualification cognate experience.
- 3.5 Principal Prosthetist Grade I, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Prosthetist who has spent at least three years on the grade
- 3.6 Assistant Chief Prosthetist, Grade Level 13
 - 3.6.1 By promotion of a confirmed and suitable Principal Prosthetist Grade I who has spent at least three years on the grade.
- 3.7 Chief Prosthetist, Grade Level 14
 - 3.7.1 By promotion of a suitable Assistant Chief Prosthetist who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Officers in the Prosthetist Cadre who acquire any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

PHARMACY TECHNICIAN CADRE

- 1. POSTS AND SALARIES
 - 1.1 Pharmacy Technician Grade Level 07
 - 1.2 Higher Pharmacy Technician Grade Level 08
 - 1.3 Senior Pharmacy Technician Grade Level 09
 - 1.4 Principal Pharmacy Technician Grade Level 10
 - 1.5 Assistant Chief Pharmacy Technician Grade Level 12
 - 1.6 Chief Pharmacy Technician Grade Level 13
- 2. DUTIES
 - 2.1 Pharmacy Technician, Grade Level 07
 - 2.1.1 Dispensing prescribed drugs under the supervision of a Pharmacist
 - 2.1.2 Assisting the Pharmacist in keeping proper record of drugs issued from the central store
 - 2.1.3 Maintaining the cleanliness of the Pharmacy and Pharmacy equipment
 - 2.2 Higher Pharmacy Technician, Grade Level 08
 - 2.2.1 Assisting the pharmacist in the preparation of stock mixtures, Lotions and Syrups.
 - 2.2.2 Assisting in the supervision of a number of Pharmacy technicians and other junior staff of the Pharmacy Unit.
 - 2.2.3 Assisting in manufacturing drugs
 - 2.3 Senior Pharmacy Technician, Grade Level 09
 - 2.3.1 Taking charge of Primary Health Care Dispensaries
 - 2.3.2 Keeping proper record of drugs in Primary Health Care Centres
 - 2.3.3 Ensuring adequate care of drug laboratory
 - 2.3.4 Ensuring the procurement of equipment and drugs from the central medical stores.
 - 2.3.5 Supervising the duties of subordinate staff in the Pharmacy.
 - 2.4 Principal Pharmacy Technician, Grade Level 10
 - 2.4.1 Preparing simple dilution of stock mixtures for use in Primary Health Care Centres/Dispensaries
 - 2.4.2 Controlling and supervising subordinate staff

- 2.4.3 Ensuring that equipment used in the dispensary are in good working condition and properly stored.
- 2.5 Assistant Chief Pharmacy Technician, Grade Level 12
 - 2.5.1 Assisting in the implementation of primary health care programmes at the Local Government Level
 - 2.5.2 Ensuring proper care and replenishment of drugs at the primary health care level.
 - 2.5.3 Maintaining general supervision and control of staff
- 2.6 Chief Pharmacy Technician, Grade Level 13
 - 2.6.1 Assisting in the general administration of Pharmacy units in Primary Health Care Centres
 - 2.6.2 Coordinating the activities of a number of Pharmacy Technicians
 - 2.6.3 Assisting the Pharmacist in the Central Medical Store or manufacturing Laboratory.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy satisfactory service record

 - 3.1 Pharmacy Technician, Grade Level 07
 - 3.1.1 By direct appointment of a candidate who has completed the prescribed three years' training programme at the School of health Technology and obtained the registration of the Institute of Medical Laboratory Technology for Technician Cadre
 - 3.1.2 By conversion of any serving Pharmacy Assistant who acquires the specified qualification and training for appointment to this grade.
 - 3.2 Higher Pharmacy Technician, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Pharmacy Technician who has spent at least three years on the grade.
 - 3.2.2 By lateral conversion of a suitable Chief Pharmacy Assistant who acquires the specified qualification for appointment to the cadre
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.3 Senior Pharmacy Technician, Grade Level 09
 - 3.3.1 By promotion of a suitable Higher Pharmacy Technician who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.4 Principal Pharmacy Technician, Grade Level 10
 - 3.4.3 By promotion of a suitable Senior Pharmacy Technician who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.3 above plus at least nine years' post cognate experience.
 - 3.5 Assistant Chief Pharmacy Technician, Grade Level 12
 - 3.5.1 By promotion of a suitable Principal Pharmacy Technician who has spent at least three years on the grade.
 - 3.6 Chief Pharmacy Technician, Grade Level 13
 - 3.6.1 By promotion of a suitable Assistant Chief Pharmacy Technician who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE

Any officer in flit Pharmacy Technician Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

PHARMACIST CADRE

1. POSTS AND SALARIES
 - 1.1 Pharmacist Grade II Grade Level 08
 - 1.2 Pharmacist Grade I Grade Level 09
 - 1.3 Senior Pharmacist Grade Level 10
 - 1.4 Principal Pharmacist Grade Level 12
 - 1.5 Assistant Chief Pharmacist Grade Level 13
 - 1.6 Chief Pharmacist Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
2. DUTIES
 - 2.1 Pharmacist Grade II, Grade Level 08
 - 2.1.1 Understudying the duties of a registered Pharmacist for a stipulated period, order to have necessary practical experience required by law before being registered, and thereafter performing the following duties under supervision:
 - 2.1.1.1 Controlling and supervising the pharmacy in a small hospital.
 - 2.1.1.2 Dispensing prescription to in and out patients and keeping prescriptions records as required by Law.
 - 2.1.1.3 Preparing simple Pharmaceuticals such as mixtures, lotions and syrups etc.
 - 2.1.1.4 Maintaining stores and keeping relevant store records
 - 2.1.1.5 Providing technical information and advice to professional staff of a hospital or medical Institution
 - 2.1.1.6 Controlling and issuing drugs
 - 2.1.1.7 Carrying out routine analysis in a pharmaceutical and manufacturing laboratory
 - 2.2 Pharmacist Grade I, Grade Level 09
 - 2.2.1 Performing inspection duties as provided under the Poison and Pharmacy Act, the Dangote Drugs Act and the Food and Drugs Decree.
 - 2.2.2 Making sample drug analysis and making the result available to the Police for prosecution purposes.
 - 2.3 Senior Pharmacist, Grade Level 10
 - 2.3.1 Giving advice on the issue of certain licence under the pharmacy Law.
 - 2.3.2 Taking charge of the activities of a Zonal Medical Stores.
 - 2.4 Principal Pharmacist, Grade Level 12
 - 2.4.1 Taking charge of the preparation of certain sterile products such as transfusion solutions, eye drugs and ointments.
 - 2.4.2 Manufacturing drugs and pharmaceuticals such as sterile products, tablets and lozenges, external preparations and mouth washers on a large scale.
 - 2.4.3 Supervising the training programme of staff
 - 2.5 Assistant Chief Pharmacist, Grade Level 13
 - 2.5.1 Taking charge of indents and controlling the States' medical stores and ensuring proper maintenance of stocks of all medical units.
 - 2.5.2 Coordinating the activities of Zonal Drug Stores
 - 2.6 Chief Pharmacist, Grade Level 14
 - 2.6.1 Heading a Section
 - 2.6.2 Supervising the requisitions from and supplies to all medical units
 - 2.6.3 Coordinating and supervising the licencing section
 - 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Heading a Branch

- 2.7.2 Assisting in the Administration of Pharmacy Department (States)
- 2.7.3 Initiating action on the review of Pharmacy Policies and Programmes
- 2.7.4 Coordinating the training programmes for staff
- 2.8 Deputy Director/Director (States) Grade Level 16
 - 2.8.1 Heading a Division/Department (States)
 - 2.8.2 Representing the State on the Pharmaceutical Policy matters (States)
 - 2.8.3 Approving Proprietary Medicine Vendors Licences (States)
 - 2.8.4 Approving Proprietary Medicine Vendors Licences (States)
 - 2.8.5 Assisting in the general administration of the Department
- 2.9 Director, Grade Level 17
 - 2.9.1 Advising the Ministry on all Pharmaceutical Policy matters
 - 2.9.2 Taking charge of the general administration of the Pharmacist Department
 - 2.9.3 Functioning as the Licencing Authority for the issue of Patent and Proprietary Medicine Vendor's Licences

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record

- 3.1 Pharmacist Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Pharmacy registrable with the Pharmacist Registration Board of Nigeria.
- 3.2 Pharmacist Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Pharmacist Grade II who has been registered as Pharmacist with the Pharmacists Registration Board of Nigeria and has successfully completed the NYSC or obtained its certificate of Exemption.
 - 3.2.2 By direct appointment of a candidate possessing a degree in Pharmacy registrable with the Pharmacist Registration Board of Nigeria plus at least one year post-registration cognate experience.
- 3.3 Senior Pharmacist, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Pharmacist Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing a degree in Pharmacy registrable with the Pharmacist Registration Board of Nigeria plus at least four years' post-registration cognate experience.
- 3.4 Principal Pharmacist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Pharmacist who has spent at least three years on the grade
- 3.5 Assistant Chief Pharmacist, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Pharmacist who has spent at least three years on the grade
- 3.6 Chief Pharmacist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Pharmacist who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Pharmacist who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director, who has spent at least four years on the grade

- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may be made to posts in Grade Level 12 and above, but these will be preceded by special advertisement at the instance of the user Ministry/Department. Promotion from said direct appointments to higher grades are subject to confirmation of appointment.

PHYSIOTHERAPIST CADRE

1. POSTS AND SALARIES
 - 1.1 Physiotherapist Grade Level 08
 - 1.2 Senior Physiotherapist Grade Level 09
 - 1.3 Principal Physiotherapist Grade II Grade Level 10
 - 1.4 Principal Physiotherapist Grade I Grade Level 12
 - 1.5 Assistant Chief Physiotherapist Grade Level 13
 - 1.6 Chief Physiotherapist Grade Level 14
2. DUTIES
 - 2.1 Physiotherapist, Grade Level 08
 - 2.1.1 Performing physiotherapist treatment and taking charge of the physiotherapist unit in a hospital.
 - 2.1.2 Supervising junior staff within the Unit
 - 2.2 Senior Physiotherapist, Grade Level 09
 - 2.2.1 Taking charge of a Physiotherapist Unit and coordinating the activities clinical staff within the unit.
 - 2.2.2 Supervising and training physiotherapists and other junior staff within the unit
 - 2.3 Principal Physiotherapist Grade II, Grade Level 10
 - 2.3.1 Supervising the duties in a number of hospitals within his area
 - 2.3.2 Giving specialist leadership for specific programme within an area
 - 2.4 Principal Physiotherapist Grade I, Grade Level 12
 - 2.4.1 Supervising the activities of a number of junior staff
 - 2.4.2 Assisting in organizing the training programmes of staff
 - 2.4.3 Assisting in providing guide-lines necessary for implementing programme
 - 2.5 Assistant Chief Physiotherapist, Grade Level 13
 - 2.5.1 Assisting in coordinating some aspects of the activities of a physical department.
 - 2.5.2 Providing guidelines necessary for the implementation of programmes
 - 2.5.3 Assisting in taking charge of the general administration of the Section.
 - 2.6 Chief Physiotherapy, Grade Level 14
 - 2.6.1 Taking charge of specified areas of the Department's activities.
 - 2.6.2 Advising on physiotherapy matters.
 - 2.6.3 Taking the responsibility for requisition of equipment.
 - 2.6.4 Ensuring execution of Government policies on physiotherapy matters.
 - 2.6.5 Arranging seminars and courses for the staff.
 - 2.6.6 Taking charge of the overall administration of the Physiotherapy Section.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service records.

 - 3.1 Physiotherapist, Grade Level 08
 - 3.1.1 By promotion of a confirmed and outstanding Senior Physiotherapy Technician who has successfully undergone the professional training for Physiotherapists.
 - 3.1.2 By direct appointment of a candidate possessing the Membership Certificate of the Chartered Society of Physiotherapists.
 - 3.2 Senior Physiotherapist, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Physiotherapist who has spent at least three years on the grade.

- 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least three years' post-qualification cognate experience.
- 3.3 Principal Physiotherapist Grade 11, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Senior Physiotherapist who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least six years post-qualification cognate experience.
- 3.4 Principal Physiotherapist Grade I, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Principal Physiotherapist Grade II who has spent at least three years on the grade.
- 3.5 Assistant Chief Physiotherapist, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Physiotherapist Grade I who has spent at least three years on the grade.
- 3.6 Chief Physiotherapist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Physiotherapist who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Physiotherapist Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

SCIENTIFIC OFFICER CADRE

- 1. POSTS AND SALARIES
 - 1.1 Scientific Officer Grade II Grade Level 08
 - 1.2 Scientific Officer Grade I Grade Level 09
 - 1.3 Senior Scientific Officer Grade Level 10
 - 1.4 Principal Scientific Officer Grade Level 12
 - 1.5 Assistant Chief Scientific Officer Grade Level 13
 - 1.6 Chief Scientific Officer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. DUTIES
 - 2.1 Scientific Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Routine analysis of food drugs cosmetics, medical devices, industrial samples, etc. for identification of quality, safety and efficiency.
 - 2.1.1.2 Introduction to chemical forensic and toxicological work.
 - 2.1.1.3 Testing diets for their nutrient contents.
 - 2.1.1.4 Inspecting and controlling imported foods cosmetics and medical devices at international borders and ports.
 - 2.1.1.5 Inspecting premises where food, cosmetics and medical devices are manufactured, prepared, preserved, packaged and stored to ensure compliance with hygienic and food manufacturing practice.
 - 2.1.1.6 Collecting information on food and nutrition, drugs, medical devices cosmetics technology to obtain data relevant to safety and quality.
 - 2.1.1.7 Assisting in collecting, processing and shipping biological specimen from the field to central laboratory.

- 2.1.1.8 Carrying out routine inspection of samples of industrial environment identification of various health hazards i.e. noise, dusts, heat, ionising radiation etc.
- 2.1.1.9 Writing reports.
- 2.1.1.10 Collecting samples of dusts, toxic wastes, vapour mists, fumes etc. for routine social analysis.
- 2.1.1.11 Collecting and collating information on various industrial hazards standards.
- 2.1.1.12 Carrying out studies in all aspects of occupational hazards.
- 2.1.1.13 Assisting in educating the public on nutrition through mass media.
- 2.1.1.14 Carrying out scientific calculations of nutrient values of diets eaten by individuals.
- 2.1.1.15 Re-processing and analyzing biological specimen collected during a survey or outbreak of epidemic.
- 2.1.1.16 Ensuring routine standards in microbiology and immunology laboratories.
- 2.1.1.17 Inspecting hospital premises and privately owned laboratory establishments to ensure standard and compliance with established procedures.
- 2.1.1.18 Maintaining an up-to-date information on industrial micro-biological methods in order to ensure safety and quality in the manufacturing industries and laboratory services

2.2 Scientific Officer Grade I, Grade Level 09

- 2.2.1 Assisting in Scientific investigations involving toxicological water, forensic bacterial, parasitic and immunobiologic analysis.
- 2.2.2 Undertaking tissue culture for virological and immunological research and development
- 2.2.3 Inspecting wholesale and retail outlet of drugs, vaccines cosmetics, intra-venous fluids, food and beverages.
- 2.2.4 Preparing working Papers and situation reports tin trends in food, cosmetics and medical devices manufacture, distribution consumption and quality.
- 2.2.5 Monitoring the effectiveness of recalls of violative food and cosmetic samples.
- 2.2.6 Designing materials for nutrition education at local levels.
- 2.2.7 Supervising nutrition activities a state level.
- 2.2.5 Undertaking epidemiological studies on field.
- 2.2.9 Collecting and disseminological on the control of industrial hazards.
- 2.2.10 Monitoring to toxicity of industrial materials
- 2.2.11 Assisting in monitoring personnel exposure to industrial toxic substances.
- 2.2.12 Assisting in carrying out scientific investigation involving toxicological analysis of chemical hazards.
- 2.2.13 Evaluating nutrition framing Programmes in the States.
- 2.2.14 Collecting baseline data and subsequently profile of major communicable diseases.
- 2.2.15 Assisting in drafting regulations and reviewing existing laws on food, drugs, cosmetics and medical devices.
- 2.2.16 Assisting in providing secretarial services for the Food, Drug and Microbiological Advisory Council and its Committees and Sub-committees which are responsible for studying and approving regulations on food, drugs, cosmetics, medical devices etc.
- 2.2.17 Collecting and disseminating vital information on food and nutrition, cosmetics and medical devices to interested bodies

- 2.3 Senior Scientific Officer Grade Level 10
 - 2.3.1 Carrying out advanced microbiological and immunology analysis of vaccines, cosmetics drugs, food and diagnostic reagents.
 - 2.3.2 Conducting analytical surveys on sources of drinking water.
 - 2.3.3 Performing acute toxicity testing on food additives, pesticides drugs, cosmetics etc.
 - 2.3.4 Obtaining and maintaining analytical data bank on regulated products of food drugs, cosmetics, medical devices and various cell-lines and antigens.
 - 2.3.5 Liaising with State and Local Government Staff involved in food inspection, nutrition and disease surveillance and control.
 - 2.3.6 Investigating and recommending appropriate action on consumer complaints.
 - 2.3.7 Preparing situation reports and making recommendation on control of regulated products, diagnostic reagents and vaccine manufacturing.
 - 2.3.8 Undertaking snore difficult epidemiological surveys on working environment using more sophisticated equipment.
 - 2.3.9 Advising on various environmental hazards.
 - 2.3.10 Preparing reports and making recommendation on the control of industrial hazards
 - 2.3.11 Participating in the preparation of Codex Alimentations Standard.
 - 2.3.12 Carrying out surveys into local food stuffs with a view to collecting data on their varieties, quality, safety and nutrient composition.
 - 2.3.13 Organizing the registration of food drugs, cosmetics, vaccines, diagnostic reagents etc.
 - 2.3.14 Collecting and building up Library of Food and Drugs Laws of other countries.
 - 2.3.15 Providing secretarial services to the Fond, Nutrition, Drugs and Microbiological Advisory Committee and Sub-committees.
 - 2.3.16 Producing biological, microbiological and immunologic reagents to improve diagnostic methods.
 - 2.3.17 Performing anti-microbial and drug susceptibility tests on microbial and parasitic isolates from survey specimens.
 - 2.3.18 Performing serotyping of isolates from survey specimens to determine patterns of antigenic variation.
 - 2.3.19 Developing new antigens to improve diagnostic research and vaccine production.
- 2.4 Principal Scientific Officer Grade Level 12
 - 2.4.1 Taking charge of Laboratory Unit.
 - 2.4.2 Conducting research and maintaining an up-to-date compendium of microbiological, immunological, immunobiological analytical methods.
 - 2.4.3 Participating in the training programme of the Department.
 - 2.4.4 Signing analytical arid microbiological reports of tested products and giving evidence in court when necessary.
 - 2.4.5 Imposing suitable sanctions against vaccines, biological products and establishments not complying with the provision of the recommendation of Microbiological Advisory Committees and initiating court actions where necessary.
 - 2.4.6 Assisting in training junior staff.
 - 2.4.7 Conducting research on measures to control occupational hazards e.g. dusts, thermal noise etc.
 - 2.4.8 Assisting in the preparation of Technical Manuals and Forms for field operations.
 - 2.4.9 Participating in the preparation of Codes Alimentarious Standards.
 - 2.4.10 Evaluating submission by individuals, Finns, institutions or Government bodies on the provisions of Food and Drugs Decree.

- 2.4.11 Evaluating Codex Alimentarius Standards for suitability for National use.
- 2.4.12 Making regular studies of developments in drugs, medical devices, cosmetic technology, vaccines, food and beverages technology.
- 2.4.13 Preparing working papers and situation reports on trends in food composition.
- 2.4.14 Monitoring nutrition activities in Primary Health Care.
- 2.4.15 Liaising with national and international bodies concerned with nutrition especially in areas of Scientific Collaboration.
- 2.4.16 Vetting products advertisement.
- 2.5 Assistant Chief Scientific Officer, Grade Level 13
 - 2.5.1 Taking charge of a number of groups of Laboratory Units and assisting in reviewing Laboratory Policies/Programmes.
 - 2.5.2 Organizing seminars, workshops and conferences etc. on nutrition for the public.
 - 2.5.3 Conducting Laboratory investigation on new products for registration.
 - 2.5.4 Conducting chronic toxicity tests on laboratory animals with food additives, pesticides, drugs, cosmetics, etc.
 - 2.5.5 Maintaining sophisticated laboratory instruments.
 - 2.5.6 Taking charge of food and thug inspection activities in a State.
 - 2.5.7 Compiling National Food tables and recommended dietary requirements.
 - 2.5.8 Assisting in preparing relevant draft legislation on occupational safety hygiene.
 - 2.5.9 Organizing health education programmes for industrial workers.
 - 2.5.10 Supervising the activities of a number of junior officers.
 - 2.5.11 Organizing regular Trade Groups and Consumer Education Pogrammes by conducting workshops, seminars etc.
 - 2.5.12 Preparing drafts of new or revised regulations.
- 2.6 Chief Scientific Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Conducting research into production of sensitive laboratory and diagnostic reagents for disease surveillance and control.
 - 2.6.3 Preparing notes for guidance on acceptable occupational hygiene standard for industries.
 - 2.6.4 Assisting in coordinating the training programme for staff.
 - 2.6.5 Liaising with WHO and other international or national organization in the surveillance, control and monitoring of communicable diseases and standardizations of vaccines, biological and immunological reagents.
 - 2.6.6 Supervising laboratory analysis of food and implementation of nutrition programmer.
 - 2.6.7 Coordinating research to improve nutrient values of weaning food.
 - 2.6.8 Undertaking regular tours to brief Field Officers on regulations and enforcement.
 - 2.6.9 Preparing technical manual for laboratory and field operations.
 - 2.6.10 Inspecting field activities of a Zone or Group of States.
 - 2.6.11 Assisting the Legal Adviser on matters relating to violations.
 - 2.6.12 Handling applications on the registration of new products.
 - 2.6.13 Collecting and analyzing data on the types, quantities and movements of regulated products.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Preparing F.D.A.L.S. Programmes and work-plans.
 - 2.7.3 Coordinating resource planning and utilization and training for staff.
 - 2.7.4 Preparing codes of practice in hygiene and safety for different Industries.
 - 2.7.5 Initiating action on the review of policies and programmes on food, nutrition drugs and occupational hygiene.

- 2.7.6 Designing FD.A.L.S. Consumer Affairs Policies and Programmes and preparing suitable manuals for their execution.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of a Division/Department (States).
 - 2.8.2 Having responsibility for food, nutrition, drugs and occupational hygiene development planning.
 - 2.8.3 Advising on matters relating to the formulation, execution and review of policies and programmes on food, nutrition, drugs and occupational hygiene.
 - 2.8.4 Assisting in the general administration of the Department.
 - 2.8.5 Coordinating the training programmes for staff.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Government on matters relating to the formulation, execution and review of policies and programmes on food, nutrition, drugs and occupational hygiene.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Scientific Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a good Bachelor's degree (or its equivalent) in medical and appropriate natural sciences.
- 3.2 Scientific Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Scientific Officer Grade II who has completed two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing M.Sc. degree in medical or appropriate natural sciences field plus at least one year post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Scientific Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Scientific Officer Grade II who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing Ph.D degree in relevant medical appropriate natural sciences field plus at least one-year post-qualification cognate experience
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or in 3.2.2 above plus at least five or four years' post-qualification cognate experience respectively.
- 3.4 Principal Scientific Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Scientific Officer who has spent at least three years on the grade.
- 3.5 Assistant chief Scientific Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Scientific Officer who has spent at least three years on the grade. A sound knowledge of epidemiological procedure will be of added advantage.
- 3.6 Chief Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Scientific Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Scientific Officer who has spent at least three years on the grade.

- 3.8 Deputy Director/Director, (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointment may also be made to posts in Grade Level 12 and above, but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.
Note: This scheme of service should apply to those engaged in Disease Control, Laboratory Services, Food and Drugs, Nutrition and Occupational Hygiene.

POPULATION PROGRAMME OFFICER CADRE

1. POSTS AND SALARIES

1.1	Population Programme Officer Grade II	Grade Level 08
1.2	Population Programme Officer, Grade I	Grade Level 09
1.3	Senior Population Programme Officer	Grade Level 10
1.4	Principal Population Programme Officer	Grade Level 12
1.5	Assistant Chief Population Programme Officer	Grade Level 13
1.6	Chief Population Programme Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17
2. DUTIES
 - 2.1 Population Programme Officer Grade II, Grade Level 08
 - 2.1.1 Assisting in monitoring and evaluating the implementation and impact of population programme on fertility and family planning.
 - 2.1.2 Assisting in planning programmes and or measuring fertility changes.
 - 2.1.3 Assisting in collecting data for use in integrating population factors development planning.
 - 2.1.4 Assisting in planning and standardizing training for all categories of personnel in family planning agencies.
 - 2.1.5 Assisting in identifying all institutions providing family planning services both private and public sectors and coordinating all family planning services delivery activities.
 - 2.1.6 Assisting in the promotion and coordinating of the development of Information, Education, and Communication (IEC) materials.
 - 2.2 Population Programme Officer Grade I, Grade Level 09
 - 2.2.1 Monitoring the distribution and utilization of population control materials
 - 2.2.2 Collecting and disseminating data and other technical information on population activities.
 - 2.2.3 Organizing workshops, seminars and symposia for public enlightenment on population control activities.
 - 2.2.4 Assisting in training personnel involved in population control activities.
 - 2.2.5 Liaising with other Ministries and non-governmental Organizations on planning, production and effective utilization of population control materials.
 - 2.2.6 Servicing the secretariats of all groups/bodies involved in the implementation of population control programmes.
 - 2.3 Senior Population Programme Officer, Grade Level 10

- 2.3.1 Establishing mechanism for continuous monitoring, review and appraisal of population and related activities.
- 2.3.2 Preparing programmes for basic population survey.
- 2.3.3 Liaising with donor agencies to identify specific areas of need in fertility and family planning programmes
- 2.3.4 Assisting in reviewing action plan on National Family Planning Programmes (for uniformity).
- 2.3.5 Assessing effectiveness of Family Planning equipment and commodities
- 2.4 Principal Population Programme Officer, Grade Level 12
 - 2.4.1 Assisting in planning programmes for biomedical research
 - 2.4.2 Coordinating research programmes into population and related activities
 - 2.4.3 Training all categories of personnel involved in Family Planning activities.
 - 2.4.4 Supervising the work of a number of subordinate staff
 - 2.4.5 Initiating and organizing workshops and seminars to up-date the knowledge of health personnel in newer concepts and methods of fertility and family planning.
- 2.6 Ensuring standardization of facilities, commodities and equipment on family planning.
- 2.5 Assistant Chief Population Programme Officer, Grade Level 13
 - 2.5.1 Monitoring the distribution of Family Planning materials and equipment to Federal, State and Local Government Institutions.
 - 2.5.2 Coordinating the implementation of population related programmes of Federal Ministries and their corresponding sectoral offices in the state.
 - 2.5.3 Collating requests for technical assistance and coordinating related matters.
 - 2.5.4 Coordinating special educational, social and economic programmes which will raise the status of women as strategy to reduce fertility rates.
 - 2.5.5 Liaising with Ministries of Education to develop population awareness and family life-education programmes for integration into formal and non-formal education system.
 - 2.5.6 Enlightening the general public on fertility and birth control programmes.
 - 2.5.7 Coordinating the activities of a number of subordinate staff
 - 2.5.8 Supervising the training programme for staff.
- 2.6 Chief Population Programme Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section in the Department.
 - 2.6.2 Providing technical assistance and advice to the States, Local Governments and other groups regarding designs, operation and standardization Planning activities.
 - 2.6.3 Reporting on technical assistance needed and assistance from prospective donor agencies:
 - 2.6.4 Designing and distributing appropriate mass communication and information materials.
 - 2.6.5 Coordinating and facilitating the activities of the National Population Commission, Federal Office of Statistics, Nigerian Institute of Social and Economic Research, Universities and other research-oriented organizations.
 - 2.6.6 Initiating and advising on research programmes.
 - 2.6.7 Collating annual evaluation and progress reports on National Population Programmes.
 - 2.6.8 Coordinating special programmes designed for special groups, women, men, youth etc.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Reviewing and coordinating population activities at different professional levels.
 - 2.7.2 Coordinating and facilitating the review and up-dating of population policy
 - 2.7.3 Coordinating the training programmes for staff.

- 2.7.4 Taking charge of a Branch in the Department.
- 2.7.5 Designing guidelines for the implementation of the National Population Policy
- 2.7.6 Coordinating the activities of donor and related agencies.
- 2.7.7 Coordinating technical assistance for population control.
- 2.7.8 Initiating the review of population policies and programmes.
- 2.8 Deputy Director Grade Level 16
 - 2.8.1 Taking charge of a Division in the Department.
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Assisting in advising the authority on matters relating to the formulation execution and review of population programmes and policies.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on matters relating to the formulation, execution of review of population programmes and policies.

3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Population Programme Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of candidate possessing a good Bachelor's Degree in any of the Social Science or Health Science disciplines.
- 3.2 Population Programme Officer Grade II, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Population Programme Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing Master's degree in Population Dynamics Demography, Health Planning, Epidemiology, Health Education, Economics, Sociology or Nursing plus at Least one year post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience
- 3.3 Senior Population Programme Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Population Programme Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.2.2 above plus at least four years' post-qualification cognate experience.
- 3.4 Principal Population Programme Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Population Programme Officer who has spent at least three years on the grade.
- 3.5 Assistant, Chief Population Programme Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Population Programme Officer who has spent at least three years on the grade.
- 3.6 Chief Population Programme Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Population Programme Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Population Programme Officer who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.

- 3.9. Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and above: Direct appointments may be made to posts in Grade Level 12 and above but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

BRAILLE TRANSCRIBER CADRE

1. POSTS AND SALARIES

1.1	Assistant braille Transcriber	Grade Level 03
1.2	Braille Transcriber Grade II	Grade Level 04
1.3	Braille Transcriber Grade I	Grade Level 05
1.4	Senior Braille Transcriber	Grade Level 06
1.5	Chief Braille Transcriber	Grade Level 07

2. DUTIES

- 2.1 Assistant Braille Transcriber, Grade Level 03
 - 2.1.1 Assisting in taking care of and maintaining working tools, machines and equipment.
 - 2.1.2 Assisting in brilling and binding
- 2.2 Braille Transcriber Grade II, Grade Level 04
 - 2.2.1 Training us the operation of braille press equipment.
 - 2.2.2 Training in the operation of transcribing machines and equipment.
 - 2.2.3 Training in the operation of binding equipment.
 - 2.2.4 Training in the operation of thermoform machines.
- 2.3 Braille Transcriber Grade I, Grade Level 05
 - 2.3.1 Brailing all types of materials requiring exceptional skill.
 - 2.3.2 Supervising the maintenance of machines and other equipment.
 - 2.3.3 Taking advanced training in Braille Printing Techniques.
 - 2.3.4 Operating the Thermoform machines.
 - 2.3.5 Operating the binding equipment.
 - 2.3.6 Operating Braille press equipment.
- 2.4 Senior Braille Transcriber, Grade Level 06
 - 2.4.1 Undertaking the brailing of special pamphlets and folders.
 - 2.4.2 Assisting in the supervision of Braille Transcribers wider training.
 - 2.4.3 Proof-reading brailled materials.
- 2.5 Chief Braille Transcriber, Grade Level 07
 - 2.5.1 Taking charge of the Braille Unit.
 - 2.5.2 Supervising and coordinating the activities of a number of junior staff in the Unit.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Braille Transcriber, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or J.S.S.C.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) in three subjects obtained at one sitting or in four subjects at two sittings.
 - 3.1.1.3 First school leaving certificate plus at least three years cognate experience or training in Braille from a recognized Institution.
- 3.2 Braille Transcriber Grade II, Grade Level 04

- 3.2.1 By promotion of a confirmed and suitable Assistant Braille Transcriber who passed the appropriate Departmental Confirmation/Promotion Test at promo level and spent at least two years on the grade.
- 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1 Certificate of completion of an Arts Course at a Government Trade Centre or any other approved Institution.
 - 3.2.2.2 West African School Certificate or Senior Secondary School Certificate preferably with a pass in Physics, Chemistry or Fine Arts.
 - 3.2.2.3 General Certificate of Education (Ordinary Level) in four subjects preferably including Physics and Chemistry obtained at one sitting or live subjects at two sittings.
- 3.3 Braille Transcriber Grade I, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Braille Transcriber Grade II who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' qualification cognate experience.
- 3.4 Senior Braille Transcriber, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Braille Transcriber Grade I who has spent at least two years on the grade.
- 3.5 Chief Braille Transcriber, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Senior Braille Transcriber who has spent at least two years on the grade.

4 ADVANCEMENT BEYOND THE CADRE:

Any officer in the Braille Transcriber Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

ENVIRONMENTAL HEALTH OFFICER CADRE

1. POSTS AND SALARIES

- | | | |
|-----|--|----------------|
| 1.1 | Environmental Health Officer | Grade Level 08 |
| 1.2 | Higher Environmental Health Officer | Grade Level 09 |
| 1.3 | Senior Environmental Health Officer | Grade Level 10 |
| 1.4 | Principal Environmental Health Officer | Grade Level 12 |
| 1.5 | Assistant Chief Environmental Health Officer | Grade Level 13 |
| 1.6 | Chief Environmental Health Officer | Grade Level 14 |

2. DUTIES

- 2.1 Environmental Health Officer, Grade Level 08
 - 2.1.1 Performing preventive and environmental health duties in urban and rural areas, such as:
 - 2.1.1.1 Environmental sanitation.
 - 2.1.1.2 Health education.
 - 2.1.1.3 Control of communicable diseases.
 - 2.1.1.4 Port Health duties.
 - 2.1.1.5 Meat and food inspection.
 - 2.1.2 Registering births and deaths.
 - 2.1.3 Collecting and processing health data.
 - 2.1.4 Supervising the disposal of night soil and refuse.
- 2.2 Higher Environmental Health Officer, Grade Level 09
 - 2.2.1 Supervising the work of public health junior staff.
 - 2.2.2 Inspecting factories for industrial health and food hygiene.

- 2.2.3 Enforcing Legislations and Bye-laws relating to public health in the District.
- 2.2.4 Initiating measures to safeguard Public Health.
- 2.2.5 Carrying out health education programmes both in public and training Institutions.
- 2.2.6 Compiling environmental health data and reports.
- 2.2.7 Prosecuting cases in courts.
- 2.3 Senior Environmental Health Officer, Grade Level 10
 - 2.3.1 Taking charge of environmental health activities in a Local Government Area.
 - 2.3.2 Teaching environmental health in training Institutions.
 - 2.3.3 Organizing health education programmes in an area.
 - 2.3.4 Initiating measures to control communicable diseases.
- 2.4 Principal Environmental Health Officer Grade Level 12
 - 2.4.1 Taking charge of a Health District comprising a number of Local Government Areas.
 - 2.4.2 Coordinating the work of Senior Environmental Health Superintendents within an area.
 - 2.4.3 Taking charge of any specialized Health Unit, such as Health Education. Malaria Control, School of Hygiene, Statistics, Part Health and Nutrition.
 - 2.4.4 Assisting in coordinating the activities of a Health Zone comprising at least one comprehensive Health Centre.
 - 2.4.5 Collecting, collating analyzing and redistributing environmental health data.
- 2.5 Assistant Chief Environmental Health Officer, Grade Level 13
 - 2.5.1 Assisting in the conduct of research in the field of environmental health.
 - 2.5.2 Assisting in the administrative planning of environmental health services in a State.
 - 2.5.3 Organizing training programmes seminars lectures and symposia for Environmental Health Staff.
 - 2.5.4 Coordinating the activities of a number of junior staff.
- 2.6 Chief Environmental Health Officer, Grade Level 14
 - 2.6.1 Coordinating all public health activities of the various Health Zones.
 - 2.6.2 Taking charge of the administrative planning of environmental health services in the State.
 - 2.6.3 Advising on matters relating to the environmental health.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Environmental Health Officer, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Royal Society of Health Diploma for Public Health Officer.
 - 3.1.1.2 West African Health Examination Board Diploma for Public Health Officers/Environmental Health Officer.
 - 3.1.1.3 Higher National Diploma in Environmental Health Sciences from a recognized Institution.
 - 3.2 Higher Environmental Health Officer, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Environmental Health Officer who has spent for at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
 - 3.3 Senior Environmental Health Officer, Grade Level 10

- 3.3.1 By promotion of a confirmed and suitable Higher Environmental Health Officer who has served at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Environmental Health Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Environmental Health Officer who has served at least three years on the grade.
- 3.5 Assistant Chief Environmental Health Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Environmental Health Officer who has served at least three years on the grade.
- 3.6 Chief Environmental Health Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Environmental Health Officer who has served at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE**
Any officer in the Environmental Health Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

INDUSTRIES

TECHNICAL ASSISTANT (INDUSTRIAL) CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Technical Assistant Grade II Grade Level 03
 - 1.2 Technical Assistant Grade I Grade Level 04
 - 1.3 Senior Technical Assistant Grade II Grade Level 05
 - 1.4 Senior Technical Assistant Grade I Grade Level 06
 - 1.5 Chief Technical Assistant Grade Level 07
- 2. **DUTIES**
 - 2.1 Technical Assistant Grade II, Grade Level 03
 - 2.1.1 Processing saw materials under supervision.
 - 2.1.2 Assisting in routine workshop duties.
 - 2.2 Technical Assistant Grade I, Grade Level 04
 - 2.2.1 This is a training grade. The candidate is required to undergo an organized the job training within the Department.
 - 2.3 Senior Technical Assistant Grade II, Grade Level 05
 - 2.3.1 Assisting in the construction of simple equipment.
 - 2.3.2 Processing raw materials.
 - 2.4 Senior Technical Assistant Grade I, Grade Level 06
 - 2.4.1 Assisting in the supervision and training of junior staff.
 - 2.4.2 Constructing simple equipment.
 - 2.5 Chief Technical Assistant, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior staff.
 - 2.5.2 Assisting in the training of junior staff.
 - 2.5.3 Constructing simple equipment.
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE;**
Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Technical Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.1.2 Junior Secondary School Certificate.

- 3.1.1.3 General Certificate of Education (Ordinary Level) with three passed at one sitting or four credits at two sittings, preferably including Physics or Chemistry.
- 3.2 Technical Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Technical Assistant Grade II who has passed the Departmental Confirmation/Promotion Test at promotion i.e. 50%) and spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications:-
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate including credit in Physics or Chemistry.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four passed at one sitting or five credits passed at two sittings, preferably including Physics or Chemistry.
 - 3.2.2.3 Intermediate Certificate of the City and Guilds of London Institute relevant subjects.
- 3.3 Senior Technical Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Technical Assistant Grade I who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years post-qualification cognate experience.
- 3.4 Senior Technical Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Technical Assistant Grade II who has spent at least two years on the grade.
- 3.5 Chief Technical Assistant, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any officer in the Technical Assistant (Industrial) Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (INDUSTRIAL) CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14
- 2. DUTIES
 - 2.1 Assistant, Technical Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Demonstrating the processing of raw materials.
 - 2.1.1.2 Translating simple technical drawings.
 - 2.1.1.3 Teaching the construction of simple equipment.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Appraising loan applications of various entrepreneurs.
 - 2.2.2 Operating demonstration workshops and conducting skills improvement training and extension services

- 2.2.3 Assisting in the training of junior staff
- 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Taking charge of a project
 - 2.3.2 Supervising a number of junior staff.
- 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Investigating applications for Loans and grants.
 - 2.4.2 Inspecting local Industries and Handicraft centres.
 - 2.4.3 Assisting in overseeing a Unit
- 2.5 Principal Technical Officer Grade II Grade Level 10
 - 2.5.1 Assisting in the planning and execution of training programmes for junior staff
 - 2.5.2 Overseeing a number of projects.
 - 2.5.3 Taking charge of a Unit
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating the activities of a number of Units.
 - 2.6.2 Assisting in coordinating the training programmes for the technical staff of the division.
 - 2.6.3 Taking charge of a number of projects.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the general administration of a Section.
 - 2.7.2 Coordinating the activities of a number of junior officers.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of a Section.
 - 2.8.2 Advising on the formulation and execution of training programmes for technical staff

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in relevant subjects from a recognized Institution.
 - 3.1.1.2 Final Certificate of city and Guilds of London Institute in relevant trade plus at least two years' post-qualification cognate experience.
- 3.2 Technical Officer, Grade level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of an assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1.1 above who has spent one year on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1.2 above plus at least four years' post-qualification cognate experience.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent Least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1.1 above plus at least four years post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma Engineering or allied subjects from a recognized Institution.
- 3.4 Senior Technical Officer, Grade Level 09

- 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing the qualifications specified sub-paragraph 3.1.1.1 or 3.3.3 above plus at least seven or three years qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification sub-paragraph 3.11.1 or 3.3.3 above plus at least ten or six years post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Technical Officer who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT WITHIN THE CADRE:
Any officer in the Technical Officer (Industrial) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (POTTERY) CADRE

- 1. POSTS AND SALARIES:

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Preparing the following duties under supervision:
 - 2.1.1.1 Preparing kiln suitable for the burning of moulded pottery materials.
 - 2.1.1.2 Demonstrating the moulding and burning of moulded potty materials.
 - 2.1.1.3 Organizing local exhibition of pottery/wares.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Taking charge of a kiln.
 - 2.2.2 Overseeing the sale of pottery products.
 - 2.2.3 Supervising a number of junior staff.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Procuring raw materials for the pottery.
 - 2.3.2 Assisting in training pottery staff,
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Coordinating the sale of pottery products.
 - 2.4.2 Supervising the activities of a number of junior staff
 - 2.5 Principal Technical Officer Grade II, Grade Level 10

- 2.5.1 Coordinating the activities of a number of junior staff
- 2.5.2 Training pottery staff.
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Organizing training programmes for pottery staff.
 - 2.6.2 Assisting in the administration of a pottery Centre.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of the pottery Section.
 - 2.7.2 Administering pottery Centre.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the administration of pottery Section.
 - 2.8.2 Advising on the formulation, execution and review of policies and programmes on pottery and related matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Full Technological Certificate of the City and Guilds Institute of London in Pottery or related subject
 - 3.1.1.2 Ordinary National Diploma n Pottery Management in related subject from a recognized Institution
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of a confirmed and suitable Assistant Officer who has spent twelve months on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1 1 above plus at least one year post-qualification cognate experience.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the trade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Pottery Management or related subject from a recognized institution.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least seven or three years' post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least ten or six y' post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13

- 3.7.1 By promotion of a confirmed and suitable Principal Technical Officer who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any officer in the Technical Officer (Pottery) Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for transfer or promotion to the grade.

TECHNICAL OFFICER (TEXTILE) CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Overseeing a Textile Production Unit within a circle.
 - 2.1.1.2 Coordinating the work of craftsmen (Textile)
 - 2.1.1.3 Organizing local exhibition of textile products.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Taking charge of a Textile Production Unit within a circle.
 - 2.2.2 Training school leavers in the art of weaving.
 - 2.2.3 Advising small-scale industrial entrepreneurs in weaving on broadloom, designs, etc.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Supervising activities of the junior staff in a Textile Training Centre.
 - 2.3.2 Taking responsibility for the general supervision of Textile Production Units in a circle.
 - 2.3.3 Inspecting small-scale weaving industries established within a circle.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Conducting laboratory experiments on broadloom weaving and disseminating result within a circle.
 - 2.4.2 Distributing orders for the marketing of textile products within a circle.
 - 2.4.3 Advising small-scale industrial entrepreneurs on matters relating to mechanical spinning, weaving, finishing and knitting within a circle.
 - 2.4.4 Overseeing Fabric finishing and store records.
 - 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Conducting research on new design and techniques in broadloom weaving.
 - 2.5.2 Collecting data on textile industry from Local and Overseas sources.
 - 2.5.3 Formulating the scheme of work and preparing the syllabus for training the weavers.
 - 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Organizing courses and formulating training programmes for textile staff.
 - 2.6.2 Handling indents, bulk purchases and distribution of textile materials and dyestuffs.

- 2.6.3 Supervising the activities of a number of junior staff.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the planning and development of broadloom weaving industry.
 - 2.7.2 Organizing the activities of small-scale weaving industries.
 - 2.7.3 Assisting in the arrangements for the exhibition of textile products.
 - 2.7.4 Assisting in the preparation of feasibility studies in respect of proposed textile industries
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking responsibility for the planning and development of broadloom.
 - 2.8.2 Giving pre-investment advice on the setting-up of textile industries.
 - 2.8.3 Providing technical data for the preparation of feasibility studies in respect of proposed textile industries.
 - 2.8.4 Coordinating the activities of small-scale weaving industries.
 - 2.8.5 Supervising a Section
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Final Certificate of the City and Guilds of London Institute in Weaving (Cotton and Man-made Fibres) or Yarn Production (Short Staple System).
 - 3.1.1.2 Ordinary National Certificate in Textile Technology
 - 3.1.1.3 Ordinary Technicians Diploma in Textile Technology
 - 3.1.1.4 Diploma in Textile Technology from a recognized Institution
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Technical Officer who has spent twelve months on the grade
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least one-year post-qualification cognate experience.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.3.1 Full Technical Certificate (Technician) of the City and Guilds of London Institute in Weaving (Cotton and Man-made Fibres) on Yarn Production (Short Staple System).
 - 3.3.3.2 Higher National Diploma in Textile Technology from a recognized Institution.
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least seven or three years' post-qualification cognate experience respectively.
 - 3.5 Principal Technical Officer Grade II, Grade Level 10

- 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
- 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least ten or six years post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any Officer in the Technical Officer (Textile) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

INFORMATION
ARCHAEOLOGIST CADRE

- 1. POSTS AND SALARIES

1.1	Archaeologist Grade II	Grade Level 08
1.2	Archaeologist Grade I	Grade Level 09
1.3	Senior Archaeologist	Grade Level 10
1.4	Principal Archaeologist	Grade Level 12
1.5	Assistant Chief Archaeologist	Grade Level 13
1.6	Chief Archaeologist	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES
 - 2.1 Archaeologist Grade II, Grade Level 08
 - 2.1.1 Collecting archaeological data.
 - 2.1.2 Assisting in rescue work.
 - 2.1.3 Assisting in preparing guide books on archaeology.
 - 2.1.4 Seeking information leading to discovery and excavation of archaeological materials.
 - 2.2 Archaeologist Grade I, Grade Level 09
 - 2.2.1 Assisting in giving lectures and information to students, visitors and researchers to museum.
 - 2.2.2 Engaging in rescue work in the field.
 - 2.2.3 Conducting archaeological surveys.
 - 2.2.4 Collating and assisting in analyzing archaeological data.
 - 2.3 Senior Archaeologist, Grade Level 10
 - 2.3.1 Assisting in supervising Archaeological rescue work.
 - 2.3.2 Assisting in planning and executing archaeological research work.
 - 2.3.3 Assisting in preparing archaeological reference maps.
 - 2.3.4 Assisting in contributing to International journals on archaeology.
 - 2.3.5 Assisting in organizing the training programme for staff
 - 2.3.6 Supervising the activities of a number of subordinate staff.
 - 2.4 Principal Archaeologist, Grade Level 12

- 2.4.1 Organizing Archaeologists for rescue work in the field.
- 2.4.2 Preparing archaeological reference maps
- 2.4.3 Purchasing antiquities for museum
- 2.4.4 Teaching in the Museum Training School.
- 2.4.5 Contributing to International Journals on archaeology and editing publications for the Department.
- 2.5 Assistant Chief Archaeologist, Grade Level 13
 - 2.5.1 Initiating research into Archaeology and pre-history of Nigeria.
 - 2.5.2 Supervising and training junior Archaeologists in Research Schools.
 - 2.5.3 Assisting in reconstructing records of extinct cultures.
 - 2.5.4 Providing aids and materials for the teaching of History and Archaeology educational Institutions.
- 2.6 Chief Archaeologist, Grade Level 14
 - 2.6.1 Ensuring the implementation of UNESCO resolutions and conventions museums.
 - 2.6.2 Assisting in planning and developing museum in the Federation.
 - 2.6.3 Initiating the review of antiquities' law
 - 2.6.4 Taking charge of a Section.
 - 2.6.5 Reconstructing records of extinct Cultures and interpreting historical process from materials arid data on hand.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch in the Ministry.
 - 2.7.2 Taking responsibility for the publication of papers on archaeology.
 - 2.7.3 Initiating the formulation and planning of cultural policy as it affects antiquities.
 - 2.7.4 Coordinating the training Programmes for the Department.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Assisting in the administration of the Department.
 - 2.8.2 Taking charge of a Division in the Department.
 - 2.8.3 Taking responsibility for archaeological development plan
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Government on matters relating to archaeology.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: Any promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Archaeologist Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Archaeology or History from a recognized University.
 - 3.2 Archaeologist Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Archaeologist Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing a Master's degree in Archaeology or History from a recognized University plus at least one-year post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a degree in Archaeology or History from a recognized University plus at least three years post-qualification cognate experience.
 - 3.3 Senior Archaeologist, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Archaeologist Grade I who has spent at Least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing a degree in Archaeology or History from a recognized University plus at least six years' post-qualification cognate experience.

- 3.3.3 By direct appointment of a candidate possessing a Master's degree in Archaeology or History from a recognized University plus at least four years' post-qualification cognate experience or a Doctorate degree in Archaeology or History from a recognized University plus at least one-year post-qualification cognate experience.
- 3.4 Principal Archaeologist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Archaeologist who has spent at least three years on the grade.
- 3.5 Assistant Chief Archaeologist, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Archaeologist who has spent at least three years on the grade.
- 3.6 Chief Archaeologist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Archaeologist who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Archaeologist who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointments to Posts in Grade Level 12 and Above: Direct appointments may be made to posts in Grade Level 12 and above, but these would be preceded by specified advertisement at the instance of the user-Ministry/Departments. Promotion from such direct appointments to higher grades is subject to confirmation of appointment.

ART PRODUCTION ASSISTANT CADRE

1. POSTS AND SALARIES:

1.1	Art Production Assistant	Grade Level 04
1.2	Senior Art Production Assistant Grade II	Grade Level 05
1.3	Senior Art Production Assistant Grade I	Grade Level 06
1.4	Chief Art Production Assistant	Grade Level 07
2. DUTIES
 - 2.1 Art Production Assistant, Grade Level 04
 - 2.1.1 Performing the following duties under supervision:-
 - 2.1.1.1 Mixing colours, paste-up, masking and stenciling art works, format and dummy making.
 - 2.1.1.2 Producing elementary lettering for designs.
 - 2.2 Senior Art Production Assistant Grade II, Grade Level 05
 - 2.2.1 Assisting in supervising the works of junior staff.
 - 2.2.2 Making format and dummy.
 - 2.2.3 Preparing drawings and letterings for cards, posters, booklets, folders, stickers etc.
 - 2.3 Senior Production Assistant Grade I, Grade Level 06
 - 2.3.1 Supervising the work a of a number of junior staff
 - 2.3.2 Laying out for Graphic.
 - 2.3.3 Preparing typographic designs and illustrations for art works.
 - 2.4 Chief Art Production Assistant, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of junior staff

2.4.2 Training subordinate staff on the job.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

3.1 Art Production Assistant, Grade Level 04

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

3.1.1.1 West African School Certificate or Senior Secondary School Certificate preferably with a pass in Art.

3.1.1.2 General Certificate of Education (Ordinary Level) with four credits preferably including Art obtained at one sitting or five credits obtained at two sittings.

3.1.1.3 Certificate of successful completion of a course in Art Production Government approved Trade Centre or a recognized Institution.

3.2 Senior Art Production Assistant Grade II, Grade Level 05

3.2.1 By promotion of a confirmed and suitable Art Production Assistant who spent at least two years on the grade.

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

3.3 Senior Art Production Assistant Grade I, Grade Level 06

3.3.1 By promotion of a confirmed and suitable Senior Art Production Assistant Grade II who has spent at least two years on the grade.

3.4 Chief Production Assistant, Grade Level 07

3.4.1 By promotion of a confirmed and suitable Senior Art Production Assistant Grade I who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Art Production Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

ART PRODUCTION OFFICER CADRE

1. POSTS AND SALARIES

1.1	Assistant Art Officer	Grade Level 06
1.2	Art Production Officer	Grade Level 07
1.3	Higher Art Production Officer	Grade Level 08
1.4	Senior Art Production Officer	Grade Level 09
1.5	Principal Art Production Officer, Grade II	Grade Level 10
1.6	Principal Art Production Officer Grade I	Grade Level 12
1.7	Assistant Chief Art Production Officer	Grade Level 13
1.8	Chief Art Production Officer	Grade Level 14

2. DUTIES

2.1 Assistant Art Production Officer, Grade Level 06
(Arts Production)

2.1.1 Scaling said tracing drawings.

2.1.2 Retouching Art Work.

2.1.3 Painting elementary work of Art.

2.1.4 Lettering for designs and colour separation.

(Graphic Arts)

2.1.5 Undertaking the production of illustrations and preparation of art works designs.

2.1.6 Producing designs for posters, pamphlets, booklets, publications folders, press advertisements and special albums.

2.1.7 Producing books and magazines layout topography.

- 2.1.8 Cutting stencil and lithographic operation.
- 2.1.9 Assisting in taking care and maintaining graphic arts equipment and materials.
- 2.2 Art Production Officer Grade Level 07
(Art Production)
 - 2.2.1 Preparing rough layout and comprehensive designs for photography and general art works.
 - 2.2.2 Finishing up typographic, graphic and general arts designs.
 - 2.2.3 Assisting in preparing mechanical photo engraving and 'printings relating to graphic designs, photographic designs and general art.
(Graphic Arts)
 - 2.2.4 Performing intricate lettering and calligraphy.
 - 2.2.5 Assisting in the teaching of Graphic Arts craft to junior staff.
 - 2.2.6 Assisting in laying out designs.
 - 2.2.7 Assisting in the cleaning and supervision of artistic exhibitions.
 - 2.2.8 Taking responsibility for dark-room and off-set work to finished stage.
- 2.3 Higher Art Production Officer, Grade Level 08
 - 2.3.1 Producing art work relating to own areas of specialization
 - 2.3.2 Preparing mechanical photo engraving and printing relating to graphic designs, photographic designs and general art.
 - 2.3.3 Assisting in type-designing with photography.
(Graphic Arts)
 - 2.3.4 Overseeing organization of Arts Unit in the field.
 - 2.3.5 Laying out designs.
 - 2.3.6 Planning and supervising artistic exhibitions.
 - 2.3.7 Assisting in publishing designs, including posters, advertisements, symbols, emblems and crests.
 - 2.3.8 Overseeing dark-room off-set work to finished stage.
- 2.4 Senior Art Production Officer Grade Level 09
(Art Production)
 - 2.4.1 Overseeing production of typographic designs.
 - 2.4.2 Taking responsibility for copy-casting and mark-up for newspaper campaigns, posters, leaflets, letter-head, cards, books' designs, show-card, handbills, brochure and logo symbols.
 - 2.4.3 Type-designing with photography.
 - 2.4.4 Selecting and specifying lettering for designs.
 - 2.4.5 Supervising junior staff in own area of specialization
(Graphic Arts)
 - 2.4.6 Visualizing and organizing ideas for artistic works.
 - 2.4.7 Making typography book and magazine designs.
 - 2.4.8 Organizing Art Unit at the Headquarters
 - 2.4.9 Assisting in organizing training programmes for staff.
- 2.5 Principal Art Production Officer Grade II, Grade Level 10
(Art Production)
 - 2.5.1 Executing advanced art work such as figure and landscape paintings in various media. Like oil, pastel gouache, water colour, pen and ink illustration.
 - 2.5.2 Taking responsibility for graphic designs, photogram and photographic designs.
 - 2.5.3 Allocating work according to technical capability of employees.
 - 2.5.4 Assisting in training junior staff
(Graphic Art)
 - 2.5.5 Designing and laying out security and classified job.
 - 2.5.6 Making topography, book and magazine designs.

- 2.5.7 Preparing general designs and lay-out typography.
- 2.5.8 Visualizing and originating ideas for artistic works
- 2.6 Principal Art Production Officer Grade I, Grade Level 12
 - 2.6.1 Planning works involving posters designs, typographic designs, show card designs, book cover designs, painting illustrations etc.
 - 2.6.2 Taking responsibility for copy writing and captioning designs.
 - 2.6.3 Designing and laying out security and classified job.
 - 2.6.4 Preparing general designs layout topography.
 - 2.6.5 Organizing the training programme for staff
 - 2.6.6 Supervising the activities of a number of junior staff.
- 2.7 Assistant Chief Art Production Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of the Section.
 - 2.7.2 Taking responsibility for the organization of works including the solution of all major design problems.
 - 2.7.3 Reading proofs and coordinating work in the Unit.
 - 2.7.4 Reviewing technical texts and publications and adopting new techniques to the work of the Unit.
- 2.8 Chief Art Production Officer, Grade Level 14
 - 2.8.1 Taking charge of a Section
 - 2.8.2 Overseeing the organization, planning and execution of artistic work.
 - 2.8.3 Advising on graphic arts matter
 - 2.8.4 Costing arts work
 - 2.8.5 Advising on media techniques in Graphic and Commercial Art.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All Promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Art Production Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Fine Arts from a recognized Institution.
 - 3.1.1.2 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects at two sittings preferable including Arts.
 - 3.2 Art Production Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Art Production Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Fine Arts from a recognized Institution.
 - 3.3 Higher Art Production Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Art Production Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least five or three year post-qualification cognate experience respectively.
 - 3.4 Senior Art Production Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Art Production Officer who has spent at least three years on the grade.

- 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eight or six year post-qualification cognate experience respectively.
 - 3.5 Principal Art Production Officer Grade I, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Art Production Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eleven or nine years' post-qualification cognate experience respectively.
 - 3.6 Principal Art Production Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Art Production Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Art Production Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Art Production Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Production Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Art Production Officer who has spent at least three years on the grade.
4. ADVANCEMENT BEYOND THE CADRE
Any officer in the Art Production Officer Cadre who requires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

ARCHIVES ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Archives Assistant Grade Level 04
 - 1.2 Senior Archives Assistant Grade II Grade Level 05
 - 1.3 Senior Archives Assistant Grade I Grade Level 06
 - 1.4 Chief Archives Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Archives Assistant, Grade Level 04
 - 2.1.1 Fumigation and cleaning new accessions under supervision.
 - 2.1.2 Sorting and arranging new accessions under supervision.
 - 2.1.3 Listing, boxing and labeling new accessions
 - 2.1.4 Relisting, re-boxing and relabeling integrated old and new accessions
 - 2.1.5 Arranging the boxed records in the stack rooms
 - 2.1.6 Producing archives for use of searchers, and their integration after use
 - 2.1.7 Undertaking record collection tours to depositing agencies and private owners.
 - 2.1.8 Removing rusted pins and clips from records and their re-jacketing.
 - 2.1.9 Assisting researchers in the search rooms
 - 2.2 Senior Archives Assistant, Grade II, Grade Level 05
 - 2.2.1 Organizing Archives Assistants for the fumigation and cleaning, sorting and arrangement of new accessions.
 - 2.2.2 Awarding archives reference marks to new accessions.
 - 2.2.3 Checking procured lists before being sent for typing.
 - 2.2.4 Arranging for the boxing and labeling of new accession and for their storage in the stack room.
 - 2.2.5 Assisting in the general supervision and control of the stack rooms.
 - 2.2.6 Maintaining and recording atmospheric and other physical condition prevailing in the stock rooms.
 - 2.2.7 Maintaining record production slips for records used by searchers and other search room registers.

- 2.2.8 Participating in record collection tours of agencies etc.
- 2.3 Senior Archives Assistant Grade I, grade Level 06
 - 2.3.1 Identifying under supervision, record groups, classes and services.
 - 2.3.2 Maintaining finding aids.
 - 2.3.3 Assisting in the supervision of search rooms.
 - 2.3.4 Maintaining work registers.
- 2.4 Chief Archives Assistant, Grade Level 07
 - 2.4.1 Determining under supervision, symbol marks used in the preparation of Findings aids.
 - 2.4.2 Preparing production and location slips dummies used in the control of record in the stack rooms.
 - 2.4.3 Controlling the stack rooms against the enemies of records including the misplacement of records.
 - 2.4.4 Supervising and controlling records collection groups.
 - 2.4.5 Supervising subordinate staff.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Archives Assistant, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 West African School Certificate/Senior Secondary School Certificate
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits obtained at two sitting.
 - 3.2 Senior Archives Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Archives Assistant who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Senior Archives Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Archives Assistant Grade II who has spent at least two years on the grade.
 - 3.4 Chief Archives Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Archives Assistant Grade I who has spent at least two years on the grade.
- 3. ADVANCEMENT BEYOND THE CADRE

Any officer in the Archives Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

EXECUTIVE OFFICER (ARCHIVES) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Executive Officer Grade Level 06
 - 1.2 Executive Officer Grade Level 07
 - 1.3 Higher Executive Officer, Grade Level 08
 - 1.4 Senior Executive Officer Grade Level 09
 - 1.5 Principal Executive Officer Grade II Grade Level 10
 - 1.6 Principal Executive Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Executive Officer, Grade Level 13
 - 1.8 Chief Executive Officer Grade Level 14
- 2. DUTIES:
 - 2.1 Assistant Executive Officer, Grade Level 06

- 2.1.1 Assisting in the maintenance of all work registers.
- 2.1.2 Assisting in the supervision of the search room to ensure compliance of searchers with search regulations.
- 2.1.3 Documenting in appropriate Registers/Forms, the use of archives especially for searchers.
- 2.1.4 Searching for and isolating damaged archives for appropriate repairs.
- 2.5.5 Searching for printed matters from files
- 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Overseeing the recall of archives by depositing agencies and assisting in ensuring their eventual return.
 - 2.2.2 Assisting in the supervision of the work of junior staff and in the maintenance and checking of all work registers
 - 2.2.3 Ensuring proper care of relevant equipment such as tape recorders, micro readers, etc.
- 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Organizing the typing, checking and binding of all finding aids and ensuring their availability to searchers.
 - 2.3.2 Organizing the weeding of ephemeral materials from
 - 2.3.3 Assisting in the preparation of periodical reports.
- 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Organizing the continual checking of the contents of archives boxes and bundles.
 - 2.4.2 Assisting in the determination of record values in the arrangement and classification of archives and in the appraisal selection of archives for preservation.
 - 2.4.3 Assisting in the description of archives by means of inventories special list etc.
 - 2.4.4 Organizing the periodic stock-taking of archives and establishing any losses of archives.
- 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Supervising the proper keeping of work registers.
 - 2.5.2 Assisting in surveying and acquiring private records and servicing them in site.
 - 2.5.3 Assisting in conducting research into the archives for the department, other agencies or the general public.
 - 2.5.4 Assisting in the work of historical documentation of people and events as well as in recording oral tradition and history.
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in conducting publicity for the professional activities of the department.
 - 2.6.2 Assisting in collecting materials for research and publications by experienced archives.
 - 2.6.3 Supervising the activities of a number of junior staff.
 - 2.6.4 Assisting in training junior staff.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Assisting in producing, publishing, distributing and organizing the sales of department publications.
 - 2.7.2 Assisting in publicizing the activities of the department.
 - 2.7.3 Assisting in preparing drafts of periodic reports.
- 2.8 Chief Executive Office, Grade Level 14
 - 2.8.1 Assisting in organizing archive exhibitions.
 - 2.8.2 Assisting in the preparation of draft departmental publications, reports and news magazines.
 - 2.8.3 Coordinating the activities of a number of subordinates.
 - 2.8.4 Coordinating the training programmes for subordinate staff

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two or three subjects or the Ordinary National Diploma in relevant subject obtained from a recognized Institution.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer (Archives) who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of; the qualifications specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Business Administration or Public Administration from a recognized Institution.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer (Archives) who has spent at least free years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least five or three years post-qualification cognate experience respectively.
- 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing he qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eight or six years post- qualification cognate experience respectively.
- 3.5 Principal Executive Officer Grade II Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer (Archives) who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualiticatnn specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eleven or nine years post qualification cognate experience respectively.
- 3.6 Principal Executive Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a suitable Principal Executive Officer Archives) who has spent at least three years on the grade.
- 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Executive Officer (Archives) who has spent at least three years on the grade.
- 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Executive Officer (Archives) who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Executive Officer (Archives) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer or promotion to the grade.

ARCHIVIST CADRE

1. POSTS AND SALARIES

- | | | |
|-----|---------------------|----------------|
| 1.1 | Archivist Grade II | Grade Level 08 |
| 1.2 | Archivist Grade I | Grade Level 09 |
| 1.3 | Senior Archivist | Grade Level 10 |
| 1.4 | Principal Archivist | Grade Level 12 |

1.5	Assistant Chief Archivist	Grade Level 13
1.6	Chief Archivist	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Archivist Grade II, Grade Level 08
 - 2.1.1 Assisting in conducting preliminary examination of fresh accessions of records to determine their archival value.
 - 2.1.2 Making preparations for acquisition tours of private papers.
 - 2.1.3 Collecting materials for research and publication.
 - 2.1.4 Describing archives by means of inventories, special lists, etc.
 - 2.1.5 Assisting in the performance of skeletal records management functions.
- 2.2 Archivist Grade I, Grade Level 09
 - 2.2.1 Assisting in providing guidelines on the production of finding aids and on the approval and selection of records for permanent preservation.
 - 2.2.2 Preparing Draft Departmental publications, reports and news magazines.
 - 2.2.3 Collating and assisting in analyzing data.
 - 2.2.4 Conducting research into archives under supervision.
 - 2.2.5 Organizing training programme for junior staff.
- 2.3 Senior Archivist, Grade Level 10
 - 2.3.1 Assisting in publishing, distributing and organizing the sale of departmental publications.
 - 2.3.2 Assisting in documenting information about people, events as well as recording oral tradition and history.
 - 2.3.3 Supervising the work of Junior Staff.
 - 2.3.4 Assisting in conducting research.
- 2.4 Principal Archivist, Grade Level 12
 - 2.4.1 Assisting in organizing and documenting developments.
 - 2.4.2 Providing guidelines for the acquisition of private papers.
 - 2.4.3 Conducting research into archives.
 - 2.4.4 Publishing and organizing the distribution and sale of departmental publication.
- 2.5 Assistant Chief Archivist, Grade Level 13
 - 2.5.1 Identifying archives for transfer to state archival institutions.
 - 2.5.2 Identifying training needs of staff and organizing training programmes
 - 2.5.3 Reviewing mechanized and automated information processes and other application relevant to the Nigerian situation.
 - 2.5.4 Coordinating the activities of a number of subordinate staff.
 - 2.5.5 Reviewing documentation development of and advances in ideas, organization, materials, processes, techniques and equipment and the relation of these to the needs of the National Archives.
- 2.6 Chief Archivist, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Reviewing professional policy programmes and practices as they relate to the National Archives.
 - 2.6.3 Initiating action on departmental documentary publication and micro filming programmes.
 - 2.6.4 Initiating action for the formation of new systems in archive classification.
 - 2.6.5 Assisting in organizing archives exhibitions.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.

- 2.7.2 Coordinating staff training programmes of the department.
- 2.7.3 Editing archival publications.
- 2.7.4 Liaising with the Universities and other Local and International Organizations or matters related to the use of Archives.
- 2.7.5 Organizing archives exhibitions.
- 2.7.6 Initiating action on the review of archives policies and programmes.
- 2.8 Deputy Director/Director, (States), Grade level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Advising the government on archives policies and programmes (States).
 - 2.8.3 Publishing the activities of the Department.
 - 2.8.4 Assisting in formulating National Archives policies.
 - 2.8.5 Assisting in the administration of the Department.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the Department
 - 2.9.2 Implementing the provisions of the Public Archives Act and other laws regulations affecting the National Archives.
 - 2.9.3 Advising the Government on the National Archives policies and programme
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Archivist Grade I, Grade Level 08
 - 3.1.1 By direct appointment of the candidate possessing a degree in History, Economics, Business Administration, Law, Social Sciences or Geography from a recognized University.
 - 3.2 Archivist Grade I, Grade Level 09
 - 3.2.1 By presentation of a confirmed and suitable Archivist Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Masters' degree in Business Administration, History, Economics, Law, Social Sciences or Geography from a recognized University plus at least one-year post-qualification cognate experience.
 - 3.3 Senior Archivist, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Archivist Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.2.3 plus at least four years' post-qualification cognate experience.
 - 3.4 Principal Archivist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Archivist who has spent at least three years on the grade.
 - 3.5 Assistant Chief Archivist, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Archivist who has spent at least three years on the grade.
 - 3.6 Chief Archivist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Archivist who has spent at least three years on the grade.
 - 3.7 Assistant Director, Grade Level 15

- 3.7.1 By promotion of a suitable Chief Archivist who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department, Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

AUDIO-VISUAL OFFICER CADRE

1. POSTS AND SALARIES

1.1	Audio-Visual Officer	Grade Level 07
1.2	Higher Audio-Visual Officer	Grade Level 08
1.3	Senior Audio-Visual Officer	Grade Level 09
1.4	Principal Audio-Visual Officer Grade II	Grade Level 10
1.5	Principal Audio-Visual Officer Grade I	Grade Level 12
1.6	Assistant Chief Audio-Visual Officer	Grade Level 13
1.7	Chief Audio-Visual Officer	Grade Level 14

2. DUTIES:

- 2.1 Audio-Visual Officer, Grade Level 07
 - 2.1.1 Assisting in preparing commentary and or voice cover.
 - 2.1.2 Assembling rushes for rough editing.
 - 2.1.3 Recording sound, music and effects
 - 2.1.4 Maintaining filming equipment and allied gadgets.
 - 2.1.5 Assisting in writing story outline, scene outline, treatment and shooting script.
- 2.2 Higher Audio-Visual Officer, Grade Level 08
 - 2.2.1 Conducting research into condition at location.
 - 2.2.2 Investigating and treating film subjects.
 - 2.2.3 Writing synopsis, story line, scene outline, shooting scripts, shooting schedule and commentary.
- 2.3 Senior Audio-Visual Officer, Grade Level 09
 - 2.3.1 Initiating, directing and producing pictures and films on antiquities throughout the Federation.
 - 2.3.2 Assisting in training and supervising junior officers.
- 2.4 Principal Audio-Visual Officer Grade II, Grade Level 10
 - 2.4.1 Producing antiquity films on culture or education for entertainment.
 - 2.4.2 Training junior staff.
 - 2.4.3 Supervising the work of a number of junior officers.
- 2.5 Principal Audio-Visual Officer Grade I, Grade Level 12
 - 2.5.1 Translating and disseminating visual information relating to the Arts and History of Nigeria and African peoples through films, photography, graphics, and other audio-visual methods.
 - 2.5.2 Supervising the technical staff and equipment.
 - 2.5.3 Coordinating the activities of a number of junior staff.
- 2.6 Assistant Chief Audio- Visual Officer, Grade Level 13
 - 2.6.1 Assisting in the administration of the Section.

- 2.6.2 Initiating film projects, graphic and photography exhibitions and audio-visual presentations.
- 2.6.3 Coordinating the formulation and execution of the training programmes
- 2.7 Chief Audio-Visual Officer, Grade Level 14
 - 2.7.1 Taking charge of a Section.
 - 2.7.2 Producing films based on data from the Nigerian Archeology, Ethnography History and Arts.
 - 2.7.3 Publishing research findings in Nigeria.
 - 2.7.4 Preparing suitable materials for the training of film producers, directors' cameramen, editors and all cadres of film personnel in Mass Communication Nigeria Government's and UNESCO's policies on film education in Nigeria.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Audio-Visual Officer, Grade Level 07
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualification:
 - 3.1.1.1 The Corporate of the British Cinematographic Society plus i.t least two years' post-qualification cognate experience.
 - 3.1.1.2 Ordinary National Diploma in Production Technology from a recognized Institution plus at least one-year post-qualification cognate experience.
- 3.2 Higher Visual Officer, Grade Level 08
 - 3.2.1 By promotion of a confirmed and suitable Audio-Visual Officer who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Higher National Diploma in Engineering or allied subject from a recognized Institution.
 - 3.2.3 By direct appointment of a candidate possessing any- of the qualifications specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at Least five or four years' post-qualification cognate experience respectively.
- 3.3 Senior Audio Officer, Grade Level 09
 - 3.3.1 By promotion of a confirmed and suitable Higher Audio-Visual Officer who has spent at least three years on the grade;
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least eight or seven years' post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate 'possessing the qualification specified in sub-paragraph 3.2.2 above plus at least three years' post-qualification cognate experience.
- 3.4 Principal Audio-Visual Officer Grade II, Grade Level 10
 - 3.4.1 By promotion of a confirmed and suitable Senior Audio-Visual Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1.1 or 3.1.1.2 or 3.2.2 above plus at least eleven or ten or six years' post-qualification cognate, experience respectively.
- 3.5 Principal Audio-Visual Officer Grade I, Grade Level 12
 - 3.5.1 By promotion of a confirmed and suitable Principal Audio-Visual Officer Grade II who has spent at least three years on the grade.
- 3.6 Assistant Chief Audio Visual Officer, Grade Level 13
 - 3.6.1 By promotion of a confirmed and suitable Principal Audio-Visual Officer Grade I who has spent at lest three years on the grade.
- 3.7 Chief Audio-Visual Officer, Grade Level 14

3.7.1 By promotion of a confirmed and suitable Assistant Chief Audio-Visual Officer who has spent at least three years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**

Any officer in the Audio-Visual Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

CAMERAMAN CADRE

1. **POSTS AND SALARIES**

1.1	Assistant Cameraman	Grade Level 06
1.2	Cameraman	Grade Level 07
1.3	Higher Cameraman	Grade Level 08
1.4	Senior Cameraman	Grade Level 09
1.5	Principal Cameraman Grade II	Grade Level 10
1.6	Principal Cameraman Grade I	Grade Level 12
1.7	Assistant Chief Cameraman	Grade Level 13
1.8	Chief Cameraman	Grade Level 14

2. **DUTIES**

- 2.1 Assistant Cameraman, Grade Level 06
 - 2.1.1 Assisting in cinematography for film production.
 - 2.1.2 Handling simple newsreel filming.
 - 2.1.3 Assisting in producing motion pictures photography, black and white or colour from 16 mm or 35 man Camera under the direction of a film producer.
 - 2.1.4 Using video camera and accessories.
- 2.2 Cameraman, Grade Level 07
 - 2.2.1 Engaging in cinematography for film production.
 - 2.2.2 Handling simple newsreel filming.
 - 2.2.3 Producing motion picture photography, black and white or colour from 16 mm or 35 mm camera.
 - 2.2.4 Using video-camera and accessories.
- 2.3 Higher Cameraman, Grade Level 08
 - 2.3.1 Taking charge of cinematography and lighting.
 - 2.3.2 Assisting in training junior staff.
 - 2.3.3 Producing motion picture photography colour and black and white 16 mm or 35 man both interior and exterior.
 - 2.3.4 Supervising the work of a number of junior staff.
- 2.4 Senior Cameraman, Grade Level 09
 - 2.4.1 Training junior officers in cinematography.
 - 2.4.2 Assisting in maintaining the quality and output of motion picture photography.
 - 2.4.3 Assisting in overseeing animation and title work and care of all cameras.
 - 2.4.4 Recommending the acquisition and disposal of camera equipment, film stock black/white and colour.
- 2.5 Principal Cameraman Grade II, Grade Level 10
 - 2.5.1 Organizing training course for junior staff.
 - 2.5.2 Recommending the acquisition and disposal of camera equipment, film black/white and colour.
 - 2.5.3 Taking charge of animation mci title work and care of all cameras.
 - 2.5.4 Assisting in maintaining the quality and output of motion picture photography.
- 2.6 Principal Cameraman Grade I, Grade Level 12
 - 2.6.1 Preparing indents for camera equipment.
 - 2.6.2 Maintaining the quality and output of motion picture photography.
 - 2.6.3 Coordinating the activities of a number of junior staff.

- 2.7 Assistant Chief Cameraman, Grade Level 13
 - 2.7.1 Assisting in the general administration of the section
 - 2.7.2 Taking responsibility for cinematography development planning.
- 2.8 Chief Cameraman, Grade Level 14
 - 2.8.1 Taking charge of the Section.
 - 2.8.2 Advising on all matters of motion picture photography.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Cameraman, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Cinematography
 - 3.1.1.2 Ordinary National Diploma in Mass Communication
- 3.2 Cameraman, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Cameraman possessing the qualification specified in sub-paragraph 3.1.1.1 above who has spent at least one year on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Cameraman who has spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Mass Communication from a recognized Institution.
 - 3.2.4 By direct appointment of candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. 1 or 3.1.1.2 above plus at least one or two years' post-qualification cognate experience respectively.
- 3.3 Higher Cameraman, Grade Lewd 08
 - 3.3.1 By promotion of a confirmed and suitable Cameraman who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 or 3.2.3 above plus at least four or live or three years' post-qualiication cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Cinematography from a recognized Institution.
- 3.4 Senior Cameraman, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Cameraman who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.2.3 or 3.3.3 above plus at least seven or six or three years' post-qualification cognate experience respectively.
- 3.5 Principal Cameraman Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Cameraman who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraphs 3.2.3 or 3.3.3 above plus at least nine or six years post-qualification cognate experience respectively.
- 3.6 Principal Cameraman Grade I, Grade Level 12
 - 3.6.1 By promotion of a suitable Principal Cameraman Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Cameraman, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Cameraman Grade I who has spent at least three years on grade.
- 3.8 Chief Cameraman, Grade Level 14

- 3.8.1 By promotion of a suitable Chief Who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE**
Any officer in the Cameraman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

DUBBING THEATRE PROJECTIONIST CADRE

1. **POSTS AND SALARIES**
- | | | |
|-----|--------------------------------------|----------------|
| 1.1 | Dubbing Theatre Projectionist | Grade Level 03 |
| 1.2 | Senior Dubbing Theatre Projectionist | Grade Level 04 |
| 1.3 | Head Dubbing Theatre Projectionist | Grade Level 05 |
2. **DUTIES:**
- 2.1 Dubbing Theatre Projectionist, Grade Level 03
- 2.1.1 Projecting film in the dubbing theatre.
- 2.1.2 Projecting film in collaboration concerned during censorship
- 2.2 Senior Dubbing Theatre Projectionist, Grade Level 04
- 2.2.1 Overseeing film projection in the dubbing theater.
- 2.2.2 Preparing films for censorship.
- 2.3 Head Dubbing Theatre Projectionist, Grade Level 05
- 2.3.1 Supervising film censorship for the hoard.
- 2.3.2 Supervising the activities of a number of subordinate staff
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**
Note: All promotions/transfers are subject to vacancy and satisfactory service record.
- 3.1 Dubbing Theatre Projectionist, Grade Level 03
- 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
- 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate.
- 3.1.1.2 General Certificate of Education (Ordinary level), with three credits obtained at one sitting or in four credits at two sittings.
- 3.1.1.3 Royal Society of Arts School Commercial Certificate
- 3.2 Senior Dubbing Theatre projectionist, Grade Level 04
- 3.2.1 By promotion of a confirmed and suitable Dubbing Theatre Projectionist who has passed the Departmental Confirmation/Promotion Test at promotion level (i.e. 50%) and spent at least two years on the grade.
- 3.3 Head Dubbing Theatre Projectionist, Grade Level 05
- 3.3.1 By promotion of a confirmed and suitable Senior Dubbing Theatre Projectionist who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE**
- 4.1 Any officer in the flubbing Theatre Projectionist Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.
- 4.2 A suitable Senior Dubbing Theatre Projectionist will be eligible for promotion to the post of Senior Film Production Assistant Grade II.

ETHNOGRAPHER CADRE

1. **POSTS AND SALARIES**
- | | | |
|-----|------------------------------|----------------|
| 1.1 | Ethnographer Grade II | Grade Level 08 |
| 1.2 | Ethnographer Grade I | Grade Level 09 |
| 1.3 | Senior Ethnographer | Grade Level 10 |
| 1.4 | Principal Ethnographer | Grade Level 12 |
| 1.5 | Assistant Chief Ethnographer | Grade Level 13 |

1.6	Chief Ethnographer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Ethnographer data
 - 2.1.1 Collecting data
 - 2.1.2 Assisting in collecting ethnographic/archaeological research materials
 - 2.1.3 Conserving or restoring and storing antiquities
 - 2.1.4 Cataloguing and indexing antiquities
 - 2.1.5 Assisting in preparing guide books on archaeology
 - 2.1.6 Seeking information leading to discovery and excavation of archaeological materials.
 - 2.1.7 Assisting in rescue work
 - 2.1.8 Assisting in conducting preliminary examination of fresh accessions of records to determine their archival value.
 - 2.2.9 Assisting in providing guidelines on the production of finding aids and on the appraisal and selection of records for permanent preservation.
 - 2.2.10 Preparing draft departmental publications, reports and news magazines.
 - 2.2.11 Assisting in training junior staff.
- 2.3 Senior Ethnographer, Grade Level 10
 - 2.3.1 Analyzing data.
 - 2.3.2 Assisting in formulating theoretical framework for the guidance of field staff
 - 2.3.3 Documenting and publishing journals.
 - 2.3.4 Supervising the activities of a number of junior staff.
 - 2.3.5 Assisting in documenting information about people, events and recording oral tradition and history.
 - 2.3.6 Assisting in conducting research.
 - 2.3.7 Supervising archaeological rescue work.
 - 2.3.8 Assisting in preparing archaeological reference map.
 - 2.3.9 Assisting in contributing to international journals on related matters.
- 2.4 Principal Ethnographer, Grade Level 12
 - 2.4.1 Coordinating field research work.
 - 2.4.2 Preparing materials for publication in journals.
 - 2.4.3 Overseeing a museum including technical aids.
 - 2.4.4 Preventing illegal traffic and theft of antiquities
 - 2.4.5 Supervising preparation of guide-books.
 - 2.4.6 Purchasing antiquities for museum.
 - 2.4.7 Teaching in training schools.
 - 2.4.8 Documenting information on people, events and oral tradition and history.
 - 2.4.9 Providing guidelines for acquiring private papers.
 - 2.4.10 Conducting research.
 - 2.4.11 Supervising the publication and distribution of departmental publications.
- 2.5 Assistant Chief Ethnographer, Grade Level 13
 - 2.5.1 Controlling the export of antiquities.
 - 2.5.2 Maintaining museum with technical aids.
 - 2.5.3 Researching into museum collection and Nigerian heritage.
 - 2.5.4 Restituting and purchasing antiquities.
 - 2.5.5 Demarcating cultural area of Nigeria and deploying staff in the field.
 - 2.5.6 Formulating policies on research materials.

- 2.5.7 Taking responsibility for the documentation and collection of Nigerian cultural movable and unmovable properties.
- 2.5.8 Identifying archives for transfer to State Archival Institution.
- 2.5.9 Identifying the training needs of staff and organizing training programmes
- 2.5.10 Reviewing mechanized and automated information processes and other applications relevant to the Nigerian situation.
- 2.5.11 Coordinating the activities of a number of junior staff.
- 2.6 Chief Ethnographer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Implementing UNESCO resolutions and convention on museum.
 - 2.6.3 Assisting in planning and developing museums.
 - 2.6.4 Preparing annual reports.
 - 2.6.5 Assisting in reviewing Antiquities law.
 - 2.6.6 Planning and designing new exhibitions.
 - 2.6.7 Liaising with National and International Organizations on Museum and other matters
 - 2.6.8 Publishing scientific materials on Nigerian history.
 - 2.6.9 Initiating action on departmental documentary publication and microfilming programmes
 - 2.6.10 Formulating new systems in archives.
 - 2.6.11 Reconstructing records of extinct cultures and interpreting historical process from materials and data on hand.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Preparing data of scientific investigation on Nigerian cultural heritage.
 - 2.7.3 Coordinating the training programmes for staff.
 - 2.7.4 Initiating the review of ethnographic and related matters, policies and programmes.
 - 2.7.5 Assisting in the general administration of the department (States)
 - 2.7.6 Editing publications.
 - 2.7.7 Supervising the organization of exhibitions
- 2.8 Deputy Director/Director (States) Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States)
 - 2.8.2 Assisting in the general administration of the Department
 - 2.8.3 Advising on the formulation, review and execution of policies and programmes on ethnographic and related matters.
 - 2.8.4 Having responsibility for ethnographic related matters development planning.
 - 2.8.5 Publishing the activities of the Department.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of a Department
 - 2.9.2 Advising on the formulation, review and execution of policies and programmes on ethnographic related matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Ethnographer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Anthropology, Archaeology, Social Anthropology, History, Ethnography, Sociology, Fine Arts or Music from a recognized University.
- 3.2 Ethnographer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Ethnographer Grade II who has spent at least three years on the grade.

- 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
- 3.2.3 By direct appointment of a candidate possessing a relevant Master's Degree from a recognized University plus at least one-year post-qualification cognate experience.
- 3.3 Senior Ethnographer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Ethnographer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least six or four years' post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing a relevant Doctorate degree plus at least one-year post-qualification cognate experience.
- 3.4 Principal Ethnographer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Ethnographer who has spent at least three years on the grade.
- 3.5 Assistant Chief Ethnographer, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Ethnographer who has spent at least three years on the grade.
- 3.6 Chief Ethnographer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Ethnographer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable officer from any of the following grades of officers who has spent at least three years on the grade:
 - 3.7.1.1 Chief Ethnographer.
 - 3.7.1.2 Chief Archaeologist.
 - 3.7.1.3 Chief Museum Education Officer.
 - 3.7.1.4 Chief Archivist.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

FILM EDITING ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Film Editing Attendant Grade Level 03
 - 1.2 Film Editing Assistant Grade Level 04
 - 1.3 Senior Film Editing Assistant Grade II Grade Level 05
 - 1.4 Senior Film Editing Assistant Grade I Grade Level 06
 - 1.5 Chief Film Editing Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Film Editing Attendant, Grade Level 03
 - 2.1.1 Cleaning editing equipment

- 2.1.2 Preparing and labeling cans.
- 2.1.3 Reeling and filing away spares and cuts and library shots.
- 2.1.4 Carrying cans and wheeling editing machines from/to room as job demands.
- 2.2 Film Editing Assistant, Grade Level 03
 - 2.2.1 Splicing and double-joining cutting copies under the supervision of a Film Editor.
 - 2.2.2 Shading dubbing charts.
 - 2.2.3 Reeling and canning cuffing copies of sound tracks.
- 2.3 Senior Film Editing Assistant Grade II, Grade Level 05
 - 2.3.1 Preparing short-lists.
 - 2.3.2 Footaging sequences, slots, sound effects and music.
- 2.4 Senior Editing Assistant Grade I, Grade Level 06
 - 2.4.1 Assisting in the flagging of sound effects and music of ½” tapes for subsequent transfer into 16mm or 35 mm magnetic tapes.
 - 2.4.2 Listing effects and pieces of music for film under production
- 2.5 Chief Film Editing Assistant, Grade Level 07
 - 2.5.1 Supervising and coordinating the work of junior staff.
- 3. METHODS OF ENTRY AND ADVANCEMENT BEYOND THE CADRE

Note: AM promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Film Editing Attendant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) obtained with three four credits at one or two sittings respectively.
 - 3.1.1.3 Royal Society of Arts School Commercial Certificate.
 - 3.2 Film Editing Assistant, Grade Level 04
 - 3.2.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.1.1 General Certificate of Education (Ordinary Level) with credit passes four or five subjects obtained at one or two sittings respectively.
 - 3.2.1.2 West African School Certificate/Senior Secondary School Certificate.
 - 3.2.2 By promotion of a confirmed and suitable Film Attendant who has passed the Film Editing Assistant Confirmation/Promotion Test at Promotion Level (i.e. 50%)
 - 3.3 Senior Film Editing Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Film Editing Assistant who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.1 above plus at least two years post-qualification cognate experience.
 - 3.4 Senior Editing Assistant Grade I, Grade Level 16
 - 3.4.1 By promotion of a confirmed and suitable Senior Film Editing Assistant Grade II who has spent at least two years on the grade.
 - 3.5 Chief Film Editing Assistant, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Film Editing Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
 - 4.1 A confirmed and outstanding Film Editing Assistant who scored at least 70% in the Departmental Confirmation/Promotion Test will be eligible for training as Assistant Film

Editor. On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Film Editor.

- 4.2 Any officer in the Film Editing Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion or transfer to the grade.

FILM EDITOR CADRE

1. POSTS AND SALARIES

1.1	Assistant Film Editor	Grade Level 06
1.2	Film Editor	Grade Level 07
1.3	Higher Film Editor	Grade Level 08
1.4	Senior Film Editor	Grade Level 09
1.5	Principal Film Editor Grade II	Grade Level 10
1.6	Principal Film Editor Grade I	Grade Level 12
1.7	Assistant Chief Film Editor	Grade Level 13
1.8	Chief Film Editor	Grade Level 14

2. DUTIES

- 2.1 Assistant Film Editor, Grade Level 06
- 2.1.1 This is a training grade. The officer is required to perform the following duties under supervision:-
- 2.1.1.1 Breaking down and assembling into story order of rushes and sound tracks.
- 2.1.1.2 Breaking down sound effects and music for use in films.
- 2.1.1.3 Inserting bridge shorts into cutting copies.
- 2.1.1.4 Assisting the Film Editors generally.
- 2.2 Film Editor, Grade Level 17
- 2.2.1 Editing assembled film stories into cutting copies stage on documentary, sponsored or commercial, feature and newsreel films.
- 2.2.2 Lip Synchronization to picture.
- 2.2.3 Laying sound tracks to cutting copies and preparing cue sheets.
- 2.3 Higher Film Editor, Grade Level 08
- 2.3.1 Editing major films into cutting copy stage and laying tracks.
- 2.3.2 Preparing dubbing charts.
- 2.3.3 Selecting music and sound effects to films.
- 2.3.4 Editing dialogues, speeches and dramatic sound to films.
- 2.3.5 Supervising the jobs of the junior staff.
- 2.4 Senior Film Editor, Grade Level 09
- 2.4.1 Dubbing films of various types, for example, documentary sponsors or commercials, feature and newsreels.
- 2.4.2 Scouting for commentary readers.
- 2.4.3 Supervising editing equipment and arranging for repairs and maintenance of the equipment.
- 2.4.4 Editing films of national and international standards.
- 2.5 Principal Film Editor Grade II, Grade Level 10
- 2.5.1 Training junior staff
- 2.5.2 Coordinating editing duties on various types of films.
- 2.5.3 Preparing hills on completed jobs and hired equipment.
- 2.6 Principal Film Editor Grade I, Grade Level 12
- 2.6.1 Supervising junior staff.

- 2.6.2 Taking charge of final stages of dubbed films dispatched to laboratory for negative cutting and release print, correction and amendments to the showing Copy.
- 2.6.3 Liaising with customers on orders and optical.
- 2.7 Assistant Chief Film Editor, Grade Level 13
 - 2.7.1 Assisting in the administration of the Section
 - 2.7.2 Indenting and ordering editing equipment
 - 2.7.3 Taking charge of the training of staff
- 2.8 Chief Film Editor, Grade Level 14
 - 2.8.1 Taking charge of the Section.
 - 2.8.2 Advising on matters of Government publicity.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotion/transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Film Editor, Grade Level 06
 - 3.1.1 By promotion of a confirmed and outstanding Film Editing Assistant who scored at least 70% in the Departmental Confirmation/Promotion Test and has successfully completed a one-year in-service training programme.
 - 3.1.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.2.1 Ordinary National Diploma (OND) in Engineering or allied subject.
 - 3.1.2.2 General Certificates of Education (Advanced Level) in two relevant subjects obtained at one sitting or in three subjects at two sittings.
- 3.2 Film Editor, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Film Editor who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2.2 above plus at least two years' post-qualification cognate experience.
 - 3.2.3 By advancement of an Assistant Film Editor possessing the qualification specified in sub-paragraph 3.1.2.1 above who has spent one year on the grade.
- 3.3 Higher Film Editor, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Film Editor who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Engineering or allied subjects from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2.1 above plus at least four years' post-qualification cognate experience.
- 3.4 Senior Film Editor, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Film Editor who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-Paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Film Editor Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Film Editor who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least six years' post-qualification cognate experience.
- 3.6 Principal Film Editor Grade I, Grade Level 12

- 3.6.1 By promotion of a confirmed and suitable Principal Film Editor Grade II who has spent at Least three years on the grade.
- 3.7 Assistant Chief Film Editor, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Film Editor Grade I who has spent at least three years on the grade.
- 3.8 Chief Film editor, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Editor who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE**
Officers in the Film Editor Cadre who acquire any of the qualifications specified for appointment to higher grade are eligible for promotion/transfer to the grade.

FILM PRODUCTION ASSISTANT CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Film Production Attendant Grade Level 03
 - 1.2 Film Production Assistant Grade Level 04
 - 1.3 Senior Film Production Assistant Grade II Grade Level 05
 - 1.4 Senior Film Production Assistant Grade I Grade Level 06
 - 1.5 Chief Film Production Assistant Grade Level 07
- 2. **DUTIES**
 - 2.1 Film Production Attendant, Grade Level 03
 - 2.1.1 Cleaning sound recording equipment.
 - 2.1.2 Preparing and labeling recorded tapes both in the studio and locations.
 - 2.1.3 Taking care of recorded equipment on location.
 - 2.2 Film Production Assistant Grade Level 04
 - 2.2.1 Joining and filing films.
 - 2.2.2 Preparing and labeling cans.
 - 2.2.3 Flagging ¼” tapes for sound.
 - 2.2.4 Cleaning equipment.
 - 2.2.5 Assisting in sound recording.
 - 2.2.6 Assisting in all aspects of film production
 - 2.2.7 Assisting in stapling films, leading magazines, preparing and processing baths and waxing prints.
 - 2.2.8 Joining raw stocks.
 - 2.2.9 Mixing raw chemicals to correct formula, checking chemical temperature.
 - 2.3 Senior Film Production Assistant Grade II, Grade Level 05
 - 2.3.1 Preparing one sheet, dope-sheets, abort list and academy leaders and inserting plops.
 - 2.3.2 Selecting music.
 - 2.3.3 Joining and filing films.
 - 2.3.4 Loading and offloading sound camera magazines both 35mm and 16mm cameras
 - 2.3.5 Mixing chemicals
 - 2.3.6 Keeping film vault.
 - 2.3.7 Preparing bills.
 - 2.3.8 Dispatching Completed jobs
 - 2.4 Senior Film Production Assistant Grade I, Grade Level 06
 - 2.4.1 Assisting in transferring music and effects in 16mm and 35mm R.C.A. p.m. 85 machines.
 - 2.4.2 Supervising a number of junior staff
 - 2.4.3 Assisting in tuning up the equipment for transfers under the supervision of superior officers.

- 2.5 Chief Film Production Assistant, Grade Level 07
 - 2.5.1 Coordinating the duties of junior staff.
 - 2.5.2 Assisting in training junior staff
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Film Production Assistant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a fish course in a Government approved Secondary School or S. 75.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three or four credits obtained at one or two Sittings respectively.
 - 3.1.1.3 Royal Society of Arts Commercial School Certificate.
 - 3.1.1.4 First School Leaving Certificate plus at least three years cognate experience.
 - 3.2 Film Production Assistant Grade Level 04
 - 3.2.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.1.1 General Certificate of Education (Ordinary Level) with four or five years passes obtained at one or two sittings respectively.
 - 3.2.1.2 West African School Certificate/Senior Secondary School Certificate.
 - 3.2.2 By promotion/transfer of a confirmed and outstanding Dubbing Theatre Projectionist who has passed the Departmental Confirmation/Promotion Test at promotion level (i.e. 50%)
 - 3.2.3 By promotion of a confirmed and outstanding Film production Attendant who has passed the Film Production Confirmation/Promotion Test at promotion level (i.e. 50%).
 - 3.3 Senior Film Production Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Film Production Assistant who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.1 above plus at least two years' post-qualification cognate experience.
 - 3.3.3 By promotion of a suitable Senior Dubbing Theatre Projectionist
 - 3.4 Senior Film Production Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Film Production Assistant Grade II who has spent at least two years on the grade.
 - 3.5 Chief Film Production Assistant, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Film Production Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed and outstanding Film Production Assistant who scored 70 percent in the Departmental Confirmation/Promotion Test will be eligible for training as Assistant Film Production Officer. On successful completion of the Course, the officer will be eligible for promotion to the grade of Assistant Film Production Officer.
 - 4.2 Any officer in the Film Production Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade s eligible for promotion to the grade.

Note: This scheme should apply to the Sound Assistant Cadre and other similar cadres.

FILM PRODUCTION OFFICER CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Film Production Officer	Grade Level 06
1.2	Film Production Officer	Grade Level 07
1.3	Higher Film Production Officer	Grade Level 08
1.4	Senior Film Production Officer	Grade Level 09
1.5	Principal Film Production Officer Grade II	Grade Level 10
1.6	Principal Film Production Officer Grade I	Grade Level 12
1.7	Assistant Chief Film Production Officer	Grade Level 13
1.8	Chief Film Production Officer	Grade Level 14

2. DUTIES

- 2.1 Assistant Film Production Officer, Grade Level 06
 - 2.1.1 Assisting in the field or at the Headquarters in any of the following departments: Camera, Lighting, Script-writing, Editing, Processing and Printing, Sound Recording, Dubbing and Track-laying, Maintenance of Film Equipment and Film Library.
 - 2.1.2 Operating the Loom.
 - 2.1.3 Covering Television news of Government activities
 - 2.1.4 Processing Films and preparing Cinex stop wedge.
 - 2.1.5 Processing and forming films tapes.
 - 2.1.6 Maintaining Sound/Cinema and other equipment.
 - 2.1.7 Installing equipment in cinema vans, studios, etc.
 - 2.1.8 Recording sounds at important functions for newsreel, television etc.
 - 2.1.9 Indexing and cleaning negative films with chemicals.
 - 2.1.10 Taking responsibility for negative and developed positives.
- 2.2 Film Production Officer, Grade Level 07
 - 2.2.1 Covering Government activities for television news transmission
 - 2.2.2 Investigating film subject matters and producing a Synopsis
 - 2.2.3 Writing story outline, scene outline, treatment and shooting scripts.
 - 2.2.4 Conducting research into conditions at locations
 - 2.2.5 Preparing commentary and/or voice cover.
 - 2.2.6 Processing and printing black and white rushes for rough editing.
 - 2.2.7 Breaking rushes into relevant and correct sequence.
 - 2.2.8 Recording sound, music and effects.
 - 2.2.9 Taking charge of colour laboratory and sound studio
 - 2.2.10 Maintaining sound, electrical, photographic filming equipment and allied gadgets.
 - 2.2.11 Processing and printing black/white/colour 35/16mm negative/positive motion picture film in laboratory processes
 - 2.2.12 Numbering and indexing negative materials
 - 2.2.13 Checking drying condition for each type of film.
 - 2.2.14 Carrying out instructions from the sensitometric.
- 2.3 Higher Film Production Officer, Grade Level 08
 - 2.3.1 Producing newsreel.
 - 2.3.2 Covering television news.
 - 2.3.3 Conducting documentation filming.
 - 2.3.4 Editing films and arranging for the showing of rough cuts.
 - 2.3.5 Taking care of films for editing and proper storage of negative in the Library.
 - 2.3.6 Investigating and treating film subject matters.
 - 2.3.7 Dubbing and laying track for video cassettes and music.
 - 2.3.8 Processing, printing and finishing colour rushes.
 - 2.3.9 Assisting in the training of junior officers.
 - 2.3.10 Lighting for filming purposes

- 2.3.11 Operating both 16mm and 35mm camera.
- 2.3.12 Inspecting and maintaining sound equipment.
- 2.3.13 Installing major sound equipment in sound studio, theatres, vans, etc.
- 2.3.14 Costing equipment and appliances.
- 2.4 Senior Film Production Officer, Grade Level 09
 - 2.4.1 Coordinating the work of a number of junior officers.
 - 2.4.2 Indenting for sound equipment, instruments and machinery.
 - 2.4.3 Directing Dubbing Theatre Projectionists.
- 2.5 Principal Film Production Officer Grade II, Grade Level 10
 - 2.5.1 Producing documentary films in colour.
 - 2.5.2 Supervising junior officers.
 - 2.5.3 Training junior officers in the art of cinematography.
 - 2.5.4 Titling films and animation production.
- 2.6 Principal Film Production Officer Grade I, Grade Level 12
 - 2.6.1 Interpreting film script into Film.
 - 2.6.2 Taking charge of film units productions.
 - 2.6.3 Organizing artistes, props and costumes.
 - 2.6.4 Coordinating the activities of Sound Engineers in Zonal Service Headquarters and Ministries where there are Sound equipment.
 - 2.6.5 Introducing modern equipment and techniques.
 - 2.6.6 Managing the colour laboratory
 - 2.6.7 Preparing indents.
- 2.7 Assistant Chief Film Production Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of the Unit
 - 2.7.2 Coordinating and supervising the work of the film Unit or Section.
 - 2.7.3 Taking responsibility for the upkeep, care storage and maintenance of filming equipment and gadgets.
 - 2.7.4 Training film unit staff
 - 2.7.5 Costing and budgeting for film production.
- 2.8 Chief Film Production Officer, Grade Level 14
 - 2.8.1 Taking charge of the administration and development of the Unit.
 - 2.8.2 Advising on film production mailers.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service records.

- 3.1 Assistant Film Production Officer, Grade Level 06
 - 3.1.1 By promotion of a confirmed and outstanding Film Production Assistant and scored at least 70% in the Departmental Confirmation/Promotion Test and successfully completed a one-year in-service training programme.
 - 3.1.2 By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two relevant subjects obtained at one sitting or in three subjects at two sittings.
 - 3.1.3 By direct appointment of a candidate possessing Ordinary National Diploma in Engineering from a recognized Institution.
- 3.2 Film Production Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Film Production Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Film Production Officer possessing the qualification specified in sub-paragraph 3.1.3 above who has spent one year on the grade.

- 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least two years post-qualification cognate experience.
- 3.3 Higher Film Production Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed end suitable Film Production Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Engineering or shied subject from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.3, above plus at least four years' post-qualification cognate experience.
- 3.4 Senior Film Production Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Film Production Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience or in sub-paragraph 3.1.3 above plus at least seven years' post-qualification cognate experience.
- 3.5 Principal Film Production Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Film Production Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.1.3 above plus at least ten years' post-qualification cognate experience.
- 3.6 Principal Film Production Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Film Production Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Film Production Officer, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Film Production Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Film Production Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Film Production Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Officers in the Film Production Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

GRAPHIC ARTS ATTENDANT/ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Graphic Arts Attendant Grade Level 03
 - 1.2 Graphic Arts Assistant Grade Level 04
 - 1.3 Senior Graphic Arts Assistant Grade II Grade Level 05
 - 1.4 Senior Graphic Arts Assistant Grade I Grade Level 06
 - 1.5 Chief Graphic Arts Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Graphic Arts Attendant, Grade Level 03
 - 2.1.1 Assisting in lettering, drawing and silk-screen printing
 - 2.1.2 Maintaining silk-screen materials and equipment.
 - 2.1.3 Mining colours, chemical and detergent for silk-screen printing.

- 2.1.4 Drawing lettering for posters, pamphlets, sign writing and general cleaning up of a studio.
- 2.1.5 Taking care of workshop tools, machine and equipment.
- 2.1.6 Assisting in the installation of exhibits and displays.
- 22 Graphic Arts Assistant, Grade Level 04
 - 2.2.1 Drawing original lettering for posters, signboards, booklets, press advertisement and spraying.
 - 2.2.2 Preparing silk-screen stencils and printing.
 - 2.2.3 Mixing colours and litho printing.
 - 2.2.4 Maintaining machine and equipment
 - 2.2.5 Assisting in exhibitions and out-door work.
 - 2.2.6 Training on operation of process camera, darkroom, film processing and mixing photographic chemicals.
 - 2.2.7 Training on operation of plate preparation and graining, coating and burning in metals
 - 2.2.8 Beveling and mounting.
- 2.3 Senior Graphic Arts Assistant Grade II, Grade Level 05
 - 2.3.1 Lettering all types of materials requiring exceptional skills or intricate stencil cutting and lithographic operations.
 - 2.3.2 Illustrating and inscribing Ministry's Television Programmes, charts and flane graphs.
 - 2.3.3 Displaying artistic exhibitions.
 - 2.3.4 Silk-screening and lithographic printing.
- 2.4 Senior Graphic Arts Assistant Grade I, Grade Level 06
 - 2.4.1 Preparing Art work to the design for posters, books magazine layout calligraphy.
 - 2.4.2 Supervising the activities of a number of junior staff.
 - 2.4.3 Undertaking the production of special albums and press folders.
- 2.5 Chief Graphic Art, Assistant, Grade Level 07
 - 2.5.1 Assisting in training junior staff.
 - 2.5.2 Supervising and coordinating the work of a group of Graphic Arts Assistants.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Graphic Arts Attendant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in Government Secondary School.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) in three subjects obtained at one sitting or in four subjects obtained at two sittings.
 - 3.1.1.3 Junior Secondary School Certificate.
 - 3.2 Graphic Arts Assistant, Grade Level 04
 - 3.2.1 By promotion of a Graphic Arts Attendant who has passed the appropriate Departmental Confirmation/promotion Test at promotion level (i.e. 50%).
 - 3.2.2 By direct appointment of a candidate possessing the following qualifications:
 - 3.2.2.1 Certificate of completion of an Arts Course at a Government Trade Centre
 - 3.2.2.2 Evidence of successful completion of an Apprenticeship Course in Graphic Reproduction from a recognized Institution.
 - 3.2.2.3 West African School Certificate or Senior Secondary School Certificate preferably with a pass in Physics, Chemistry or Fine Arts.

- 3.2.2.4 General Certificate of Education (Ordinary Level) in four subjects preferably including Physics, Chemistry or Fine Arts obtained at one sitting or five subjects preferably including Physics, Chemistry or Fine Arts at two sittings.
- 3.3 Senior Graphic Arts Assistant Grade II, Grade Level 05
- 3.3.1 By promotion of a confirmed and suitable Graphic Arts Assistant who has spent at least two years on the grade
- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years post-qualification cognate experience.
- 3.4 Senior Graphic Arts Assistant Grade I, Grade Level 06
- 3.4.1 By promotion of a confirmed and suitable Senior Graphic Arts Assistant Grade II who has spent at least two years on the grade.
- 3.5 Chief Graphic Arts Assistant, Grade Level 07
- 3.5.1 By promotion of a suitable Senior Graphic Arts Assistant Grade I Who has Spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
- 4.1 A confirmed and outstanding Graphic Arts Assistant who scored at least 70 per cent in the Departmental Confirmation/Promotion Test will be eligible for training as Assistant Graphic Arts Officer. On successful completion of the course, the Officer will be eligible for promotion to the grade of Assistant Graphic Arts Officers.
- 4.2 Any Officer in the Graphic Arts Attendant/Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

GRAPHIC ARTS OFFICER CADRE

1. POSTS AND SALARIES
- | | | |
|-----|--|----------------|
| 1.1 | Assistant Graphic Arts Officer | Grade Level 06 |
| 1.2 | Graphic Arts Officer | Grade Level 07 |
| 1.3 | Higher Graphic Arts Officer | Grade Level 08 |
| 1.4 | Senior Graphic Arts Officer | Grade Level 09 |
| 1.5 | Principal Graphic Arts Officer Grade I I | Grade Level 10 |
| 1.6 | Principal Graphic Arts Officer Grade I | Grade Level 12 |
| 1.7 | Assistant Chief Graphic Arts Officer | Grade Level 13 |
| 1.8 | Chief Graphic Arts Officer | Grade Level 14 |
2. DUTIES:
- 2.1 Assistant Graphic Arts Officer, Grade Level 06
- 2.1.1 Undertaking the production of illustration and preparation of Arts Work and Designs.
- 2.1.2 Producing designs for posters, pamphlets, booklets publication folders, press advertisements and special albums.
- 2.1.3 Producing Books and Magazine Layout typography.
- 2.1.4 Cutting stencil and lithographic operation.
- 2.1.5 Taking care and maintaining Graphic Arts equipment and material
- 2.2 Graphic Arts Officer Grade Level 07
- 2.2.1 Assisting in the teaching of graphic arts and crafts to junior staff.
- 2.2.2 Assisting in the planning and supervision of artistic exhibition.
- 2.2.3 Laying out designs
- 2.2.4 Taking charge of organization of Arts Units in the field
- 2.2.5 Taking responsibility for dark-room and offset work to finished stage.
- 2.3 Higher Graphic Arts Officer Grade Level 08

- 2.3.1 Planning and supervising artistic exhibitions.
- 2.3.2 Designing publicity posters, advertisement, symbols, emblems and crests.
- 2.3.3 Training junior staff.
- 2.3.4 Making typography, book and magazine designs.
- 2.3.5 Taking charge of dark-room and offset work to finished stage.
- 2.4 Senior Graphic Arts Officer, Grade Level 09
 - 2.4.1 Visualizing and originating ideas for artistic work.
 - 2.4.2 Taking charge of the organization of Arts Unit at the headquarters.
 - 2.4.3 Organizing training programmes for staff.
- 2.5 Principal Graphic Arts Officer Grade II, Grade Level 10
 - 2.5.1 Designing and laying out security and classified work.
 - 2.5.2 Preparing general designs and layout-typography.
 - 2.5.3 Supervising the activities of a number of junior staff.
- 2.6 Principal Graphic Arts Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating the activities of Graphic Arts staff at the Headquarters and also in various Ministries.
 - 2.6.2 Supervising the training programmes of junior staff.
- 2.7 Assistant Chief Graphic Arts Officer, Grade Level 13
 - 2.7.1 Taking charge of in-service training programmes at the Headquarters.
 - 2.7.2 Assisting in the administration of the Graphic Arts Section.
- 2.8 Chief Graphic Arts Officer, Grade Level 14
 - 2.8.1 Taking charge of the organization, planning and execution of artistic work different arms of the Unit.

3. METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Graphic Arts Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing a relevant Ordinary National Diploma in Fine Arts from a recognized Institution.
 - 3.1.2 By direct appointment of a candidate possessing the General Certificate in Education (Advanced Level) in two subjects preferably including Arts at one sitting or in three subjects including Arts at two sittings.
 - 3.1.3 By promotion of a confirmed and outstanding Graphic Arts Assistant who has 70 percent in the Departmental Confirmation/Promotion Test successfully completed the prescribed one-year in-service training programme.
- 3.2 Graphic Arts Officer, Grade Level 07
 - 3.2.1 By promotion of a continued and suitable Assistant Graphic Arts has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above, plus at least two years post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Fine Arts from a recognized Institution.
- 3.3 Higher Graphic Arts Officer, Grade Level 18
 - 3.3.1 By promotion of a confirmed and suitable Graphic Arts Offices who has spent at least three years on the grade
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least five years' post-qualification cognate experience or in sub-paragraph 3.2.3 above plus at least three years post-qualification cognate experience.
- 3.4 Senior Graphic Arts Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Graphic Arts Officer who has spent at least three years on the grade.

- 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least eight years' or in 3.2.3 above plus at least six years' post-qualification cognate experience respectively.
- 3.5 Principal Graphic Arts Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Graphic Arts Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least eleven years or in sub-paragraph 3.2.3 above plus at least nine years' post-qualification cognate experience respectively.
- 3.6 Principal Graphic Arts Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Graphic Arts Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Graphic Arts Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Graphic Arts Officer Grade I who has spent at least three years on the grade
- 3.8 Chief Graphic Arts Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Graphic Arts Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Officers in the Graphic Arts Officer Cadre who acquire any of the qualifications specified for appointment to a higher grade are eligible for Promotion/Transfer to the grade.

INFORMATION ASSISTANT CADRE

- 1. POSTS AND SALARIES

1.1	Information Assistant	Grade Level 04
1.2	Senior Information Assistant Grade II	Grade Level 05
1.3	Senior Information Assistant Grade I	Grade Level 06
1.4	Chief Information Assistant	Grade Level 07
- 2. DUTIES
 - 2.1 Information Assistant, Grade Level 04
 - 2.1.1 Assisting senior Information Officers in collecting and assembling materials for official publication
 - 2.2 Senior Information Assistant Grade II, Grade Level 05
 - 2.2.1 Collecting materials for official publication.
 - 2.2.2 Assisting in sub-editing and reporting
 - 2.3 Senior Information Assistant Grade I, Grade Level 06
 - 2.3.1 Covering press releases of Ministries/Department
 - 2.3.2 Reporting, sub-editing and proof reading
 - 2.3.3 Assisting field officers in Public Enlightenment Centers
 - 2.4 Chief Information Assistant, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of information Assistants.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE
Note: All promotions/transfers are subject to vacancy and satisfactory service record
 - 3.1 Information Assistant, Grade Level 14
 - 3.1.1 By direct appointment of candidate possessing any of the following qualifications:
 - 3.1.1.1 West African School Certificate or Senior Secondary School Certificate including a pass in English Language.

- 3.1.1.2 General Certificate of Education (Ordinary Level) with four credit passes obtained at one sitting or five credit passes, including English Language obtained at two sittings.
- 3.2 Senior Information Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of confirmed and suitable Information Assistant who has spent least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post- qualification cognate experience.
- 3.3 Senior Information Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Information Assistant Grade II who has spent at least two years on the grade.
- 3.4 Chief Information Assistant, Grade Level 07
 - 3.4.1 By promotion of a confirmed and suitable Senior Information Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any Officer in the information Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

EXECUTIVE OFFICER (INFORMATION) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Executive Officer Grade Level 06
 - 1.2 Executive Officer Grade Level 07
 - 1.3 Higher Executive Officer Grade Level 08
 - 1.4 Senior Executive Officer Grade Level 09
 - 1.5 Principal Executive Officer Grade II Grade Level 10
 - 1.6 Principal Executive Officer Grade I Grade Level 12
 - 1.7 Assistant, Chief Executive Officer Grade Level 13
 - 1.8 Chief Executive Officer Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Collecting materials for official publication.
 - 2.1.2 Reporting, sub-editing and proof-reading.
 - 2.1.3 Assisting in covering press releases on the activities of a Ministry/Department
 - 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Covering press releases on the activities of Ministries/Departments.
 - 2.2.2 Assisting field officers in public enlightenment centers.
 - 2.2.3 Supervising mobile cinema junior staff
 - 2.2.4 Running live commentary for films during mobile cinema operator's.
 - 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Taking charge of a press releases on the activities of a Ministry/Department.
 - 2.3.2 Taking charge of audience survey, proof-reading and guest relations assignments when deployed to Stains or Local Governments.
 - 2.3.3 Supervising film library and undertaking film programming for mobile shows.
 - 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Assisting in coordinating mobile operations, returns and location inspection activities.
 - 2.4.2 Taking charge of and deploying mobile cinema, tutorial and entertainment equipment.
 - 2.4.3 Supervising the activities of a number of subordinates.
 - 2.5 Principal Executive Officer Grade II, Grade Level 10

- 2.5.1 Assisting in designing training programmes for junior staff
- 2.5.2 Coordinating the activities of a number of subordinates.
- 2.5.3 Coordinating mobile operations, returns and location inspection activities.
- 2.6 Principal Executive Officer, Grade I, Grade Level 12
 - 2.6.1 Coordinating activities in a number of specified areas.
 - 2.6.2 Training mobile cinema staff.
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Supervising the training programmes of junior staff
 - 2.7.2 Assisting in coordinating mobile cinema programming and delivery.
 - 2.7.3 Advising on the deployment of subordinate staff
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Taking charge of the deployment of subordinate staff
 - 2.8.2 Supervising and coordinating the activities of a number of junior staff
 - 2.8.3 Coordinating mobile cinema programming and delivery.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotion and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two relevant subjects obtained at one sitting or three subjects at two sittings.
 - 3.1.1.2 Ordinary National Diploma in Mass Communication or Journalism from a recognized Institution.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer (Information) who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a recognized Higher National Diploma in Mass Communication or Journalism.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer (Information) who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience or the qualification specified in sub-paragraph 3.2.3 above plus at least three years' post-qualification cognate experience.
- 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer (Information) who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least eight years' post qualification cognate experience or the qualification specified in sub-paragraph 3.2.3 above plus at least six years' post-qualification cognate experience.
- 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer (Information) who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.2.3 above plus at least nine years post-qualification cognate experience.

- 3.6 Principal Executive Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade II (Information) who has spent at least three years on the grade.
 - 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Executive Officer Grade I (Information) who has spent at least three years on the grade.
 - 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Executive Officer (Information) who has spent at least three years on the grade.
- 4 ADVANCEMENT BEYOND THE CADRE:
Any Officer in the Executive Officer (Information) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

INFORMATION OFFICER CADRE

- 1. POSTS AND SALARIES

1.1	Information Officer Grade II	Grade Level 08
1.2	Information Officer Grade I	Grade Level 09
1.3	Senior Information Officer	Grade Level 10
1.4	Principal Information Officer	Grade Level 12
1.5	Assistant Chief Information Officer	Grade Level 13
1.6	Chief Information Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES
 - 2.1 Information Officer Grade II, Grade Level 08
 - 2.1.1 Collecting data and assisting in writing and editing press releases, pamphlets, posters and other Government publications.
 - 2.1.2 Assisting in preparing scripts for radio programmes.
 - 2.1.3 Collecting materials from Ministries and Departments for general information and publicity.
 - 2.2 Information Officer Grade I, Grade Level 09
 - 2.2.1 Assisting in preparing high quality feature articles.
 - 2.2.2 Taking part in overseas publicity, public relations, broadcasting and preparation of periodicals.
 - 2.2.3 Taking charge of all Information and publicity matters at Local Government level.
 - 2.2.4 Preparing scripts for radio programmes.
 - 2.3 Senior Information Officer, Grade Level 10
 - 2.3.1 Writing feature articles and booklets on major Government activities.
 - 2.3.2 Taking charge of information, publicity and public relations matters in large Government Departments and/or Offices.
 - 2.3.3 Liaising with Ministries/Departments for cinema operational arrangements.
 - 2.3.4 Supervising the activities of a number of junior officers.
 - 2.4 Principal Information Officer, Grade Level 12
 - 2.4.1 Liaising with local and overseas Press.

PHOTOGRAPHIC ASSISTANT CADRE

- 1. POSTS AND SALARIES

1.1	Photographic Assistant Grade II	Grade Level 03
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1.2	Photographic Assistant Grade I	Grade Level 04
1.3	Senior Photographic Assistant Grade II	Grade Level 05
1.4	Senior Photographic Assistant Grade I	Grade Level 06
1.5	Chief Photographic Assistant	Grade Level 07

2. DUTIES

- 2.1 Photographic Assistant Grade II, Grade Level 03
 - 2.1.1 The officer will perform the following duties:
 - 2.1.1.1 Training on photographic procedures, processing and camera handling.
 - 2.1.1.2 Processing back and white films.
 - 2.1.1.3 Enlarging negatives up to full plates.
 - 2.1.1.4 Maintaining photographic darkroom and studio equipment.
 - 2.1.1.5 Registering negatives into appropriate books
 - 2.1.1.6 Covering simple routine photographic assignments.
- 2.2 Photographic Assistant Grade I, Grade Level 04
 - 2.2.1 Covering photographic assignments for Ministries, voluntary organization and statutory Corporations.
 - 2.2.2 Printing special photographs and other enlargements.
 - 2.2.3 Preparing contact prints and ground sheets.
 - 2.3.4 Assisting in on-the-job training of junior staff.
- 2.3 Senior Photographic Assistant Grade II, Grade Level 05
 - 2.3.1 Assisting in the processing of colour films and printing of enlarged photographs for exhibitions.
 - 2.3.2 Assisting in the organization of photographic library
 - 2.3.3 Copying photo.
 - 2.3.4 Ensuring safe-keeping of photographic studio equipment.
- 2.4 Senior Photographic Assistant Grade I, Grade Level 06
 - 2.4.1 Assisting in supervising the production of ground sheets and general photo finish.
 - 2.4.2 Supervising the work of a number of junior staff
- 2.5 Chief Photographic Assistant, Grade Level 07
 - 2.5.1 Supervising the training of junior staff and advising on their deployment.
 - 2.5.2 Coordinating the activities of a number of junior staff

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Photographic Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
 - 3.1.1.3 First School Leaving Certificate plus at least three years' cognate experience or training in photography in a reputable firm.
- 3.2 Photographic Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Photographic Assistant Grade II who has passed the Departmental Promotion/Confirmation Test at promotion level (i.e.50%) and spent at least two years on the grade
 - 3.2.2 By direct appointment of a candidate possessing-the qualification specified in sub-paragraph 3.1.1 or 3.1.1.2 above plus at least two years post-qualification cognate experience cognate experience or in sub-paragraph 3.1.3 above plus at least five years cognate experience.
- 3.3 Senior Photographic Assistant Grade II, Grade Level 05

- 3.3.1 By promotion of a confirmed and a suitable Photographic Assistant Grade I who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of candidate possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least four years' post-qualification cognate experience or in sub-paragraph 3.1.1.3 above plus at least seven years' cognate experience.
 - 3.4 Senior Photographic Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Photographic Assistant Grade II who has spent at least two years on the grade.
 - 3.5 Chief Photographic Assistant, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Senior Photographic Assistant Grade I who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Photographic Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

PHOTOGRAPHER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Assistant photographer Grade Level 06
 - 1.2 Photographer Grade Level 07
 - 1.3 Higher Photographer Grade Level 08
 - 1.4 Senior Photographer Grade Level 09
 - 1.5 Principal Photographer Grade II Grade Level 10
 - 1.6 Principal Photographer Grade I Grade Level 12
 - 1.7 Assistant Chief Photographer Grade Level 13
 - 1.8 Chief Photographer Grade Level 14
- 2. **DUTIES**
 - 2.1 Assistant Photographer, Grade Level 06
 - 2.1.1 Undergoing on-the-job training lasting for a minimum period of two years in various aspects of photography.
 - 2.1.2 Performing routine photographic duties under supervision, including the coverage of Government activities and the operation of darkrooms and equipment of a Photographic Library.
 - 2.2.2 Photographer, Grade Level 07
 - 2.2.1 Covering important assignments such as arrivals, departures and other activities of VIPs.
 - 2.2.2 Taking industrial and architectural photographs.
 - 2.2.3 Keeping photographic records and materials
 - 2.2.4 Maintaining photographic equipment.
 - 2.3 Higher Photographer, Grade Level 08
 - 2.3.1 Assisting in training junior staff
 - 2.3.2 Supervising the Film Negatives Library.
 - 2.3.3 Maintaining and running a Photographic Studio.
 - 2.3.4 Undertaking photography, including processing for slides and film strips
 - 2.3.5 Taking and processing studio color and black and white photographs.
 - 2.4 Senior Photographer, Grade Level 09
 - 2.4.1 Supervising photographic production, including inspection of ground sheets in the Photographic Section.
 - 2.4.2 Taking general portrait and passports of V.I.Ps and Senior Officials in the Studio.
 - 2.4.3 Training junior staff
 - 2.5 Principal Photographer Grade II, Grade Level 10

- 2.5.1 Taking and processing top quality colour photography.
- 2.51 Taking and processing, important colour and black and white photographs of cultural exhibitions both in and outside Nigeria.
- 2.5.3 Supervising a number of subordinate staff on the job.
- 2.6 Principal Photographer Grade I, Grade Level 12
 - 2.6.1 Requisitioning und supervising photographic stores and equipment.
 - 2.6.2 Coordinating the activities of a number of subordinate staff.
- 2.7 Assistant Chief Photographer, Grade Level 13
 - 2.7.1 Indenting and ordering photographic equipment and materials.
 - 2.7.2 Taking charge of photographic section.
- 2.8 Chief Photographer, Grade Level 14
 - 2.8.1 Taking charge of Photographic Section.
 - 2.8.2 Advising on photographic matters

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADR

Note: All promotions/transfers are subject to ‘vacancy and satisfactory service record.

- 3.1 Assistant Photographer Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualification:
 - 3.1.1.1 Final Certificate of the City and Guilds of London Institute in Photography plus at least two years’ post-qualification cognate experience.
 - 3.1.1.2 Final Certificate of the Institute of Incorporated Photographers (Formerly the Institute of British Photographers)
- 3.2 Photographer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Photographer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 above plus at least four years’ post-qualification cognate experience or in 3.1.1.2 above plus at least two years post-qualification cognate experience.
- 3.3 Higher Photographer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Assistant Photographer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 above plus at least seven years’ post-qualification cognate experience or in 3.1.1.2 above plus at least five years post-qualification cognate experience.
- 3.4 Senior Photographer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Photographer who has spent at least three years on the grade
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 above plus at least ten years’ post-qualification cognate experience or in 3.1.1.2 above plus at least eight years’ post-qualification cognate experience.
- 3.5 Principal Photographer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Photographer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 and 3.1.1.2 above plus at least thirteen years’ and eleven years’ post-qualification cognate experience respectively.
- 3.6 Principal Photographer Grade I, Grade Level 12

- 3.6.1 By promotion of a confirmed and suitable Principal Photographer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Photographer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Photographer Grade I who has spent at least three years on the grade.
- 3.8 Chief Photographer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Photographer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Photographer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

PRESS ATTENDANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Press Attendant Grade Level 03
 - 1.2 Senior Press Attendant Grade Level 04
- 2. DUTIES
 - 2.1 Press Attendant, Grade Level 03
 - 2.1.1 Cleaning Machines.
 - 2.1.2 Carrying work ticket from section to section.
 - 2.1.3 Conveying printing production from section to section.
 - 2.1.4 Melting metal.
 - 2.1.5 Off-loading heavy packages of printing materials and moving them to where they are needed within the building.
 - 2.1.6 Training in dismantling, servicing and repairing typewriters and duplicating machines.
 - 2.2 Senior Press Attendant, Grade Level 04
 - 2.2.1 Melting lead and moulding it into ingot for the linotype and monotype machines.
 - 2.2.2 Sorting and placing printing materials.
 - 2.2.3 Arranging the duties of Press Attendants in consultation with the appropriate officer.
 - 2.2.4 Supervising at least six Press Attendants.
 - 2.2.5 Overhauling and maintaining typewriters and duplicating machines.
 - 2.2.6 Performing other duties as hand-folding, numbering, collating, stitching and sewing.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
Note: All promotions/transfers are subject to vacancy and satisfactory service record.
 - 3.1 Press Attendant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing the following qualifications:-
 - 3.1.1.1 First School Leaving Certificate plus at least three years' cognate experience.
 - 3.1.1.2 Junior Secondary School Certificate or S.75.
 - 3.2 Senior Press Attendant, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Press Attendant who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A Press Attendant who has spent two years two on the grade is eligible to sit for the Departmental Confirmation/Promotion Test. A pass at promotion level (i.e. 50%) qualifies the Officer for promotion to the grade of Apprentice Printer.
 - 4.2 Suitable Senior Press Attendants who satisfy the required selection process are eligible for promotion/transfer to the grade of Apprentice Printer.

- 4.3 Officers in the Press Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

Note: This Scheme of Service has absorbed the duties of the Bookbinding Attendant Cadre

SUN/MACHINE PRINTING ATTENDANT CADRE

1. POSTS AND SALARIES

- | | | |
|-----|---|----------------|
| 1.1 | Sun/Machine Printing Attendant | Grade Level 02 |
| 1.2 | Senior Sun/Machine Printing Attendant Grade I | Grade Level 03 |
| 1.3 | Senior Sun/Machine Printing Attendant Grade I | Grade Level 04 |

2. DUTIES

- 2.1 Sun/Machine Printing Attendant, Grade Level 02
- 2.1.1 Printing drawings, using modern printing machine, traditional printing methods wet and dry paper and ammonia liquid.
- 2.1.2 Trimming and folding printing drawings.
- 2.2 Senior Sun/Machine Printing Attendant Grade II, Grade Level 03
- 2.2.1 Assisting senior officers in tracing drawings and carrying out simple measurements for the preparation of measured drawings.
- 2.2.2 Performing other routine printing duties.
- 2.3 Senior Sun/Machine Printing Attendant Grade I, Grade Level 04
- 2.3.1 Supervising the activities of a number of junior officers.
- 2.3.2 Carrying out minor amendments to drawings under the directive of a senior officer.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Sun/Machine Printing Attendant, Grade Level 02
- 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
- 3.2 Senior Sun/Machine Printing Attendant Grade II, Grade Level 03
- 3.2.1 By promotion of a confirmed and suitable Sun/Machine Printing Attendant who has spent at least two years on the grade.
- 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
- 3.2.2.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate
- 3.2.2.2 General Certificate of Education (Ordinary Level) with three credits passes obtained at one sitting or four credits passes at two sittings.
- 3.2.2.3 First School Leaving Certificate plus at least two years' cognate experience.
- 3.3 Senior Sun/Machine Printing Attendant Grade I, Grade Level 04
- 3.3.1 By promotion of a confirmed and suitable Senior Sun/Machine Printing Attendant Grade II who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Officers in the Sun/Machine Printing Attendant Cadre who acquire any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

SUPERINTENDENT OF MONUMENTS CADRE

1. POSTS AND SALARIES

- | | | |
|-----|---------------------------------------|----------------|
| 1.1 | Assistant Superintendent of Monuments | Grade Level 06 |
| 1.2 | Superintendent of Monuments | Grade Level 07 |
| 1.3 | Higher Superintendent of Monuments | Grade Level 08 |
| 1.4 | Senior Superintendent of Monuments | Grade Level 09 |

1.5	Principal Superintendent of Monuments Grade II	Grade Level 10
1.6	Principal Superintendent of Monuments Grade I	Grade Level 12
1.7	Assistant Superintendent of Monuments	Grade Level 13
1.8	Chief Superintendent of Monuments	Grade Level 14

2. DUTIES

- 2.1 Assistant Superintendent of Monuments, Grade Level 06
 - 2.1.1 Maintaining buildings installations
 - 2.1.2 Drawing plans
 - 2.1.3 Assisting in supervising craftsmen, restoration of work on monuments and scheduled antiquities.
- 2.2 Superintendent of Monuments, Grade Level 07
 - 2.2.1 Handling more complicated sketches and drawings.
 - 2.2.2 Supervising craftsmen, restoration work on monuments and scheduled antiquities.
- 2.3 Higher Superintendent of Monuments, Grade Level 08
 - 2.3.1 Survey excavation areas and areas of scheduled monuments.
 - 2.3.2 Supervising budding work.
- 2.4 Senior Superintendent of Monuments, Grade Level 09
 - 2.4.1 Supervising the work of a number of junior staff
 - 2.4.2 Supervising Department buildings and restoration of monuments.
 - 2.4.3 Training junior staff.
- 2.5 Principle Superintendent of Monuments Grade II, Grade Level 10
 - 2.5.1 Reconstructing Museum of Nigerian Traditional Architecture.
 - 2.5.2 Preparing noses and research of traditional Architecture.
- 2.6 Principal Superintendent of Monuments Grade I, Grade Level 12
 - 2.6.1 Coordinating the work of a number of junior staff
 - 2.6.2 Assisting in organizing the training of junior staff
- 2.7 Assistant Chief Superintendent of Monuments, Grade Level 13
 - 2.7.1 Assisting in the administration of the Section.
 - 2.7.2 Coordinating the formulation and execution of training programmes for the Section.
- 2.8 Chief Superintendent of Monuments, Grade Level 14
 - 2.8.1 Taking charge of the Section.
 - 2.8.2 Conducting research into the Nigerian Traditional Architecture.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Superintendent of Monuments, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Building or Survey obtained from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds of London Institute in relevant subject.
 - 3.1.2 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subject plus at least two years post-qualification cognate experience.
- 3.2 Superintendent of Monuments, Grade Level 07
 - 3.2.1 By advancement of a stumble Assistant Superintendent of Monument possessing the qualification specified in sub-paragraph 3.1.1 above who has spent twelve months on the grade.

- 3.2.2 By promotion of a confirmed and suitable Assistant Superintendent of Monuments who has spent at least two years on the grade.
- 3.2.3 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subject plus at least four years' post-qualification cognate experience or the Full Technological Certificate of the City and Guilds of London Institute or OND in relevant subject plus at least one year post-qualification Cognate experience.
- 3.3 Higher Superintendent of Monument, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Superintendent of Monuments who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Engineering or Allied subject from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing the Ordinary National Diploma or the Full Technological Certificate of the City and Guilds of London Institute in a relevant subject plus at least four years' post-qualification cognate experience.
 - 3.3.4 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subjects plus at least seven years post-qualification cognate experience.
- 3.4 Senior Superintendent of Monuments, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Superintendent of Monuments who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of candidate possessing the qualification specified in subparagraph 3.3.2 above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Superintendent of Monuments Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Superintendent of Monuments who has spent at least three years on the grade
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least six years' post-qualification cognate experience.
- 3.6 Principal Superintendent Monument Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Superintendent of Monuments Grade II, who has spent at least three years on the grade.
- 3.7 Assistant Chief Superintendent of Monument, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Superintendent of Monuments Grade I, who has spent at least three years on the grade.
- 3.8 Chief Superintendent Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Superintendent of Monuments who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Superintendent of Monuments Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

SUPERINTENDENT OF MONUMENTS CADRE

1. POSTS AND SALARIES

1.1	Assistant superintendent of Monuments	Grade Level 06
1.2	Superintendent of Monuments	Grade Level 07
1.3	Higher Superintendent of Monument	Grade Level 08
1.4	Senior Superintendent of Monument	Grade Level 09
1.5	Principal Superintendent of Monument Grade II	Grade Level 10

1.6	Principal Superintendent of Monument Grade I	Grade Level 12
1.7	Assistant Chief Superintendent of Monuments	Grade Level 13
1.8	Chief Superintendent of Monuments	Grade Level 14

2. DUTIES

- 2.1 Assistant Superintendent of Monuments, Grade Level 06
 - 2.1.1 Maintaining buildings installations.
 - 2.1.2 Drawing plans.
 - 2.1.3 Assisting in supervising craftsmen, restoration of work on monuments and scheduled antiquities.
- 2.2 Superintendent of Monument, Grade Level 07
 - 2.2.1 Handling more complicated sketches and drawings.
 - 2.2.2 Supervising craftsman restoration work on monuments and scheduled antiquities.
- 2.3 Higher Superintendent of Monuments, Grade Level 08
 - 2.3.1 Surveying excavation areas and areas of scheduled monuments.
 - 2.3.2 Supervising binding work.
- 2.4 Senior Superintendent of Monuments, Grade Level 09
 - 2.4.1 Supervising the work of a number junior staff
 - 2.4.2 Supervising Department buildings and restoration of monuments
 - 2.4.3 Training junior staff.
- 2.5 Principal Superintendent of Monuments Grade II, Grade Level 10
 - 2.5.1 Reconstructing Museum of Nigerian Traditional Architecture
 - 2.5.2 Preparing notes and research of traditional Architecture.
- 2.6 Principal Superintendent of Monument Grade I, Grade Level 12
 - 2.6.1 Coordinating the work of a number of junior staff.
 - 2.6.2 Assisting in organizing the training programmes for staff
- 2.7 Assistant Chief Superintendent of Monuments, Grade Level 13
 - 2.7.1 Assisting in the administration of the Section.
 - 2.7.2 Coordinating the formulation and execution of training programmes for the Section.
- 2.8 Chief Superintendent of Monument, Grade Level 14
 - 2.8.1 Taking charge of the Section.
 - 2.8.2 Conducting research into the Nigerian Traditional Architecture.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Superintendent of Monuments, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Building or Survey obtained from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds of London Institute in relevant subject.
 - 3.1.2 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subject plus at least two years' post qualification cognate experience.
- 3.2 Superintendent, a Monuments, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Superintendent of Monuments possessing the qualification specified in sub-paragraph 3.1 1 above who has spent twelve months on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Superintendent of Monuments who has spent at least two years on the grade.

- 3.2.3 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subject plus at least, four years post-qualification cognate experience or the Full Technological Certificate of the City and Guilds of London Institute or OND in relevant subject plus at least one-year post-qualification cognate experience.
 - 3.3 Higher Superintendent of Monuments, Grade Level 08
 - 3.1.1 By promotion of a confirmed and suitable Superintendent of Monuments who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Engineering or Allied subjects from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing the Ordinary National Diploma or the Full Technological Certificate of the City and Guilds of London Institute in a relevant subject plus at least four years' post-qualification cognate experience.
 - 3.3.4 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subjects plus at least seven years post-qualification cognate experience.
 - 3.4 Senior Superintendent of Monuments, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Superintendent of Monuments who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of candidate possessing the qualification specified in subparagraph 3.3.2 above plus at least three years' post-qualification cognate experience.
 - 3.5 Principal Superintendent of Monuments Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Superintendent of Monuments who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.3.2 above plus at least six years' post-qualification cognate experience.
 - 3.6 Principal Superintendent of Monuments Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Superintendent of Monuments Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Superintendent of Monuments, Grade Level 13
 - 3.7.1 By promotion of a confirmed said suitable Principal Superintendent of Monuments Grade I who has spent at least three years on the grade.
 - 3.8 Chief Superintendent of Monuments, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Superintendent of Monuments who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Superintendent of Monuments Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

SCRIPT WRITER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Assistant Script Writer Grade Level 06
 - 1.2 Script Writer Grade Level 07
 - 1.3 Higher Script Writer Grade Level 08
 - 1.4 Senior Script Writer Grade Level 09
 - 1.5 Principal Script Writer Grade II Grade Level 10
 - 1.6 Principal Script Writer Grade I Grade Level 12
 - 1.7 Assistant Chief Script Writer Grade Level 13

- 1.8 Chief Script Writer Grade Level 14
2. DUTIES
- 2.1 Assistant Script Writer, Grade Level 06
- 2.1.1 Writing scripts (or commentary on sound track of films under the supervision of senior officers.
- 2.1.2 Preparing shooting scripts, stories or adaptation of stories of scripts for filming.
- 2.2 Script Writer, Grade Level 07
- 2.2.1 Investigating and treating subjects to be filmed by the production teams.
- 2.2.2 Preparing shooting scripts, stories or adaptation of stories of scripts for filming.
- 2.2.3 Preparing and writing commentaries for newsreels, news-magazines or documentaries.
- 2.3 Higher Script Writer, Grade Level 08
- 2.3.1 Investigating and treating subjects to be filmed by the production teams
- 2.3.2 Preparing and writing commentaries for newsreel, news-magazine or documentaries.
- 2.3.3 Supervising the activities of a number of subordinates
- 2.4 Senior Script Writer, Grade Level 09
- 2.4.1 Re-assessing Scripts by eliminating scenes, changing sequence or characterizations, brightening dialogue or cutting length.
- 2.4.2 Training junior staff.
- 2.5 Principal Script Writer Grade II, Grade Level 10
- 2.5.1 Making research and investigation of subjects to be filmed.
- 2.5.2 Assisting in the preparation of commentaries and scripts.
- 2.6 Principal Script Writer Grade I, Grade Level 12
- 2.6.1 Adapting scripts or stories for filming.
- 2.6.2 Preparing shooting scripts.
- 2.7 Assistant Chief Script Writer, Grade Level 13
- 2.7.1 Assisting in the administration of the Section
- 2.7.2 Coordinating the activities of a number of subordinates.
- 2.8 Chief Script Writer, Grade Level 14
- 2.8.1 Taking charge of the Section.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
- Note: All promotions/transfers are subject to vacancy and satisfactory service record.
- 3.1 Assistant Script Writer, Grade Level 06
- 3.1.1 By promotion of a confirmed and outstanding Film Production Assistant who has successfully completed the appropriate course.
- 3.1.2 By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects at two sittings OR Ordinary National Diploma in Mass Communication, Cinematography or Journalism.
- 3.2 Script Writer, Grade Level 07
- 3.2.1 By promotion of a confirmed and suitable Assistant Script Writer who has at least two years on the grade.
- 3.2.2 By direct appointment of a candidate possessing the Higher National Diploma in Mass Communication, Cinematography or Journalism from a recognized Institution.
- 3.3 Higher Script Writer, Grade Level 08
- 3.3.1 By promotion of a confirmed and suitable Script Writer who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.1.2 above plus at least three years post-qualification cognate

- experience or in sub-paragraph 3.2.2 above plus us least three years post-qualification cognate experience.
- 3.4 Senior Script Writer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Script Writer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing HND in Mass Communication, Cinematography or Journalism plus at least six years' post-qualification cognate experience or the qualification specified in sub-paragraph 3.1.2 above plus at least eight years' post-qualification cognate experience.
 - 3.5 Principal Script Writer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Writer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.2.2 above plus at least nine years' post-qualification cognate experience.
 - 3.6 Principal Script Writer Grade II, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Script Writer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Script Writer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Script Writer Grade I who has spent at least three years on the grade
 - 3.8 Chief Script Writer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Script Writer who has spent at least three years on the grade.
4. ADVANCEMENT BEYOND THE CADRE
Officers in the Script Writer Cadre who acquires any of the qualifications specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (ANTIQUITIES) CADRE

1. POSTS AND SALARIES

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14
2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 This is a training grade. The officer will be engaged under supervision, on all aspects of antiquities work.
 - 2.2 Technical Officer, Grade Level, 07
 - 2.2.1 Taking part in the conservation and restoration work in the museum and in the field.
 - 2.2.2 Assisting in organizing and constructing Museum displaying galleries.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Assisting in the conservation and restoration work in the museum and in the field.
 - 2.3.2 Organizing Museum displaying galleries.
 - 2.3.3 Assisting in reprints mg Laboratory and other department equipment.

- 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Training and assisting in supervising junior technical staff
 - 2.4.2 Repairing Laboratory and other department equipment.
- 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Assisting specialist Divisions-viz: Archaeology, Ethnography, Architecture, Audio-visual, Conservation and Curation.
 - 2.5.2 Supervising the activities of a number of junior officers.
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating the work of a number of junior officers.
 - 2.6.2 Assisting in formulating and executing the training programmes for the Section.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of the Section.
 - 2.7.2 Training junior staff.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the administration of the Section.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Ordinary National Diploma in relevant subjects from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds of London Institute in relevant subject.
 - 3.1.2 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subjects plus at least two years' post-qualification cognate experience or the General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects at two sittings.
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Technical Officer (Antiquities) who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Technical Officer possessing the application specified in sub-paragraph 3.1.1 above who has spent one year on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subjects plus at least four years' post qualification cognate experience.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Engineering or allied subjects from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in relevant subjects plus at least seven years post-qualification cognate experience or the Full Technological Certificate (Craft)/Ordinary National Diploma in relevant subjects from a recognized Institution plus at least four years post-qualification cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.

- 3.4.2 By direct appointments of a candidate possessing the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least seven or three years post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least ten or six years' post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Technical Officer (Antiquities) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (MAINTENANCE) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
Vehicles and Plants
 - 2.1.1 Inspecting and reporting on plant and vehicles.
 - 2.1.2 Starting and operating various kinds of plants.
 - 2.1.3 Driving and testing vehicles
 - 2.1.4 Making out test repairs to and carrying car adjustments or repairs to vehicles and plants.
 - Film Service
 - 2.1.5 Maintaining Mobile Cinema equipment such as 16mm 13/H Projectors, RCA Projectors and Hokushin Projectors.
 - 2.1.6 Maintaining public address equipment which include Heavy-Duty Amplifiers of different makes, tape recorders, microphones, Column and Horn Speakers.
 - 2.1.7 Standing-by on location after installation of public address equipment for possible emergency breakdown.
 - 2.1.8 Replacing or repairing open circuited microphone or speaker cables.
 - 2.1.9 Coring for microphone stands and servicing Film Splicers.
 - 2.2 Technical Officer, Grade Level 07
Vehicles and Plants

- 2.2.1 Supervising a small Maintenance Unit.
- 2.2.2 Driving and testing vehicles.
- 2.2.3 Assisting in the training of junior staff.
- 2.2.4 Inspecting and reporting on plants and vehicles.
- 2.2.5 Making out test repairs to and carrying out adjustments or repairs to vehicles and plants.
- 2.2.6 Taking responsibility for the installation of major machinery.
- 2.2.7 Starting and operating various kinds of plants.
- Film Service
- 2.2.1 Supervising the activities of junior staff
- 2.2.9 Maintaining editing equipment.
- 2.3 Higher Technical Officer, Grade Level 08
- Vehicle and Plants
- 2.3.1 Inspecting and supervising maintenance of plants and vehicles.
- 2.3.2 Training of junior staff.
- Film Service
- 2.3.3 Training of junior staff.
- 2.3.4 Maintaining and servicing flint dubbing equipment.
- 2.3.5 Maintaining R.C.A.P.M. 80 Optical Sound Camera.
- 2.3.6 Collating requests for spare parts for indenting.
- 2.4 Senior Technical Officer, Grade Level 09
- Vehicles and Plants
- 2.4.1 Ordering and indenting for mechanical equipment, instruments and machinery.
- 2.4.2 Supervising the work of a number of junior staff
- Film Service
- 2.4.3 Maintaining servicing electrical and mechanical aspect of motion picture and cine-cameras.
- 2.4.4 Repairing lenses of all types for the above named cameras.
- 2.5 Principal Technical Officer Grade II, Grade Level 10
- Vehicles and Plants
- 2.5.1 Coordinating the activities of staff in a Zonal Office.
- 2.5.2 Planning and designing new public address equipment and other film production and photographic equipment.
- Film Service
- 2.5.3 Maintaining film processing equipment
- 2.5.4 Maintaining the high capacity drying cabinet.
- 2.5.5 Taking up frictions, Rubber Lips of vacuum squeegees and lubricating Hydraulic transmission every 600 to 1,000 operating hours.
- 2.6 Principal Technical Officer Grade I, Grade Level 12
- Vehicles and Plants
- 2.6.1 Coordinating the activities of staff in two or more zonal Offices
- 2.6.2 Supervising the planning and designing of more public address equipment and other film production and photographic equipment.
- Film Service
- 2.6.3 Maintaining and servicing printers (printing Machines) of all types.
- 2.6.4 Clearing and grading films, densitometer and sensilometer.
- 2.6.5 Supervising the activities of junior staff.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
- Vehicles and Plant
- 2.7.1 Coordinating the activities of junior staff to ensure good care of equipment
- 2.7.2 Supervising the Mechanical Workshops.

- 2.7.3 Preparing monthly progress reports Film Service
- 2.7.4 Indenting for spares required for all equipment in the Section of the Film Unit
- 2.1.5 Making perspective and schematic diagrams of film production equipment.
- 2.7.6 Securing and circulating periodicals pertaining to equipment in all Units Camera, Sound, Recording, Editing, Laboratory and Automobile.
- 2.7.7 Preparing monthly progress reports.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the general administration of the Section.
 - 2.8.2 Advising on film equipment and vehicle/plant maintenance matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in a relevant subject from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds of London Institute in Motor Vehicle Maintenance plus at least two years' post-qualification cognate experience.
 - 3.1.2 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in Motor Vehicle Maintenance plus at least two years' post-qualification cognate experience.
 - 3.1.3 By promotion of a confirmed, suitable and outstanding Craftsman who scored at least 50% in the Departmental Confirmation/Promotion Test and has successfully completed the one year in service training programme.
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of an Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1 above who has spent at least twelve months on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least one or four years post-qualification cognate experience respectively.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least four or seven years post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Engineering from a recognized Institution.
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least seven or three years post-qualification cognate experience respectively.
 - 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who apart at least three years on the grade.

- 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least ten or six ye post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE**
Any Officer in the Technical Officer (Maintenance) Cadre who acquires any of the qualifications specified far appointment to any higher grade is eligible for promotion/transfer to the grade.

INTERNAL AFFAIRS
DOG KENNEL ATTENDANT CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Dog Kennel Attendant Grade Level 03
 - 1.2 Head Dog Kennel Attendant Grade Level 04
- 2. **DUTIES**
 - 2.1 Dog Kennel Attendant, Grade Level 03
 - 2.1.1 Maintaining the Dog Kennels and keeping the compound in clean condition.
 - 2.1.2 Preparing Dogs meals
 - 2.1.3 Maintaining cooking utensils used for the preparation of Dogs food.
 - 2.1.4 Ensuring supply of water in each kennel.
 - 2.1.5 Assisting in administering first-aid-treatment
 - 2.2 Head Dog Kennel Attendant, Grade Level 04
 - 2.2.1 Supervising the duties of a number of Dog Kennel Attendants.
 - 2.2.2 Administering first-aid treatment in cases of emergency.
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**
Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Dog Kennel Attendant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 First School Leaving Certificate plus evidence of relevant experience
 - 3.1.1.2 Secondary Modern School Certificate or evidence of completion of Class II in an approved Grammar/Commercial School.
 - 3.2 Head Dog Kennel Attendant, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Dog Kennel Attendant who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Dog Kennel Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfers to the grade.

HANGMAN CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Hangman Grade Level 04
 - 1.2 Head Hangman Grade Level 05
- 2. **DUTIES:**

- 2.1 Hangman, Grade Level 04
 - 2.1.1 Carrying out the statutory execution of condemned convicts.
 - 2.1.2 Servicing the gallows.
- 2.2 Head Hangman, Grade Level 05
 - 2.2.1 Carrying out the statutory execution of confirmed convicts.
 - 2.2.2 Servicing the gallows.
 - 2.2.3 Supervising the activities of a number of Hangmen.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfer are subject to vacancy and satisfactory service record.

 - 3.1 Hangman, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 First School Leaving Certificate or Evidence of completion of Class II in an approved Grammar/Commercial School.
 - 3.2 Head Hangman, Grade Level 05
 - 3.2.1 By promotion of a Confirmed and suitable Hangman who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE

Any officer in Hangman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

EXECUTIVE OFFICER (CIVIC REGISTRATION) CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Executive Officer	Grade Level 06
1.2	Executive Officer	Grade Level 07
1.3	Higher Executive Officer	Grade Level 08
1.4	Senior Executive Officer	Grade Level 09
1.5	Principal Executive Officer Grade II	Grade Level 10
1.6	Principal Executive Officer Grade I	Grade Level 12
1.7	Assistant Chief Executive Officer	Grade Level 13
1.8	Chief Executive Officer	Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Executive Officer, Grade Level 06
 - 2.1.1 Assisting in registering applicants for National Identity Card.
 - 2.1.2 Assisting in keeping and maintaining records of all registered persons.
 - 2.1.3 Assisting in updating registers.
 - 2.2 Executive Officer, Grade Level 07
 - 2.2.1 Supervising junior staff.
 - 2.2.2 Rendering routine returns in respect of registered persons.
 - 2.2.3 Updating registers.
 - 2.3 Higher Executive Officer, Grade Level 08
 - 2.3.1 Assisting in collating returns on registered persons.
 - 2.3.2 Monitoring civic registration in a specified area.
 - 2.3.3 Assisting in planning the material needs of registration teams.
 - 2.4 Senior Executive Officer, Grade Level 09
 - 2.4.1 Supervising the work of a number of subordinates.
 - 2.4.2 Cross-checking routine returns from field staff.
 - 2.4.3 Collating returns on registered persons.
 - 2.5 Principal Executive Officer Grade II, Grade Level 10
 - 2.5.1 Overseeing civic registration in a specified area.
 - 2.5.2 Assisting in writing reports.

- 2.5.3 Assisting in organizing the training programme for junior staff.
- 2.6 Principal Executive Officer Grade I, Grade Level 12
 - 2.6.1 Supervising the dispatch of finished Identity Cards.
 - 2.6.2 Coordinating the activities of a number of subordinates.
 - 2.6.3 Writing periodic reports.
 - 2.6.4 Assisting in training junior staff
- 2.7 Assistant Chief Executive Officer, Grade Level 13
 - 2.7.1 Organizing the training and supervision of subordinates
 - 2.7.2 Assessing the material needs of registration teams.
 - 2.7.3 Assisting in the planning of registration logistics.
- 2.8 Chief Executive Officer, Grade Level 14
 - 2.8.1 Coordinating civic registration activities in a specified area.
 - 2.8.2 Assisting in the deployment of subordinate staff
 - 2.8.3 Supervising the training programme for junior staff
 - 2.8.4 Coordinating field reports.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record .

- 3.1 Assistant Executive Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects obtained at two sittings.
 - 3.1.1.2 Ordinary National Diploma in Business Administration or Public Administration from a recognized Institution.
- 3.2 Executive Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer (Civic Registration) who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Higher National Diploma in Business Administration or Public Administration from a recognized Institution.
- 3.3 Higher Executive Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Executive Officer (Civic Registration) who his spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least five or three years' on post-qualification cognate experience respectively.
- 3.4 Senior Executive Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer (Civic Registration) who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eight or six years' post-qualification cognate experience respectively.
- 3.5 Principal Executive Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer (Civic Registration) who has spent at least three years on the grade.
 - 3.5.2 By direct appointment, of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least eleven or nine years' post-qualification cognate experience respectively.
- 3.6 Principal Executive Officer Grade I, Grade Level 12

- 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer Grade II (Civic Registration) who has spent at least three years on the grade.
- 3.7 Assistant Chief Executive Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Executive Officer Grade I (Civic Registration) who has spent at least three years on the grade.
- 3.8 Chief Executive Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Executive Officer (Civic Registration) who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any Officer in the Executive Officer (Civic Registration) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

CIVIC REGISTRATION OFFICER CADRE

- 1. POSTS AND SALARIES

1.1	Civic Registration Officer Grade II	Grade Level 08
1.2	Civic Registration Officer Grade I	Grade Level 09
1.3	Senior Civic Registration Officer	Grade Level 10
1.4	Principal Civic Registration Officer	Grade Level 12
1.5	Assistant Chief Civic Registration Officer	Grade Level 13
1.6	Chief Civic Registration Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES
 - 2.1 Civic Registration Officer Grade II, Grade Level 08
 - 2.1.1 Collecting data.
 - 2.1.2 Supervising the activities of a civic registration team.
 - 2.1.3 Making reports and submissions on the performance of the registration team.
 - 2.1.4 Assisting in assessing civic registration returns.
 - 2.2 Civic Registration Officer Grade I, Grade Level 09
 - 2.2.1 Assessing civic registration returns.
 - 2.2.2 Assisting in supervising and training subordinate staff.
 - 2.2.3 Assisting in analyzing data.
 - 2.2.4 Rendering routine returns in respect of the activities of the registration team.
 - 2.3 Senior Civic Registration Officer, Grade Level 10
 - 2.3.1 Supervising and coordinating civic registration in a number of Local Government Areas.
 - 2.3.2 Assisting organizing the training programmes for staff.
 - 2.3.3 Rendering quarterly returns to the State Coordinator on the activities of the civic registration teams in his areas of jurisdiction.
 - 2.4 Principal Civic Registration Officer, Grade Level 12
 - 2.4.1 Preparing statutory and periodic reports.
 - 2.4.2 Supervising and coordinating the work of a number of subordinate staff in a Unit
 - 2.4.3 Assisting in analyzing civic registration reports.
 - 2.4.4 Assisting in monitoring civic registration records.
 - 2.5 Assistant Chief Civic Registration Officer, Grade Level 13
 - 2.5.1 Assisting in rendering annual performance reports on the civic exercise in a State.
 - 2.5.2 Analyzing civic registration reports from the States.
 - 2.5.3 Ensuring conformity of civic registration records with Civic Registration Act

- 2.5.4 Assisting in supervising the training programmes for staff.
- 2.6 Chief Civic Registration Officer, Grade Level 14
 - 2.6.1 Taking charge of the registration activities in a State.
 - 2.6.2 Rendering financial and staff returns to the Headquarters.
 - 2.6.3 Rendering annual performance reports on the registration exercise in a State.
 - 2.6.4 Taking charge of a Section.
 - 2.6.5 Supervising the training programmes for staff
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Initiating action on the review of policies and programmes on civic registration
 - 2.7.3 Coordinating the training programme for staff
 - 2.7.4 Assisting in formulating and executing policies.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Assisting in the general administration of the Department.
 - 2.8.2 Taking charge of a Division.
 - 2.8.3 Taking responsibility for civic registration development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Advising the government on the review, formulation and execution registration policies and programmes.
 - 2.9.2 Taking charge of the general administration of the Department.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Civic Registration Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a University degree in any of the Social Science discipline.
 - 3.2 Civic Registration Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Civic Registration Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Master's degree in relevant discipline plus at least one year post-qualification cognate experience.
 - 3.3 Senior Civic Registration Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Civic Registration Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least six years' or four years' post-qualification cognate experience respectively.
 - 3.4 Principal Civic Registration Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Civic Registration Officer who has spent at least three years on the grade.
 - 3.5 Assistant Chief Civic Registration Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Civic Registration Officer who has spent at least three years on the grade.
 - 3.6 Chief Civic Registration Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Civic Registration Officer who has spent at least three years on the grade.
 - 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Civic Registration Officer who has spent at least three years on the grade.

- 3.8 Deputy Director, Grade level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts Grade Level 12 and above, but these would be preceded by specific advertisement at the instance of the user Ministry/Department Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

JUDICIARY
BAILIFF CADRE

- 1. POSTS AND SALARIES
 - 1.1 Bailiff Grade Level 04
 - 1.2 Senior Bailiff Grade II Grade Level 05
 - 1.3 Senior Bailiff Grade I Grade Level 06
 - 1.4 Chief Bailiff Grade Level 07
- 2. DUTIES
 - 2.1 Bailiff, Grade Level 04
 - 2.1.1 Performing under supervision any or combination of the following duties:
 - 2.1.1.1 Serving summonses on defendants and writs from courts.
 - 2.1.1.2 Submitting monthly returns of process served to the sheriff
 - 2.1.1.3 Attending court sessions for cases which summons have not been effected
 - 2.1.1.4 Conducting auction sales of un-claimed goods from the police on the order of the Court.
 - 2.2 Senior Bailiff Grade II, Grade Level 05
 - 2.2.1 Supervising junior staff in his Unit.
 - 2.2.2 Keeping duly certified sale account where money collected in court is recorded
 - 2.2.3 Arresting absconding culprits or defendants and bringing them to Court a nearest Police Station or Prison for custody.
 - 2.3 Senior Bailiff Grade I, Grade Level 06
 - 2.3.1 Supervising the work of junior staff within the group.
 - 2.3.2 Rendering monthly returns of writs, court process, summonses anti w served, money collected and its source.
 - 2.4 Chief Bailiff, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of junior staff.
 - 2.4.2 Assisting in the training of junior staff.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Bailiff, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Evidence of completion of a full course in a Government a Secondary School or S. 75 or Junior Secondary School Certificate.
 - 3.1.1.2 First School Leaving Certificate plus at least three years qualification cognate experience at a Barrister's Chamber or in the Police Force.
 - 3.2 Senior Bailiff Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Bailiff who has spent at least two years on the grade

- 3.2.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least two or five years' post-qualification cognate experience respectively.
- 3.3 Senior Bailiff Grade I, grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Bailiff Grade II who has spent at least two years on the grade.
- 3.4 Chief Bailiff, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Bailiff Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Officers in the Bailiff Cadre who acquire any of the qualification specified for appointment to any higher grade are eligible for promotion/transfer to the grade.

LABOUR
LABOUR INSPECTOR CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Labour Inspector	Grade Level 06
1.2	Labour Inspector	Grade Level 07
1.3	Higher Labour Inspector	Grade Level 08
1.4	Senior Labour Inspector	Grade Level 09
1.5	Principal Labour Inspector Grade II	Grade Level 10
1.6	Principal Labour Inspector Grade I	Grade Level 12
1.7	Chief Labour Inspector	Grade Level 13
- 2. DUTIES
 - 2.1 Assistant Labour Inspector, Grade Level 06
 - 2.1.1 Assisting the registration of unemployed young school leavers.
 - 2.1.2 Filling and indexing Employment Exchange Labour (EEL) Cards.
 - 2.1.3 Handling routine correspondence.
 - 2.2 Labour Inspector, Grade Level 07
 - 2.2.1 Assisting in the registration of adult applicants in Employment Exchange.
 - 2.2.2 Collecting and maintaining employment statistical records.
 - 2.2.3 Assisting in collecting data on employment and unemployment situation
 - 2.3 Higher Labour Inspector, Grade Level 08
 - 2.3.1 Inspecting industries to ensure observance of Government regulations relating to fair wages.
 - 2.3.2 Ascertaining employment for which applicants are suited.
 - 2.3.3 Assisting in investigating Labour complaints.
 - 2.3.4 Registering unemployed middle and high-level manpower.
 - 2.4 Senior Labour Inspector, Grade Level 09
 - 2.4.1 Carrying out labour inspection of industrial establishments employing not more than 100 employees under the Labour Act.
 - 2.4.2 Giving menu guidance talks in secondary schools.
 - 2.4.3 Rendering vocational guidance and counseling applicants who report at the Employment Exchange.
 - 2.4.4 Organizing and supervising work in Employment Exchange.
 - 2.5 Principal Labour Inspector Grade II, Grade Level 10
 - 2.5.1 Canvassing for vacancies
 - 2.5.2 Inspecting industrial establishments and work places employing not more than 300 employees to re compliance with relevant Labour Legislation.
 - 2.5.3 Assisting in enforcing compliance through advice against breaches of provisions of Labour Legislation.

- 2.6 Principal Labour Inspector Grade I, Grade Level 12
 - 2.6.1 Supervising the work in a number of Employment Exchange in a Labour District.
 - 2.6.2 Interviewing registered candidates for notified vacancies.
 - 2.6.3 Taking charge of specific assignments or subjects within the Unit.
 - 2.6.4 Conducting the inspection of large industrial establishments and work places to ensure compliance with the provisions of Labour Legislation.
- 2.7 Chief Labour Inspector, Grade Level 13
 - 2.7.1 Coordinating the work in a number of Employment Exchanges
 - 2.7.2 Submitting recommendations on changes required in the Employment Exchange Code.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Labour Inspector, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects at two sittings.
 - 3.1.1.2 Ordinary National Diploma in Business Studies or Administration from a recognized Institution.
- 3.2 Labour Inspector, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Labour Inspector who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Higher National Diploma in Business Studies or Social Studies from a recognized Institution.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Higher Labour Inspector, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Labour Inspector who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at Least five years' post-qualification cognate experience or the qualification specified in sub-paragraph 3.2.2 above plus at least three years' post-qualification cognate experience.
- 3.4 Senior Labour Inspector, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Labour Inspector who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eight years' post-qualification cognate experience or the qualification specified in sub-paragraph 3.2.2 above plus at least six years' post-qualification cognate experience.
- 3.5 Principal Labour Inspector Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Labour Inspector who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least eleven years' or nine years' post-qualification cognate experience respectively.
- 3.6 Principal Labour inspector Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Labour inspector Grade II who has spent at least three years on the grade.
- 3.7 Chief Labour Inspector, Grade Level 13

3.7.1 By promotion of a suitable Principal Labour Inspector Grade I who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Labour Inspector Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

LABOUR OFFICER CADRE

1. POSTS AND SALARIES

1.1	Labour Officer Grade II	Grade Level 08
1.2	Labour Officer Grade I	Grade Level 09
1.3	Senior Labour Officer	Grade Level 10
1.4	Principal Labour Officer	Grade Level 12
1.5	Assistant Chief Labour Officer	Grade Level 13
1.6	Chief Labour Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:

- 2.1 Labour Officer Grade II, Grade Level 08
 - 2.1.1 Collecting Labour statistics.
 - 2.1.2 Acting as Secretary at meetings with employers, unions or workers and those of Boards and Committees set up by the Government.
 - 2.1.3 Helping in the development of benefit schemes.
 - 2.1.4 Assisting in ensuring that the terms, of any labour agreement entered into in connection With the employment of Nigerian Labour Overseas are complied with.
 - 2.1.5 Assisting in reporting on general economic conditions.
- 2.2 Labour Officer Grade I, Grade Level 09
 - 2.2.1 Dealing with more challenging aspects of labour problems.
 - 2.2.2 Advising trade Unions and employers' associations on the requirements of the trade Union Decree on their activities.
 - 2.2.3 Collating and analyzing labour statistics.
 - 2.2.4 Supervising the work of a number of junior officers.
 - 2.2.5 Treating complaints arising from breach of contract and other conditions of employment.
 - 2.2.6 Assisting in preparing and attesting to contracts of apprenticeship.
 - 2.2.7 Assisting in administering the provisions of Workmen Compensation Act.
- 2.3 Senior Labour Officer, Grade Level 10
 - 2.3.1 Taking charge of a Labour District.
 - 2.3.2 Assisting in mediating in trade disputes.
 - 2.3.3 Assisting in evaluating trends in wages, productivity and economic growth.
 - 2.3.4 Conducting inspection in large industrial establishments and work places ensuring compliance with the provisions of labour legislation.
 - 2.3.5 Assisting in organizing training programme for staff.
 - 2.3.6 Ensuring that the terms of any labour agreement entered into in connection the employment of Nigeria Labour 'Overseas are complied with.
- 2.4 Principal Labour Officer, Grade Level 12
 - 2.4.1 Coordinating the activities of labour officers within the State.
 - 2.4.2 Preparing consolidated monthly, quarterly and annual returns and reports of the Ministry's Offices within a State
 - 2.4.3 Conciliating and mediating in trade disputes.

- 2.4.4 Ensuring compliance with Minimum Wage Act and Fair Wage Clause.
- 2.4.5 Conducting inspection of very large industrial establishments and compliance with provisions of labour legislation.
- 2.5 Assistant Chief Labour, Grade Level 13
 - 2.5.1 Taking charge of areas with greater industrial concentration.
 - 2.5.2 Coordinating the activities of a number of junior officers.
 - 2.5.3 Organizing surveys on employment wages and productivity.
 - 2.5.4 Organizing training programmes for staff
 - 2.5.5 Administrating the provisions of the Workmen Compensation Act
 - 2.5.6 Responding and giving effect to ILO Conventions and Recommendations
 - 2.5.7 Ensuring proper functioning of Joint Negotiating and Consultative Machineries in industrial establishments.
- 2.6 Chief Labour Officer, Grade Level 14
 - 2.6.1 Taking charge of one of the Administrative Labour Zones comprising of number of States.
 - 2.6.2 Taking charge of a Section at the Headquarters.
 - 2.6.3 Attending to Industrial Relation Matters.
 - 2.6.4 Reviewing policies and programmes for promoting employment.
 - 2.6.5 Collating and analyzing trade dispute statistics.
 - 2.6.6 Examining labor inspection reports and recommending action on breaches.
 - 2.6.7 Registering trade unions and verifying their financial, returns.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch at the Headquarters.
 - 2.7.2 Advising State Governments on labour related matters.
 - 2.7.3 Initiating the review of labour laws and policies.
 - 2.7.4 Coordinating the training programmes for staff
 - 2.7.5 Coordinating the labour activities of States.
 - 2.7.6 Advising employees and their associations on sound industrial relation practices.
 - 2.7.7 Ensuring the enforcement of provisions of Wages Board, Industrial Council and Minimum Wage Act.
 - 2.7.8. Maintaining relations with ILO, OATUU and other relevant international bodies and applying international labour standards to improve national labour standard.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division at the Headquarters.
 - 2.8.2 Assisting in advising on the formulation, execution and review of labour policies and laws.
 - 2.8.3 Conciliating and mediating in trade disputes of national character or of special economic, social or political significance.
 - 2.8.4 Evaluating on a continuous basis trends in wages and salaries in relation to economic growth.
 - 2.8.5 Controlling and reviewing measures for implementing employment policies, including Employment Exchanges and Professional and Executive Registries.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Advising the government on matters relating to the formulation, execution and review of labour laws and policies.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHHIN THE CADRE

Note: All promotions end transfers are subject to vacancy and satisfactory service record.

 - 3.1 Labour Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Arts, Social Sciences or Law from a recognized University.

- 3.2 Labour Officer Grade I, Grade Level 09
 - 3.2.1 By promotion, of a confirmed and suitable Labour Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Master's degree in Arts, Social Sciences or Law, from a recognized University plus at least one year post-qualification cognate experience.
- 3.3 Senior Labour Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Labour Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least six or four years' post-qualification cognate experience respectively.
- 3.4 Principal Labour Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Labour Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Labour Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Labour Officer who has spent at least three years on the grade.
- 3.6 Chief Labour Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Labour Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Labour Officer who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a confirmed and suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Grade Level 12 and Above: Direct appointments may be made to posts in Grade Level 12 and above; but these would be preceded by specified advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades see subject to confirmation of appointment.

TECHNICAL OFFICER (TRADE TEST) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06

- 2.1.1 This is a training grade in which the officer is expected to assist in the conduct of Trade Test for Artisans, Craftsmen and other skilled workers.
- 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Interviewing candidates for trade tests in the States.
 - 2.2.2 Conducting actual practical trade tests in his field of specialization and preparing Record Card
 - 2.2.3 Organizing Trade Tests by specialist Testers and assisting in the assessment of Trade Test results.
 - 2.2.4 Preparing monthly, quarterly and annual returns of tests and fees collected.
 - 2.2.5 Preparing Trade Test Certificate of Competence for Grade III
 - 2.2.6 Supervising and coordinating the activities of officers working up to him.
- 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Preparing test pieces and questions.
 - 2.3.2 Preparing Trade Test Certificate of competence for Grade II
 - 2.3.3 Conducting actual and practical trade test in his field of specialization preparing Record Cards.
- 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Coordinating the activities of a number of Trade Testing Officers.
 - 2.4.2 Preparing Certificate of Competence for Trade Test, Grade I.
 - 2.4.3 Conducting actual and practical trade test in his field of specialization preparing Record Cards.
- 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Supervising the activities of a number of Trade Testing Officers in the state.
 - 2.5.2 Assisting in preparing new syllabuses and reviewing existing ones for use by Trade Testing Officials
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating the activities of a number of junior officers
 - 2.6.2 Assisting in regulating the standard and uniformity of Trade Tests all over the Federation.
 - 2.6.3 Preparing and reviewing syllabuses.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the formulation and Execution of Trade Test Policies.
 - 2.7.2 Coordinating the activities of Trade Testing Officers working up to him.
 - 2.7.3 Assisting in the administration of the Section.
- 2.8 Chief Technical Officer Grade Level 14
 - 2.8.1 Taking charge of the Trade Testing Section of the Federal Ministry of Labour.
 - 2.8.2 Preparing the summary of returns in respect of Trade Tests.
 - 2.8.3 Representing the Ministry of Labour on a number of bodies including National Negotiating Council Ill and Government Trade Centre, Yaba, Advisory Board.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotion/transfer are subject to vacancy and satisfactory service record.
 - 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Full Technological Certificate (Craft) of the City and Guilds Institute of London in relevant field
 - 3.1.1.2 Ordinary National Diploma in a relevant discipline.
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Technical Officer who has spent twelve months on the grade

- 3.2.2 By direct appointment of a candidate possessing the qualifications specified in subparagraph 3.1.1 above plus at least one year post-qualification cognate experience.
- 3.3 Higher Technical Office, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in relevant subject from a recognized institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least seven or three years' post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least ten years' post-qualification cognate experience or in sub-paragraph 3.3.2 above plus at least six years' post-qualification cognate experience.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a suitable Principal Technical Officer, Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer, Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any Officer in the Technical Office (Trade Test) Cadre who acquire any qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

SAFETY INSPECTOR CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Safety Inspector Grade Level 06
 - 1.2 Safety Inspector Grade Level 07
 - 1.3 Higher Safety Inspector Grade Level 08
 - 1.4 Senior Safety Inspector Grade Level 09
 - 1.5 Principal Safety Inspector Grade II Grade Level 10
 - 1.6 Principal Safety Inspector Grade I Grade Level 12
 - 1.7 Assistant Chief Safety Inspector Grade Level 13
 - 1.8 Chief Safety Inspector Grade Level 14
- 2. DUTIES:
 - 2.1 Assistant Safety Inspector, Grade Level 06
 - 2.1.1 Performing the following duties under Supervision
 - 2.1.1.1 Assisting generally in the inspection of factories.

- 2.1.1.2 Assisting in ensuring compliance with the provisions of the Factories Act 19 and any other Legislation made thereunder or connected therewith.
- 2.2 Safety Inspector, Grade Level 07
 - 2.2.1 Assisting in running safety courses for workers and junior staff in factories.
 - 2.2.2 Assisting in investigating accidents and other dangerous occurrences in factories.
 - 2.2.3 Assisting in inspecting factories.
- 2.3 Higher Safety inspector, Grade Level 08
 - 2.3.1 Assisting in vetting plans, analyzing statistical information relating to distribution of factories and industrial accidents.
 - 2.3.2 Inspecting medium-sized factories.
 - 2.3.3 Investigating accidents and other dangerous occurrences in factories.
 - 2.3.4 Assisting in ensuring compliance with the provisions of the Factories Act, 1958.
- 2.4 Senior Safety Inspector, Grade Level 09
 - 2.4.1 Delivering lectures and giving demonstration to workers on such topics as safe method of welding.
 - 2.4.2 Supervising the activities of a number of junior staff.
 - 2.4.3 Assisting in training junior staff.
 - 2.4.4 Assisting in inspecting factories and ensuring compliance with Factories Act, 1958.
- 2.5 Principal Safety Inspector Grade II, Grade Level 10
 - 2.5.1 Assisting in organizing courses for junior staff of the inspectorate.
 - 2.5.2 Delivering lectures and giving demonstration to workers on safety devices.
 - 2.5.3 Inspecting large-sized factories.
 - 2.5.4 Assisting in inspecting factories and ensuring compliance with Factories Act, 1958.
- 2.6 Principal Safety Inspector Grade I, Grade Level 12
 - 2.6.1 Coordinating the activities of a number of junior staff
 - 2.6.2 Delivering lectures and giving demonstration to workers on general safety devices.
 - 2.6.3 Assisting in inspecting factories and ensuring compliance with Factories Act, 1958.
- 2.7 Assistant Chief Safety Inspector, Grade Level 13
 - 2.7.1 Assisting in the organization of the National Industrial Safety Council.
 - 2.7.2 Coordinating the training programmes of junior staff.
 - 2.7.3 Assisting in the administration of a Unit.
- 2.8 Chief Safety inspector, Grade Level 14
 - 2.8.1 Coordinating the activities of a Unit.
 - 2.8.2 Assisting in the organization of the National Industrial Safety Council.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Assistant Safety Inspector, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing General Certificate of Education (Advanced Level) in two related Science subjects obtained at one sitting or three subjects at two sittings.
 - 3.1.2 By direct appointment of a candidate possessing Ordinary National Diploma in Engineering from a recognized Institution.
 - 3.2 Safety Inspector, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Safety Inspector possessing the qualification specified in sub-paragraph 3.12, above who has spent twelve months on the grade.

- 3.2.2 By promotion of a confirmed and suitable Assistant Safety Inspector who has spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.2 above plus at least one or two years' post-qualification cognate experience respectively.
 - 3.3 Higher Safety Inspector, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Safety Inspector who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.2.1 Higher National Diploma in Engineering.
 - 3.3.2.2 Higher National Certificate in Engineering.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 above plus at least four years' post-qualification cognate experience.
 - 3.4 Senior Safety Inspector, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Safety Inspector who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.2 or 3.3.2 above plus-at least seven or three years' post-qualification cognate experience respectively.
 - 3.5 Principal Safety Inspector Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Safety Inspector who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 or 3.3.2 above plus at least ten or six years post-qualification cognate experience respectively.
 - 3.6 Principal Safety Inspector Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Safety Inspector Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Safety Inspector, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Safety Inspector Grade I who has spent at least three years on the grade.
 - 3.8 Chief Safety Inspector, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Safety Inspector who has spent at least three years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Safety Inspector Cadre, who acquires any of thy qualifications specified for appointment to any higher grade, is eligible for promotion/transfer to the grade.

INSPECTOR OF FACTORIES CADRE

1. POSTS AND SALARIES

1.1	Inspector of Factories Grade II	Grade Level 08
1.2	Inspector of Factories Grade I	Grade Level 09
1.3	Senior Inspector of Factories	Grade Level 10
1.4	Principal Inspector of Factories	Grade Level 12
1.5	Assistant Chief Inspector of Factories	Grade Level 13
1.6	Chief Inspector of Factories	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Inspector of Factories Grade II, Grade Level 08
 - 2.1.1 Inspecting factories with a view to ensuring compliance with the provisions of the Factories Act, 1958 and other related legislations.
 - 2.1.2 Collecting data on accidents, dangerous occurrences, occupational diseases, etc.
 - 2.1.3 Investigating causes of accidents, dangerous occurrences and cases of industrial diseases and the study of methods for controlling them.
 - 2.1.4 Investigating complaints regarding safe, health and welfare conditions in factories.
- 2.2 Inspector of Factories Grade I, Grade Level 09
 - 2.2.1 Inspecting factories with a view to ensuring compliance with the provisions of the factories Act, 1958 and other related delegations.
 - 2.2.2 Advising factory occupiers on questions of safety, health and welfare in the factory
 - 2.2.3 Investigating causes of accidents, dangerous occurrence and cases of industrial diseases and the study of methods of controlling them.
 - 2.2.4 Compiling and interpreting statistics relating to accidents, dangerous occurrences, occupational diseases, etc.
- 2.3 Senior inspector of Factories, Grade Level 10
 - 2.3.1 Prosecuting offenders against factory legislations.
 - 2.3.2 Training and supervising staff in factory inspection duties.
 - 2.3.3 Supervising the activities of the Inspectorate in the State.
 - 2.3.4 Lecturing local organizations on prevention of industrial accidents health and welfare hazards.
- 2.4 Principal Inspector of Factories, Grade Level 12
 - 2.4.1 Prosecuting offenders against factory legislations.
 - 2.4.2 Coordinating the activities of the inspectorate in the State.
 - 2.4.3 Lecturing local organizations on prevention of Industrial accidents health and welfare hazards
 - 2.4.4 Assisting in supervising the activities of the Inspectorate in States of high factory density, for example, Lagos and Kano.
 - 2.4.5 Assisting in drawing up and reviewing codes and measures connected with standardization of work environment, lighting in the factories, safety health and welfare of workers.
- 2.5 Assistant Chief Inspector of Factories, Grade Level 13
 - 2.5.1 Taking charge of the activities of the inspectorate in places of high factory density, for example, Lagos and Kano.
 - 2.5.2 Overseeing one of the following
 - 2.5.2.1 Accident Statistics Unit.
 - 2.5.2.2 Investigation of National Industrial Disaster.
 - 2.5.3 Assisting in drawing up and reviewing codes and measures connected with standardization of work environment, lighting in the factories, safety, health and welfare of workers.
- 2.6 Chief Inspector of Factories, Grade Level 14
 - 2.6.1 Taking charge of a section.
 - 2.6.2 Taking charge of some of the following
 - 2.6.2.1 Accident Statistics Unit.
 - 2.6.2.2 Investigation of National disaster.
 - 2.6.2.3 Accident Studies Unit.
 - 2.6.2.4 Major and Special Hazards Units.
 - 2.6.2.5 Public safety

- 2.6.2.6 Standardization
- 2.6.3 Training and supervising junior staff.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Coordinating the training process for staff.
 - 2.7.3 Assisting in servicing the National Industrial Safety Council of Nigeria.
 - 2.7.4 Initiating the review of policies and programmes on factory safety and inspection.
- 2.8 Deputy Director Grade Level 16
 - 2.8.1 Taking charge of a Division
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Taking responsibility for factory safety development planning
 - 2.8.4 Servicing the National Industrial Safety Council of Nigeria.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of a Department.
 - 2.9.2 Advising on the formulation and execution of policies and programmes on factories safety and related matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Inspector of Factories Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualification from a recognized University.
 - 3.1.1.1 A degree in Engineering registerable with the Council for the Regulation of engineering in Nigeria (COREN).
 - 3.1.1.2 A degree in Physics and Mathematics
 - 3.1.1.3 A degree in Environmental/Industrial Health Safety.
- 3.2 Inspector of Factories Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Inspector of Factories, Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Senior Inspector of Factories, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Inspector of Factories, Grade I who has spent at least three years on the grade
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus least six years' post-qualification cognate experience.
- 3.4 Principal Inspector of Factories, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Inspector of Factories who has spent at least three years on the grade.
- 3.5 Assistant Chief Inspector of Factories, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Inspector of Factories who has spent at least three years on the grade.
- 3.6 Chief Inspector of Factories, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Inspector of Factories who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Inspector of Factories who has spent at least three years on the grade.
- 3.5 Deputy Director, Grade Level 16

- 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Grade Level 12 and above Director Appointments may be made to posts in Grade Level 12 and above, but these would be preceded by specific advertisement at instance of the user-Ministry/Departments. Promotion from such direct appointments to higher grades is subject to confirmation of appointment.

COOPERATIVE INSPECTOR CADRE

1. POSTS AND SALARIES

1.1	Assistant Cooperative Inspector	Grade Level 04
1.2	Cooperative Inspector	Grade Level 05
1.3	Senior Cooperative Inspector	Grade Level 06
1.4	Chief Cooperative Inspector	Grade Level 07
2. DUTIES:
 - 2.1 Assistant Cooperative Inspector, Grade Level 04
 - 2.1.1 This is a training grade for preparing Officers for the post of Assistant Cooperative Inspector. The training is of one year (i.e. nine months) duration for holders of Senior Secondary School Certificate or West African School Certificate General Certificate of Education (Ordinary Level), at a recognized Cooperative College.
 - 2.2 Cooperative inspector, Grade Level 05
 - 2.2.1 Performing the following duties under supervision:
 - 2.2.1.1 Promoting and organizing the registration of more Cooperative Societies.
 - 2.2.1.2 Conducting enquiries on small Co-operative Societies and handling routine matters relating to the examination of conduct of their staff, committees end members as stipulated by the Co-operative Societies Law.
 - 2.2.1.3 Taking charge of the registration of farmers and distributing loan items to them at society level.
 - 2.2.1.4 Appraising the credit worthiness of farmers for participation in the produce projects.
 - 2.2.1.5 Maintaining good contact with the staff of the CPMU to assist in the timely disbursement and recovery of loans.
 - 2.3 Senior Co-operative Inspector, Grade Level 06
 - 2.3.1 Assisting in organizing Co-operative Societies and in the inspection of their books and accounts.
 - 2.3.2 Supervising the operations of Co-operative Societies in order to ensure that they are operating in accordance with the Law and Eye-Laws.
 - 2.3.3 Supervising the activities of a number of junior officers.
 - 2.3.4 Collecting data from State Co-operative Movements for statistical records.
 - 2.4 Chief Co-operative Inspector, Grade Level 07
 - 2.4.1 Handling such specific functions as general inspection of operations and books of accounts of National Cooperative Societies.
 - 2.4.2 Maintaining National Co-operative Statistical records.
 - 2.4.3 Coordinating the activities of a number of Cooperative Assistants.
 - 2.4.4 Arranging the timely distribution of correct quantities of approved chemicals and fertilizers to project farmer.
 - 2.4.5 Carrying out the documentation of all loans in an orderly manner.

- 2.4.6 Maintaining close consultations with the Cooperative staff in the field to ensure proper supervision and guidance for societies to which participating farmers belong.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Cooperative Inspector, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Senior Secondary School Certificate or West African School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.
- 3.2 Cooperative Inspector, Grade Level 05
 - 3.2.1 By advancement of an Assistant Cooperative Inspector who has successfully completed the training course specified in sub-paragraph 2.1.1 above and acquired one-year post-training experience on the grade.
- 3.3 Senior Cooperative Inspector, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable cooperative Inspector who has spent at least two years on the grade.
- 3.4 Chief Cooperative Inspector, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Cooperative Inspector who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Co-operative Inspector Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

CO-OPERATIVE OFFICER CADRE

1. POSTS AND SALARIES

- | | | |
|-----|--|----------------|
| 1.1 | Assistant Cooperative Officer | Grade Level 06 |
| 1.2 | Cooperative Officer | Grade Level 07 |
| 1.3 | Higher Cooperative Officer | Grade Level 08 |
| 1.4 | Senior Cooperative Officer | Grade Level 09 |
| 1.5 | Principal Cooperative Officer Grade II | Grade Level 10 |
| 1.6 | Principal Cooperative Officer Grade I | Grade Level 12 |
| 1.7 | Chief Cooperative Officer | Grade Level 13 |

2. DUTIES

- 2.1 Assistant Cooperative Officer, Grade Level 06
 - 2.1.1 The holder of this post is expected to perform under supervision, the following duties:
 - 2.1.1.1 Organizing the activities of Cooperative Societies in a specified area.
 - 2.1.1.2 Handling routine reports submitted by subordinates.
 - 2.1.1.3 Preparing routine statistics and undertaking simple enquiry arbitration duties.
- 2.2 Cooperative Officer, Grade Level 07
 - 2.2.1 Supervising the activities of Cooperative Societies in a specified area.
 - 2.2.2 Handling correspondence of technical nature.
 - 2.2.3 Handling simple economic surveys and collating routine statistics.
 - 2.2.4 Taking charge, under supervision, of specified subjects or schedule of duties.
- 2.3 Higher Cooperative Officer, Grade Level 08
 - 2.3.1 Supervising large Apex Cooperative Organization and unions as well as inspecting their records and accounts.

- 2.3.2 Supervising the duties of a number of Cooperative Officers and other subordinate Staff.
- 2.3.3 Scrutinizing accounts and processing technical or legal submissions from zonal offices.
- 2.3.4 Maintaining statistical records.
- 2.4 Senior Cooperative Officer, Grade Level 09
 - 2.4.1 Assisting in designing suitable accounting systems and supervising the management of any National Cooperative Project at the initial stage.
 - 2.4.2 Assisting in training junior staff.
 - 2.4.3 Maintaining statistical records.
- 2.5 Principal Cooperative Officer Grade II, Grade Level 10
 - 2.5.1 Co-estimating the account and statistics of Co-operative Societies from Zonal Offices and conducting economic or feasibility surveys of major cooperative projects.
 - 2.5.2 Assisting in the compilation of Consolidated Accounts.
 - 2.5.3 Training Junior Staff
 - 2.5.4 Taking charge of a Unit.
- 2.6 Principal Cooperative Officer Grade I, Grade level 12
 - 2.6.1 Taking charge of specific assignments.
 - 2.6.2 Advising on the training and deployment of subordinate staff
 - 2.6.3 Assisting in inspecting and reporting on Co-operative Apex Organization.
- 2.7 Chief Cooperative Officer, Grade Level 13
 - 2.7.1 Coordinating the activities of a number of subordinate Co-operative Officers.
 - 2.7.2 Carrying out special inspection of Co-operative Apex Organizations and advising on relevant matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Co-operative Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Intermediate Certificate of the Chartered Institute of Secretaries.
 - 3.1.1.2 Diploma in Co-operative of the Loughborough Cooperative College or any other recognized Co-operative College.
 - 3.1.1.3 Ordinary National Diploma in Cooperative Studies from a recognized Institution.
- 3.2 Cooperative Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Co-operative Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Final Certificate of the Chartered Institute of Secretaries.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualifications cognate experience.
- 3.3 Higher Cooperative Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Co-operative Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Accountancy or Business Administration from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' or in subparagraph 3.2.2 above plus at least three years' post-qualification cognate experience.

- 3.4 Senior Cooperative Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Cooperative Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 or 3.3.2 above plus at least eight or six or three years post-qualification cognate experience respectively.
- 3.5 Principal Co-operative Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Cooperative Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 or 3.3.2 above plus at least eleven or nine or six years post-qualification cognate experience respectively.
- 3.6 Principal Cooperative Officer Grade I, Grade level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Co-operative Officer Grade II who has spent at least free years on the grade.
- 3.7 Chief Cooperative Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Co-operative Officer Grade I who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Cooperative Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfers to the grade.

REGISTRAR OF COOPERATIVE SOCIETIES CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Registrar of Cooperative Societies Grade II Grade Level 08
 - 1.2 Registrar of Cooperative Societies Grade I Grade Level 09
 - 1.3 Senior Registrar of Cooperative Societies Grade Level 10
 - 1.4 Principal Registrar of Cooperative Societies Grade Level 12
 - 1.5 Assistant Chief Registrar of Cooperative Societies Grade Level 13
 - 1.6 Chief Registrar Cooperative Societies Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. **DUTIES**
 - 2.1 Registrar of Cooperative Societies Grade II, Grade Level 08
 - 2.1.1 Performing, under supervision, the following duties:
 - 2.1.1.1 Collecting and classifying statistics in the field of Cooperative Development.
 - 2.1.1.2 Disseminating information on Co-operative Development.
 - 2.1.1.3 Promoting new Co-operative Societies and assisting in organizing the training of Co-operative Personnel.
 - 2.1.1.4 Assisting in arranging Co-operative Seminars and Conferences
 - 2.1.1.5 Supervising and coordinating the work of other intermediate and junior staff working in the me same Unit.
 - 2.2 Registrar of Cooperative Societies Grade I, Grade Level 09
 - 2.2.1 Taking charge of statutory inspection and auditing of National Cooperative Societies.
 - 2.2.2 Acting as Secretary to Conference of Commissioners responsible for Cooperative matters and other important meetings of the Head of Department/Divisions etc.
 - 2.2.3 Assisting in arranging Cooperative Seminars and Conferences.
 - 2.3 Senior Registrar of Co-operative Societies, Grade Level 10

- 2.3.1 Taking charge of the development of a strong National Advisory Council for Cooperative Development, Cooperative Education/Training at the National or Zonal Levels and relations with the appropriate local and foreign Educational Institutions.
- 2.3.2 Making arrangements for the National and International Conferences on cooperative development.
- 2.3.3 Taking responsibility for administering and supervising the Cooperative Development Division or Unit of Ministry or Department as may be required or directed.
- 2.4 Principal Registrar of Cooperative Societies, Grade Level 12
 - 2.4.1 Taking charge of a Unit of the Department
 - 2.4.2 Organizing induction courses for newly recruited officers.
 - 2.4.3 Coordinating the duties of junior staff under his charge.
 - 2.4.4 Taking responsibility for Statutory Inspection of National Cooperative organizations.
 - 2.4.5 Performing duties relating to the organization and control of Secretariat for the Conference of Commissioners and Registrar of Cooperative Society.
 - 2.4.6 Acting as Head of Zonal Offices in the States and maintaining liaison with other Ministries connected with rural development at the State level.
- 2.5 Assistant Chief Registrar of Cooperative Societies, Grade Level 13
 - 2.5.1 Coordinating the work of a number of sections.
 - 2.5.2 Taking responsibility for the implementation of broad National Economic Policy on Cooperative Development and Financing, Cooperative Education, Training and Publicity.
 - 2.5.3 Maintaining liaison with appropriate Nigerian and Foreign Educational Institutions as well as supervising the National Co-operative organizations and implementing Co-operative Policies relating to National Co-operative Projects.
 - 2.5.4 Taking charge of specific subjects such as planning, supervision of the headquarters and field staff.
 - 2.5.5 Taking charge of such specialized areas as Industrial Cooperatives, Consumer Cooperatives Marketing Cooperatives, Building and Housing Cooperatives, Agricultural, Industrial and other Credits; Audit of Cooperative Societies.
 - 2.5.6 Taking responsibility for such statutory duties as Arbitration and Liquidation of Co-operative Societies and development programmes for promotion of new Cooperative Societies in Government Ministries and Institutions.
- 2.6 Chief Registrar of Cooperative Societies, Grade Level 14
 - 2.6.1 Taking charge of specified subjects such as:
 - 2.6.1.1 Coordinating and supervising the duties of Assistant Registrars of Cooperative Societies.
 - 2.6.1.2 Organizing National and International Cooperative Conferences and seminars as well as National and International Cooperative Celebrations.
 - 2.6.1.3 Coordinating the Cooperative Education and Training at the National level and maintaining mutual relations with appropriate National and Foreign Cooperative Educational Institutions.
 - 2.6.1.4 Promoting and developing the National Consumers Cooperative Insurance Society.
 - 2.6.1.5 Organizing and coordinating Cooperative participation in National and International Trade Fairs.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Assisting in the administration of the Department (States).
 - 2.7.2 Taking charge of the administration of a Branch.

- 2.7.3 Coordinating information on Cooperative Development in Nigeria as well as taking responsibility for cooperative publicity and public relations for the Department.
- 2.7.4 Assisting in the co-ordination of statutory reports relating to Registration, Arbitration, Inquiry, Amalgamation Liquidation, Auditing of Societies and the reception and briefing of foreign cooperative delegations and visitors to Nigeria and scheduling their itineraries.
- 2.7.5 Organizing and coordinating research and surveys into various aspects of Cooperative Development with a view to introducing new ideas and projects as well as maintaining liaison with Federal Economic Institutions
- 2.8 Deputy Director/Director (States) Grade Level 16
 - 2.8.1 Taking charge of a Division/Department States.
 - 2.8.2 Advising the Authority on Cooperative Societies and related matters, (States).
 - 2.8.3 Assisting in reviewing and formulating Cooperative Development Policies and integrating such policies into National Development Plans.
 - 2.8.4 Participating in National and International Conferences, Seminars and Trade Fairs.
 - 2.8.5 Maintaining collaboration with National and International Cooperative bodies
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the authority on Cooperative Societies and related matters.
 - 2.9.3 Handling the disbursement of Federal and Foreign assistance to Nigerian Cooperative Movements and promoting and coordinating inter-State Cooperative Trade as well as International Trade.
 - 2.9.4 Planning and arranging for participation of Nigerian Co-operative Movement in overseas (international) conferences and seminars.
 - 2.9.5 Taking responsibility for the planning of National Co-operative Education.
 - 2.9.6 Taking responsibility for organizing legal education and coordinating inter-governmental and inter-state cooperative societies.
 - 2.9.7 Attending National and International Conferences, Seminars and Trade Fairs.
 - 2.9.8 Maintaining collaboration with National and international Cooperative Bodies.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Registrar of Cooperative Societies Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Arts, Economics, Agriculture, Law, Business Administration or Accountancy from a recognized University.
 - 3.2 Registrar of Cooperative Societies Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Registrar of Co-operative Societies Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.3 Senior Registrar of Cooperative Societies, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Registrar of Cooperative Society Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years post-qualification cognate experience.
 - 3.3 Senior Registrar of Co-operative Societies, Grade Level 10

- 3.3.1 By promotion of a confirmed and suitable Registrar of Co-operative Societies Grade I who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
- 3.4 Principal Registrar of Co-operative Societies, Grade Level 12
 - 3.4.1 By promotion of a 'confirmed and suitable Senior Registrar of Cooperative Societies who has spent at least three years on the grade.
- 3.5 Assistant Chief Registrar of Co-operative Societies, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Registrar of Cooperative Societies who has spent at least three years on the grade.
- 3.6 Chief Registrar of Cooperative Societies, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Registrar of Co-operative Societies who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Registrar of Co-operative Societies who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States) Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Appointments to Post in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministries/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

LEGISLATURE
OFFICIAL REPORTER CADRE

- 1. POSTS AND SALARIES
 - 1.1 Official Reporter Grade Level 08
 - 1.2 Senior Official Reporter Grade Level 09
 - 1.3 Principal Official Reporter Grade II Grade Level 10
 - 1.4 Principal Official Reporter Grade I Grade Level 12
 - 1.5 Deputy Editor Grade Level 13
 - 1.6 Editor Grade Level 14
- 2. DUTIES:
 - 2.1 Official Reporter, Grade Level 08
 - 2.1.1 Reporting verbatim, and in northland, debates of Assembly, proceedings of National or States Conferences, Commissions and Tribunals of Inquiry and reproducing the same in typescript, in accordance with appropriate set-down reporting procedures.
 - 2.1.2 Preparing comprehensive and coordinated report in indirect speech when proceedings change into discussions consequent upon a panel visiting some scenes and its members moving around separately.
 - 2.2 Senior Official Reporter, Grade Level 09
 - 2.2.1 Reporting verbatim in shorthand the proceedings of multi-lingual international conferences involving simultaneous translation both inside and outside the country and reproducing the same in type scripts in accordance with set-down reporting procedures.

- 2.2.2 Preparing comprehensive and coordinated report in indirect speech when scenes and its members moving around separately.
- 2.2.3 Performing the duty specified in sub-paragraph 2.1.1 above.
- 2.3 Principal Official Reporter Grade II, Grade Level 10
 - 2.3.1 Reporting verbatim and in shorthand debates of Assembly proceedings of National or States Conferences, Commission and Tribunals of Inquiry and reproducing the same in typescript in accordance with appropriate set-down reporting procedures.
 - 2.3.2 Preparing comprehensive and coordinated report in direct speech when proceeding change into discussions consequent upon a panel visiting some scenes and its members moving around separately.
 - 2.3.3 Preparing setting plans for the purpose of identifying speakers.
 - 2.3.4 Drawing an up-to-date duty roster
 - 2.3.5 Collecting and assembling relevant documents for a given reporting assignment.
 - 2.3.6 Performing the duty specified in sub-paragraph 2.2.1 above.
- 2.4 Principal Official Reporter Grade I, Grade Level 12
 - 2.4.1 Reporting verbatim and in shorthand, debates of Assembly proceedings of National or States' Conferences, Commissions and Tribunals of Inquiry and reproducing the same in typescript, in accordance with appropriate set-down reporting procedures.
 - 2.4.2 Preparing comprehensive and coordinated report in direct speech when proceedings change into discussions consequent upon a panel visiting some scenes and its members moving around separately.
 - 2.4.3 Coordinating the reporting activities of a number of Official Reporters.
 - 2.4.4 Vetting all verbatim transcripts produced by Official Reporters in his charge.
 - 2.4.5 Performing the duty specified in sub-paragraph 2.2.1 above.
- 2.5 Deputy Editor, Grade Level 13
 - 2.5.1 Performing general editorial duties which include:
 - 2.5.1.1 Vetting and standardizing Verbatim Transcripts in accordance with appropriate set-down verbatim reporting procedures.
 - 2.5.1.2 Editing printed daily proceedings.
 - 2.5.1.3 Completing official reports from verbatim transcripts produced by Official Reporters.
- 2.6 Editor, Grade Level 14
 - 2.6.1 Taking overall charge of the Official Report Section, deploying and directing the staff and coordinating activities of the Section.
 - 2.6.2 Coordinating the functions of the editorial staff and approving and authorizing the dispatch of draft Official Reports compiled by Deputy Editors to the Government Printer for printing.
 - 2.6.3 Taking overall responsibility for compilation and accuracy of bound volumes of all records and proceedings produced from verbatim transcripts.
 - 2.6.4 Taking responsibility for setting down suitable reporting procedures to ensure uniformity in the reporting activities of the staff.
 - 2.6.5 Selecting and taking custody of reference books and other materials for the Section's Library.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 - 3.1 Official Reporter, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications.

- 3.1.1.1 The West African School Certificate or its equivalent plus Royal Society of Arts or Civil Service Training School Certificate in Shorthand typewriting at 140/60 words per minute respectively.
 - 3.1.1.2 Certificate in Secretarial Studies from a recognized Secretariat/Technical Institute or College of Technology, including a pass at 140/60 words per minute in Shorthand/Typewriting respectively.
 - 3.1.1.3 Official Reporters Certificate obtained after a successful completion of a prescribed course in the Federal Training Centre or any other recognized Institution.
- Note: Candidates should have either a credit in English Language at Senior Secondary School Certificate or West African School Certificate Examination or equivalent qualification or passed the Test in English Language conducted by the Federal Training Centre or any other recognized Institution.
- 3.1.2 By promotion of a Confidential Secretary Grade IV, III or II who obtains any of the qualifications stated in sub-paragraph 3.1.1 above.
- 3.2 Senior Official Reporter Grade Level 09
 - 3.2.1 By promotion of a confirmed end suitable Official Reporter who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.3 Principal Official Reporter Grade II, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Senior Official Reporter who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.4 Principal Official Reporter Grade I, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Principal Official Reporter Grade II who has spent at least three years on the grade.
 - 3.5 Deputy Editor, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Official Reporter Grade I who has spent at least three years on the grade.
 - 3.6 Editor, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Deputy Editor who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
 - 3.6.1 By promotion of a confirmed and suitable Deputy editor who has spent at least three years on the grade.

LEGISLATIVE OFFICER/CLERK CADRE

- 1. POSTS AND SALARIES
 - 1.1 Legislative Officer Grade II Grade Level 08
 - 1.2 Legislative Officer Grade I Grade Level 09
 - 1.3 Senior Legislative Officer Grade Level 10
 - 1.4 Principal Legislative Officer Grade Level 12
 - 1.5 Assistant Chief Legislative Officer Grade Level 13
 - 1.6 Chief Legislative Officer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Deputy Clerk (States) Grade Level 16

- 1.9 Director/Deputy Clerk Grade Level 17
2. DUTIES
- 2.1 Legislative Officer Grade II, Grade Level 08
- 2.1.1 Discharging the following duties under supervision:
- 2.1.1.1 Receiving, registering, processing and vetting motions and amendments.
- 2.1.1.2 Serving as Division Clerk at the Plenary sessions and Committees meetings.
- 2.1.1.3 Collecting data
- 2.2 Legislative Officer Grade I, Grade Level 09
- 2.2.1 Functioning as Clerk to Select and Standing Committees.
- 2.2.2 Preparing briefs and reports for Parliamentary Conferences.
- 2.2.3 Keeping record of movement of Bills between the two Houses of the National Assembly.
- 2.2.4 Keeping records of motions and amendments.
- 2.2.5 Collating and assisting in analyzing data.
- 2.3 Senior Legislative Officer, Grade Level 10
- 2.3.1 Registering and processing Bills.
- 2.3.2 Allocating Executive, Honourable Members and Private Bills.
- 2.3.3 Preparing the Order Book and serving as Clerk to Standing and selection committees.
- 2.3.4 Collating and analyzing data
- 2.4 Principal Legislative Officer, Grade Level 12
- 2.4.1 Functioning as Clerk to Standing, Select and Special Committees.
- 2.4.2 Taking charge of amendments to Executive, Members and Private Bills.
- 2.4.3 Compiling the rulings from the Chair.
- 2.4.4 Issuing monthly returns on members attendance.
- 2.4.5 Vetting the minutes of Committee proceedings, conference reports and public hearings.
- 2.5 Assistant Chief Legislative Officer, Grade Level 13
- 2.5.1 Vetting the minutes of proceedings and reports of Standing, Select and Special Committees.
- 2.5.2 Preparing the Order Paper, Votes and Proceedings Order Books.
- 2.5.3 Keeping and updating Division Lists.
- 2.6 Chief Legislative Officer, Grade Level 14
- 2.6.1 Sitting as Clerk-at-the-Table
- 2.6.2 Writing the Votes and Proceedings and the House Journals.
- 2.6.3 Preparing Draft Committee Reports.
- 2.7 Assistant Director, Grade Level 15
- 2.7.1 Supervising and coordinating the functions of the Committee Offices and the preparation of the Committee Rules.
- 2.7.2 Supervising the compilation of Committee Reports by Committee Clerks (States).
- 2.7.3 Supervising records of Staff Attendance (States).
- 2.7.4 Issuing Status of Bills Reports.
- 2.8 Deputy Director/Deputy Clerk (States), Grade Level 16
- 2.8.1 Reviewing and up-dating the standing rules.
- 2.8.2 Supervising records relating to members attendances.
- 2.8.3 Supervising the compilation of Committee Reports by Committee Clerks.
- 2.8.4 Assisting the Clerk in formulating, executing and reviewing the Administrative Policies of the Legislature (States)
- 2.8.5 Assisting the Clerk in the implementation of the decisions of the House (States).

- 2.8.6 Supervising the compilation of the rulings from the Chair, Votes and Proceedings, the order Book and the House Journals (States).
- 2.9 Director/Deputy Clerk, Grade Level 17
 - 2.9.1 Assisting the Clerk in formulating, executing and reviewing the Administrative Policies of the Legislature.
 - 2.9.2 Advising the Chief Executive on Legislative Procedures and Practices.
 - 2.9.3 Assisting the Clerk in the implementation of the decisions of the House.
 - 2.9.4 Supervising the compilation of the rulings from the Chair, the Votes and Proceedings, the Order Book and House Journals.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions are subject to vacancies and satisfactory service record.
 - 3.1 Legislative Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Arts, Law or Social Sciences from a recognized University.
 - 3.2 Legislative Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Legislative Officer, Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Masters' degree in Arts, Law or Social Sciences from a recognized University plus at least on-year post-qualification cognate experience.
 - 3.3 Senior Legislative Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Legislative Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least six or four years post-qualification cognate experience respectively.
 - 3.4 Principal Legislative Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Legislative Officer who has spent at least three years on the grade.
 - 3.5 Assistant Chief Legislative Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Legislative Officer who has spent at least three years on the grade.
 - 3.6 Chief Legislative Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Legislative Officer who has spent at least three years on the grade.
 - 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Legislative Officer who has spent at least three years on the grade.
 - 3.8 Deputy Director/Deputy Clerk Grade I, Grade Level 16
 - 3.8.1 Thy promotion of a confirmed and suitable Assistant Director who has spent at least four years on the grade.
 - 3.9 Director/Deputy Clerk, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
 - 3.10 Appointment to Post in Grade Level 12 and Above: Direct appointment may also be made to posts in Grade Level 12 and above; but this would be preceded by specific advertisement at the instance of the user Ministry/Department Promotion

from such direct appointments to higher grades are subject to confirmation of appointment.

SOLID MINERALS DEVELOPMENT
CARTIOGRAPHIC ATTENDANT CADRE

1. POSTS AND SALARIES:
 - 1.1 Cartographic Attendant Grade Level 02
 - 1.2 Senior Cartographic Attendant Grade Level 03
 - 1.3 Head Cartographic Attendant Grade Level 04
2. DUTIES:
 - 2.1 Cartographic Attendant, Grade Level 02
 - 2.1.1 Assisting in the preparation of chemicals
 - 2.1.2 Operating under supervision, Dyeline and Photostat machines.
 - 2.1.3 Assisting in stapling, stitching and binding booklets.
 - 2.1.4 Assisting in darkroom duties.
 - 2.2 Senior Cartographic Attendant, Grade Level 03
 - 2.2.1 Preparing Chemicals.
 - 2.2.2 Stapling, stitching and binding booklets.
 - 2.2.3 Assisting in darkroom duties.
 - 2.3 Head Cartographic Attendant, Grade Level 04
 - 2.3.1 Supervising the activities of a number of junior staff.
 - 2.3.2 Ensuring safe-keeping of equipment.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Cartographic Attendant, Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate or transfer of a suitable officer possessing the First School Leaving Certificate.
 - 3.2 Senior Cartographic Attendant, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Cartographic Attendant who has spent at least two years on the grade
 - 3.3 Head Cartographic Attendant, Grade Level 04
 - 3.3.1 By promotion of a suitable Senior Cartographic Attendant who has spent at least two years on the grade.
4. ADVANCNT BEYOND THE CADRE:

Any officer in the Cartographic Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

CARTOGRAPHIC DRAUGHTSMAN CADRE

1. POSTS AND SALARIES
 - 1.1 Cartographic Assistant Grade Level 03
 - 1.2 Cartographic Draughtsman Grade Level 04
 - 1.3 Senior Cartographic Draughtsman Grade II Grade Level 05
 - 1.4 Senior Cartographic Draughtsman Grade I Grade Level 06
 - 1.5 Chief Cartographic Draughtsman Grade Level 07
2. DUTIES
 - 2.1 Cartographic Assistant, Grade Level 03
 - 2.1.1 Assisting in the operation of Cartographic equipment and preparation of chemicals.
 - 2.1.2 Tracing text figures and maps

- 2.1.3 Carrying out tinter supervision, dyeline printing, photo and plate retouching, processing and type-printing.
- 2.1.4 Performing under supervision, indexing and record-keeping duties.
- 2.2 Cartographic Draughtsman, Grade Level 04
 - 2.2.1 Carrying out fair drawing of plans and maps.
 - 2.2.2 Operating Cartographic equipment and preparing chemical.
 - 2.2.3 Plotting by offsets and colouring geological maps and drawings.
 - 2.2.4 Carrying out colour retouching of negatives.
 - 2.2.5 Assisting in calculating areas.
- 2.3 Senior Cartographic Draughtsman Grade II, Grade Level 05
 - 2.3.1 Undertaking compilation of geological information.
 - 2.3.2 Carrying out calculation of areas.
 - 2.3.3 Assisting in on-the-job training of junior officers.
- 2.4 Senior Cartographic Draughtsman Grade I, Grade Level 06
 - 2.4.1 Handling colour separation from transmission and reflection of coloured originals.
 - 2.4.2 Supervising the work of a number of subordinate staff
 - 2.4.3 Assisting in producing Lithographed coloured maps and illustrations for technical reports.
- 2.5 Chief Cartographic Draughtsman, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of subordinate staff.
 - 2.5.2 Performing the duties specified in sub-paragraph 2.4.1 and 2.4.3 above.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Cartographic Assistant, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S. 75 or Junior Secondary School Certificate.
 - 3.1.1.2 General Certificate of Education, (Ordinary Level) with three credits passed at one sitting or four credits at two sittings.
 - 3.2 Cartographic Draughtsman, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Cartographic Assistant who has passed the Confirmation/Promotion Test at promotion level (i.e. 50 per cent) and has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.2.2.1 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings.
 - 3.2.2.2 West African School Certificate or Senior Secondary School Certificate.
 - 3.3 Senior Cartographic Draughtsman Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Cartographic Draughtsman who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
 - 3.4 Senior Cartographic Draughtsman Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Cartographic Draughtsman Grade II who has spent at least two years on the grade.
 - 3.5 Chief Cartographic Draughtsman, Grade Level 07

3.5.1 By promotion of a confirmed and suitable Senior Cartographic Draughtsman Grade I, who has spent at least two years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**

Any officer in the Cartographic Draughtsman Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (CARTOGRAPHY) CADRE

1. **POSTS AND SALARIES**

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14

2. **DUTIES**

- 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing under the supervision of a senior officer, any of the following duties:
 - 2.1.1.1 Overseeing the activities of a small group of Draughtsman on production scribing.
 - 2.1.1.2 Checking and charting exclusive prospecting licences, mining leases and boundary descriptions.
 - 2.1.1.3 Preparing oil concession maps.
 - 2.1.1.4 Preparing aeronautical maps.
 - 2.1.1.5 Preparing coloured maps such as geological and soil maps.
 - 2.1.1.6 Drafting boundary description and instrument of map sheets.
- 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Undertaking compilation of maps (derived mapping)
 - 2.2.2 Interpreting and sorting out mapping requirements from source materials.
 - 2.2.3 Carrying out production scribing for large, medium and small scale topographical maps.
 - 2.2.4 Charting and checking reproduction of maps.
 - 2.2.5 Supervising the work of a number of junior Draughtsman.
- 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Preparing estimates of costs, including planning of efficient and economic methods of completing assignments.
 - 2.3.2 Supervising and coordinating the activities of junior staff in a Unit.
 - 2.3.3 Reviewing completed work for quality, completeness and clarity.
 - 2.3.4 Assisting in training junior staff
- 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Taking charge of an archive for cartographic, exploratory and mining licence records.
 - 2.4.2 Assisting in organizing training schemes for junior staff of the cartographic section.
 - 2.4.3 Reviewing completed work for quality, completeness and clarity.
 - 2.4.4 Preparing estimates of cost.
- 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Taking charge of a Cartographic Drawing Office.
 - 2.5.2 Supervising the activities of a number of junior staff.
 - 2.5.3 Assisting in training junior staff.

- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Carrying out research into the development of new and improved procedures and techniques.
 - 2.6.2 Coordinating the activities of a number of junior staff.
 - 2.6.3 Assisting in organizing the training programmes of staff.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Organizing training programmes for Cartographic Staff and ensuring proper execution of the programmes.
 - 2.7.2 Assisting in the general administration of Cartographic Section.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the administration of Cartographic Section.
 - 2.8.2 Advising on Cartographic matters involving geological, aeronautical and soil mapping.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Ordinary National Diploma in relevant subject obtained from recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds of London Institute in a relevant subject.
 - 3.1.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.2.1 General of Education (Advanced Level) in two subjects obtained at a sitting or three subjects at two sittings, preferably including Mathematics, Geography or Fine Art.
 - 3.1.2.2 Final Certificate of the City and Guilds of London Institute in the relevant subjects plus at least two years' post-qualification cognate experience.
 - 3.1.3 By promotion of a confirmed and outstanding Survey Draughtsman who scored 70 per cent in the Departmental Confirmation/Promotion Test and has successfully completed a year's training course in Cartography or Lateral transfer of a confirmed and outstanding Assistant Chief Survey Draughtsman who spent at least two years on the grade.
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of an Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1 above who has spent one year on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Technical Officer who spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience.
 - 3.2.4 By lateral transfer of a suitable Chief Survey Draughtsman who has spent at least two years on the grade.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent, least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing Higher National Diploma relevant engineering subject from a recognized Institution.

- 3.3.3 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least four years' qualifications cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who, spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the q specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least seven or three years' post-qualifications cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least ten or six years' post-qualifications cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Technical Officer (Cartography) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

DRILLER CADRE

- 1. POSTS AND SALARIES

1.1	Assistant Driller	Grade Level 06
1.2	Driller	Grade Level 07
1.3	Higher Driller	Grade Level 08
1.4	Senior Driller	Grade Level 09
1.5	Principal Driller Grade II	Grade Level 10
1.6	Principal Driller Grade I	Grade Level 12
1.7	Assistant Chief Driller	Grade Level 13
1.8	Chief Driller	Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Driller, Grade Level 06
 - 2.1.1 Assisting in drilling operations and in the maintenance of drilling equipment.
 - 2.1.2 Supervising a number of junior staff.
 - 2.2 Driller, Grade Level 07
 - 2.2.1 Taking charge of a Unit of the Departments Drilling Section.
 - 2.2.2 Maintaining drilling equipment and accessories.
 - 2.2.3 Assisting in the training of junior staff in the Unit.
 - 2.2.4 Preparing daily and monthly drilling reports.
 - 2.3 Higher Driller, Grade Level 08
 - 2.3.1 Supervising and training junior staff.
 - 2.3.2 Taking charge of a large drilling exploratory boreholes for mineral exploration.
 - 2.3.3 Preparing quarterly and annual drilling reports.

- 2.4 Senior Driller, Grade Level 09
 - 2.4.1 Supervising and co-ordinating the activities of a number of junior drilling staff
 - 2.4.2 Undertaking drilling surveys.
 - 2.4.3 Assisting in giving on-the-job training to junior staff.
- 2.5 Principal Driller Grade II, Grade Level 10
 - 2.5.1 Taking charge of and maintaining the Department's drilling equipment.
 - 2.5.2 Supervising and carrying out drilling operations.
 - 2.5.3 Supervising the activities of a number of junior staff.
- 2.6 Principal Driller Grade I, Grade Level 12
 - 2.6.1 Taking charge of a large drilling project.
 - 2.6.2 Assisting in the co-ordination of sonic aspects of the activities of the Section.
- 2.7 Assistant Chief Driller, Grade Level 13
 - 2.7.1 Assisting the Chief Driller in the administration of the Section.
 - 2.7.2 Taking charge of a number of major drilling projects.
- 2.8 Chief Driller, Grade Level 14
 - 2.8.1 Taking charge of the administration of the Section.
 - 2.8.2 Advising on matters related to drilling.
 - 2.8.3 Coordinating drilling activities of the Section.
 - 2.8.4 Preparing indents for purchase of drilling equipment and accessories.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Driller, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Drilling or Civil Engineering from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds Institute of London in a relevant subject.
 - 3.1.2 By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects at two sittings preferably including, Chemistry, Physics or Mathematics.
- 3.2 Driller, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Driller possessing the qualification specified in sub-paragraph 3.1.1 above who has spent one year on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Driller who has spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience.
- 3.3 Higher Driller, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Driller who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Drilling or Civil Engineering from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least four years post-qualification cognate experience.
- 3.4 Senior Driller, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Driller at three years on the grade.

- 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least seven years' or in sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Driller Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Driller who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least ten or six years post-qualification cognate experience respectively.
- 3.6 Principal Driller Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Driller Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Driller, Grade Level 13
 - 3.7.1 By promotion of a confirmed and suitable Principal Driller Grade I who has spent at least three years on the grade.
- 3.8 Chief Driller, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Driller who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Driller Cadre who acquires any of the qualifications specified for appointment into any higher grade is eligible for promotion for to the grade.

LABORATORY TECHNOLOGIST (MINING) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Laboratory Technologist Grade II Grade Level 08
 - 1.2 Laboratory Technologist Grade I Grade Level 09
 - 1.3 Senior Laboratory Technologist Grade Level 10
 - 1.4 Principal Laboratory Technologist Grade Level 12
 - 1.5 Assistant Chief Laboratory Technologist Grade Level 13
 - 1.6 Chief Laboratory Technologist Grade Level 14
- 2. DUTIES:
 - 2.1 Laboratory Technologist Grade II, Grade Level 08
 - 2.1.1 Assisting in carrying out quantitative chemical analysis of simple minerals ores and water samples.
 - 2.1.2 Assisting in the maintenance and servicing of Laboratory equipment.
 - 2.1.3 Assisting in supervising the work of a number of Laboratory staff in a Unit.
 - 2.2 Laboratory Technologist Grade I, Grade Level 09
 - 2.2.1 Maintaining Laboratory records and equipment.
 - 2.2.2 Carrying out quantitative chemical analysis of simple minerals, ores and water samples.
 - 2.2.3 Carrying out maintenance and servicing of Laboratory equipment.
 - 2.2.4 Supervising junior staff in the laboratory.
 - 2.3 Senior Laboratory Technologist, Grade Level 10
 - 2.3.1 Assisting in supervising the activities of a number of junior staff.
 - 2.3.2 Assisting in training junior staff.
 - 2.3.3 Carrying out more complex analysis of simple rocks, minerals and ores.
 - 2.3.4 Taking charge of a laboratory and disseminating research findings.
 - 2.3.5 Assisting in carrying out general laboratory techniques and procedures
 - 2.4 Principal Laboratory Technologist, Grade Level 12
 - 2.4.1 Assisting in organizing the training programmes of junior staff.

- 2.4.2 Carrying out general laboratory Techniques and Procedures.
- 2.4.3 Assisting in indenting and supplying stores and equipment.
- 2.4.4 Coordinating the activities of a number of units.
- 2.5 Assistant Chief Laboratory Technologist, Grade Level 13
 - 2.5.1 Coordinating and supervising the activities of a number of junior staff.
 - 2.5.2 Indenting and supplying stores and equipment
 - 2.5.3 Organizing the training programmes of junior staff.
 - 2.5.4 Assisting in coordinating the activities of a Section.
- 2.6 Chief Laboratory Technologist, Grade Level 14
 - 2.6.1 Taking charge of the general administration of Laboratories in the Department.
 - 2.6.2 Rendering periodic reports on the activities of the Laboratories.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotion and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Laboratory Technologist Grade II Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing the Associate Membership (Certificate) of the Institute of Science and Technology (AIST).
 - 3.2 Laboratory Technologist Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Laboratory Technologist Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
 - 3.3 Senior Laboratory Technologist, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Laboratory Technologist Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.4 Proposal Laboratory Technologist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Laboratory Technologist who has spent at least three years on the grade.
 - 3.5 Assistant Chief Laboratory Technologist, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Laboratory Technologist who has spent least three years on the grade.
 - 3.6 Chief Laboratory Technologist, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Laboratory Technologist who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Laboratory Technologist (Mining) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

FIELD ATTENDANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Field Attendant Grade III Grade Level 01
 - 1.2 Field Attendant Grade II Grade Level 02
 - 1.3 Field Attendant Grade I Grade Level 03
- 2. DUTIES
 - 2.1 Field Attendant Grade III, Grade Level 01
 - 2.1.1 Rendering general assistance in the field to staff carrying out mineral and geophysical explorations.

- 2.2 Field Attendant Grade II, Grade Level 02
 - 2.2.1 Rendering assistance to Field Staff on mineral and geophysical explorations activities.
- 2.3 Field Attendant Grade I, Grade Level 03
 - 2.3.1 Supervising the activities of a number of junior staff.
 - 2.3.2 Rendering assistance to field staff.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 - 3.1 Field Attendant Grade III, Grade Level 01
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit.
 - 3.2 Field Attendant Grade II, Grade Level 02
 - 3.2.1 By promotion of a confirmed and suitable Field Attendant Grade III who has spent at least two years on the grade.
 - 3.3 Field Attendant Grade I, Grade Level 03
 - 3.3.1 By promotion of a suitable Field Attendant Grade II who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE
Any officer in the Field Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion] transfer to the grade.

GEOLOGICAL ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Field Assistant Grade Level 04
 - 1.2 Geological Assistant Grade Level 05
 - 1.3 Senior Geological Assistant Grade Level 06
 - 1.4 Chief Geological Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Field Assistant, Grade Level 04
 - 2.1.1 Assisting in collecting and handling geological and geochemical samples.
 - 2.1.2 Assisting in setting up, dismantling and handling geophysical and survey
 - 2.1.3 Assisting as recording instrument readings.
 - 2.1.4 Supervising a number of Field Attendants.
 - 2.2 Geological Assistant, Grade Level 05
 - 2.2.1 Rendering general field assistance to Geologists engaged in mineral exploration.
 - 2.2.2 Carrying out elementary surveying.
 - 2.2.3 Taking and recording readings of simple geophysical instruments.
 - 2.2.4 Assisting in the supervision and training of a number of junior staff.
 - 2.3 Senior Geological Assistant, Grade Level 06
 - 2.3.1 Supervising trenching activities canted out by labourers.
 - 2.3.2 Undertaking Logging of boreholes.
 - 2.3.3 Supervising and training a number of junior staff.
 - 2.4 Chief Geological Assistant, Grade Level 07
 - 2.4.1 Coordinating the activities of a number of Geological Assistants.
 - 2.4.2 Performing the duties specified in sub-paragraph 2.3.1 and 2.32 above.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Field Assistant, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings, preferably including Mathematics, Physics or Chemistry.

- 3.1.1.2 West African School Certificate or Senior Secondary School Certificate preferably including a pass in Mathematics, Physics or Chemistry.
- 3.2 Geographical Assistant, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Field Assistant who has passed the Departmental Confirmation/Promotion Test at promotional level (i.e. 50 percent) and spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Geological Assistant, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Geological Assistant who has spent at least two years on the grade.
- 3.4 Chief Geological Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Geological Assistant who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed and outstanding Field Assistant who scored at least 70 percent in the Geological Confirmation/Promotion Test will be eligible for training as Assistant Technical Officer (Exploration). On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Technical Officer (Exploration).
 - 4.2 Any officer in the Geological Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion to the grade.

TECHNICAL OFFICER (EXPLORATION) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Surveying under supervision, areas where geological and geophysical investigations are to take place.
 - 2.1.2 Carrying out computations of field data.
 - 2.2 Technical Officer Grade Level 07
 - 2.2.1 Assisting in executing planned surveys and obtaining results.
 - 2.2.2 Assisting in the plotting of readings, curve-matching and preparation of survey maps.
 - 2.2.3 Assisting in the supervision of Junior Technical Staff engaged in bunker drilling, trenching, pining and sampling operations in connection with mineral exploration.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Assisting in the planning and execution of geophysical surveys.
 - 2.3.2 Assisting in the computation and interpretation of field data.
 - 2.3.3 Assisting in training junior staff.
 - 2.4 Senior Technical Officer Grade Level 09
 - 2.4.1 Assisting in supervising the activities of junior technical staff.

- 2.4.2 Producing base maps, final maps and sections for geological and geophysical surveys
- 2.5 Principal technical Officer Grade II, Grade Level 10
 - 2.5.1 Training of junior staff
 - 2.5.2 Assisting in coordinating the activities of a number of subordinates.
 - 2.5.3 Coordinating activities in a specified area.
 - 2.5.4 Producing base maps, final maps and sections far geological and geophysical surveys.
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in executing training promotion for junior staff
 - 2.6.2 Taking charge of a specified subject within the Department
 - 2.6.3 Coordinating the activities of a number of subordinates.
- 2.7 Assistant Chief technical Officer, Grade Level 13
 - 2.7.1 Assisting in the general administration of a Section
 - 2.7.2 Coordinating the activities of a number of units within the Department.
 - 2.7.3 Assisting in executing training programmes for junior staff.
- 2.8 Chief Technical Officer Grade Level 14
 - 2.8.1 Taking charge of the general administration of a section of the ministry.
 - 2.8.2 Assisting in formulating and executing training programmes for technical staff of the Department.
 - 2.8.3 Taking charge of specified projects in the Department.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Technical Officer Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing Ordinary National Diploma in Geology, Mining Engineering, Surveying or Geophysics from a recognized Institution.
 - 3.1.2 By direct appointment of a candidate possessing the General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings preferably including Mathematics, Physics or Geography.
 - 3.1.3 By promotion/transfer of a confirmed and suitable Geological Assistant who has successfully completed the training programmes for Assistant Technical Officer (Exploration).
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of an Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1 above who has spent one year on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least one-year post-qualification cognate experience.
 - 3.3 Higher Technical Officer Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Geology, Mining Engineering, Surveying or Geophysics from a recognized institution.
 - 3.4 Senior Technical Officer Grade Level 09

- 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least seven or three years' post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer, Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least ten years or six years' post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer Grade Level 13
 - 3.7.1 By promotion of a suitable principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Officer (Exploratory) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

GEOLOGIST CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Geologist Grade Level 09
 - 1.2 Senior Geologist Grade Level 10
 - 1.3 principal Geologist Grade Level 12
 - 1.4 Assistant Chief Geologist Grade Level 13
 - 1.5 Chief Geologist Grade Level 14
 - 1.6 Assistant Director Grade Level 15
 - 1.7 Deputy Director Grade Level 16
 - 1.8 Director Grade Level 17
- 2. **DUTIES**
 - 2.1 Geologist, Grade Level 09
 - 2.1.1 Carrying out geological mapping and investigation for minerals in the county.
 - 2.1.2 Carrying out field work for organization and efficient execution of geological
 - 2.1.3 Carrying out field execution of laboratory studies of geological specimens collected from the field.
 - 2.1.4 Prospecting for metallic and non-metallic mineral deposits; including coal and lignite.
 - 2.1.5 Carrying out detailed geological exploration and appraisal of mineral deposits including resources and reserve estimates.
 - 2.1.6 Assisting in the examination and detailed underground geological mapping of mine openings.
 - 2.1.7 Assisting in laboratory analysis of geochemical samples.
 - 2.2 Senior Geologist, Grade Level 10
 - 2.2.1 Conducting the preliminary general assessment of the petroleum possibilities of the sedimentary basin.
 - 2.2.2 Conducting geochemical surveys for purposes of mineral exploration or research.

- 2.2.3 Liaising with local administrative and traditional authorities and arranging field camps and labour in areas of operations.
- 2.2.4 Carrying out preparation of professional periodicals and final project reports.
- 2.2.5 Performing Laboratory analysis of geochemical samples.
- 2.2.6 Carrying out examination and detailed underground geological mapping of mine openings.
- 2.2.7 Taking charge of geological project
- 2.2.8 Assisting in the training of junior staff.
- 2.3 Principal Geologist, Grade Level 12
 - 2.3.1 Supervising the activities of a number of junior staff
 - 2.3.2 Assisting in the planning and execution of geochemical, geologist and mineral projects.
 - 2.3.3 Taking charge of a number of geological and geochemical projects.
 - 2.3.4 Assisting in planning mineral investigation projects and supervising such projects.
 - 2.3.5 Carrying out on the job training of a number of junior staff
 - 2.3.6 Editing periodicals and final project report for publication.
- 2.4 Assistant Chief Geologist, Grade Level 13
 - 2.4.1 Assisting in the general administration of a Section.
 - 2.4.2 Assisting in planning, supervising and executing geological, geochemical and mineral investigation projects.
 - 2.4.3 Taking charge of geological activities in a specified area.
 - 2.4.4 Taking responsibility for the preparation of specification and cost estimates of projects.
 - 2.4.5 Evaluating tender proposals for projects to be executed by contract.
- 2.5 Chief Geologist, Grade Level 14.
 - 2.5.1 Taking charge of the administration of a Section.
 - 2.5.2 Taking charge of specified subjects.
 - 2.5.3 Coordinating the implementation of approved programmes.
 - 2.5.4 Supervising the training programmes of staff.
- 2.6 Assistant Director, Grade Level 15
 - 2.6.1 Taking charge of a Branch.
 - 2.6.2 Taking charge of the planning and execution of training programmes for staff.
 - 2.6.3 Initiating the review of geological programmes and policies.
- 2.7 Deputy Director, Grade Level 16
 - 2.7.1 Taking charge of a Division
 - 2.7.2 Assisting in the general administration of the Department.
 - 2.7.3 Taking responsibility for geological and related matters development planning.
- 2.8 Director, Grade Level 17
 - 2.8.1 Taking charge of the general administration of the Department.
 - 2.8.2 Advising on the formulation, execution and the review of policies and programmes on geological and related matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Geologist, Grade Level 09.
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 A degree in Geology, Mm or Exploratory Geology or Geology with Elementary Topographical Surveying as a subsidiary subject from a recognized University.

- 3.1.1.2 A degree and post-graduate diploma in Geochemistry or geology with specialization in Geochemistry from a recognized University.
- 3.2 Senior Geologist, Grade Level 10
 - 3.2.1 By promotion of a confirmed and suitable Geologist who has spent at least three years on the grade
 - 3.2.2 By direct Appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.
- 3.3 Principal Geologist, Grade Level 12
 - 3.1 By promotion of a confirmed and suitable Senior Geologist who has spent at least three years on the grade.
- 3.4 Assistant Chief Geologist, Grade Level 13
 - 3.4.1 By promotion of a suitable Principal Geologist who has spent at least three years on the grade.
- 3.5 Chief Geologist Grade Level 14
 - 3.5.1 By promotion of a suitable Assistant Chief Geologist who has spent at least three years on the grade.
- 3.6 Assistant Director, Grade Level 15
 - 3.6.1 By promotion of a suitable Chief Geologist who has spent at least five years on the grade.
- 3.7 Deputy Director, Grade Level 16
 - 3.7.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.8 Director, Grade Level 17
 - 3.8.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.9 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may be made to posts in grade level 12 and above; but these would be preceded by specific advertisements at the instance of the User Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.
(This Scheme of Service covers Geochemist, Mining Geologist and Petroleum Geologist).

SUB-INSPECTOR OF MINES CADRE

1. POSTS AND SALARIES

1.1	Mines Ranger	Grade Level 03
1.2	Assistant Sub-Inspector of Mines	Grade Level 04
1.3	Sub-Inspector of Mines	Grade Level 05
1.4	Senior Sub-Inspector of Mines	Grade Level 06
1.5	Chief Sub-Inspector of Mines	Grade Level 07
2. DUTIES
 - 2.1 Mines Ranger, Grade Level 03
 - 2.1.1 Assisting in carrying out simple technical aspects of Mining and quarrying activities.
 - 2.1.2 Carrying out simple compass survey.
 - 2.1.3 Carrying out beacon location and prospecting pit measurements.
 - 2.2 Assistant Sub-Inspector of Mines, Grade Level 04
 - 2.2.1 This is a training grade in which the officer undergoes an on-the-job training programme for two years duration.
 - 2.3 Sub-Inspector of Mines, Grade Level 05
 - 2.3.1 Performing the following duties under supervision:

- 2.3.1.1 Carrying out field inspection of Mines and quarries.
- 2.3.1.2 Carrying out simple river bed sampling.
- 2.3.1.3 Undertaking simple underground survey and sampling.
- 2.3.1.4 Assisting in examining information given on Mining and Land applications.
- 2.4 Senior Sub-Inspector of Mines, Grade Level 06
 - 2.4.1 Carrying out field inspection of Mines and Quarries.
 - 2.4.2 Carrying out simple river bed sampling.
 - 2.4.3 Undertaking-simple underground survey and sampling.
 - 2.4.4 Processing and submitting applications for approval of the following:
 - 2.4.4.1 Permit to purchase explosives.
 - 2.4.4.2 Permit to store explosives hi boxes.
- 2.5 Chief Sub-Inspector of Mines, Grade Level 07
 - 2.5.1 Assisting in the training of junior staff
 - 2.5.2 Supervising and coordinating the activities of a number of junior staff.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions are subject to vacancy and satisfactory service record.
 - 3.1 Mines Ranger, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 of JSSC with a bias in Science.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) in three subjects obtained at one sitting or four subjects at two sittings, preferably including Mathematics or Physics.
 - 3.2 Assisting Sub-Inspector of Mines, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Mines Ranger who obtained at least 50 percent in the Department Confirmation/promotion Test and has spent a least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 General Certificate of Education (Ordinary Level) in four subjects passed at one sitting or five subjects at two sittings preferably including Physics or Mathematics.
 - 3.2.2.2 West African School Certificate or Senior Secondary School Certificate preferably including a pass in Physics or Mathematics.
 - 3.3 Sub-Inspector of Mines, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Assistant Sub-Inspector of Mines who has successfully completed the approved training programme.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
 - 3.4 Senior Sub-Inspector of Mine, Grade Level 16
 - 3.4.1 By promotion of a confirmed and suitable sub-Inspector of Mines who has spent at least two years' on the grade.
 - 3.5 Chief Sub-Inspector of Mines, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Sub-Inspector of Mines who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND WE CADRE:
 - 4.1 A confirmed and outstanding sub-inspector of Mines who scored at least 70 percent in the Department Confirmation/Promotion Test will be eligible for training as Assistant

- Technical Officer (Mining). On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Technical Officer (Mining)
- 4.2 My officer in the Sub-Inspector of Mines Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (MINING) CADRE

1. POSTS AND SALARIES

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer, Grade II	Grade Level 10
1.6	Principal Technical Officer, Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14

2. DUTIES

- 2.1 Assistant Technical Officer Grade Level 06
- 2.1.1 Assisting in carrying out some technical aspects of mining operations.
- 2.1.2 Taking charge of mining sub-stations.
- 2.1.3 Carrying out paddock surveys and sampling.
- 2.2 Technical Officer, Grade Level 07
- 2.2.1 Inspecting and enforcing safety regulations in respect of mining, quarrying and explosives.
- 2.2.2 Carrying out field survey to determine extent of overlap of applications.
- 2.2.3 Checking submitted building plans for explosive, magazines, Stores licenses and boxes for accuracy.
- 2.3 Higher Technical Officer, Grade Level 08
- 2.3.1 Carrying out inspection of sites to determine their suitability for the erection explosives magazines.
- 2.3.2 Undertaking routine inspection of explosives and detonators storage facilities.
- 2.3.3 Processing applications for quarrying licenses and determining suitability Applicants for blasting certificates.
- 2.3.4 Supervising a number of junior staff within a Unit.
- 2.4 Senior Technical Officer, Grade Level 09
- 2.4.1 Taking charge of Area Offices within a Zone.
- 2.4.2 Carrying out inspection of quarries to ensure safety.
- 2.4.3 Carrying out inspection of completed explosives and magazines buildings with the view to determining their suitability for storage facility.
- 2.4.4 Supervising and coordinating the activities of a number of mining staff within Zone.
- 2.5 Principal Technical Officer Grade II, Grade Level 10
- 2.5.1 Coordinating mining/quarrying activities in a number of Zones.
- 2.5.2 Inspecting explosives and magazines storage facilities and determining suitability of applicants for registration under Quarries Decree and Explosive Regulations.
- 2.6 Principal Technical Officer Grade I, Grade Level 12
- 2.6.1 Assisting in the formulation and execution of training programmes for the staff
- 2.6.2 Supervising the activities of a number of subordinate staff
- 2.6.3 Collating reports on applications for quarrying leases and submitting recommendations.
- 2.6.4 Taking charge of specified projects/assignments.

- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Conducting investigation into quarrying accidents.
 - 2.7.2 Coordinating the activities of a number of subordinate officers.
 - 2.7.3 Assisting in the general administration of the Section.
 - 2.7.4 Training subordinate staff.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the general administration of the Section.
 - 2.8.2 Advising on the formulation, execution and review of quarrying policies and programmes.
 - 2.8.3 Maintaining records and statistics of quarriable minerals and submitting data for annual reports.
 - 2.8.4 Coordinating the training programme for junior Technical Staff.
- 3. METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy amid satisfactory service record.

 - 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in Mining or Civil Engineering from a recognized Institution.
 - 3.1.1.2 Diploma in Mining from the Mines School, Jos.
 - 3.1.1.3 General Certificate of Education (Advance Level) in two subjects obtained at one sitting or three subjects obtained at two sittings, preferably including Chemistry, Physics, Geography or Mathematics.
 - 3.1.2 By promotion of a confirmed and suitable Sub-Inspector of Mines who scored at least 70% in the Departmental Confirmation/Promotion Test and has successfully completed an appropriate in-service training course.
 - 3.2 Assistant Technical Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above who has spent one year on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.3 above plus at least two years' post-qualification cognate experience.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Mining or Civil Engineering from a recognized Institution
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least four years' post-qualification cognate experience.
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least seven years post-qualification cognate experience or in sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
 - 3.5 Principal Technical Officer, Grade II, Grade Level 10

- 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
- 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least ten years' post-qualification cognate experience or in sub-paragraph 3.3.2 above plus at least six years' post-qualification cognate experience.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years' on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Officer (Mining) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grades.

INSPECTOR OF MINES CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Inspector of Mines Grade II Grade Level 08
 - 1.2 Inspector of Mines Grade I Grade Level 09
 - 1.3 Senior Inspector of Mines Grade Level 10
 - 1.4 Principal Inspector of Mines Grade Level 12
 - 1.5 Assistant Chief Inspector of Mines Grade Level 13
 - 1.6 Chief Inspector of Mines Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director Grade Level 16
 - 1.9 Director Grade Level 17
- 2. **DUTIES**
 - 2.1 Inspector of Mines Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Inspecting mines and quarries.
 - 2.1.1.2 Enforcing Laws made for control of purchase, storage and uses explosive, safety and orderly exploitation of mineral resources in their country.
 - 2.2 Inspector of Mines Grade I, Grade Level 09
 - 2.2.1 Carrying out inspection of all opencast and underground joints.
 - 2.2.2 Giving technical advice and assistance to mining companies on the best ways of mining certain deposits.
 - 2.2.3 Carrying out inspection to check on production, fulfillment of labour obligation and proper use of mining equipment installed.
 - 2.2.4 Supervising a number of subordinate staff.
 - 2.3 Senior inspector of Mines, Grade Level 10
 - 2.3.1 Undertaking inspection of mining leases for seasonal modification grouping certificates.
 - 2.3.2 Carrying out inspection of underground mines for underground Licences.
 - 2.3.3 Scrutinizing and assessing capability of applicants for registration under the safe Mining Regulations.

- 2.3.4 Carrying out inspection of worked out areas (Mining Leases) for Mines Reclamation.
- 2.3.5 Undertaking routine inspection of opencast and underground mines to ensure safety.
- 2.4 Principal Inspector of Mines, Grade Level 12
 - 2.4.1 Taking charge and processing all applications for exclusive prospecting Licences, mining Leases and quarrying Leases.
 - 2.4.2 Taking charge of check drilling on applications for mining Lease with doubtful ore reserves.
 - 2.4.3 Taking charge of the processing of applications for permit to import explosives.
 - 2.4.4 Carrying out inspection of all opencast and underground mines.
 - 2.4.5 Assisting in training and supervising junior staff.
- 2.5 Assistant Chief Inspector of Mine, Grade Level 13
 - 2.5.1 Supervising all opencast and underground mines within a Zone.
 - 2.5.2 Carrying out calculations and checks on ore reserves Mining Leases.
 - 2.5.3 Carrying out supervision of on-the-job training and deployment of professional and technical staff.
 - 2.5.4 Taking charge of records of statistics of mining leases and quarries including revenue derived within the Zone.
 - 2.5.5 Taking charge of a specified area Inspectorate activities.
- 2.6 Chief Inspector of Mines, Grade Level 14
 - 2.6.1 Taking charge of a Zone comprising two or more Area Offices (States) or a Section.
 - 2.6.2 Taking charge of development of coal mines, exploration of industrial minerals of sub-basalt tin deposits.
 - 2.6.3 Enforcing and ensuring control of importations, storage and use of explosives.
 - 2.6.4 Taking charge of metal prices/rates and undertaking periodic review as necessary.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Initiating action on the review of policies and programmes on matters relating to mining activities.
 - 2.7.2 Taking charge of a Branch.
 - 2.7.3 Coordinating staff training programmes and research activities of the Division.
 - 2.7.4 Coordinating the training programmes for staff.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Taking charge of a Division.
 - 2.8.2 Assisting in advising on policy matters affecting the mining/quarrying industries.
 - 2.8.3 Supervising the manpower development of mining personnel.
 - 2.8.4 Dealing with International Organizations connected with mining legislations.
 - 2.8.5 Taking responsibility for receipt and custody of reports and samples from mining industries
- 29 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Chief Executive of the Ministry on the formulation, execution and review of policies and programmes on mining, quarrying and other related matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Inspector of Miner Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree or Diploma in Mining Engineering from a recognized University or Mining Institution respectively.

- 3.2 Inspector of Miner Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Inspector of Mines Grade II who has successfully completed the two year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.3 Senior Inspector of Mines, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Inspector of Mines Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Inspector of Mines, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Inspector of Mines who has spent at least three years on the grade.
- 3.5 Assistant Chief Inspector of Mine, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Inspector of Mines who has spent at least three years on the grade.
- 3.6 Chief Inspector of Mines, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Inspector of Mines who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Inspector of Mines who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

SCIENTIFIC OFFICER (MINING) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Scientific Officer Grade II Grade Level 08
 - 1.2 Scientific Officer Grade I Grade Level 09
 - 1.3 Senior Scientific Officer Grade Level 10
 - 1.4 Principal Scientific Officer Grade Level 12
 - 1.5 Assistant Chief Scientific Officer Grade Level 13
 - 1.6 Chief Scientific Officer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director Grade Level 16
 - 1.9 Director Grade Level 17
- 2. DUTIES
 - 2.1 Scientific Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupilage programme and performing the following duties under supervision.

- 2.1.1.1 Conducting field laboratory and airborne geophysical surveys and research.
- 2.1.1.2 Processing and interpreting geophysical data.
- 2.1.1.3 Carrying out preparation of professional periodical and final project reports.
- 2.1.1.4 Performing incidental elementary topographical surveying.
- 2.1.1.5 Assisting in mineralogical aspects of the work of the Laboratory generally and specifically in providing specialist consultancy services in Mineralogy as may be necessary.
- 2.1.1.6 Carrying out determination of the physical characteristics of clay.
- 2.1.1.7 Carrying out research in mineralogy, including economic mineralogy.
- 2.1.1.8 Lecturing at the school of mines.
- 2.1.1.9 Undertaking research work
- 2.1.1.10 Collecting data for preparation of working plans.
- 2.1.1.11 Collecting, processing and interpreting quantitative geological data for purposes of research.
- 2.1.1.12 Assisting in providing consultancy services in geostatistics or palaeontology as necessary.
- 2.1.1.13 Assisting in carrying out palaeontological research and preparing reports of such research for publication.
- 2.1.1.14 Carrying out analysis of minerals, rocks and water samples by classical and modern instrumental techniques.
- 2.1.1.15 Performing wet and dry assays of precious and base metals.
- 2.1.1.16 Preparing reports of research for publication.
- 2.1.1.17 Undertaking proximate and ultimate analysis of coals.
- 2.2 Scientific Officer Grade I, Grade Level 09
 - 2.2.1 Lecturing in the School of Mines in mining and allied subjects.
 - 2.2.2 Carrying out research into beneficiation of Nigerian minerals.
 - 2.2.3 Performing physical and chemical assays of materials (minerals) passing through the ore dressing mill.
 - 2.2.4 Supervising the operations of the ore dressing mill.
 - 2.2.5 Carrying out more complex analysis and assays.
 - 2.2.6 Demonstrating the reliability of analytical results.
 - 2.2.7 Assisting in training a number of junior staff.
- 2.3 Senior Scientific Officer, Grade Level 10
 - 2.3.1 Lecturing in the School of Mines in mining and allied subjects.
 - 2.3.2 Carrying out research into alloys.
 - 2.3.3 Carrying out research programmes into beneficiation of Nigerian Minerals.
 - 2.3.4 Carrying out palaeontological research and preparing reports on the result of such research for publication.
 - 2.3.5 Providing palaeontological consultancy services as necessary.
 - 2.3.6 Supervising a number of junior staff in a Unit.
- 2.4 Principal Scientific Officer, Grade Level 12
 - 2.4.1 Assisting in planning geophysical projects.
 - 2.4.2 Taking charge of a geophysical project.
 - 2.4.3 Editing periodicals and final project reports for publication.
 - 2.4.4 Serving as Assistant Keeper of Mineralogy in the Departments Museum.
 - 2.4.5 Assisting in the general administration of the Laboratories.
 - 2.4.6 Taking charge of the School of Mines.
 - 2.4.7 Developing and supervising research into the beneficiation of Nigerian Minerals.
 - 2.4.8 Carrying out research into Ferro alloys.

- 2.4.9 Taking charge of a geostatistical project.
- 2.5 Assistant Chief Scientific Officer, Grade Level 13
 - 2.5.1 Supervising a number of research projects.
 - 2.5.2 Assisting in coordinating and planning approved programmes.
 - 2.5.3 Serving as Keeper of Mineralogy in the Department's Museum.
 - 2.5.4 Supervising and coordinating the activities of a number of Scientific Officers within own seen of specialization.
 - 2.5.5 Assisting in organizing the training programmes of staff.
 - 2.5.6 Assisting in the general administration of a Section.
- 2.6 Chief Scientific Officer, Grade Level 14
 - 2.6.1 Taking charge of the administration of the Section.
 - 2.6.2 Supervising the training programmes of staff.
 - 2.6.3 Taking charge of specified subjects.
 - 2.6.4 Coordinating the activities of a number of subordinates.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Assisting in the general administration of a Division.
 - 2.7.2 Coordinating the training programme of staff
 - 2.7.3 Coordinating the activities of a Branch.
 - 2.7.4 Initiating action on the review of policies and programmes on mining matters.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Taking responsibility for mining development planning
 - 2.8.4 Assisting in formulating and executing mining policies.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the authority on the formulating, execution and review of policies and programmes on mining matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Scientific Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree from a recognized University in any of the following disciplines:
 - 3.1.1.1 Geology.
 - 3.1.1.2 Geology with Mineralogy, Chemistry, Physics or Biology as subsidiary.
 - 3.1.1.3 Mining Geology with Statistics or Mathematics as subsidiary.
 - 3.1.1.4 Analytical Chemistry.
 - 3.1.1.5 Metallurgy.
 - 3.1.1.6 Ore Dressing
 - 3.1.1.7 Geophysics.
 - 3.2 Scientific Officer Grade I. Grade Level 09
 - 3.2.1 By advancement of a suitable Scientific Officer Grade II who has successfully completed a two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualificatic specified in sub-paragraph 3.1.1 above plus at least two years' post-qualifications cognate experience.
 - 3.3 Senior Scientific Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Scientific Officer Grade who has spent at least three years on the grade.

- 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification Cognate experience.
- 3.4 Principal Scientific Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Scientific Officer spent at least three years on the grade.
- 3.5 Assistant Chief Scientific Officer, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Scientific Officer who has spent at least three years on the grade.
- 3.6 Chief Scientific Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Scientific Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Scientific Officer who has spent at least three years on the grade.
- 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may be made to posts in grade level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.
(This Scheme of Service covers Geophysicist, Mineralogists Geostatisticians, Paleontologists and Chemist/Assayer, Research officers).

WOMEN AFFAIRS AND SOCIAL DEVELOPMENT

COMMUNITY DEVELOPMENT ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Community Development Assistant	Grade Level 04
1.2	Senior Community Development Assistant Grade II	Grade Level 05
1.3	Senior Community Development Assistant Grade I	Grade Level 06
1.4	Chief Community Development Assistant	Grade Level 07
2. DUTIES
 - 2.1 Community Development Assistant, Grade Level 04
 - 2.1.1 This is a training grade in which the person undergoes one-year cu-the-job training, performing routine community development duties.
 - 2.2 Senior Community Development Assistant Grade II, Grade Level 05
 - 2.2.1 Assisting Local community in identifying their development potentials and needs.
 - 2.2.2 Assisting in organizing the contributions that could be made to community development projects from Local resources.
 - 2.2.3 Stimulating the interest of Local community to group activities and self-help projects.
 - 2.2.4 Assisting in identifying and removing factors that may impede the successful implementation of rural development projects.
 - 2.2.5 Organizing Social and youth clubs and adult literacy classes.
 - 2.3 Senior Community Development Assistant Grade I, Grade Level 06

- 2.3.1 Supervising community development projects in rural areas
- 2.3.2 Coordinating the activities of a number of Community Development Assistants.
- 2.3.3 Performing the duties specified in sub-paragraph 2.2.1 - 2.2.5 above.
- 2.4 Chief Community Development Assistant, Grade Level 07
 - 2.4.1 Supervising and coordinating community development programmes in a Local Government Area under the supervision of a Community Development Officer.
 - 2.4.2 Coordinating the activities of Youth Clubs and Women, Councils, Special Centres in the area under his supervision.
 - 2.4.3 Rendering regular progress reports on community development activities in his area of operation.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

 - 3.1 Community Development Assistant, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Senior Secondary School Certificate or West African School Certificate
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.
 - 3.2 Senior Community Development Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Community Development Assistant who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years post- qualifications cognate experience.
 - 3.3 Senior Community Development Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Community Development Assistant Grade II who has spent at least two years on the grade.
 - 3.4 Chief Community Development Assistant, Grade Level 07
 - 3.4.1 By promotion of a confirmed and suitable Senior Community Development Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Community Development Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for the grade.

COMMUNITY DEVELOPMENT OFFICER CADRE

- 1. POSTS AND SALARIES:

1.1	Community Development Officer Grade II	Grade Level 08
1.2	Community Development Officer Grade I	Grade Level 09
1.3	Senior Community Development Officer	Grade Level 10
1.4	Principal Community Development Officer	Grade Level 12
1.5	Assistant Chief Community Development Officer	Grade Level 13
1.6	Chief Community Development Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES
 - 2.1 Community Development Officer Grade II, Grade Level 08
 - 2.1.1 Carrying out regular inspection of Community Development Projects within a Local Government Area.
 - 2.1.2 Preparing progress reports on Community Development Projects in a specified area.

- 2.1.3 Supervising a number of junior staff in his area of operation.
- 2.1.4 Conducting Feasibility Survey and evaluating Community Development Projects in an area.
- 2.2 Community Development Officer Grade I Grade Level 09
 - 2.2.1 Supervising the activities of a number of junior staff.
 - 2.2.2 Programming and coordinating Community Development activities within a specified area.
 - 2.2.3 Carrying out researches into social and cultural factors affecting the execution of Community Development Projects in an area.
- 2.3 Senior Community Development Officer, Grade Level 10
 - 2.3.1 Evaluating field reports and analyzing cash flow on Community Development Projects.
 - 2.3.2 Assisting in the training of Community Development Officers.
 - 2.3.3 Collating and analyzing data.
- 2.4 Principal Community Development Officer, Grade Level 12
 - 2.4.1 Overseeing a Community Development Training Institute.
 - 2.4.2 Coordinating the activities of officers in the Unit.
 - 2.4.3 Supervising the execution of a number of Community Development Projects.
- 2.5 Assistant Chief Community Development Officer, Grade Level 13
 - 2.5.1 Coordinating research programmes on the development of new techniques for implementing development projects.
 - 2.5.2 Supervising the planning and production of technical literature and publicity materials en community development.
 - 2.5.3 Assisting in organizing and executing the training programmes for community development staff
 - 2.5.4 Assisting in the administration of a Section.
- 2.6 Chief Community Development Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Coordinating the activities of a number of junior staff.
 - 2.6.3 Organizing the training programmes of staff.
- 2.7 Assistant Director, Grade Level 13
 - 2.7.1 Taking charge of the general administration of a Branch.
 - 2.7.2 Assisting in the general administration of the Department (States).
 - 2.7.3 Coordinating the training prograrrirne of staff.
 - 2.7.4 Initiating action on the review of Community Development Policies md Programmes.
- 2.8 Deputy Director/Director (States) Grade Level 16
 - 2.8.1 Taking charge of a Division/Department.
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Participating in policy formulation.
 - 2.8.4 Advising on Community Development matters and Home Economic Extension policies and programmes (States).
 - 2.8.5 Having responsibility for Community Development Planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Advising on Community Development matters, including the formulation, execution and review of Community Development and Home Economic Extension Polices and Programmes.
 - 2.9.2 Taking charge of the general administration of the Department.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Community Development Officer Grade II, Grade Level 08

- 3.1.1 By direct appointment of a candidate possessing a degree in Social Work, Home Economics or in any of the Social Sciences or related subjects from a recognized University.
- 3.2 Community Development Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Community Development Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified subparagraph 3.1.1 above plus at least three years' post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Master's degree in relevant discipline plus at least one-year post-qualification cognate experience.
- 3.3 Senior Community Development Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Community Development Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least six or four years' post-qualification cognate experience respectively.
- 3.4 Principal Community Development Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Community Developing Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Community Development Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Community Developing Officer who has spent at least three years on the grade.
- 3.6 Chief Community Development Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Community Development Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Community Developing Officer who has spent at least three years on the grade and successfully completed a relevant Advanced Management Training Course in a recognized Institution.
- 3.8 Deputy Director/Director (States) Grade Level 16
 - 3.8.1 By promotion of a confirmed and suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointment may also be made to posts in grade level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

SOCIAL WELFARE ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Social Welfare Assistant Grade Level 04
 - 1.2 Senior Social Welfare Assistant Grade II Grade Level 05
 - 1.3 Senior Social Welfare Assistant Grade I Grade Level 06
 - 1.4 Chief Social Welfare Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Social Welfare Assistant, Grade Level 04
 - 2.1.1 An officer appointed to this grade is required to undergo a one-year on-the-job training and thereafter perform the following duties under supervision.

- 2.1.1.1 Carrying out ancillary duties in Rehabilitation, Vocational and Recreational Centres.
- 2.1.1.2 Keeping records and taking care of Government properties in Social Welfare Centres and Social Clubs.
- 2.1.1.3 Conducting interviews and visiting homes.
- 2.2 Senior Social Welfare Assistant Grade II, Grade Level 05
 - 2.2.1 Assisting in the day-to-day work at Social Welfare Centres, Children Homes and Camps.
 - 2.2.2 Keeping records and taking care of Government properties in Social Welfare Centres and Social Clubs.
 - 2.2.3 Supervising the inmates of Social Welfare Institutions such as Rehabilitation Centres, Remand Homes, Approved Schools, Children Homes, etc.
 - 2.2.4 Assisting in teaching Arts and Crafts to inmates of Social Welfare Institutions.
 - 2.2.5 Conducting interviews and visiting homes.
- 2.3 Senior Social Welfare Assistant Grade I, Grade Level 06
 - 2.3.1 Teaching Arts and Crafts to inmates of Social Welfare Institutions.
 - 2.3.2 Supervising a number of junior staff
 - 2.3.3 Assisting in collecting data on Social Welfare indicators.
 - 2.3.4 Assisting in Counseling and guiding children, family, women and community.
 - 2.3.5 Assisting in carrying out casework in matrimonial reconciliation.
- 2.4 Chief Social Welfare Assistant, Grade Level 07
 - 2.4.1 Carrying out casework in matrimonial reconciliation.
 - 2.4.2 Coordinating the activities of a number of junior staff.
 - 2.4.3 Counseling and guiding children, family, women and community.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Social Welfare Assistant, Grade Level 04
 - 3.1.1 By direct appointment of g cap4idte possessing any of the following qualifications:
 - 3.1.1.1 West African School Certificate or Senior Secondary School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.
 - 3.2 Senior Social Welfare Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Social Welfare Assistant who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Teacher Grade II Certificates.
 - 3.3 Senior Social Welfare Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Social Welfare Assistant Grade II who has spent at least two years on the grade.
 - 3.4 Chief Social Welfare Assistant, Grade Level 07
 - 3.4.1 By promotion of a confirmed and suitable Senior Social Welfare Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Social Welfare Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

SOCIAL WELFARE OFFICER CADRE

- 1. POSTS AND SALARIES
 - 1.1 Social Welfare Officer Grade II Grade Level 08
 - 1.2 Social Welfare Officer Grade I Grade Level 09

1.3	Senior Social Welfare Officer	Grade Level 10
1.4	Principal Social Welfare Officer	Grade Level 12
1.5	Assistant Chief Social Welfare Officer	Grade Level 13
1.6	Chief Social Welfare Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:

- 2.1 Social Welfare Officer Grade II, Grade Level 08
 - 2.1.1 Functioning as Secretary to Social Welfare Advisory Committees.
 - 2.1.2 Assisting in taking charge of a Social Welfare Centre.
 - 2.1.3 Assisting in supervising the activities of Social Clubs and Voluntary Organizations in a specified area.
 - 2.1.4 Collecting and classifying data on matters related to social welfare.
 - 2.1.5 Assisting in editing and publishing magazines and newsletters on social welfare activities.
 - 2.1.6 Assisting in organizing rehabilitation and emergency relief services.
- 2.2 Social Welfare Officer Grade I, Grade Level 09
 - 2.2.1 Assisting in training junior staff.
 - 2.2.2 Assisting in taking charge of a social welfare operational field officer or a group of projects such as resettlement schemes.
 - 2.2.3 Undertaking case work activities e.g. matrimonial cases, adult and juvenile probation, child guidance, school social work etc.
 - 2.2.4 Enlightening Social Clubs and Voluntary Organizations on national objectives and documenting social activities in specified areas.
 - 2.2.5 Supervising and training issuer Social Welfare Assistants.
 - 2.2.6 Assisting in preparing radio tam on various aspects of social activities.
 - 2.2.7 Organizing rehabilitation and emergency relief services
- 2.3 Senior Social Welfare Officer, Grade Level 10
 - 2.3.1 Editing and publishing magazines and newsletters on social welfare activities.
 - 2.3.2 Functioning as Field Inspector in an operational area.
 - 2.3.3 Keeping Zonal/Local Government Register of voluntary organizations.
 - 2.3.4 Assisting in the planning and production of technical literature and publicity materials on social welfare.
 - 2.3.5 Assisting in processing data on matters related to social welfare.
 - 2.3.6 Liaising with voluntary organizations to ensure harmonized execution of social welfare programmes in the State(s).
 - 2.3.7 Compiling sectional reports.
 - 2.3.8 Assisting in organizing the training programme for staff.
 - 2.3.9 Supervising and coordinating the activities of voluntary and social organizations.
 - 2.3.10 Organizing Remembrance Day Celebrations and other social activities and the sale of Nigerian Emblem.
 - 2.3.11 Assisting in servicing National and Sub-National Committees on social welfare matters.
- 2.4 Principal Social Welfare Officer, Grade Level II
 - 2.4.1 Supervising the activities of a number of junior officers.
 - 2.4.2 Organizing seminars and conferences for officers of voluntary organizations.
 - 2.4.3 Coordinating the activities in any of the following:
 - 2.4.3.1 Education and Training.
 - 2.4.3.2 Rehabilitation.
 - 2.4.3.3 Research, Policy Formulation and Planning.

- 2.4.3.4 Family and Child Welfare Development.
- 2.4.3.5 Counseling and corrections.
- 2.4.3.6 National/State Emergency Relief Agency.
- 2.4.3.7 Care of the Elderly.
- 2.4.3.8 Women and Development.
- 2.4.3.9 National/State Advisory Committee for Social Development.
- 2.4.3.10 Community and Social Mobilization.
- 2.4.3.11 Voluntary Organizations.
- 2.4.4 Servicing any of the following National Bodies:
 - 2.4.4.1 National/State Emergency Relief Agency.
 - 2.4.4.2 National/State Advisory Committee for Social Development.
 - 2.4.4.3 Nigerian National Advisory Council for the Blind.
 - 2.4.4.4 National/State Council for Rehabilitation of the Disabled.
- 2.4.5 Taking charge of a Social Welfare Institution.
- 2.5 Assistant Chief Social Welfare Officer, Grade Level 13
 - 2.5.1 Supervising the training programmes for staff.
 - 2.5.2 Coordinating the activities of a number of junior Social Welfare Officers.
 - 2.5.3 Taking responsibility for matters relating to the adaption of children at National and State Levels.
 - 2.5.4 Taking responsibility for international social work.
 - 2.5.5 Taking charge of the planning and production of technical literature and publicity materials on social welfare development.
 - 2.5.6 Functioning as Chief Coordinator for emergency relief and rehabilitation services in the country.
 - 2.5.7 Taking charge of a Unit of the Ministry.
- 2.6 Chief Social Welfare Officer, Grade Level 14
 - 2.6.1 Coordinating the activities of a Section in the Ministry.
 - 2.6.2 Assisting in inter-State planning, research and training activities.
 - 2.6.3 Taking responsibility for the administration of grants to voluntary social organizations.
 - 2.6.4 Supervising activities in national emergency relief programmes.
 - 2.6.5 Taking charge of matters relating to after-care services at national and state levels.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of the administration of a Branch.
 - 2.7.2 Coordinating inter-Governmental and inter-State planning research and training.
 - 2.7.3 Assisting in the general administration of the Department (States).
 - 2.7.4 Coordinating the activities of national emergency relief programmes
 - 2.7.5 Initiating action on the review of policies and programmes on matters relating to social welfare.
 - 2.7.6 Coordinating the training programme for staff.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division/Department (States).
 - 2.8.2 Taking responsibility for social welfare development planning.
 - 2.8.3 Advising the Government on Social Welfare and related matters.
 - 2.8.4 Assisting in the general administration of a Department.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes relating to social matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Social Welfare Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Social Work or any of the relevant Social Sciences or Physical and Health Education obtained from a recognized University.
- 3.2 Social Welfare Officer Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Social Welfare Officer Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least three years post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing Master's degree in any of the disciplines specified in sub-paragraph 3.1.1 above plus at least one-year post-qualification cognate experience.
- 3.3 Senior Social Welfare Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Social Welfare Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.2.3 above plus at least four years post-qualification cognate experience.
- 3.4 Principal Social Welfare Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Social Welfare Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Social Welfare Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Social Welfare Officer who has spent at least three years on the grade.
- 3.6 Chief Social Welfare Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Social Welfare Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Social Welfare Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointments to Grade Level 12 and Above: Direct appointments may also be made to posts in Grade level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

INSPECTOR CADRE
NATIONAL YOUTH SERVICE SCHEME

- 1. POSTS AND SALARIES
 - 1.1 Inspector Grade II Grade Level 08
 - 1.2 Inspector Grade I Grade Level 09
 - 1.3 Senior Inspector Grade Level 10
 - 1.4 Principal Inspector Grade Level 12

1.5	Assistant Chief Inspector	Grade Level 13
1.6	Chief Inspector	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Inspector Grade II, Grade Level 08
 - 2.1.1 Inspecting Youth Corps members at their locations.
 - 2.1.2 Registering and compiling other relevant information on Youth Corps members.
 - 2.1.3 Deploying Youth Corps members on various assignments.
 - 2.1.4 Assisting in ensuring good welfare of Youth Corps members during the period of their service.
- 2.2 Inspector Grade I, Grade Level 09
 - 2.2.1 Planning secondary assignment programmes for Youth Corps members.
 - 2.2.2 Supervising community development activities undertaken by corps members.
 - 2.2.3 Making feeding, accommodation arrangements for Youth Corps members.
 - 2.2.4 Recommending disciplinary action for erring corps members.
 - 2.2.5 Handling corps members' complaints.
- 2.3 Senior Inspector, Grade Level 10
 - 2.3.1 Assisting in training junior staff.
 - 2.3.2 Rendering confidential reports on corps members.
 - 2.3.3 Processing recommendations for the Chairman's Honours Award.
 - 2.3.4 Coordinating community development activities of corps members.
- 2.4 Principal Inspector, Grade Level 12
 - 2.4.1 Planning orientation programmes for Youth Corps members.
 - 2.4.2 Organizing end-of-service activities.
 - 2.4.3 Supervising the work of a number of Junior Inspectors.
 - 2.4.4 Preparing periodic reports on Youth Corps programmes.
- 2.5 Assistant Chief Inspector, Grade Level 13
 - 2.5.1 Assisting in the organization of training programmes of staff.
 - 2.5.2 Assisting in the planning and development of Nations Youth Service programmes.
 - 2.5.3 Assisting in the general administration of National Youth Service programmes in the State.
- 2.6 Chief Inspector, Grade Level 14
 - 2.6.1 Taking charge of a Section at the Headquarters.
 - 2.6.2 Supervising the activities of a number of junior staff.
 - 2.6.3 Taking charge of specified subjects at the National Directorate.
 - 2.6.4 Coordinating the activities of a number of subordinates.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Initiating action on the review of National Youth Service programme and policies.
 - 2.7.2 Taking charge of a Branch at the Headquarters.
 - 2.7.3 Advising on matters related to the implementation of National Youths Service Programme in the States.
 - 2.7.4 Coordinating training programmes for staff of the National Youth Service Inspectorate.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Assisting in the general administration of National Youth Service programmes in the Federation.
 - 2.8.2 Taking responsibility for National Youth Service development planning.

- 2.8.3 Coordinating the activities related to the implementation of National Youth Service in a number of States.
- 2.8.4 Taking charge of a Division at the Headquarters.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of National Youth Service Programmes in the Federation.
 - 2.9.2 Advising on the formulation, execution and review of National Youth Service policies and programmes.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Inspector Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree from a recognized University.
 - 3.2 Inspector Grade I, Grade Level 09
 - 3.2.1 By promotion of a confirmed and suitable Inspector Grade II who has spent at least three years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least three years' post-qualification experience.
 - 3.3 Senior Inspector, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Inspector Grade who has spent least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least six years' post-qualification cognate experience.
 - 3.4 Principal Inspector, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Inspector who has spent at least three years on the grade.
 - 3.5 Assistant Chief Inspector, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Inspector who has spent at least three years on the grade.
 - 3.6 Chief Inspector, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Inspector who has spent at least three years on the grade.
 - 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Inspector who has spent at least three years on the grade.
 - 3.8 Deputy Director, Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
 - 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
 - 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

TRANSPORT
FREIGHTMAN CADRE

- 1. POSTS AND SALARIES
 - 1.1 Freightman

Grade Level 01

- 1.2 Senior Freightman Grade Level 02
- 1.3 Head Freightman Grade Level 03
- 2. DUTIES
 - 2.1 Freightman, Grade Level 01
 - 2.1.1 Assisting in loading and off-loading stores into and from the stores and cargo sheds.
 - 2.2 Senior Freightman, Grade Level 02
 - 2.2.1 Loading and off-loading stores into and from the stores and cargo sheds.
 - 2.3 Head Freightman, Grade Level 03
 - 2.3.1 Supervising the activities of a number of junior staff.
 - 2.3.2 Loading and off-loading stores.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

 - 3.1 Freightman, Grade Level 01
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit and adjudged suitable for the job.
 - 3.2 Senior Freightman, Grade Level 02
 - 3.2.1 By promotion of a confirmed and suitable Freightman who has spent at least two years on the grade.
 - 3.3 Head Freightman, Grade Level 03
 - 3.3.1 By promotion of a suitable Senior Freightman who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Freightman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

COASTAL ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Coastal Assistant Grade II Grade Level 03
 - 1.2 Coastal Assistant Grade I Grade Level 04
 - 1.3 Senior Coastal Assistant Grade II Grade Level 05
 - 1.4 Senior Coastal Assistant Grade I Grade Level 06
 - 1.5 Chief Coastal Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Coastal Assistant Grade II, Grade Level 03
 - 2.1.1 Performing routine shipping duties under supervision.
 - 2.2 Coastal Assistant Grade I, Grade Level 04
 - 2.2.1 Processing shipping documents.
 - 2.2.2 Preparing manifestos, bills of entry, warrants and delivering documents.
 - 2.2.3 Collecting and dispatching discrepant and shorthanded certificates to Principal
 - 2.3 Senior Coastal Assistant Grade II Grade Level 05
 - 2.3.1 Collecting and delivering air tickets to Government passengers and claiming refunds in cases of overpayments.
 - 2.3.2 Assisting in handling import and export of unaccompanied baggage arriving at the ports for dispatch to destinations in Nigeria or abroad.
 - 2.4 Senior Coastal Assistant Grade I, Grade Level 06
 - 2.4.1 Handling outward freight and the assessment and payment of duty.
 - 2.4.2 Assisting in supervising the activities of junior staff.
 - 2.5 Chief Coastal Assistant, Grade Level 07
 - 2.5.1 Supervising coordinating the activities of junior staff
 - 2.5.2 Training junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

3.1 Coastal Assistant Grade II, Grade Level 03

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

3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate.

3.1.1.2 General Certificate of Education (Ordinary Level) in three subjects obtained at one sitting or four subjects at two sittings.

3.2 Coastal Assistant Grade I, Grade Level 04

3.2.1 By promotion of a confirmed and suitable Coastal Assistant Grade II who has passed the Coastal Assistant Confirmation/Promotion Test at promotion level (i.e. 50 percent) and spent at least two years on the grade.

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

3.2.2.1 West African School Certificate or Senior Secondary School Certificate.

3.2.2.2 General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or in five subjects at two sittings.

3.3 Senior Coastal Assistant Grade II, Grade Level 05

3.3.1 By promotion of a confirmed and suitable Coastal Assistant Grade I who has spent at least two years on the grade.

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

3.4 Senior Coastal Assistant Grade I, Grade Level 06

3.4.1 By promotion of a confirmed and suitable Senior Coastal Assistant Grade II who has spent at least two years on the grade.

3.5 Chief Coastal Assistant, Grade Level 07

3.5.1 By promotion of a confirmed and suitable Senior Coastal Assistant Grade I who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Coastal Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

FREIGHT OFFICER CADRE

1. POSTS AND SALARIES

1.1	Assistant Freight Officer	Grade Level 06
1.2	Freight Officer	Grade Level 07
1.3	Higher Freight Officer	Grade Level 08
1.4	Senior Freight Officer	Grade Level 09
1.5	Principal Freight Officer Grade II	Grade Level 10
1.6	Principal Freight Officer Grade I	Grade Level 12
1.7	Assistant Chief Freight Officer	Grade Level 13
1.8	Chief Freight Officer	Grade Level 14

2. DUTIES

2.1 Assistant Freight Officer, Grade Level 06

2.1.1 Assisting in shipping duties such as:

2.1.1.1 Preparing manifests.

2.1.1.2 Processing shipping documents.

2.1.1.3 Preparing customs entry and delivery set, location, clearance and dispatch of stores.

- 2.1.1.4 Giving claims notice.
- 2.2 Freight Officer, Grade Level 07
 - 2.2.1 Taking responsibility for the clearance of all government stores through Customs, Nigeria Ports Authority, Shipping Companies and Airlines and their dispatch by Road, Rail or Air to their destinations in Nigeria.
 - 2.2.2 Giving notices of claims to the Nigerian Ports Authority, Shipping Companies Airlines, Nigerian Railway Corporation and road carriers for goods damaged or short-delivered.
 - 2.2.3 Booking Air and Sea passages and reserving Hotels and Rest House accommodations for Government transit passengers.
- 2.3 Higher Freight Officer, Grade Level 08
 - 2.3.1 Handling imports and exports of unaccompanied baggage.
 - 2.3.2 Assisting in the training and supervision of Junior Officers.
 - 2.3.3 Preparing Advance proposals and Annual Estimates.
- 2.4 Senior Freight Officer, Grade Level 09
 - 2.4.1 Having responsibility for maintenance of buildings and furniture.
 - 2.4.2 Assisting in the planning and execution of training programmes for junior staff.
 - 2.4.3 Taking charge of a unit in the Section.
- 2.5 Principal Freight Officer Grade II, Grade Level 10
 - 2.5.1 Advising on the principles of customs tariff and regulations and shipping company's requirements.
 - 2.5.2 Having responsibility for transport hiring.
 - 2.5.3 Coordinating the activities of a number of junior staff.
- 2.6 Principal Freight Officer Grade I, Grade Level 12
 - 2.6.1 Taking charge of the execution of training programmes for the staff of the Section.
 - 2.6.2 Organizing and supervising the work of staff engaged in freight activities of the Agency.
 - 2.6.3 Authorizing purchases of stores and signing Local Purchase Orders.
- 2.7 Assistant Chief Freight Officer, Grade Level 13
 - 2.7.1 Directing, supervising and coordinating the activities of the staff in the Mechanical and Transport Unit of the Agency.
 - 2.7.2 Servicing Government Coastal Agency Advisory Board Meetings.
 - 2.7.3 Participating in the formulation of freight policies and interpretation of same to subordinates.
- 2.8 Chief Freight Officer, Grade Level 14
 - 2.8.1 Taking charge of the general administration of a Section.
 - 2.8.2 Advising the supervising Ministry on the formulation, execution and review of policies and regulations on matters related to the services of the Agency.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Freight Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the qualifications:
 - 3.1.1.1 Ordinary National Diploma in Business Studies from an Institution.
 - 3.1.1.2 Intermediate Certificate of the Institute of Chartered Secretaries Administrators.
 - 3.1.1.3 Royal Society of Arts Stage III (Advanced) in Accounts.
 - 3.1.1.4 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects at two sittings.
 - 3.2 Freight Officer, Grade Level 07

- 3.2.1 By promotion of a confirmed and suitable Assistant Freight Officer who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualifications cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.3.1 Certificate of Associateship of the London Institute of Freight Forwarders.
 - 3.2.3.2 London Chamber of Commerce Higher Group Diploma in Shipping.
 - 3.2.3.3 Higher National Diploma in Business Studies from a recognized Institution.
 - 3.3 Higher Freight Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Freight Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' or in subparagraph 3.2.3 above plus at least three years' post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.3.3.1 Associate Membership of the Institute of Transport.
 - 3.3.3.2 Associate Membership of the Institute of Export.
 - 3.4 Senior Freight Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Freight Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eight years or in subparagraph 3.2.3 above plus at least six years or in sub-paragraph 3.3.3 above plus at least three years' post-qualification cognate experience respectively.
 - 3.5 Principal Freight Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Freight Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least eleven years' or in subparagraph 3.2.3 above plus at least nine years' or in sub-paragraph 3.3.3 above plus at least six years' post-qualification cognate experience respectively
 - 3.6 Principal Freight Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Freight Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Freight Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Freight Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Freight Officer, Grade Level 14
 - 3.8.1 By promotion of a confirmed and suitable Assistant Chief Freight Officer who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Freight Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

MARINE ENGINEERING ASSISTANT CADRE

1. POSTS AND SALARIES
 - 1.1 Marine Engineering Assistant Grade II Grade Level 04
 - 1.2 Marine Engineering Assistant Grade I Grade Level 05
 - 1.3 Senior Marine Engineering Assistant Grade Level 06
 - 1.4 Chief Marine Engineering Assistant Grade Level 07
2. DUTIES
 - 2.1 Marine Engineering Assistant Grade II, Grade Level 04
 - 2.1.1 Undergoing on-the-job training for two years and performing routine technical duties.
 - 2.2 Marine Engineering Assistant Grade I, Grade Level 05
 - 2.2.1 Running and maintaining engines while on board under supervision
 - 2.2.2 Working under a senior officer in bigger crafts.
 - 2.3 Senior Marine Engineering Assistant, Grade Level 06
 - 2.3.1 Running and maintaining engines while on board.
 - 2.3.2 Taking charge of the engine in small launches.
 - 2.3.3 Working under a senior officer in bigger crafts.
 - 2.4 Chief Marine Engineering Assistant, Grade level 07
 - 2.4.1 Taking charge of the maintenance of the engines in bigger launches.
 - 2.4.2 Supervising a number of junior staff in his Unit.
 - 2.4.3 Maintaining engines of a Ferry Boat and other crafts.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Marine Engineering Assistant Grade II, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing Class II Trade Test Certificate in a relevant grade from an approved trade Institution.
 - 3.2 Marine Engineering Assistant Grade I, Grade Level 05
 - 3.2.1 By advancement of a Marine Engineering Assistant Grade II who has successfully completed a two-year on-the-job training programme and obtained Trade Test Class I Certificate.
 - 3.2.2 By direct appointment of a candidate possessing Class I Trade Test Certificate in a relevant trade from an approved Institution.
 - 3.3 Senior Marine Engineering Assistant, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Marine Engineering Assistant Grade I who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified its sub-paragraph 1.2.2 above plus at least two years post-qualification cognate experience.
 - 3.4 Chief Marine Engineering Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Marine Engineering Assistant who has spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Marine Engineering Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

MARINE ENGINEER/MARINE OFFICER CADRE

1. POSTS AND SALAIRES
 - 1.1 Marine Engineer/Officer Grade II Grade Level 08
 - 1.2 Marine Engineer/Officer Grade I Grade Level 09
 - 1.3 Senior Marine Engineer/Officer Grade Level 10
 - 1.4 Principal Marine Engineer/Officer Grade Level 12

1.5	Assistant Chief Marine Engineer/Officer	Grade Level 13
1.6	Chief Marine Engineer/Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Manna Engineer/Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties:
 - 2.1.1.1 Supervising the executive fleeting staff attached to the dockyard
 - 2.1.1.2 Assisting in supervising Marine Engineering construction and workshop staff.
 - 2.1.1.3 Inspecting inventory and ensuring that the boats comply with the statutory regulations as regards fire-fighting/equipment and live-saving appliances.
 - 2.1.1.4 Undertaking repairs and construction jobs.
 - 2.1.1.5 Supervising work done on the beach.
 - 2.1.1.6 Assisting in the preparation of dockyard records.
 - 2.1.1.7 Ensuring that boats are securely moored and efficiently maintained at all times.
- 2.2 Marine Engineer/Officer Grade I, Grade Level 09
 - 2.2.1 Controlling and issuing Fuel and Stores.
 - 2.2.2 Buoying navigational channels
 - 2.2.3 Rendering periodic returns.
 - 2.2.4 Surveying inland waterways.
 - 2.2.5 Supervising a number of junior staff
- 2.3 Senior Marine Engineer/Officer, Grade Level 10
 - 2.3.1 Functioning as a Divisional Marine Engineer/Officer.
 - 2.3.2 Coordinating the activities of a Unit.
 - 2.3.3 Supervising the activities of dockyard staff.
 - 2.3.4 Maintaining and repairing crafts, machinery, dockyard buildings shipways and launches.
 - 2.3.5 Assisting in the training of junior staff.
 - 2.3.6 Checking overtime claims.
- 2.4 Principal Marine Engineer/Officer, Grade Level 12
 - 2.4.1 Assisting in the execution of taming programme for marine staff
 - 2.4.2 Maintaining records relating to crafts.
 - 2.4.3 Assisting in preparing designs specifications and estimating costs for new crafts
 - 2.4.4 Supervising the activities of a number of junior staff.
- 2.5 Assistant Chief Marine Engineer/Officer, Grade Level 13
 - 2.5.1 Coordinating the activities of a number of Units.
 - 2.5.2 Assisting in organizing and executing the training programme of staff.
 - 2.5.3 Preparing design specifications and estimating cost for new crafts.
- 2.6 Chief Marine/Engineering Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Taking charge of specified subjects.
 - 2.6.3 Supervising the training programmes of staff.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Taking charge of the formulation and execution of training programmes for staff
 - 2.7.3 Assisting in the general administration of the Department (States).

- 2.7.4 Coordinating the activities of a number of Sections.
- 2.7.5 Assisting in the general administration of the Department (States).
- 2.7.6 Initiating action on the review of marine engineering and navigational police and programmes.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of a Division/Department (States)
 - 2.8.2 Advising on the formulation, execution and review of policies and programme on marine engineering related matters.
 - 2.8.3 Assisting in the general administration of the Department.
 - 2.8.4 Taking responsibility for marine engineering and navigational developm planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising on the formulation, execution and review of policies and programmes on marine engineering related matters.

3. METHODS OF ENTRY AND ADVANCEDMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Marine Engineer/Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with the Council for the Regulation of Engineering in Nigeria (COREN):
 - 3.1.1.1 British B.O.T. Certificate of Competency as 1st Mate.
 - 3.1.1.2 British B.O.T. Certificate of Competency, 2nd Class (Steam or Motor).
 - 3.1.1.3 A degree in Marine Engineering or related subject from a recognized University.
- 3.2 Marine Engineer/Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Marine Engineer/Officer Grade II who has completed a two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified sub-paragraph 3.1.1 above plus at least two years' post-qualification co experience.
- 3.3 Senior Marine Engineer/Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Marine Engineer/Officer Grade who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Marine Engineer/Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Marine Engineer/Officer who has spent at least three years on the grade and obtained the registration of COREN.
- 3.5 Assistant Chief Marine Engineer/Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Marine who has spent at least three years on the grade and registered with COREN
- 3.6 Chief Marine Engineer/Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Marine Engineer/Officer who has spent at least three years on the grade and registered with COREN.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of the suitable Chief Marine Engineer/Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16

- 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 10. Direct Appointment to Posts in Grade Level 12 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotions from such direct appointment to higher grades are subject to confirmation of appointment.

JUNIOR DESK STAFF CADRE

1. POSTS AND SALARIES

1.1	Ordinary Seaman	Grade Level 03
1.2	Able Seaman	Grade Level 04
1.3	Quartermaster	Grade Level 05
1.4	Senior Quartermaster	Grade Level 06
1.5	Chief Quartermaster	Grade Level 07
2. DUTIES
 - 2.1 Ordinary Seaman, Grade level 03
 - 2.1.1 This is a training grade during which the officer trains within a shore marine establishment and on board River Craft for two years in ordinary seamanship.
 - 2.1.2 Carrying out manual/routine duties.
 - 2.2 Able Seaman, Grade Level 04
 - 2.2.1 Cleaning and maintaining Deck Section of various crafts.
 - 2.2.2 Fighting-fire on board craft.
 - 2.2.3 Steering motor boats craft under supervision.
 - 2.2.4 Securing or unmooring crafts.
 - 2.3 Quartermaster, Grade Level 05
 - 2.3.1 Steering motor boats.
 - 2.3.2 Taking charge of harbor launches.
 - 2.4 Senior Quartermaster, Grade Level 06
 - 2.4.1 Supervising the activities of a number of subordinate staff.
 - 2.4.2 Steering crafts while sailing.
 - 2.5 Chief Quartermaster, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior staff,
 - 2.5.2 Taking charge of small launches and ferries.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Ordinary Seaman, Grade level 03
 - 3.1.1 By direct appointment of an able-bodied candidate possessing any of the following qualifications plus ability to swim:
 - 3.1.1.1 Evidence of completion of a full course in Government approved Secondary School, or S. 75 or Junior Secondary School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
 - 3.2 Able Grade Level 04
 - 3.2.1 By advancement of an Ordinary Seaman who has successfully complete two-year in-service training course and obtained the Efficiency (Life) Boatman/Efficiency Deckhand Certificate.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:

- 3.2.2.1 West African School Certificate or Senior Secondary School Certificate.
- 3.2.2.2 General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or five subjects at two sittings.
- 3.3 Quartermaster, Grade Level 05
 - 3.3.1 By advancement of an Able Seaman who has obtained the Quartermaster Certificate of Competence and spent at least two years on the grade.
- 3.4 Senior Quartermaster, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Quartermaster who has spent at least two years on the grade.
- 3.5 Chief Quartermaster, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Quartermaster who has spent at least years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed and outstanding Quartermaster who obtained the River Master Certificate of Competence may be considered for promotion to the grade of Assistant Master.
 - 4.2 A confirmed and outstanding Senior Quartermaster who has obtained the River Certificate of Competence may be considered for promotion to the grade of Master.
 - 4.3 A confirmed and outstanding Chief Quartermaster who has obtained the River Certificate of Competence may be considered for lateral transfer to the grade of Master.
 - 4.4 Any officer in the Junior Deck Staff Cadre who acquires any of the qualification specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

SENIOR DECK STAFF CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Master Grade Level 06
 - 1.2 Master Grade Level 07
 - 1.3 Higher Master Grade Level 08
 - 1.4 Senior Master Grade Level 09
 - 1.5 Principal Master, Grade II Grade Level 10
 - 1.6 Principal Master, Grade I Grade Level 12
 - 1.7 Assistant Chief Master Grade Level 13
 - 1.8 Chief Master Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Master, Grade level 06
 - 2.1.1 Commanding medium sized power driven inland water vessel of not more than 30 meter long or of passenger capacity not more than 200.
 - 2.1.2 Taking custody and responsibility for safety of lives, safety of the vessel cargoes an board such vessel.
 - 2.1.3 Maneuvering and handling vessel (along inland water or alongside berth) his command.
 - 2.1.4 Making official Log Book entries of day-to-day operation of vessel under the command.
 - 2.1.5 Supervising the upkeep and maintenance of deck section of vessel.
 - 2.1.6 Supervising ferry service at ferry station.
 - 2.1.7 Piloting vessel under his command.
 - 2.2 Master, Grade Level 07
 - 2.2.1 Directing First Aid Treatment fire lighting and rescue operation.
 - 2.2.2 Commanding inland water vessel of not more than 35 meters long or of passengers carrying capacity of between 400 to 800

- 2.2.3 Taking overall charge of such vessels and taking custody and responsibility of lives and cargoes aboard the vessel.
 - 2.2.4 Making official log book entries of day-to-day operation of vessel under his command.
 - 2.2.5 Supervising the upkeep and maintenance of deck section of vessel.
 - 2.2.6 Assisting in performing administrative functions of Beach operations general supervision of all vessels at Beach or Station general control of movement of vessels allocated to station or dockyard; disposition of staff, manning list etc.
 - 2.2.7 Supervising, securing and letting-go of vessels from jetties.
 - 2.2.8 Ensuring overtime is performed by Floating or Beach Staff in accordance with laid down instructions or existing circulars.
 - 2.2.9 Piloting the vessel under his command.
 - 2.3 Higher Master, Grade Level 08
 - 2.3.1 Commanding Inland Water Vessels of not more than 40 metres long or modern motor ferry carrying not more than 1,000 passengers and vessel& for long distance (Inter States) passengers.
 - 2.3.2 Rendering round trip reports on observations in Inland Waterways during Inter-States passages.
 - 2.3.3 Supervising ferry beach operations.
 - 2.3.4 Organizing daily runs and deployment of vessels.
 - 2.3.5 Supervising the activities of a number of subordinates.
 - 2.4 Senior Master, Grade Level 09
 - 2.4.1 Piloting vessel under his command.
 - 2.4.2 Commanding Inland Water ferry of passenger capacity of more than 1000.
 - 2.4.3 Supervising the administration of Beach Staff and Operations.
 - 2.4.4 Taking charge of sub-station ferry operations.
 - 2.4.5 Rendering periodic, quarterly and annual reports of activities and proposals for ferry sub-station.
 - 2.5 Principal Master Grade II, Grade Level 10
 - 2.5.1 Commanding specially designed and highly technical vessels, tug and towed conveys with total dead-weight of over 1,000 tons.
 - 2.5.2 Performing routine administrative work and organizing work in out-stations.
 - 2.5.3 Assisting in training subordinate staff
 - 2.6 Principal Master Grade I, Grade Level 12
 - 2.6.1 Assisting in collecting data for preparation of periodic, quarterly and annual reports and proposals for out-stations.
 - 2.6.2 Organizing training programmes for subordinate Deck and Beach Staff
 - 2.6.3 Reporting to Ass slant Chief Master
 - 2.7 Assistant Chief Master, Grade Level 13
 - 2.7.1 Coordinating the activities of a number of subordinate staff.
 - 2.7.2 Taking charge of the general supervision and reporting on the technical workshop staff and supervision of the preparation of Annual Confidential Reports as would be necessary for out-station and sub-stations.
 - 2.7.3 Supervising training pmgrammes for Technical Workshop staff.
 - 2.8 Chief Master, Grade Level 14
 - 2.8.1 Taking charge of the administration of the Section
 - 2.8.2 Maintaining order and discipline amongst Senior Officers and reporting on same.
 - 2.8.3 Assisting in the preparation of annual proposals for Deck, Engine Room and Beach Operation Services.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotion and transfers are subject to vacancy and satisfactory service.

- 3.1 Assistant Master, Grade level 06
 - 3.1.1 By promotion of a confirmed and suitable Quartermaster who has got the River Master Certificate of Competence.
 - 3.1.2 By direct appointment of a candidate possessing Ordinary National Diploma in Marine Engineering from a recognized Institute.
 - 3.2 Master, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Master who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Certificate of Competence of Deck Officer Class IV.
 - 3.2.3 By promotion of a confirmed and suitable Senior Quartermaster who has obtained the River Certificate of Competence.
 - 3.2.4 By lateral transfer of a suitable Chief Quartermaster who has obtained the River Certificate of Competence.
 - 3.2.5 By advancement of an Assistant Master possessing the qualification specified in sub-paragraph 3.1.2 above who has spent one year on the grade.
 - 3.3 Higher Master, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Master who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the HND in Marine Engineering or Mate (H/T) Certificate of Competence or Class III (Deck Officer) Certificate of Competence.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.2 or 3.2.2 above plus at least four or three years' post-qualification cognate experience respect.
 - 3.4 Senior Master, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Master who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraphs 3.1.2 or 3.2.2 or 3.3.2 above plus at least seven or six or three years' post-qualification cognate experience respectively.
 - 3.4.3 By direct appointment of a candidate possessing Class II (Deck Officer) Certificate of Competence, or Master (H/T) Certificate of Competence.
 - 3.5 Principal Master Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Master who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing Class I (Deck Officer) Certificate of Competence.
 - 3.5.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 or 3.2.2 or 3.3.2 or 3.4.3 above plus at least ten or nine or six or three years' post-qualification cognate experience respectively.
 - 3.6 Principal Master Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Master Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Master, Grade level 13
 - 3.7.1 By promotion of a suitable Principal Master Grade I who has spent at least three years on the grade.
 - 3.8 Chief Master, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Muter who has spent at least three years on the grade.
4. ADVNCEMENT BEYOND THE CADRE

Any officer in the Senior Deck Staff Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

BOATMAN CADRE

1. POSTS AND SALARIES
 - 1.1 Boatman Grade Level 01
 - 1.2 Senior Boatman Grade Level 02
 - 1.3 Coxswain Grade Level 03
2. DUTIES
 - 2.1 Boatman, Grade Level 01
 - 2.1.1 Assisting in manning and taking care of canoes and other crafts under paddle or oars.
 - 2.2 Senior Boatman, Grade Level 02
 - 2.2.1 Manning and taking care of canoe and other crafts under paddle or oars.
 - 2.3 Coxswain, Grade Level 03
 - 2.3.1 Supervising the activities of a number of junior staff.
 - 2.3.2 Maintaining and taking cue of canoes and other crafts.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Boatman, Grade Level 01
 - 3.1.1 By direct appointment of a candidate who is physically and mentally fit and possesses the ability to swim.
 - 3.2 Senior Boatman, Grade Level 02
 - 3.2.1 By promotion of a confirmed and suitable Boatman who has spent at least two years on the grade.
 - 3.3 Grade Level 03
 - 3.3.1 By promotion of a suitable Senior Boatman who has spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
Any Officer in the Boatman Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

BARGEMAN CADRE

1. POSTS AND SALARIES
 - 1.1 Bargeman Grade Level 01
 - 1.2 Senior Bargeman Grade Level 02
 - 1.3 Head Bargeman Grade Level 03
2. DUTIES
 - 2.1 Bargeman, Grade 01,
 - 2.1.1 Assisting in taking care of barges.
 - 2.2 Senior Bargeman, Grade Level 02
 - 2.2.1 Taking care of barges and having responsibility for the safety of their contents.
 - 2.3 Head Bargeman, Grade Level 03
 - 2.3.1 Supervising the activities of a number of junior staff.
 - 2.3.2 Taking care of barges and ensuring their safety with their contents.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Bargeman, Grade Level 01
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit and possessing the ability to swim.
 - 3.2 Senior Bargeman, Grade Level 02

- 3.2.1 By promotion of a confirmed and suitable Bargeman who has spent at least two years on the grade.
- 3.3 Head Bargeman, Grade Level 03
 - 3.3.1 By promotion of a suitable Senior Bargeman who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE**
Any officer in the Bargeman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

GREASER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Greaser Grade Level 02
 - 1.2 Senior Greaser Grade Level 03
- 2. **DUTIES**
 - 2.1 Greaser, Grade Level 02
 - 2.1.1 Assisting in cleaning the engine room of a diesel craft and stocking in coal burner.
 - 2.2 Senior Greaser, Grade Level 03
 - 2.2.1 Cleaning the engine re-nm of a diesel-craft and stocking in coal burner.
 - 2.2.2 Supervising a number of Greasers.
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
Note: All promotions and transfers tire subject to vacancy and satisfactory service record.
 - 3.1 Greaser, Grade Level 02
 - 3.1.1 By direct appointment of a candidate who is mentally and physically fit.
 - 3.2 Senior Greaser, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Bargeman who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Bargeman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotions specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

PATROLMAN CADRE

- 1. **POSTS AND SALARIES:**
 - 1.1 Patrolman Grade Level 02
 - 1.2 Senior Patrolman Grade Level 03
 - 1.3 Head Patrolman Grade Level 04
- 2. **DUTIES**
 - 2.1 Patrolman, Grade Level 02
 - 2.1.1 Assisting in controlling traffic at the ferry terminus
 - 2.2 Senior Patrolman, Grade Level 03
 - 2.2.1 Controlling traffic at the ferry terminus
 - 2.3 Head Patrolman, Grade Level 04
 - 2.3.1 Supervising the activities of a number of junior staff
 - 2.3.2 Controlling traffic
- 3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
Note: All promotions/transfers are subject to vacancy and satisfactory service record.
 - 3.1 Patrolman, Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.2 Senior Patrolman, Grade Level 03

- 3.2.1 By promotion of a confirmed and suitable Patrolman who has spent at least two years on the grade.
- 3.3 Head Patrolman, Grade Level 04
 - 3.3.1 By promotion of a suitable Senior Patrolman who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any Officer in the Patrolman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TURNSTILE OPERATOR CADRE

- 1. POSTS AND SALARIES
 - 1.1 Turnstile Operator Grade Level 03
 - 1.2 Senior Turnstile Operator Grade Level 04
 - 1.3 Head Turnstile Operator Grade Level 05
- 2. DUTIES:
 - 2.1 Turnstile Operator, Grade Level 03
 - 2.1.1 Assisting in operating a turnstile and collecting fares at a ferry terminal.
 - 2.2 Senior Turnstile Operator, Grade Level 04
 - 2.2.1 Operating a turnstile and collecting fares at a Ferry Terminal.
 - 2.2.2 Drawing up a duty roster
 - 2.3 Head Turnstile Operator, Grade Level 05
 - 2.3.1 Collecting, checking and depositing for overnight storage, all money collected during the day.
 - 2.3.2 Supervising a number of Turnstile Operators.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
Note: All promotion/transfers are subject to vacancy and satisfactory service record.
 - 3.1 Turnstile Operator, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.1.2 Junior Secondary School Certificate.
 - 3.1.1.3 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
 - 3.1.1.4 Royal Society of Arts School Commercial Certificate.
 - 3.2 Senior Turnstile Operator, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Turnstile Operator who has spent at least two years on the grade.
 - 3.3 Head Turnstile Operator, Grade level 05
 - 3.3.1 By promotion of a confirmed and suitable Senior Turnstile Operator who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Turnstile Operator Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

WATER RESOURCES

TECHNICAL ASSISTANT (WATER ENGINEERING) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Technical Assistant Grade II Grade Level 03
 - 1.2 Technical Assistant Grade I Grade Level 04
 - 1.3 Senior Technical Assistant Grade II Grade Level 05

- 1.4 Senior Technical Assistant Grade I Grade Level 06
- 1.5 Chief Technical Assistant Grade I Grade Level 07

2. DUTIES

- 2.1 Technical Assistant Grade II, Grade Level 03
 - 2.1.1 Performing under the supervision of a senior officer, elementary technical works in the field of Water Engineering.
- 2.2 Technical Assistant Grade I Grade Level 04
 - 2.2.1 This is a training grade in which an officer undergoes organized on-the-job training within the Department.
- 2.3 Senior Technical Assistant Grade II, Grade Level 05
 - 2.3.1 Performing the following duties under supervision
 - 2.3.1.1 Carrying out field surveys and investigations on water supply schemes.
 - 2.3.1.2 Preparing drawings for simple treatment and pumping plants
 - 2.3.1.3 Assisting in construction work.
- 2.4 Senior Technical Assistant Grade I, Grade Level 06
 - 2.4.1 Undertaking elementary hydraulics designing.
 - 2.4.2 Preparing working drawings from design sketches and details from a general layout.
 - 2.4.3 Undertaking, under supervision, setting out, taking of quantities and costing of construction works.
- 2.5 Chief Technical Assistant, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior staff.
 - 2.5.2 Performing the duties specified in sub-paragraph 3.4.1 - 3.4.3 above.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Technical Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 with a bias for science.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits passed at one sitting or four credits at two sittings, preferably including Mathematics, Physics or Chemistry.
- 3.2 Technical Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Technical Assistant Grade II who has spent at least two years on the grade and passed the Confirmation/Promotion Test at promotion level (i.e. 50 percent).
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate, preferably including credit passes in Mathematics and Physics or Chemistry.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or five subjects at two sittings, preferably, including Mathematics and Physics or Chemistry.
 - 3.2.2.3 By direct appointment of a candidate possessing the Trade Certificate obtained from a Government Trade School or any other approved Trade Institution.
- 3.3 Senior Technical Assistant Grade II, Grade Level 05

- 3.3.1 By promotion of a confirmed and suitable Technical Assistant Grade I who has spent at least two years on the grade and successfully completed the training programme specified in sub-paragraph 2.2.1 above.
- 3.4 Senior Technical Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a suitable Senior Technical Assistant Grade II who has spent at least two years on the grade.
- 3.5 Chief Technical Assistant, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Assistant (Water Engineering) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (WATER RESOURCES) CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. **DUTIES**
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 This is a training grade. The holder of the post is expected to perform, under supervision the following duties:-
 - 2.1.1.1 Carrying out minor surveys, elementary calculations and analysis of data on flow sedimentation, stage I discharge correlation of river flows.
 - 2.1.1.2 Handling routine work on irrigation, intake Structures, soil analysis as well as simple calculation of design of hydraulic structures related to irrigation, water supply and hydrology:
 - 2.1.2 Assisting senior officers as may be required or directed.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Taking charge, under supervision of specified subject/subjects within a Section of the Ministry in treating matters in any of the following fields:
 - 2.2.1.1 More advanced design calculation of discharge and segmentation.
 - 2.2.1.2 Installation of hydrometric stations;
 - 2.2.1.3 Simple routine maintenance of hydrometric equipment; and
 - 2.2.1.4 Training of junior staff
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Taking charge of specified subject/subjects within a Unit of the Department.
 - 2.3.2 Supervising and coordinating the activities of a number of subordinate staff.
 - 2.3.3 Assisting in organizing training for staff.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Taking charge of specified subject/subjects or schedule of duties within a Unit of the Department.
 - 2.4.2 Assisting in taking charge of a Unit of the Department.
 - 2.4.3 Supervising activities in a number of related subjects.
 - 2.5 Principal Technical Officer Grade II, Grade Level 10

- 2.5.1 Taking charge of specified subject/subjects within the Department.
- 2.5.2 Taking charge of a unit of the Department
- 2.5.3 Coordinating activities in a number of related subjects.
- 2.6 Principal Technical Officer, Grade I, Grade Level 12
 - 2.6.1 Performing specific assignments at a higher level of responsibility.
 - 2.6.2 Supervising and coordinating activities of a number of Units.
 - 2.6.3 Training junior staff
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of the Section.
 - 2.7.2 Coordinating the activities of a number of junior officers.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Coordinating duties of all Technical Officers in a Section and taking charge of personnel training programmes in respect of junior staff.
 - 2.8.2 Taking charge of a Section.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing the Ordinary National Diploma in Engineering or Allied subjects from a recognized Institution.
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of an Assistant Technical Officer who has spent twelve months on the grade.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Engineering from a recognized Institution.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least seven or years' post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who I spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least ten or six post-qualification Cognate experience respectively.
- 3.6 Principal Technical Officer, Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has a least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.

4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Officer (Water Resources) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

**WATER ENGINEER/WATER RESOURCES ENGINEER/
HYDROLOGICAL ENGINEER CADRE**

1. **POSTS AND SALARIES**
- | | | |
|-----|---|----------------|
| 1.1 | Water/Water Resources/Hydrological Engineer Grade II | Grade Level 08 |
| 1.2 | Water/Water Resources/Hydrological Engineer Grade I | Grade Level 09 |
| 1.3 | Senior Water/Water Resources/Hydrological Engineer | Grade Level 10 |
| 1.4 | Principal Water/Water Resources/Hydrological Engineer | Grade Level 12 |
| 1.5 | Assistant Chief Water/Water Resources/Hydrological Engineer | Grade Level 13 |
| 1.6 | Chief Water/Water Resources/Hydrological Engineer | Grade Level 14 |
| 1.7 | Assistant Director | Grade Level 15 |
| 1.8 | Deputy Director/Director (States) | Grade Level 16 |
| 1.9 | Director | Grade Level 17 |
2. **DUTIES**
- 2.1 Water/Water Resources/Hydrological Engineer Grade II, Grade Level 08
- 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision
- 2.1.2 Water
- 2.1.2.1 Investigating and designing water supply schemes.
- 2.1.2.2 Carrying out topographic and water sources surveys.
- 2.1.2.3 Designing reticulation and treatment works.
- 2.1.2.4 Supervising water construction projects.
- 2.1.3 Water/Resource
- 2.1.3.1 Carrying out general resources survey and resources allocation for use.
- 2.1.3.2 Processing and analyzing data collected.
- 2.1.3.3 Undertaking water storage works and hydraulic designs.
- 2.1.4 Hydrological
- 2.1.4.1 Computer and analyzing data collected
- 2.1.4.2 Carrying out hydrological surveys.
- 2.1.4.3 Assisting in the establishment of hydrological and hydromet stations.
- 2.1.4.4 Computing flows and reservoir hydrography.
- 2.2 Water/Water Resources/Hydrological Engineer Grade I, Grade Level 09
- 2.2.1 Water
- 2.2.1.1 Identifying alternative supply sources.
- 2.2.1.2 Identifying alternative designs for water supply.
- 2.2.1.3 Performing the duties specified in sub-paragraph 2.1.2 above.
- 2.2.2 Water Resources
- 2.2.2.1 Undertaking advanced designs for multipurpose use of water resources.
- 2.2.2.2 Designing dams, weirs and diversion structures.
- 2.2.2.3 Performing the duties specified in sub-paragraph 2.1.3 above.
- 2.2.3 Hydrological
- 2.2.3.1 Taking part in the identification of projects
- 2.2.3.2 Preparing station network designs and supervising installations.
- 2.2.3.3 Processing hydrological data.
- 2.2.3.4 Performing the duties specified in sub-paragraph 2.1.4 above.
- 2.3 Senior Water/Water Resources/Hydrological Engineer, Grade Level 10
- 2.3.1 Water

- 2.3.1.1 Designing complete water supply schemes including treatment works.
- 2.3.1.2 Surveying and analyzing water resources.
- 2.3.1.3 Training junior staff.
- 2.3.2 Water Resources
 - 2.3.2.1 Carrying out the assessment of water resources for water supply schemes.
 - 2.3.2.2 Taking charge of the administration of a water supply scheme.
- 2.3.3 Hydrological
 - 2.3.3.1 Reviewing network designs.
 - 2.3.3.2 Training junior staff.
 - 2.3.3.3 Publishing hydrological year book.
- 2.4 Principal Water/Water Resources/Hydrological Engineer, Grade Level 12
 - 2.4.1 Training Junior Staff on the job.
 - 2.4.2 Water
 - 2.4.2.1 Taking charge of water resources projects.
 - 2.4.2.2 Carrying out project planning and monitoring the execution of projects.
 - 2.4.3 Water Resources
 - 2.4.3.1 Taking charge of a water resources report.
 - 2.4.3.2 Planning multi-use of water resources, on a regional basis.
 - 2.4.4 Hydrological
 - 2.4.4.1 Taking charge of the administration of hydrological investigation programmes.
 - 2.4.4.2 Organizing advanced data processing and publication.
- 2.5 Assistant Chief Water/Water Resources/Hydrological Engineer, Grade Level 13
 - 2.5.1 Training Junior Staff on the job
 - 2.5.2 Water
 - 2.5.2.1 Administering systems of water supply projects
 - 2.5.2.2 Identifying and assessing water supply projects including supply sources.
 - 2.5.3 Water Resources
 - 2.5.3.1 Assisting in organizing regional Water Resources Surveys, including aspects such as hydrogeology soil moisture and hydrology.
 - 2.5.4 Hydrological
 - 2.5.4.1 Organizing hydrological laboratory facilities and comprehensive Surveys.
 - 2.5.4.2 Carrying out advanced data analysis.
 - 2.5.4.3 Designing drainage projects.
 - 2.5.4.4 Taking charge of Urban hydrological projects.
- 2.6 Chief Water/Water Resources/Hydrological Engineer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Taking charge of specified subjects in the Department.
 - 2.6.3 Supervising the training programmes of staff
 - 2.6.4 Organizing, planning and implementing all water resources surveys on a regional basis.
 - 2.6.5 Establishing and implementing water balance.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Coordinating the training programmes of staff.
 - 2.7.3 Assisting in the general administration of the Department (States).
 - 2.7.4 Initiating the review of water resources engineering policies and programmes.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the administration of the Division/Department.

- 2.8.2 Assisting in the general administration of the Department.
- 2.8.3 Advising on the formulation execution and review of water resources engineering policies and programmes (States)
- 2.8.4 Taking responsibility for water resources engineering development Planning
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising on the formulation, execution and review of water resources engineering policies and programmes.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Water/Water Resources/Hydrological Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Hydraulic Engineering or Civil Engineering with bias towards Water Engineering from a recognized University or equivalent qualification registrable with the Council of Registered Engineers of Nigeria (COREN).
- 3.2 Water/Water Resources/Hydrological Engineer Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Water/Water Resources/Hydrological Engineer Grade II who has completed the two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.3 Senior Water/Water Resources/Hydrological Engineer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Water/Water Resources/Hydrological Engineer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Water/Water Resources/Hydrological Engineer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Water/Water Resources/Hydrological Engineer who has spent at least three years on the grade and obtained the registration of COREN.
- 3.5 Assistant Chief Wafer/Water Resources/Hydrological Engineer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Water/Water Resources/Hydrological Engineer who has spent at least three years on the grade and registered with COREN.
- 3.6 Chief Water/Water Resources/Hydrological Engineer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Water/Water Resources/Hydrological Engineer who has spent at least three years on the grade and registered with COREN.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Water/Water Resources/Hydrological Engineer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in grade level 12 and above; but these would be preceded by

specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

HYDROGEOLOGIST/HYDROLOGIST CADRE

1. POSTS AND SALARIES

1.1	Hydrogeologist/Hydrologist Grade II	Grade Level 08
1.2	Hydrogeologist/Hydrologist Grade I	Grade Level 09
1.3	Senior Hydrogeologist/Hydrologist	Grade Level 10
1.4	Principal Hydrogeologist/Hydrologist	Grade Level 12
1.5	Assistant Chief Hydrogeologist/Hydrologist	Grade Level 13
1.6	Chief Hydrogeologist/Hydrologist	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director	Grade Level 16
1.9	Director	Grade Level 20

2. DUTIES

- 2.1 Hydrogeologist/Hydrologist Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision.
 - 2.1.1.1 Ground water investigation and Hydrogeological mapping and ground water quality monitoring.
 - 2.1.1.2 Geodetic surveying and leveling.
 - 2.1.1.3 Hydrogeological data analysis and processing as well as on-the-job training of junior staff in his Unit.
- 2.2 Hydrogeologist/Hydrologist Grade I, Grade 09
 - 2.2.1 Performing the following duties:
 - 2.2.1.1 Organizing ground water Geological mapping
 - 2.2.1.2 Computing and processing data
 - 2.2.1.3 Hydrogeological map preparation.
 - 2.2.2 Performing the duties specified in sub-paragraph 2.1.1.1 – 2.1.1.3 above.
- 2.3 Senior Hydrogeologist/Hydrologist, Grade Level 10
 - 2.3.1 Performing the following functions:
 - 2.3.1.1 Network analysis and regional hydrogeological mapping.
 - 2.3.1.2 Application of ground water to irrigation and water supply.
 - 2.3.1.3 Training of junior Engineers.
 - 2.3.2 Performing the duties specified in sub-paragraphs 2.2.1.1 – 2.2.1.3 above.
- 2.4 Principal Hydrogeologist/Hydrologist, Grade Level 12
 - 2.4.1 Performing the following functions:
 - 2.4.1.1 Administration of Hydrogeological Mapping Projects.
 - 2.4.1.2 Data Analysis and acquisition.
 - 2.4.1.3 Geophysical surveys.
 - 2.4.1.4 Taking responsibility for the training of junior engineers and junior staff.
 - 2.4.2 Performing the duties specified in sub-paragraphs 2.3.1.1 – 2.3.1.3 above.
- 2.5 Assistant Chief Hydrogeologist/Hydrologist, Grade Level 13
 - 2.5.1 Taking charge of a Regional Administration of Hydrogeological Mapping Hydrogeological map production including exploratory drilling.
 - 2.5.2 Performing the duties specified in sub-paragraphs 2.4.1.1 – 2.4.1.4 above.
- 2.6 Chief Hydrogeologist/Hydrologist, Grade Level 14
 - 2.6.1 Coordinating defined functions relating to Exploratory Hydrogeology in the Ministry.
 - 2.6.2 Taking charge of Regional Survey and mapping including aspects of water quality monitoring.

- 2.6.3 Organizing water balance survey and computation.
- 2.6.4 Taking charge of a Section.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Initiating action on the review of policies and programmes on water resources
 - 2.7.2 Taking charge of a Branch.
 - 2.7.3 Coordinating the training programme of staff.
- 2.8 Deputy Director, Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division.
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Having responsibility for water resources development
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the authority on the formulation, execution and review of policies and programmes on water resources.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotion/transfers are subject to vacancy and satisfactory service record.

- 3.1 Hydrogeology/Hydrology, Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Geology or Applied Geology from a recognized University.
- 3.2 Hydrogeologist/Hydrology Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Hydrogeologist/Hydrologist Grade II who has completed a two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Hydrogeologist/Hydrologists, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Hydrogeologist/Hydrologist Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Hydrogeologist/Hydrologist, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Hydrogeologist/ Hydrologist who has spent at least three years on the grade.
- 3.5 Assistant Chief Hydrogeologist/Hydrologist Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Hydrogeologist/Hydrologist who has spent at least three years on the grade.
- 3.6 Chief Hydrogeologist/Hydrologist Grade Level 14
 - 3.6.1 By promotion of suitable Assistant Chief Hydrogeologist/Hydrologist who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Officer from any of the following grades who has spent at least three years on the grade.
 - 3.7.1.1. Chief Water Engineer
 - 3.7.1.2 Chief Water Resources Engineer
 - 3.7.1.3 Chief Hydrological Engineer
 - 3.7.1.4 Chief Irrigation Engineer
 - 3.7.1.5 Chief Hydrogeologist/Hydrologist
 - 3.7.1.6 Chief Scientific Officer
- 3.8 Deputy Director, Grade Level 16

- 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above; Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

SCIENTIFIC OFFICER (WATER) CADRE

1. POSTS AND SALARIES

1.1	Scientific Officer Grade II	Grade Level 08
1.2	Scientific Officer Grade I	Grade Level 09
1.3	Senior Scientific Officer	Grade Level 10
1.4	Principal Scientific Officer	Grade Level 12
1.5	Assistant Chief Scientific Officer	Grade Level 13
1.6	Chief Scientific Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17
2. DUTIES
 - 2.1 Scientific Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a period of pupillage and performing the following duties supervision:-
 - 2.1.1.1 Geophysical investigations of ground water resources.
 - 2.1.1.2 Establishment of measuring points for duties in sub-paragraph 2.1.1 above.
 - 2.1.1.3 Water quality monitoring and analysis.
 - 2.1.1.4 Preparation of water quality maps.
 - 2.2 Scientific Officer, Grade I, Grade Level 09
 - 2.2.1 Designing field exercises for geophysical investigation.
 - 2.2.2 Preparing hydrogeological maps.
 - 2.2.3 Training sub-professional and junior staff
 - 2.2.4 Performing the duties specified in sub-paragraphs 2.1.1.1 - 2.1.1.4 above.
 - 2.3 Senior Scientific Officer, Grade Level 10
 - 2.3.1 Running water analysis and quality laboratory.
 - 2.3.2 Supervising field experiments related to water prospecting and quality monitoring.
 - 2.3.3 Monitoring quality network design including instrumentation.
 - 2.3.4 Training junior scientific officers.
 - 2.4 Principal Scientific Officer, Grade Level 12
 - 2.4.1 Taking charge of field projects.
 - 2.4.2 Establishing and running water laboratories and field stations for quality control analysis.
 - 2.4.3 Training junior Scientific Officers.
 - 2.4.4 Supervising the activities of a number of junior staff.
 - 2.5 Assistant Chief Scientific Officer, Grade Level 13
 - 2.5.1 Organizing investigation of ground water resources at regional level.
 - 2.5.2 Carrying out overall project planning related to geophysics and/or water quality
 - 2.5.3 Organizing training programmes.

- 2.5.4 Coordinating the activities of a number of junior staff
- 2.6 Chief Scientific Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Supervising the organizing of training programme for staff
 - 2.6.3 Preparing recurrent estimates for the Division.
 - 2.6.4 Supervising the activities of a number of subordinate staff
 - 2.6.5 Taking responsibility for specific functions of the Department.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch/Division (States).
 - 2.7.2 Coordinating the training programmes of staff
 - 2.7.3 Assisting in the general administration of the Department (States).
 - 2.7.4 Initiating action on the review of policies and programmes on water resources.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of the Division/Department (States).
 - 2.8.2 Advising on the formulation, execution and review of policies and programmes on matters relating to water resources (States).
 - 2.8.3 Assisting in the general administration of the Department.
 - 2.8.4 Taking responsibility for water resources development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Advising on the formulation, execution and review of policies and programmes on matters relating to water resources.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Scientific Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Physics, Geophysics or Chemistry from a recognized University.
- 3.2 Scientific Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Scientific Officer Grade II who has successfully completed a pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Scientific Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Scientific Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Scientific Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Scientific Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Scientific Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Scientific Officer who has spent at least three years on the grade.
- 3.6 Chief Scientific Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Scientific Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Scientific Officer who has spent at least three years on the grade.

- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a mutable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

**WORKS AND HOUSING
WORKS ATTENDANT CADRE**

- 1. POSTS AND SALARIES
 - 1.1 Works Attendant Grade Level 02
 - 1.2 Senior Works Attendant Grade Level 03

(The posts covered by this Scheme of Service are listed at the end of the Scheme).
- 2. DUTIES
 - 2.1 Works Attendant, Grade Level 02
 - 2.1.1 Assisting Craftsmen in conveying materials and spare parts.
 - 2.1.2 Cleaning workshop and machines.
 - 2.1.3 Performing routine manual duties in workshop such as greasing and lubricating machines
 - 2.2 Senior Works Attendant, Grade Level 03
 - 2.2.1 Performing the duties listed in sub-paragraphs 2.1.1 - 2.1.3. above.
 - 2.2.2 Supervising the activities of a number of Works Attendants.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Works Attendant, Grade Level 02
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate.
 - 3.2 Senior Works Attendant, Grade Level 03
 - 3.2.1 By promotion of a confirmed and suitable Works Attendant who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed Works Attendant who passes the relevant Trade Test Examination is eligible for promotion/transfer to the appropriate grade in the Craftsman Cadre.
 - 4.2 Any officer in the Works Attendant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

LIST OF POSTS COVERED IN THE WORKS ATTENDANT CADRE

- 1. Workshop Attendant
- 2. Water Meter Reader
- 3. Plan Record Attendant
- 4. Senior Water Meter Reader
- 5. Crusher Operator
- 6. Painting Attendant
- 7. Trade Apprentice
- 8. Demolition Man
- 9. Section Man
- 10. Anti-Termite Man

11 All other maintenance crew in Works, Housing, Transport and surveys.

ARTISAN/CRAFTSMAN CADRE

1. POSTS AND SALARIES:

1.1	Assistant Craftsman	Grade Level 03
1.2	Craftsman	Grade Level 04
1.3	Senior Craftsman	Grade Level 05
1.4	Foreman	Grade Level 06
1.5	Senior Foreman	Grade Level 07

2. DUTIES

2.1 Assistant Craftsman, Grade Level 03

2.1.1 Assisting in the performance of routine trades, job that requires fabrication, processing, installation, maintenances or repairs of buildings, furniture, electrical-mechanical system, vehicles, mobile and stationary machineries and materials and equipment on a task and procedure basis.

2.1.2 Participating as team member on large trade jobs such as in the following skilled trades:

- i. Carpentry and Joinery
- ii. Cabinet making
- iii. Wood machining
- iv. Spray painting
- v. Painting and decoration
- vi. Painting and sign writing
- vii. Bricklayer and masonry
- viii. Pipe fitting and Plumbing
- ix. Screen process printing
- x. Rigging
- xi. Agricultural mechanics work.
- xii. Auto Electrician work
- xiii. Motor body building
- xiv. Motor vehicle mechanics work (Petrol and Diesel)
- xv. Panel beating
- xvi. Plating
- xvii. Sheet Metal Work.
- xviii. Metal Machining
- xix. Welding (Electrical Arc).
- xx. Welding (Gas)
- xxi. Electrician's Work
- xxii. Electrical Fittings
- xxiii. Radio Mechanics
- xxiv. Television Mechanics
- xxv. Linesmanship and wiremanship
- xxvi. Refrigeration and Air-condition Mechanics.

2.1.3 Undergoing apprenticeship training, theoretical and practical in any of the trades listed in paragraph 2.1.2. above.

2.2 Craftsman, Grade Level 04

2.2.1 Performing lead hand duties that require fabrication, processing, installation maintenance, repairs, or inspection of building, furniture, electric-mechanical systems, vehicles, mobile and stationary machines and other materials equipment cii a specific task or procedure basis.

- 2.2.2 Checking and allocating materials for work to Assistant Craftsmen and preparing simple job reports.
- 2.2.3 Performing routine individual trade jobs.
- 2.3 Senior Craftsman, Grade Level 05
 - 2.3.1 Performing complex individual trade jobs requiring estimating, calculation and reading drawings and specifications.
 - 2.3.2 Participating as Senior Worker in a team of tradesmen with some requirement to assign work, ensure maintenance of quality standards and instructing junior workers.
 - 2.3.3 Laying out the work, setting up equipment, selecting tools and materials, determining work procedures and modifying techniques to meet varying job requirements.
 - 2.3.4 Preparing records of work done and rendering periodical reports to the Foreman.
- 2.4 Foreman, Grade Level 06
 - 2.4.1 Supervising a large staff of skilled tradesman engaged in the fabrication, processing, installation, maintenance, repairs and inspection of building, furniture, electric-mechanical systems, vehicles, mobile and stationary machine and other materials and equipment in a large work unit
 - 2.4.2 Establishing work priorities, estimating job time and material requirements, analyzing complex repair problems, providing drawings and instructions for fabrication of parts and providing technical advice concerning repair and replacement of machines and vehicles
 - 2.4.3 Coordinating shop activities with those of other trades work units.
- 2.5 Senior Foreman, Grade Level 07
 - 2.5.1 Supervising and coordinating the operation of several work units employing skilled tradesmen and helpers in a variety of trades.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Assistant Craftsman, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate plus a pass in the Federal Ministry of Labour Trade Test Class III in the appropriate trade.
 - 3.1.2 By direct appointment of a candidate possessing the Craft Certificate of the City and Guilds of London Institute in the appropriate trade.
 - 3.2 Craftsman, Grade Level 04
 - 3.2.1 By advancement of a suitable Assistant Craftsman who has passed the Government Trade Test Class II and spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Government Craft Certificate obtained from a Government Trade Centre or any approved Institution.
 - 3.2.3 By direct appointment of a candidate possessing a pass Certificate of a Government Trade Test Class I who has spent at least two years in the trade.
 - 3.3 Senior Craftsman, Grade Level 05
 - 3.3.1 By advancement of a confirmed and suitable Craftsman who has demonstrated competent performance, passed Government Trade Test Class I and spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing Government Trade Test Class I who has spent at least four years in the trade.
 - 3.4 Foreman, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Craftsman who has spent at least two years on the grade.

- 3.5 Senior Foreman, Grade Level 07
 - 3.5.1 By promotion of a suitable Foreman who has spent at least two years on the grade.
- 4. DVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed and outstanding Senior Craftsman may be considered for promotion to the grade of Assistant Works Superintendent.
 - 4.2 A confirmed Foreman who has demonstrated outstanding performance may be considered for promotion to the grade of Works Superintendent.
 - 4.3 A suitable Senior Foreman may be considered for lateral transfer to the grade of Working Superintendent.
 - 4.4 Any officer in the Artisan/Craftsman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

WORKS SUPERINTENDENT

- 1. POSTS AND SALARIES:
 - 1.1 Assistant Works Superintendent Grade Level 06
 - 1.2 Works Superintendent Grade Level 07
 - 1.3 Higher Works Superintendent Grade Level 08
 - 1.4 Senior Works Superintendent Grade Level 09
 - 1.5 Principal Works Superintendent Grade II Grade Level 10
 - 1.6 Principal Works Superintendent Grade I Grade Level 12
 - 1.7 Assistant Chief Works Superintendent Grade Level 13
 - 1.8 Chief Works Superintendent Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Works Superintendent (Building, Electrical, Roads/Highways, Mechanical, Wood-Work, Water, Vehicle Inspection, Marine Engineering and Brick-Making), Grade Level 06
 - 2.1.1 Performing under supervision, technical and administrative duties within well-defined policies and programmes either in the Building, Electrical, Roads/Highways, Mechanical, Wood-Work, Water, Vehicle inspection, Marine Engineering or Brick-Making section.
 - 2.2 Works Superintendent (Building, Electrical, Roads/Highways, Mechanical, Wood-Work, Water, Vehicle Inspection, Marine Engineering and Brick-Making), Grade Level 07
 - 2.2.1 Building:
 - 2.2.1.1 Assisting in supervising the construction and maintenance of building
 - 2.2.1.2 Assisting in carrying out site measuring for interim valuation and final accounts.
 - 2.2.1.3 Assisting in preparing estimates for buildings.
 - 2.2.1.4 Assisting in preparing petty contract documents.
 - 2.2.2 Electrical:
 - 2.2.2.1 Assisting in testing and supervising electrical installation work.
 - 2.2.2.2 Assisting in locating faults and effecting repairs in electrical installation and machines.
 - 2.2.2.3 Assisting in taking charge of electrical stores and records.
 - 2.2.2.4 Drawing simple electrical installation designs.
 - 2.2.2.5 Assisting in ensuring regular overhauling and maintenance of electrical machinery.
 - 2.2.3 Road/Highways
 - 2.2.3.1 Assisting in supervising the construction and maintenance of roads and bridges.

- 2.2.3.2 Assisting in locating faults and effecting repairs.
- 2.2.3.3 Assisting in preparing petty contract documents.
- 2.2.3.4 Carrying out site measuring for interim valuation and final accounts.
- 2.2.4 Mechanical
 - 2.2.4.1 Assisting in supervising maintenance workshops.
 - 2.2.4.2 Assisting in servicing all mechanical plants and transport vehicles.
 - 2.2.4.3 Assisting in taking stock/inventory of mechanical tools and equipment in the workshop.
 - 2.2.4.4 Maintaining general upkeep of the vehicles/constructional plants and equipment in a Unit.
 - 2.2.4.5 Rendering routine returns in respect of staff, vehicles/constructional plants and equipment as well as materials.
- 2.2.5 Wood-Working
 - 2.2.5.1 Assisting in supervising sawmills and wood-work machine shops.
- 2.2.6 Water
 - 2.2.6.1 Assisting in carrying out regular and proper maintenance of water-works.
 - 2.2.6.2 Assisting in laying and maintaining water mains.
 - 2.2.6.3 Assisting in directing junior staff engaged in the installation and maintenance of water mains.
 - 2.2.6.4 Assisting in preparing estimates for water-work projects and petty contract documents.
- 2.2.7 Vehicle Inspection
 - 2.2.7.1 Assisting in undertaking inspection and road-testing of commercial vehicles.
 - 2.2.7.2 Testing learner drivers.
- 2.2.8 Marine Engineering
 - 2.2.8.1 Assisting in taking charge of engine room in power-driven craft or ferries.
 - 2.2.8.2 Assisting in supervising the engine room staff of such vessels.
 - 2.2.8.3 Assisting in carrying out running maintenance of vessels and major maintenance job on grounded vessels.
- 2.2.9 Brick-Making
 - 2.2.9.1 Assisting in supervising the activities of small-scale brick-making Units in a circle.
 - 2.2.9.2 Advising the small-scale entrepreneurs on matters relating to brick-making.
 - 2.2.9.3 Training junior staff
 - 2.2.9.4 Assisting in investigating sources of brick-making raw materials.
- 2.3 Higher Works Superintendent (Building, Electrical, Roads highways, Mechanical, Wood-Work, Water, Vehicle Inspection. Marine Engineering and Brick-Making). Grade Level 08.
 - 2.3.1 Building
 - 2.3.1.1 Supervising the construction and maintenance of all forms of buildings.
 - 2.3.1.2 Carrying out site measuring for valuation and final accounts.
 - 2.3.1.3 Preparing estimates for all types of buildings and petty contract documents.
 - 2.3.2 Electrical
 - 2.3.2.1 Testing and supervising electrical installation work to ensure conformity with specification drawings and good practice.

- 2.3.2.2 Locating faults and effecting repairs in electrical installations and machines.
- 2.3.2.3 Taking charge of electrical stores, records and management of electricity bills.
- 2.3.2.4 Drawing electrical installation designs.
- 2.3.2.5 Ensuring regular overhauling and maintenance of electrical machinery.
- 2.3.2.6 Performing routine maintenance of transformers, switch gears, stand-by plants and power system.
- 2.3.3 Road/Highways
 - 2.3.3.1 Supervising the construction and maintenance of road and bridges.
 - 2.3.3.2 Preparing estimates for ill types of road-works, bridges, and petty contract documents.
 - 2.3.3.3 Carrying out site-measuring for valuation and final accounts.
- 2.3.4 Mechanical
 - 2.3.4.1 Supervising maintenance work-shops and mechanical work-work.
 - 2.3.4.2 Overhauling all mechanical plants and transport vehicles.
 - 2.3.4.3 Issuing Repairs/Maintenance Request Order to Maintenance Workshops for repair and maintenance of faulty vehicles/constructional plants.
 - 2.3.4.4 Compiling reports on faults or defects in vehicles/constructional plants and equipment for repairs.
- 2.3.5 Wood Work
 - 2.3.5.1 Supervising sawmills and wood-work machine shops.
- 2.3.6 Water
 - 2.3.6.1 Carrying out regular and proper maintenance of water-works.
 - 2.3.6.2 Laying and maintaining water mains of all sizes.
 - 2.3.6.3 Supervising junior staff engaged in the installation and maintenance of water mains.
 - 2.3.6.4 Preparing estimates for water work projects and contract documents.
- 2.3.7 Vehicle Inspection
 - 2.3.7.1 Undertaking inspection and road testing of commercial vehicles.
 - 2.3.7.2 Supervising the testing of learner drivers.
- 2.3.8 Marine Engineering
 - 2.3.8.1 Taking charge of engine room in power driven craft of more than 30 metres long or ferries of passengers carrying capacity of over 200.
 - 2.3.8.2 Maintaining discipline and supervising the engine room staff of such vessels.
 - 2.3.8.3 Carrying out running maintenance of the vessels and assisting in major maintenance jobs on grounded vessels
- 2.3.9 Brick-Making
 - 2.3.9.1 Taking charge of a Brick-making Training Centre.
 - 2.3.9.2 Inspecting small-scale Brick-making Industries within a Circle.
 - 2.3.9.3 Investigating sources of Brick-making raw materials.
 - 2.3.9.4 Distributing orders for marketing brick products.
- 2.4 Senior Works Superintendent (Building, Electrical, Roads/Highways, Mechanical, Wood-Work, Water, Vehicle Inspection, Marine Engineering and Brick-Making), Grade Level 09
 - 2.4.1 Supervising the construction of major capital projects.
 - 2.4.2 Taking charge of a vehicle testing station in a large urban area.
 - 2.4.3 Serving on board vessels of over 1,000 HP installed power.
 - 2.4.4 Rendering reports on repair/maintenance of vehicle/constructional plants and coordinating the issuance of fuel lubricant request Forms and returns on fuel

- lubricant consumption to and from the motor-driver Mechanics/Plant Operators etc.
- 2.4.5 Assisting in reporting on job progress.
 - 2.4.6 Conducting laboratory experiments on Brick-making materials, disseminating results and coordinating the inspection activities of junior workers.
- 2.5 Principal Works Superintendent, Grade II, (Building, Electrical, Roads/Highways, Mechanical, Wood-Work, Water, Vehicle Inspection, Marine Engineering and Brick-Making), Grade Level 10.
- 2.5.1 Supervising and coordinating the activities of a number of junior officers.
 - 2.5.2 Assisting in organizing and executing training programmes for junior staff.
 - 2.5.3 Serving in engine room of Presidential and VIP vessels of over 1,000 HP installed power.
 - 2.5.4 Rendering reports on the state and performance of vehicles/constructions plants.
 - 2.5.5 Writing reports on accident vehicles/constructional plants and theft of Government property.
 - 2.5.6 Advising industrial entrepreneurs on matters relating to mechanical brick-making and supervising the sale of finished burnt bricks.
- 2.6 Principal Works Superintendent Grade I, (Building, Electrical, Road/Highways, Mechanical, Wood-Work, Water, Vehicle Inspection, Marine Engineering and Brick, Making), Grade Level 12
- 2.6.1 Assisting in supervising and coordinating the activities of officers in a Unit.
 - 2.6.2 Taking responsibility the organization of training programmes for junior
 - 2.6.3 Preparing estimate for the running of Vehicle Testing Unit.
 - 2.6.4 Taking charge of engine room machinery and auxiliaries of crafts with installed HP of L500 and above.
 - 2.6.5 Collating laboratory experiment results and analyzing data collected on matters relating to brick making industry.
 - 2.6.6 Organizing (at the security of vehicles/constictj] plants and taking protect action on reported cases of accidents and thefts.
- 2.7 Assistant Chief Works Superintendent (Building, Electrical, Roads/Highways, Mechanical, Wood-Works, Water, Vehicle Inspection, Marine Engineering and Brick Making), Grade Level 13
- 2.7.1 Coordinating the organization and supervision of training programmes for staff.
 - 2.7.2 Assisting in the administration of the Section.
 - 2.7.3 Taking charge of overseas indents, bulk purchases and distribution of brick-making materials and glazes.
 - 2.7.4 Organizing seminars and public lectures designed to educate the general public on road safety.
 - 2.7.5 Assisting in writing reports en the activities of the Section.
 - 2.7.6 Taking periodic stock/inventory of all mechanical tools and equipment and keeping records
- 2.8 Chief Works Superintendent (Building, Electrical, Roads/Highways, Mechanical, Wood-Works, Water, Vehicle Inspection, Marine Engineering and Brick-Making), Grade Level 14
- 2.8.1 Coordinating the activities of a Section under the supervision of a superior engineer.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
- 3.1 Assistant Works Superintendent, Grade Level 06

- 3.1.1 By promotion of a confirmed and outstanding Craftsman who scored at least 70 percent in the Departmental Confirmation/promotion Test and has successfully completed an appropriate one-year in-service training programme.
- 3.1.2 By promotion of a confirmed and outstanding Senior Craftsman.
- 3.1.3 By direct appointment of a candidate possessing Testimonial of a successful completion of five years' apprenticeship or course at a Government or other approved Institution plus at least five years' suitable post-apprenticeship
- 3.1.4 By direct appointment of a candidate possessing the Final Certificate of the City and Guilds of London Institute in the appropriate trade plus at least two years post-qualification cognate experience.
- 3.1.5 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.5.1 Ordinary National Diploma in relevant subject from a recognized Institution.
 - 3.1.5.2 Special Diploma in Heavy Clay Wares and Refractories Technology for brick-making from a recognized Institution.
 - 3.1.5.3 Full Technological Certificate (Craft) of the City and Guilds of London Institute in appropriate trade.
- 3.2 Works Superintendent, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Works Superintendent who has spent at least two years on the grade.
 - 3.2.2 By promotion of a suitable Foreman who has satisfied the necessary conditions for such transfer.
 - 3.2.3 By advancement of an Assistant Works Superintendent possessing the qualification specified in sub-paragraph 3.1.5 above who has spent one year the grade.
 - 3.2.4 By lateral transfer of a suitable Senior Foreman who has satisfied the required selection process.
 - 3.2.5 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.5. above plus at least one-year post-qualification cognate experience.
 - 3.2.6 By lateral transfer of a Chief Motor Driver Mechanic/Tractor Driver Mechanic/Heavy Plant Operator/Articulated Vehicle Driver/Driver Projectionist possessing Trade Test Grade I in Motor Mechanic Work who has successfully undergone the prescribed six months training programme conducted by the Federal Ministry of Works and Housing.
 - 3.2.7 By direct appointment of a candidate possessing any of the following qualifications (for Brick-making):-
 - 3.2.7.1 Managers' Certificate in Heavy Clay-Wares. Refractories or Pottery.
 - 3.2.7.2 Higher Technical Certificate in Ceramics.
 - 3.2.7.3 Licentiatehip of the Institute of Ceramics.
- 3.3 Higher Works Superintendent, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Works Superintendent who has at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing Higher National Diploma relevant field from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.5 or 3.2.7 above plus at least four or three years post-qualification cognate experience respectively.
- 3.4 Senior Works Superintendent, Grade Level 09

- 3.4.1 By promotion of a confirmed and suitable Higher Works Superintendent who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.3 or 3.2.7 or 3.3.2 above plus at least seven or six or three years' post-qualification cognate experience respectively.
 - 3.5 Principal Works Superintendent Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Works Superintendent who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.7 or 3.3.2 above plus at least nine or six years post-qualification cognate experience respectively.
 - 3.6 Principal Works Superintendent Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Works Superintendent Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Works Superintendent, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Works Superintendent Grade I who has spent at least three years on the grade.
 - 3.8 Chief Works Superintendent, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Works Superintendent who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Works Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL ASSISTANT (ELECTRICAL) CADRE

1. **POSTS AND SALARIES:**
- | | | |
|-----|-------------------------------------|----------------|
| 1.1 | Technical Assistant Grade II | Grade Level 03 |
| 1.2 | Technical Assistant Grade I | Grade Level 04 |
| 1.3 | Senior Technical Assistant Grade II | Grade Level 05 |
| 1.4 | Senior Technical Assistant Grade I | Grade Level 06 |
| 1.5 | Chief Technical Assistant | Grade Level 07 |
2. **DUTIES:**
- 2.1 Technical Assistant Grade II, Grade Level 03
 - 2.1.1 Carrying out elementary design of electrical installations and associated drawings under supervision.
 - 2.2 Technical Assistant Grade I, Grade Level 04
 - 2.2.1 This is a training grade in which officers undergo an organized training on the job within the Department.
 - 2.3 Senior Technical Assistant Grade II, Grade Level 05
 - 2.3.1 Undertaking elementary designs of electrical installations and associated drawings.
 - 2.3.2 Carrying out simple electrical installations.
 - 2.4 Senior Technical Assistant Grade I, Grade Level 06
 - 2.4.1 Preparing elementary bills of quantity.
 - 2.4.2 Preparing estimate of simple installation cost.
 - 2.4.3 Supervising the activities of a number of junior staff.
 - 2.5 Chief Technical Assistant, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior staff.
 - 2.5.2 Assisting in the training of junior technical staff.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**
Note: All promotions and transfer are subject to vacancy and satisfactory service record.

- 3.1 Technical Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of Completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.1.2 Junior Secondary School Certificate preferably with science bias.
 - 3.1.1.3 General Certificate of Education (Ordinary Level) with three credits passed at one sitting or four credits at two sittings preferably, including Mathematics and Physics or Chemistry.
 - 3.2 Technical Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Technical Assistant Grade II who has passed the prescribed Departmental Certification/Promotion Test at promotion level (i.e. 50%) and spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate, preferably including passes in Mathematics and Physics or Chemistry.
 - 3.2.2.2 Trade certificate obtained from a Government Trade Centre or any other approved Institution.
 - 3.3 Senior Technical Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Technical Assistant Grade I who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years post-qualification cognate experience.
 - 3.4 Senior Technical Assistant Grade I Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Technical Assistant Grade II who has spent at least two years on the grade.
 - 3.5 Chief Technical Assistant, Grade Level 06
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Technical Assistant (Electrical) Cadre who acquires any of the qualifications specified for appointment to nay higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (ELECTRICAL) CADRE

- 1. **POSTS AND SALARIES:**

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14
- 2. **DUTIES:**
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Undertaking the preparation and execution of working drawings of electrical plans and installations.
 - 2.1.1.2 Supervising electrical works and installations.

- 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Undertaking the preparation and execution of working drawings of electrical plans and installations.
 - 2.2.2 Carrying out inspection, maintenance, repairs and over-hauling of electrical installation and equipment.
 - 2.2.3 Supervising electrical works and installations.
 - 2.2.4 Supervising the work of junior staff in a Unit.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Ascertaining electrical requirements from Architects' and Engineers' drawings.
 - 2.3.2 Carrying out inspection of electrical installations.
 - 2.3.3 Performing the duties specified in sub-paragraph 2.1.1 above.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Taking charge of a project or workshop
 - 2.4.2 Training Craftsmen in their trade
 - 2.4.3 Assisting in the general administration of the Electrical Design Unit.
 - 2.4.4 Performing the duties specified in sub-paragraph 2.3.1 or 2.3.2 above.
 - 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Supervising the activities of the Stores Unit.
 - 2.5.2 Assisting in the organization and execution of training programmes for junior technical staff
 - 2.5.3 Coordinating reports on electrical activities.
 - 2.5.4 Supervising the activities of a number of junior officers.
 - 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Supervising and coordinating the activities of a number of subordinate officers.
 - 2.6.2 Ensuring regular and proper repairs and maintenance of electrical equipment and plants.
 - 2.6.3 Organizing controlling and directing the activities of staff in the Central Workshop.
 - 2.6.4 Carrying out regular inspection, maintenance and general overhauling of all vehicles and contractors' plants, water equipment, refrigerators, hospital equipment and installations.
 - 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the preparation of cost estimates and tender documents for major projects to be undertaken either by contract and direct labour.
 - 2.7.2 Organizing and supervising the execution of training programmes for junior staff.
 - 2.7.3 Supervising the manufacture of obsolete parts and body building of vehicles and plants.
 - 2.7.4 Assisting in the general administration of the Section.
 - 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of a Section of the Ministry
 - 2.8.2 Organizing and auction sale of boarded Government electrical equipment.
 - 2.8.3 Coordinating the activities of junior officers.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
- Note: All promotions and transfers are subject to vacancy and satisfactory service record.
- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Full Technological Certificate (Craft) of the City and Guilds Institute of London in Electrical Engineering or related subject.
 - 3.1.1.2 Ordinary National Diploma in Electrical Engineering or related subject from a recognized Institution.

- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Technical Officer who has spent one year on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Electrical Engineering from a recognized institution.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least seven years' or the qualification in paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
 - 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least ten or six years' post-qualification cognate experience respectively.
 - 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade .
4. **ADVANCEMENT BEYOND THE CADRE**
 Any Officer in the Technical Officer (Electrical) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

ELECTRICAL ENGINEER CADRE

1. **POSTS AND SALARIES:**

1.1	Electrical Engineer Grade II	Grade Level 08
1.2	Electrical Engineer Grade I	Grade Level 09
1.3	Senior Electrical Engineer	Grade Level 10
1.4	Principal Electrical Engineer	Grade Level 12
1.5	Assistant Chief Technical Engineer	Grade Level 13
1.6	Chief Electrical Engineer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:
 - 2.1 Electrical Engineer Grade Level 08
 - 2.1.1 Undergoing a two year pupilage programme and performing the following duties under supervision:
 - 2.1.1.1 Carrying out preliminary studies and investigations on all aspects of Electrical Engineering activities.
 - 2.1.1.2 Ensuring compliance of installation with existing regulations
 - 2.1.1.3 Preparing engineering designs
 - 2.1.1.4 Maintaining annual record of technical specifications, consumption and generator returns.
 - 2.1.1.5 Supervising work being done either by contract or direct labour
 - 2.1.1.6 Maintaining and operating machinery and plants in the workshops and on sites.
 - 2.1.1.7 Inspecting and certifying electrical works, plants and line installations
 - 2.2 Electrical Engineer Grade 1, Gru4e Level 09
 - 2.2.1 Preparing cost estimates and tender documents in respect of project to be carried out.
 - 2.2.2 Taking charge of laboratories and drawing offices.
 - 2.2.3 Assisting in on-the-job training of junior staff.
 - 2.2.4 Carrying out inspections and certification of small generating electrical distribution networks, private general plaits and machinery.
 - 2.2.5 Supervising electrical installations and their maintenance in public buildings.
 - 2.2.6 Attending to emergency, night inspection and investigating accidents.
 - 2.3 Senior Electrical Engineer, Grade Level 10
 - 2.3.1 Supervising the duties of a number of junior officers.
 - 2.3.2 Assisting in inspecting and testing rural electrification projects.
 - 2.3.3 Inspecting private generating plants and directing scouting for unauthorized installations.
 - 2.3.4 Undertaking inspection of electrical distribution networks and on-the-spot investigation of accidents.
 - 2.3.5 Assisting in the formulation and execution of training programmes for Junior officers in the Department.
 - 2.3.6 Taking charge of a group of electrical workshops in an area.
 - 2.4 Principal Electrical Engineer, Grade Level 12
 - 2.4.1 Inspecting all major power houses, extra-high tensions and grid transmission lines.
 - 2.4.2 Supervising electrical installation projects.
 - 2.4.3 Inspecting, testing and carrying out ccertiflation of rural electrification projects.
 - 2.4.4 Carrying out statutory approval of distribution network extensions.
 - 2.4.5 investigating accidents, prosecuting conventions of regulations and maintaining close liaison with licensees.
 - 2.4.6 Carrying out detailed design of projects.
 - 2.4.7 Taking charge of a State's Electrical Inspectorate.
 - 2.4.8 Preparing Tender reports.
 - 2.4.9 Issuing renewal extension to private plant operators
 - 2.4.10 Taking charge of a Central Electrical Workshop.
 - 2.4.11 Certificating overhead and underground networks up to 11 KV and the transformer sub-stations.
 - 2.5 Assistant Chief Electrical Engineer, Grade Level 13
 - 2.5.1 Preparing the recurrent estimates for the Department

- 2.5.2 Taking charge of a number of States' Electrical Inspectorates and carrying out the inspection and certification of overhead and underground network operating at 66 KV and 33 KV.
- 2.5.3 Preparing codes and standards of practice.
- 2.5.4 Revising and improving on existing designs and assisting in drafting electricity regulations.
- 2.5.5 Assisting in formulating and executing the training programmes of staff
- 2.5.6 Issuing statutory approval for extension of distribution networks.
- 2.5.7 Coordinating the activities of a number of junior officers.
- 2.5.8 Advising on electrical accident prevent measures.
- 2.5.9 Taking charge of State Offices for inspection and certification of all Plants and Machinery.
- 2.6 Chief Electrical Engineer, Grade Level 14
 - 2.6.1 Assisting in drafting and modifying Electricity Regulations.
 - 2.6.2 Taking charge of a Section in the Department.
 - 2.6.3 Coordinating the activities of the field headquarters and certifying 132/330 KV grid transmission networks and major Hydro and Thermal Power Houses.
 - 2.6.4 Taking charge of specified subjects in the Department.
 - 2.6.5 Taking charge of technical security of Power Development proposals and statutory notices for extension by licenses.
 - 2.6.6 Taking charge of the administration of contracts end processing of tender reports.
 - 2.6.7 Monitoring progress reports on jobs under execution.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Coordinating the planning and execution of training programmes for staff
 - 2.7.3 Carrying out statutory approval of licenses for private generating sets.
 - 2.7.4 Conducting technical appraisal of electricity distribution projects and ensuring standardization and compliance with the appropriate Electricity Regulations.
 - 2.7.5 Initiating action on the review of policies and programmes relating to electrical engineering.
 - 2.7.6 Carrying out inspection and certification of Hydro-generation, Major Thermal sets and small Thermal Plants.
 - 2.7.7 Coordinating Network Analysis duties and liaising with International Agents.
 - 2.7.8 Assisting in the general administration of the Department(States).
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to electrical engineering (States).
 - 2.8.3 Assisting in the general administration of the Department
 - 2.8.4 Taking responsibility for electrical engineering development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to electrical engineering and related matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Electrical Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Electrical Engineering or equivalent qualification registrable with the Council of Registered Engineers of Nigeria (COREN).
 - 3.2 Electrical Engineer Grade I, Grade Level 09.

- 3.2.1 By advancement of a confirmed end suitable Electrical Engineer Grade II who has successfully completed a two year pupillage programme.
- 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least two years' post-qualification experience.
- 3.3 Senior Electrical Engineer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Electrical Engineer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Electrical Engineer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Electrical Engineer who has spent at least three years on the grade and registered with COREN.
- 3.5 Assistant Chief Electrical Engineer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Electrical Engineer who has spent at least three years on the grade and registered with COREN.
- 3.6 Chief Technical Engineer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Electrical Engineer who has spent at least three years on the grade and registered with COR.EN.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Electrical Engineer who has spent at least four years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointments to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

TECHNICAL ASSISTANT (CIVIL) CADRE

1. POSTS AND SALARIES:

- | | | |
|-----|-------------------------------------|----------------|
| 1.1 | Technical Assistant Grade II | Grade Level 03 |
| 1.2 | Technical Assistant Grade I | Grade Level 04 |
| 1.3 | Senior Technical Assistant Grade II | Grade Level 05 |
| 1.4 | Senior Technical Assistant Grade I | Grade Level 06 |
| 1.5 | Chief Technical Assistant | Grade Level 07 |

2. DUTIES

- 2.1 Technical Assistant Grade II, Grade Level 03
 - 2.1.1 Performing the following duties under supervision
 - 2.1.2 Carrying out standard surveying.
 - 2.1.3 Undertaking elementary draughtsmanship.
 - 2.1.4 Undertaking simple engineering drawings
 - 2.1.5 Assisting in the material testing.
- 2.2 Technical Assistant Grade I, Grade Level 04
 - 2.2.1 This is a training grade in which an officer undergoes an organized training programme on the job within the Department.
- 2.3 Senior Technical Assistant Grade II, Grade Level 05

- 2.3.1 Undertaking simple engineering drawings.
- 2.3.2 Taking charge of minor construction works.
- 2.3.3 Carrying out standard surveying.
- 2.3.4 Undertaking elementary draughtsmanship and calculations.
- 2.4 Senior Technical Assistant Grade II, Grade Level 06
 - 2.4.1 Supervising the activities of a number of junior staff.
 - 2.4.2 Setting out buildings, roads, etc.
 - 2.4.3 Preparing elementary bills of quantities.
 - 2.4.4 Performing the duties specified in sub-paragraphs 2.3.1 - 2.3.4, above.
- 2.5 Chief Technical Assistant, Grade Level 07
 - 2.5.1 Supervising and coordinating the activities of a number of junior staff
 - 2.5.2 Assisting in organizing and executing training programmes for junior staff.
 - 2.5.3 Performing the duties specified in sub-paragraphs 2.4.1 - 2.4.3 above.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

 - 3.1 Technical Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 with a bias in Science.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
 - 3.1.1.3 By promotion of a serving officer who has been successful in the competitive examination for entry to Grade Level 03 posts.
 - 3.2 Technical Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Technical Assistant Grade II who has passed a prescribed Departmental Confirmation/Promotion Test at promotion level (i.e. 50 percent).
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 West African School Certificate with passes in Physics and Mathematics.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings, preferably including Mathematics and Physics.
 - 3.2.2.3 Certificate in a relevant trade obtained from a Government Trade Centre, or any other approved Institution.
 - 3.3 Senior Technical Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Technical Assistant Grade I who has successfully completed the appropriate Department training programme.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
 - 3.4 Senior Technical Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Technical Assistant Grade II who has spent at least two years on the grade.
 - 3.5 Chief Technical Assistant, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Technical Assistant (Civil) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (CIVIL) CADRE

1. POSTS AND SALARIES:
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer: Grade Level 14
2. DUTIES:
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing under the supervision of a Senior Officer, any or all the following duties:
 - 2.1.1.1 Tracing prepared drawings and adding titles and quotes by stencil or hand writing.
 - 2.1.1.2 Carrying out simple surveys and measurements.
 - 2.1.1.3 Preparing building and small survey plans.
 - 2.1.1.4 Preparing simple drawings front sketches.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Carrying out practice application of soil mechanics.
 - 2.2.2 Supervising, under the direction of an Engineer, all forms of buildings or roads construction projects including the maintenance of buildings and roads.
 - 2.2.3 Performing the duties specified in sub-paragraphs 2.1.1.1 - 2.1.1.4 above.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Setting out buildings, roads, etcetera.
 - 2.3.2 Preparing schedule of materials to be used for construction works.
 - 2.3.3 Taking charge of a project.
 - 2.3.4 Assisting in supervising the duties of a number of junior staff.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Taking charge of wood and furniture workshops and stores.
 - 2.4.2 Supervising a number of building projects.
 - 2.4.3 supervising the duties of subordinate staff.
 - 2.4.4 Performing the duties specified in sub-paragraphs 2.3.1.1 – 2.3.1.4 above.
 - 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Overseeing a major building or other civil engineering project.
 - 2.5.2 Assisting in the execution of training programmes for junior staff.
 - 2.5.3 Coordinating the activities of a number of junior officers.
 - 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Taking charge of a large Building Maintenance Unit.
 - 2.6.2 Supervising and coordinating the activities of a number of subordinates.
 - 2.6.3 Overseeing major budding or other civil engineering projects.
 - 2.7 Assistant Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the administration of a Section.
 - 2.7.2 Supervising a number of civil engineering projects.
 - 2.7.3 Assisting in the organization and execution of training programmes for junior staff.
 - 2.8 Chief Technical Officer, Grade Level 14

- 2.8.1 Taking charge of a section.
- 2.8.2 Coordinating the training programmes for junior staff
- 2.8.3 Supervising a number of major civil engineering projects.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADE:

Note: All promotions and transfers are subject to vacancy and satisfactory service records.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings, preferably including Mathematics and Physics.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds Institute of London in a relevant subject.
 - 3.1.1.3 Ordinary National Diploma in a relevant subject from a recognized Institution.
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of an Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1.2 or 3.1.1.3 who has spent one year on the grade.
 - 3.2.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.2. or 3.1.1.3. plus at least one-year post-qualifications cognate experience.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.2. or 3.1.1.3. above plus at least four years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Civil Engineering or relevant subject from a recognized Institution.
- 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.2. or 3.1.1.3. above plus at least seven year& post-qualification cognate experience or in sub-paragraph 3.3.3. above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.2. or 3.1.1.3, above plus at least ten years' post-qualification cognate experience or in sub-paragraph 3.3.3. above plus at least six years' post-qualification cognate experience.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Office Grade I who has spent at least three years on the grade.

3.8 Chief Technical Officer, Grade Level 14

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

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Technical Officer (Civil Engineering) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (HIGHWAYS) CADRE

1. POSTS AND SALARIES:

1.1	Assistant Technical Officer	Grade Level 06
1.2	Technical Officer	Grade Level 07
1.3	Higher Technical Officer	Grade Level 08
1.4	Senior Technical Officer	Grade Level 09
1.5	Principal Technical Officer Grade II	Grade Level 10
1.6	Principal Technical Officer Grade I	Grade Level 12
1.7	Assistant Chief Technical Officer	Grade Level 13
1.8	Chief Technical Officer	Grade Level 14

2. DUTIES

2.1 Assistant Technical Officer, Grade Level 06

2.1.1 Performing under supervision of senior officers any or all of the following duties:

2.1.1.1 Undertaking simple preliminary road surveys and investigations.

2.1.1.2 Carrying out other types of field surveys, plotting of results and production of finished drawings from sketches and field books.

2.1.1.3 Computing simple quantities, particularly earth works and preparing bills of quantities.

2.1.1.4 Undertaking field tests such as C.B.R., Computing and quantity control tests.

2.2 Technical Officer, Grade Level 07

2.2.1 Carrying out geometric designs of highway, concrete and steel.

2.2.2 Performing the duties specified in sub-paragraph 2.1.1.1. - 3.1.1.4. above.

2.3 Higher Technical Officer, Grade Level 08

2.3.1 Carrying out control tests of materials for construction and maintenance of Highways.

2.3.2 Supervising the production of finished drawings from field surveys.

2.3.3 Undertaking simple design works on highways, concrete, timber and steel.

2.4 Senior Technical Officer, Grade Level 09

2.4.1 Taking charge of a Drawing Office.

2.4.2 Assisting in the keeping of financial records on projects.

2.4.3 Supervising construction/maintenance works on Highways.

2.4.4 Carrying out simple design works on highways, concrete, timber and steel.

2.5 Principal Technical Officer, Grade I Grade Level 07

2.5.1 Supervising road and bridge maintenance works.

2.5.2 Undertaking major survey works and site investigations.

2.5.3 Supervising the work of a number of junior staff.

2.6 Principal Technical Officer, Grade I Grade Level 12

2.6.1 Assisting in training junior staff.

2.6.2 Coordinating the activities of a number of junior staff.

2.6.3 Performing the duties specified in sub-paragraphs 3.5.1. and 3.5.2. above.

2.7 Assistant Chief Technical Officer, Grade Level 13

- 2.7.1 Assisting in the preparation of Cost estimates and tender document for projects to be undertaken either by direct labour or contract.
 - 2.7.2 Assisting in traffic studies, including collection and processing of transportation data such as traffic characteristics in terms of traffic counts, origin/destination surveys, composition of various classes of vehicles and accident records.
 - 2.7.3 Undertaking simple geometric designs of Highways, minor bridges and culverts.
 - 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Coordinating the activities of officers working under him and also of contractors and labourers engaged in construction work on roads and bridges.
 - 2.8.2 Assisting in planning and execution of training programmes.
 - 2.8.3 Taking charge of a Section.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
- Note: All promotions and transfers are subject to vacancy and satisfactory service records.
- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Full Technological Certificate (Craft) of the City and Guilds Institute of London in a relevant subject.
 - 3.1.1.2 Ordinary National Diploma in Highways Engineering or any other relevant subject from a recognized Institution.
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Technical Officer who has spent one year on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. above plus at least one-year post-qualification cognate experience.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Highways Engineering or any other relevant subjects from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. above plus at least four years' post-qualification cognate experience.
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.3.2. above plus at least three years' post-qualification cognate experience or in sub—paragraph 3.1.1. above plus at least seven years' post-qualification cognate experience.
 - 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraphs 3.3.2. or 3.1.1. above plus at least six or ten years' post-qualification cognate experience respectively.
 - 3.6 Principal Technical Officer Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.

- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 13
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Officer (Highways) Cadre who acquires any of the qualifications specified, for appointment to any higher grade is eligible for promotion/transfer to the grade.

CIVIL ENGINEER CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Civil Engineer, Grade II Grade Level 08
 - 1.2 Civil Engineer, Grade I Grade Level 09
 - 1.3 Senior Civil Engineer Grade Level 10
 - 1.4 Principal Civil Engineer Grade Level 12
 - 1.5 Assistant Chief Civil Engineer Grade Level 13
 - 1.6 Chief Civil Engineer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. **DUTIES**
 - 2.1 Civil Engineer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Carrying out preliminary surveys and investigation en all types of Civil Engineering activities.
 - 2.1.1.2 Preparing engineering designs in steel, reinforced and pre-stressed concrete.
 - 2.1.1.3 Carrying out tests on highway materials.
 - 2.1.1.4 Preparing cost estimates and tender documents for projects to be executed.
 - 2.1.1.5 Assisting in the maintenance of Federal and State highways.
 - 2.2 Civil Engineer, Grade I, Grade Level 09
 - 2.2.1 Taking charge of a project or projects in a specified area.
 - 2.2.2 Supervising a number of junior officers engaged in design or construction works.
 - 2.2.3 Inspecting projects under construction.
 - 2.2.4 Carrying out traffic studies and analysis and providing statistics.
 - 2.3 Senior Civil Engineer, Grade Level 10
 - 2.3.1 Coordinating the activities of junior officers in a unit.
 - 2.3.2 Taking charge of an Area Officer Workshop.
 - 2.3.3 Carrying out bridge designs in steel and concrete.
 - 2.3.4 Carrying out materials testing and research.
 - 2.3.5 Assisting in training junior staff.
 - 2.4 Principal Civil Engineer, Grade Level 12
 - 2.4.1 Taking charge of a junior civil engineering Project.
 - 2.4.2 Exercising when in the field, as Area or Superintendent Engineer, functions in an area, including alt maintenance and construction works.
 - 2.4.3 Assisting in undertaking the planning of urban and rural road systems.
 - 2.4.4 Supervising the construction of all types of road pavements and bridges.
 - 2.4.5 Undertaking traffic engineering activities.

- 2.4.6 Taking responsibility for the maintenance and improvement of roads and bridges and other associated activities.
- 2.5 Assistant Chief Civil Engineer, Grade Level 13
 - 2.5.1 Preparing Recurrent Estimates for the Department.
 - 2.5.2 Testing engineering materials and maintaining appropriate records and presenting reports on such tests and other investigations.
 - 2.5.3 Designing highway structures and furniture.
 - 2.5.4 Undertaking the planning of urban and rural road system.
 - 2.5.5 Assisting in organizing the training programmes for staff.
- 2.6 Chief Civil Engineer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Scrutinizing progress reports on all road and bridge projects and preparing annual reports on them.
 - 2.6.3 Preparing contract documents for highway projects.
 - 2.6.4 Undertaking the planning of new projects.
 - 2.6.5 Assessing variations required for works in progress and analyzing and reviewing contractors' claims.
 - 2.6.6 Monitoring expenditure and progress of works against schedules.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Initiating action on the planning, execution and review of policies and programmes relating to civil engineering.
 - 2.7.3 Coordinating the planning and execution of training programmes for staff.
 - 2.7.4 Assisting in taking charge of the general administration of the Department (States).
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of the Division/the Department
 - 2.8.2 Advising the Government on the formulation, execution and review of policies and programmes on civil engineering and related matters (States).
 - 2.8.3 Taking responsibility for civil engineering development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes on civil engineering and other related matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Civil Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Civil Engineering or such other qualifications registrable with the Council of Registered Engineers of Nigeria (COREN).
 - 3.2 Civil Engineer Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Civil Engineer Grade II who has successfully completed a two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Senior Civil Engineer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Civil Engineer Grade I who has spent at least three years on the grade.

- 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1. above plus at least five years post-qualification cognate experience.
- 3.4 Principal Civil Engineer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Civil Engineer who has spent at least three years on the grade and obtained the registration of COREN.
- 3.5 Assistant Chief Civil Engineer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Civil Engineer who has spent at least three years on the grade and registered with COREN.
- 3.6 Chief Civil Engineer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Civil Engineer grade has spent at least three years on the grade and registered with COREN.
- 3.7 Assistant Director Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Civil Engineer who has spent a least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a confirmed and suitable Assistant Director who has spent least four years on the grade
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

TOWN PLANNING ASSISTANT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Town Planning Assistant Grade II Grade Level 03
 - 1.2 Town Planning Assistant Grade I Grade Level 04
 - 1.3 Senior Town Planning Assistant Grade II Grade Level 05
 - 1.4 Senior Town Planning Assistant Grade I Grade Level 06
 - 1.5 Chief Town Planning Assistant Grade Level 07
- 2. DUTIES
 - 2.1 Town Planning Assistant Grade II, Grade Level 03
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Tracing and lettering of drawings, maps, plans etc.
 - 2.1.1.2 Enlarging and reducing maps, plans and sketches.
 - 2.1.1.3 Preparing simple drawings from sketches and detailing drawings.
 - 2.1.1.4 Colouring and painting of drawings or maps.
 - 2.1.1.5 Charting or plotting survey plans.
 - 2.1.1.6 Filling plans and maintaining official records and plans.
 - 2.2 Town Planning Assistant Grade I, Grade Level 04
 - 2.2.1 Undergoing on-the-job training in routine town planning draughtsmanship
 - 2.3 Senior Town Planning Assistant Grade II Grade Level 05
 - 2.3.1 Preparing layouts and working drawings for the construction of new buildings and alteration of extensions to existing buildings.
 - 2.3.2 Making layouts and working drawings for specific sections of major layout plans from sketches and verbal instructions.
 - 2.3.3 Collecting data relevant to assigned projects.

- 2.3.4 Tracing plans, printing and colouring plans; inspecting proposed building sites, conducting preliminary compass surveys of village development sites and siting of buildings.
- 2.3.5 Assisting in copying drawings to scale and arranging details on the standard sheet.
- 2.4 Senior Town Planning Assistant Grade I, Grade Level 06
 - 2.4.1 Undertaking simple measurements and chain survey and preparing scale plans to measurements.
 - 2.4.2 Supervising the filling of plans; and maintaining office records and plans' register.
 - 2.4.3 Copying drawings to scale and arranging details on the standard sheet.
 - 2.4.4 Undertaking simple map and plan projection.
 - 2.4.5 Carrying out accurate Field Surveys for purposes of preparing drainage scheme, roads and town planning.
 - 2.4.6 Assisting in the supervision of the work of junior staff.
- 2.5 Chief Town Planning Assistant, Grade Level 07
 - 2.5.1 Beaconing detailed layouts and surveying town planning layout.
 - 2.5.2 Preparing Estate designs to scale from sketches and notes.
 - 2.5.3 Supervising the work of a number of junior staff.
 - 2.5.4 Verifying the tracing, printing, colouring and projection of development plans and maps.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Town Planning Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
- 3.2 Town Planning Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Town Planning Assistant Grade who has spent at least two years on the grade and passed the Departmental Confirmation/Promotion Test at Promotion Level i.e. 50%.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Senior Secondary School Certificate or West African School Certificate.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings including at least two of the following:- Mathematics, Geography, Economics, Fine Arts, Physics, Technical Drawing.
 - 3.2.2.3 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate plus Proficiency Certificate in Draughtsmanship from a recognized Institution or a reputable firm
- 3.3 Senior Town Planning Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Town Planning Assistant Grade I who has spent at least two years on the grade and successfully completed the training programme specified in sub-paragraph 2.2.1 above.

- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 1.2.2 above plus a recognized certificate in Draughtsmanship.
- 3.4 Senior Town Planning Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Town Planning Assistant Grade II who has spent at least two years on the grade.
- 3.5 Chief Town Planning Assistant, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Senior Town Planning Assistant Grade I who has spent at least two years on the grade.
- 4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Town Planning Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (TOWN PLANNING) CADRE

- 1. **POSTS AND SALARIES**
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. **DUTIES**
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Undertaking survey layouts.
 - 2.1.2 Supervising road drainage and culvert construction.
 - 2.1.3 Preparing and executing road pattern modifications.
 - 2.1.4 Collecting social survey materials.
 - 2.1.5 Preparing land use maps.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Preparing sketches and designs for roads, drainage schemes and street furniture.
 - 2.2.2 Preparing simple building plans, layouts and simple civic designs.
 - 2.2.3 Collecting, analyzing and applying social survey materials.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Undertaking responsibility for road and building specifications.
 - 2.3.2 Assisting in the training of junior Staff
 - 2.3.3 Undertaking physical site inspection of Government acquired Lands prior to development.
 - 2.3.4 Assisting in processing building plan applications for approval.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Coordinating the activities of a number of subordinate staff
 - 2.4.2 Taking charge of a Town Planning Scheme or project
 - 2.4.3 Assisting in the preparation of Landscape plans for Government Estates, Parks and Gardens and along Highways.
 - 2.4.4 Preparing estimates for Urban and Regional Development Projects.
 - 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Assisting in formulating planning proposals for small towns.
 - 2.5.2 Assisting in organizing and executing training programmes for junior staff
 - 2.5.3 Assisting in vetting processed building plan applications for approval.
 - 2.5.4 Supervising the activities in a Drawing Office.

- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating the activities of a number of junior staff
 - 2.6.2 Taking charge of specified projects
 - 2.6.3 Cross-checking prepared estimates for Urban and Regional Development Projects.
 - 2.6.4 Supervising the production of Final Plans.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the general administration of a Section.
 - 2.7.2 Supervising the training of junior staff.
 - 2.7.3 Verifying processed building plans and other development plans to ensure conformity with planning standards.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of a Section
 - 2.8.2 Coordinating a number of projects.
 - 2.8.3 Coordinating training programmes for junior staff
 - 2.8.4 Recommending building plan applications for approval.
 - 2.8.5 Assisting in enforcing development control standards.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 ordinary National Diploma in Town Planning for a recognized Institution.
 - 3.1.1.2 A pass in the preliminary examination of Nigerian Institute of Town Planners.
 - 3.1.1.3 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects at two sittings, preferably including Geography, Mathematics, Physics or Economics.
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.2 By advancement of a suitable Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1 or 3.1.1.2 above after spending one year on the grade.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Town Planning from a recognized Institution.
 - 3.3.3 By a direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least four years post qualification cognate experience or in 3.2.3 above plus at least three years post qualification cognate experience.
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 or 3.1.1.2 above plus at least seven years post-qualification cognate experience or in 3.2.3 above plus at least six years post-qualification

cognate experience or in 3.3.2 above plus at least three years post-qualification cognate experience.

- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1.1 3.1.1.2 above plus at least ten years post-qualification cognate experience or in 3.2.3. above plus at least nine years' post-qualification cognate experience or in 3.3.2 above plus at least six years post-qualification cognate experience.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE

Any officer in the Technical Officer (Town Planning) Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for transfer/promotion to the grade.

TOWN PLANNING OFFICER CADRE

1. POSTS AND SALARIES

1.1	Town Planning Officer Grade II	Grade Level 08
1.2	Town Planning Officer Grade I	Grade Level 09
1.3	Senior Town Planning Officer	Grade Level 10
1.4	Principal Town Planning Officer	Grade Level 12
1.5	Assistant Chief Town Planning Officer	Grade Level 13
1.6	Chief Town Planning Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES

- 2.1 Town Planning Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Undertaking investigation of sites for Government projects and other Public Schemes and uses.
 - 2.1.1.2 Collecting various field information for Town Planning purposes.
 - 2.1.1.3 Collecting physical and social survey data for the purpose of assessing the effects on town planning decisions.
 - 2.1.1.4 Carrying out examination of building plans and other physical development proposals.
 - 2.1.1.5 Preparing preliminary drawings for layout plans and civic designs.
- 2.2 Town Planning Officer Grade I, Grade Level 09
 - 2.2.1 Assisting in conducting planning research.
 - 2.2.2 Preparing social or economic surveys necessary for town planning purposes.
 - 2.2.3 Assisting in drafting instruments for town and country planning purposes.

- 2.2.4 Collating and analyzing various statistics and information obtained through various aspects of town and country planning
- 2.2.5 Assisting in the preparation of town planning schemes, layout and civic designs.
- 2.3 Senior Town Planning Officer, Grade Level 10
 - 2.3.1 Carrying out studies for purposes of (Town Planning) legislation.
 - 2.3.2 Assisting in executing training programmes for junior officers.
 - 2.3.3 Conducting and supervising planning arch programme.
 - 2.3.4 Assisting in the planning of Industrial Estates.
- 2.4 Principal Town Planning Officer, Grade Level 12
 - 2.4.1 Examining in details, town planning schemes and layouts.
 - 2.4.2 Processing planning programmes, master plans, comprehensive and other development plans for Government approval.
 - 2.4.3 Initiating planning research programmes.
 - 2.4.4 Supervising the work of a number of Officers below his grade.
 - 2.4.5 Taking charge of an Area Office.
- 2.5 Assistant Chief Town Planning Officer, Grade Level 13
 - 2.5.1 Coordinating the implementation of industrial estates, housing schemes and other major planning projects.
 - 2.5.2 Supervising the planning of research programmes.
 - 2.5.3 Planning and conducting town planning exhibitions and seminars.
 - 2.5.4 Preparing and reviewing Town Planning standards including development control.
- 2.6 Chief Town Planning Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section
 - 2.6.2 Coordinating training and planning research programmes.
 - 2.6.3 Taking charge of specified subjects.
 - 2.6.4 Ensuring master plans, structure plans, layouts, building plans and other development plans conform to approved standards.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Coordinating the preparation of all technical reports on tenders on Urban and Regional/Development Projects.
 - 2.7.3 Verifying building plans for final approval.
 - 2.7.4 Coordinating research and other specialized studies carried out by the Division.
 - 2.7.5 Initiating the review of town planning policies and programmes.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division/Department.
 - 2.8.2 Advising the Ministry on the formulation, execution and review of policies and programmes on Urban Planning and related matters (States).
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation execution and review of policies and programmes on Urban Planning and related matters.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Town Planning Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications or equivalent qualification registrable with the Town Planners Registration Council of Nigeria (TOPREC):
 - 3.1.1.1 A Degree in Urban and Regional Planning or Town Planning from a recognized Institution.

- 3.1.1.2 A pass in the Final Examinations of the Nigerian Institute of Town Planners.
- 3.1.1.3 A professional Diploma in Urban and Regional Planning or Town Planning from any recognized Institution (not equivalent to Higher National Diploma Certificate).
- 3.2 Town Planning Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Town Planning Officer Grade who has successfully completed the two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing a Masters' Degree in Urban and Regional Planning or Town Planning from any recognized Institution plus at least one-year post-qualification cognate experience.
- 3.3 Senior Town Planning Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Town Planning Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.3 above plus at least five or four years post-qualification cognate experience respectively.
 - 3.3.3 By direct appointment of a candidate possessing a Doctorate Degree in Urban and Regional-Planning or Town Planning from any recognized Institution plus at least one-year post-qualification cognate experience.
- 3.4 Principal Town Planning Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Town Planning Officer who has spent at least three years on the grade and obtained the registration of the Town Planners Registration Council of Nigeria (TOPR.EC).
- 3.5 Assistant Chief Town Planning Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Town Planning Officer who has spent at least three years on the grade and registered with TOPREC.
- 3.6 Chief Town Planning Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Town Planning Officer who has spent at least three years on the grade and registered with TOPREC.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Town Planning Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointment to higher grades are subject to confirmation of appointment.

TECHNICAL ASSISTANT (ARCHITECTURE) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Technical Assistant Grade II Grade Level 03
 - 1.2 Technical Assistant Grade I Grade Level 04

- 1.3 Senior Technical Assistant Grade II Grade Level 05
- 1.4 Senior Technical Assistant Grade I Grade Level 06
- 1.5 Chief Technical Assistant Grade Level 07

2. DUTIES

- 2.1 Technical Assistant Grade II, Grade Level 03
 - 2.1.1 Performing under the supervision of a Senior Officer, elementary technical works in the Field of Architecture.
- 2.2 Technical Assistant Grade I, Grade Level 04
 - 2.2.1 This is a training grade iii which officers undergo organized trailing Programme on the job within the Department.
- 2.3 Senior Technical Assistant Grade II, Grade Level 05
 - 2.3.1 Tracing and preparing work drawings from sketches for small buildings.
 - 2.3.2 Carrying out simple site surveys.
- 2.4 Senior Technical Assistant Grade I, Grade Level 06
 - 2.4.1 Undertaking, under the supervision of a Technical Officer (Architecture), the inspection of buildings and other structures against designed specifications.
 - 2.4.2 Supervising the work of a number of junior staff.
- 2.5 Chief Technical Assistant, Grade Level 07
 - 2.5.1 Supervising and coordinating the activities of junior staff in the unit an assisting in their training.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Technical Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:-
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
 - 3.1.1.3 Junior Secondary School Certificate.
- 3.2 Technical Assistant Grade I Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Technical Assistant Grade II who has spent at least two years on the grade and passed the Departmental Confirmation/ Promotion Test at promotion level (i.e. 50%).
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate preferably including a pass in Mathematics or Technical Drawing.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings preferably including Technical Drawing or Mathematics.
 - 3.2.2.3 Trade Certificate obtained from a Government Trade Centre or any other approved institution.
- 3.3 Senior Technical Assistant Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Technical Assistant Grade I who has spent at least two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years' post-qualification cognate experience.
- 3.4 Senior Technical Assistant Grade I, Grade Level 06

- 3.4.1 By promotion of a confirmed and suitable Senior Technical Assistant Grade II who has spent at least two years on the grade.
- 3.5 Chief Technical Assistant, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Technical Assistant (Architecture) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

TECHNICAL OFFICER (ARCHITECTURE) CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Undertaking the preparation and execution of working drawing for buildings.
 - 2.1.1.2 Carrying out site surveys and leveling.
 - 2.1.1.3 Assisting in preparing progress report for building projects.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Assisting in supervising the work of a number of junior staff in his unit.
 - 2.2.2 Carrying out site supervision of small standard buildings and simple structural calculations.
 - 2.2.3 Assisting in preparing working drawings for buildings and other architectural projects.
 - 2.1 Higher Technical Officer, Grade Level 08
 - 2.3.1 Assisting in undertaking the production of working drawings for all types of buildings.
 - 2.3.2 Assisting in undertaking the preparation of programme or work and schedule of materials.
 - 2.3.3 Assisting in preparing perspective drawings for buildings and other architectural projects.
 - 2.3.4 Assisting in preparing models to illustrate important buildings and architectural projects.
 - 2.3.5 Assisting in supervising Government building work.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Assisting in supervising the activities of junior staff.
 - 2.4.2 Undertaking the production of working drawings for all types of buildings, including details and schedules.
 - 2.4.3 Assisting in preparing layout master plan of Government buildings.
 - 2.4.4 Assisting in preparing as-built drawings for all Government buildings and other architectural projects.
 - 2.5 Principal Technical Officer Grade II, Grade Level 10

- 2.5.1 Undertaking the preparations of programme of works and schedule of materials.
 - 2.5.2 Taking charge of a small unit.
 - 2.5.3 Assisting in the organization and execution of training programmes for junior technical staff.
 - 2.5.4 Assisting in preparing contract drawings for Government buildings and other architectural projects.
 - 2.5.5 Assisting in preparing specifications for Government buildings and architectural projects.
 - 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in the supervision and monitoring of Government buildings and architectural projects.
 - 2.6.2 Supervising and coordinating the activities of a number of junior officers.
 - 2.6.3 Performing the duties specified in sub-paragraph 2.5.1 - 2.5.5 above.
 - 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Organizing and supervising the execution of training programmes for junior staff.
 - 2.7.2 Assisting in the supervision of Government buildings and other architectural projects.
 - 2.7.3 Assisting in the general administration of the Section.
 - 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the administration of the Section.
 - 2.8.2 Coordinating and supervising the activities of subordinates.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
- Note: All promotions and transfers are subject to vacancy and satisfactory service record.
- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing General Certificate of Education (Advanced Level) in two relevant subjects passed at one sitting or three subjects at two sittings.
 - 3.1.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.2.1 Intermediate Royal Institute of British Architect.
 - 3.1.2.2 Ordinary National Diploma (OND) in Architectural Technology from a recognized Institution.
 - 3.1.2.3 Full Technological Certificate (Craft) of the City and Guilds of London Institute in -relevant subject.
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of an Assistant Technical Officer possessing any of the qualifications specified in sub-paragraph 3.1.2 above who has spent one year on the grade.
 - 3.2.2 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 above plus at least one-year post-qualifications Cognate experience.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma (HND) in Architecture from a recognized Institution or the Full Technological Certificate (Technician) of the City and Guilds of London institute in relevant field.

- 3.3.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3. 1.2 above plus at least four years' post-qualification cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09.
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 or 3.3.2 above plus at least seven or three years' post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 or 3.3.2 above plus at least ten or six years post-qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 15
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Technical Officer (Architecture) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

ARCHITECT CADRE

- 1. POSTS AND SALARIES:

1.1	Architect Grade II	Grade Level 08
1.2	Architect Grade I	Grade Level 09
1.3	Senior Architect	Grade Level 10
1.4	Principal Architect	Grade Level 12
1.5	Assistant Chief Architect	Grade Level 13
1.6	Chief Architect	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES
 - 2.1 Architect Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Undertaking architectural design of government buildings and other architectural projects.
 - 2.1.1.2 Supervising building works being executed for the government (either by contract or direct labour) to ensure conformity with the architectural designs of the buildings.
 - 2.2 Architect Grade I, Grade Level 09
 - 2.2.1 Performing the following duties under supervision:

- 2.2.1.1 Undertaking designs of government buildings and other architectural projects.
- 2.2.1.2 Preparing perspective drawings, sketches and models to illustrate works of importance to be undertaken.
- 2.2.1.3 Preparing working drawing and specifications for all government buildings and other architectural projects.
- 2.2.1.4 Supervising government building works being erected to ensure conformity with the architectural designs of the buildings and other architectural projects
- 2.2.1.5 Maintaining public buildings including the furnishing and decorations.
- 2.2.1.6 Preparing sketch designs, working drawings and schedule.
- 2.2.1.7 Preparing as-built drawings for all government buildings and other architectural projects.
- 2.3 Senior Architect, Grade Level 10
 - 2.3.1 Taking and analyzing briefs on all government buildings and other architectural projects.
 - 2.3.2 Preparing layout master plan of government or other institutional or commercial buildings.
 - 2.3.3 Preparing, describing and illustrating outline design proposals.
 - 2.3.4 Supervising the preparation of drawings and specifications for all government buildings and other architectural projects.
- 2.4 Principal Architect, Grade Level 12
 - 2.4.1 Supervising building registers and planning system.
 - 2.4.2 Coordinating activities and inputs of other professionals in the building team.
 - 2.4.3 Supervising the activities of junior officers assigned to work under him and assisting in their on-the-job training.
 - 2.4.4 Preparing final detail drawings required for all government buildings and architectural projects, including reactivation of abandoned projects
 - 2.4.5 Coordinating the preparation of contract documents, invitation to tenders for all government buildings and other architectural projects.
- 2.5 Assistant Chief Architect, Grade Level 13
 - 2.5.1 Coordinating the activities of a group of officers.
 - 2.5.2 Ensuring the proper execution of all government buildings and other architectural projects.
 - 2.5.3 Preparing architect's final reports on all government buildings and other architectural projects.
 - 2.5.4 Assisting in the planning and execution of training programme for Architects.
 - 2.5.5 Preparing programmes for the planned maintenance of all government buildings and other architectural projects.
- 2.6 Chief Architect, Grade Level 14
 - 2.6.1 Coordinating the activities of a Section.
 - 2.6.2 Cross-checking all working drawings to ensure that there are no discrepancies.
 - 2.6.3 Cross-checking all drawings against the Bills of Quantities to ensure conformity.
 - 2.6.4 Initiating and holding meetings with client ministries for approval of all government buildings and other architectural project proposals.
 - 2.6.5 Taking charge of the Public Building and Housing section at the Field Headquarters.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Coordinating the activities of a Branch.
 - 2.7.2 Initiating action on the review of architectural policies and programmes.

- 2.7.3 Taking charge of the planning and execution of all training programmes for Architects.
- 2.7.4 Preparing maintenance manual for all government buildings and other architectural projects at handover stage.
- 2.7.5 Assisting in the general administration of the Department (States).
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Coordinating the activities of a Division/Department.
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Vetting the technical report on tenders on all government buildings and other architectural projects.
 - 2.8.4 Vetting variations on all Government buildings and other architectural projects (States).
 - 2.8.5 Approving architect's payment certificate on all government buildings and other architectural projects.
 - 2.8.6 Approving progress and final reports on all government buildings and other architectural projects.
 - 2.8.7 Initiating the commissioning of all government buildings and other architectural project
 - 2.8.8 Advising the government on the formulation, execution and review of policies and programmes an matters relating to buildings and other architectural projects (States).
 - 2.8.9 Approving and signing all technical reports on tenders on all government buildings and other architectural projects (States)
 - 2.8.10 Approving all variations on all government buildings and other architectural projects (States).
- 2.9 Director (Federal), Grade Level 17
 - 2.9.1 Advising government on matters relating to buildings and other architectural project
 - 2.9.2 Establishing and initiating conceptual design, as well as broad specifications of material and methods of construction of all government buildings and other
 - 2.9.3 Ensuring that all government buildings and other architectural project designs conform to Statutory Regulations.
 - 2.9.4 Advising on tenders on Government buildings and other architectural projects.
 - 2.9.5 Vetting all variations on all government buildings and other architectural projects.
 - 2.9.6 Approving and signing Architects Practical Completion Certificate on all Government buildings and architectural projects.
 - 2.9.7 Coordinating the activities of the Department.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Architecture Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with the Architects Registration Council of Nigeria (ARCON):
 - 3.1.1.1 Bachelor of Science (B.Sc.) degree in Architecture obtained from a University recognized by the Architect Registration Council of Nigeria.
 - 3.1.1.2 A pass in the Final I Examination of the Nigerian Institute of Architects (N.I.A.).
 - 3.1.1.3 A pass in the Final I Examination of the Royal Institute of British Architects (R.I.B.A.).
 - 3.2 Architect Grade I, Grade Level 09

- 3.2.1 By direct appointment of a candidate possessing any of the following or equivalent qualifications registrable with ARCON:
 - 3.2.1.1 Master of Science (M.Sc.) degree in Architecture, obtained from an Institution recognized by ARCON.
 - 3.2.1.2 Bachelor of Architecture obtained from an Institution recognized by APCON.
 - 3.2.1.3 A pass in the Final II Examination of the Nigerian Institute of Architects.
 - 3.2.1.4 A pass in the Final II Examination of the Royal Institute of British Architects.
- 3.2.2 By advancement of a suitable Architect Grade II who has completed a two year pupillage programme and obtained any of the qualifications specified in subparagraph 3.2.1 above.
- 3.3 Senior Architect, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Architect Grade II who has been provisionally registered by ARCON
 - 3.3.2 By direct appointment of a candidate who has been provisionally registered by ARCON and possesses any of the qualifications specified in paragraph 3.2.1 above plus at least three years' post-qualification cognate experience.
- 3.4 Principal Architect, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Architect who has passed the Nigerian Institute of Architects examination of professional competence, fully registered by ARCON and spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualification specified in paragraph 3.2.1 above plus at least six years post-qualification cognate experience, who has passed the Nigerian Institute of Architects examination of professional competence and fully registered by ARCON.
- 3.5 Assistant Chief Architect, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Architect who has passed the Nigerian institute of Architects examination of professional competence, fully registered by ARCON and spent at least three years on the grade.
- 3.6 Chief Architect, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Architect who has passed the Nigerian Institute of Architect examination of professional competence, fully registered by Architects Registration Council of Nigeria spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Architect who has passed the Nigerian Institute of Architects examination of professional competence, fully registered by ARCON and spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director passed the Nigerian Institute of Architects examination of Architects examination of professional competence, fully registered by ARCON and spent at least four years on the grade.
- 3.9 Director, Grade 17
 - 3.9.1 By promotion of a suitable Deputy Director who has passed the Nigerian Institute of Architects examination of professional competence, fully registered by ARCON and spent at least four years on the grade.
- 3.10 Direct appointments to Grade Level 12 and above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

TECHNICAL ASSISTANT (MECHANICAL) CADRE

1. POSTS AND SALARIES:

1.1	Technical Assistant Grade II	Grade Level 03
1.2	Technical Assistant Grade I	Grade Level 04
1.3	Senior Technical Assistant Grade II	Grade Level 05
1.4	Senior Technical Assistant Grade I	Grade Level 06
1.5	Chief Technical Assistant	Grade Level 07

2. DUTIES:

- 2.1 Technical Assistant Grade II, Grade Level 03
 - 2.1.1 Carrying out elementary drawing and designs of mechanical parts under supervision.
- 2.2 Technical Assistant Grade I, Grade Level 04
 - 2.2.1 This is a training grade in which officers are required to undergo organized training programme on the job within the Department.
- 2.3 Senior Technical Assistant Grade II, Grade Level 05
 - 2.3.1 Assisting in setting out pumps, engines, motors etc.
 - 2.3.2 Assisting in training and supervising the work of junior staff.
- 2.4 Senior Technical Assistant Grade I, Grade Level 06
 - 2.4.1 Undertaking regular inspection and repair of plants and vehicles.
 - 2.4.2 Checking components of vehicles for wears or damages and preparing lists of spare parts required.
 - 2.4.3 Training junior officers on the job
- 2.5 Chief Technical Assistant, Grade Level 07
 - 2.5.1 Coordinating the activities of a number of junior staff in a Mechanical workshop.
 - 2.5.2 Assisting in organizing training programmes for junior staff.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Technical Assistant Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 with a bias in Science.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings, preferably including Mathematics or Physics.
 - 3.1.1.3 Junior Secondary School Certificate with a bias in Science.
- 3.2 Technical Assistant Grade I, Grade Level 04
 - 3.2.1 By promotion of a suitable Technical Assistant Grade II who has spent at least two years on the grade and passed the prescribed Departmental Confirmation/ Promotion Test at promotion level (i.e. 50%).
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 West African School Certificate or Senior Secondary School Certificate, preferably including a pass in Mathematics or Physics.
 - 3.2.2.2 General Certificate of Education (Ordinary Level) with, four credits obtained at one sitting or five credits at two sittings, preferably including Mathematics or Physics.
 - 3.2.2.3 Certificate in a relevant Trade obtained from a Government Trade Centre or any other approved Institution.
- 3.3 Senior Technical Assistant Grade II, Grade Level 05

- 3.3.1 By promotion of a confirmed and suitable Technical Assistant Grade I who has spent at least two years on the grade and successfully completed the training programme specified in sub-paragraph 2.1.1 above.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 above plus at least two years post-qualification cognate experience.
 - 3.4 Senior Technical Assistant Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Technical Assistant Grade II who has spent at least two years on the grade.
 - 3.5 By promotion of a suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
 - 3.5.1 By promotion of a suitable Senior Technical Assistant Grade I who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Assistant (Mechanical) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

MECHANICAL ENGINEER CADRE

1. **POSTS AND SALARIES:**
- | | | |
|-----|-------------------------------------|----------------|
| 1.1 | Mechanical Engineer Grade II | Grade Level 08 |
| 1.2 | Mechanical Engineer Grade I | Grade Level 09 |
| 1.3 | Senior Mechanical Engineer | Grade Level 10 |
| 1.4 | Principal Mechanical Engineer | Grade Level 12 |
| 1.5 | Assistant Chief Mechanical Engineer | Grade Level 13 |
| 1.6 | Chief Mechanical Engineer | Grade Level 14 |
| 1.7 | Assistant Director | Grade Level 15 |
| 1.8 | Deputy Director/Director (States) | Grade Level 16 |
| 1.9 | Director | Grade Level 17 |
2. **DUTIES:**
- 2.1 Mechanical Engineer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Carrying out preliminary studies and investigations on all aspects of mechanical engineering activities.
 - 2.1.1.2 Preparing mechanical engineering designs.
 - 2.1.1.3 Preparing cost estimates and Tender documents in respect of projects to be carried out (either by contract or direct labour).
 - 2.1.1.4 Supervising work being carried out either by contract or direct labour.
 - 2.1.1.5 Maintaining and operating machinery and plants in the workshops and on sites.
 - 2.2 Mechanical Engineer Grade I, Grade Level 09
 - 2.2.1 Preparing mechanical engineering designs.
 - 2.2.2 Supervising works being carried out either by contract or direct labour.
 - 2.2.3 Preparing cost estimates and tender documents in respect of projects to be carried out.
 - 2.2.4 Assisting in the supervision and training of junior officers on the job.
 - 2.3 Senior Mechanical Engineer, Grade Level 10
 - 2.3.1 Supervising and coordinating the activities of a number of junior officers in the unit.
 - 2.3.2 Assisting in the formulation and execution of training programmes for junior officers.

- 2.3.3 Taking charge of a group of Mechanical Workshops in an area.
- 2.3.4 Preparing mechanical engineering designs.
- 2.4 Principal Mechanical Engineer, Grade Level 12
 - 2.4.1 Assisting in supervising mechanical construction projects.
 - 2.4.2 Assisting in carrying out detailed design of projects
 - 2.4.3 Preparing tender reports.
 - 2.4.4 Assisting in preparing recurrent estimates
 - 2.4.5 Assisting in revising and improving existing designs.
- 2.5 Assistant Chief Mechanical Engineer, Grade Level 13
 - 2.5.1 Supervising Mechanical Construction projects.
 - 2.5.2 Revising and improving on existing designs
 - 2.5.3 Carrying out detailed design of projects.
 - 2.5.4 Assisting in taking charge of Central Mechanical Workshop
 - 2.5.5 Assisting in preparing codes and standards of practice.
- 2.6 Chief Mechanical Engineer, Grade Level 14
 - 2.6.1 Taking charge of the Central Mechanical Workshop/Section
 - 2.6.2 Preparing recurrent estimates for the Division.
 - 2.6.3 Supervising the organization of the training programmes for staff.
 - 2.6.4 Preparing codes and standards of practice.
 - 2.6.5 Taking charge of specified subjects in the Department.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Processing tender reports.
 - 2.7.3 Initiating action on the review of mechanical engineering policies and programmes.
 - 2.7.4 Coordinating the training programme of staff.
 - 2.7.5 Advising on mechanical engineering matters (States).
 - 2.7.6 Assisting in the general administration of the Department (States).
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of the Division/Department (States).
 - 2.8.2 Taking responsibility for mechanical engineering development Planning.
 - 2.8.3 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to mechanical engineering (States).
 - 2.8.4 Taking charge of planning and execution of training programmes for officers in the Department.
- 2.9 Director (Federal), Grade Level 17
 - 2.9.1 Taking charge of the administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to mechanical engineering.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Mechanical Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of. a candidate possessing a degree in Mechanical Engineering or related field registrable with the Council of Registered Engineers of Nigeria (COREN).
 - 3.2 Mechanical Engineer Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Mechanical Engineer Grade II who has successfully completed the two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.

- 3.3 Senior Mechanical Engineer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Mechanical Engineer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in 'sub4aragraph 31.1. above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Mechanical Engineer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Mechanical Engineer who has spent at least three years on the grade and has obtained the registration of Council of Registered Engineers of Nigeria.
- 3.5 Assistant Chief Mechanical Engineer, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Mechanical Engineer who has spent at least three years on the grade and registered with COREN.
- 3.6 Chief Mechanical Engineer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Mechanical Engineer who has spent at least the years on the grade and registered with COREN.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Mechanical Engineer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years' on the grade.
- 3.9 Director (Federal), Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and above:- Direct appointments' may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

TECHNICAL OFFICER (BUILDING) CADRE

- 1. POSTS AND SALARIES:
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Officer Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. DUTIES:
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision
 - 2.1.1.1 Carrying out site leveling.
 - 2.1.1.2 Preparing so of materials.
 - 2.1.1.3 Assisting in supervising building projects.
 - 2.1.1.4 Assisting in preparing progress reports.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Performing the following duties wider supervision:
 - 2.2.1.1 Carrying out site leveling
 - 2.2.1.2 Assisting in site supervision of government building projects.

- 2.2.1.3 Assisting in preparing progress report for building projects.
- 2.2.1.4 Supervising the work of a number of junior staff
- 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Undertaking the preparation of schedules of materials, plant and labor to be used for construction.
 - 2.3.2 Setting out buildings.
 - 2.3.3 Participating in the supervision of a project
- 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Assisting in the quality control of works and materials on sites.
 - 2.4.2 Supervising and coordinating the activities of a number of junior officers.
 - 2.4.3 Participating in the execution of building projects.
- 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Supervising and coordinating the activities of junior officers in his Unit.
 - 2.5.2 Assisting in the organization and execution of training programmes for junior technical staff.
 - 2.5.3 Participating in the execution of building projects.
 - 2.5.4 Carrying out building surveying under supervision.
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Supervising the activities of junior officers under him.
 - 2.6.2 Participation in the supervision of building projects.
 - 2.6.3 Assisting in the preparation of cost estimates and tender documents for building projects executed under direct labour.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Assisting in the general administration of a Section.
 - 2.7.2 Coordinating progress reports on a number of building projects.
 - 2.7.3 Organizing and executing training programmes for junior staff.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Taking charge of the general administration of a section.
 - 2.8.2 Supervising and coordinating a number of building projects.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
 Note: All promotions and transfers are subject to vacancy and satisfactory service record.
 - 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing Ordinary National Diploma in Building from a recognized Institution.
 - 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of an Assistant Technical Officer who has spent one year on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience.
 - 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Building from a recognized institution.
 - 3.3.3 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3L1. above plus at least far years' post-qualification cognate experience
 - 3.4 Senior Technical Officer, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.

- 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.2 above plus at least seven or three years' post-qualification cognate experience respectively.
- 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraphs 3.1.1 or 3.3.2 above plus at least ten or six years' post qualification cognate experience respectively.
- 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
- 3.7 Assistant Chief Technical Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer who has spent at least three years on the grade.
- 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Technical Officer (Building) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

BUILDING OFFICER CADRE

- 1. POSTS AND SALARIES

1.1	Building Officer Grade II	Grade Level 08
1.2	Building Officer Grade I	Grade Level 09
1.3	Senior Building Officer	Grade Level 10
1.4	Principal Building Officer	Grade Level 12
1.5	Assistant Chief Building Officer	Grade Level 13
1.6	Chief Building Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES
 - 2.1 Building Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Preparing construction programmes.
 - 2.1.1.2 Participating in the execution of all maintenance works.
 - 2.1.1.3 Undertaking construction of all Government buildings.
 - 2.1.1.4 Supervising and monitoring Government projects.
 - 2.2 Building Officer Grade I, Grade Level 09
 - 2.2.1 Carrying out work study and analytical estimates including productivity measurement.
 - 2.2.2 Preparing materials, plant and labour schedules
 - 2.2.3 Participating in the planning, production and control of building projects.
 - 2.2.4 Participating in planning the production and control of furniture.
 - 2.2.5 Supervising and monitoring projects under construction to ensure compliance with approved quality of materials.
 - 2.3 Senior Building Officer, Grade Level 10
 - 2.3.1 Participating in the planning, execution and control of all maintenance work

- 2.3.2 Preparing programmes for preventive and routine maintenance of all public buildings.
- 2.3.3 Assisting in the training of junior Building Officers and supporting staff.
- 2.3.4 Maintaining and updating Building Register.
- 2.3.5 Supervising Government buildings under construction.
- 2.4 Principal Building Officer, Grade Level 12
 - 2.4.1 Monitoring and documenting all on-going Government building projects.
 - 2.4.2 Supervising the training of junior Building Officers.
 - 2.4.3 Carrying out building surveys and recommending maintenance of Government buildings.
 - 2.4.4 Coordinating the preparation of building progress report, registers and planning methods.
 - 2.4.5 Supervising the activities of supporting officers.
- 2.5 Assistant Chief Building Officer, Grade Level 13
 - 2.5.1 Monitoring progress of Government capital projects
 - 2.5.2 Preparing recurrent estimates for the Division
 - 2.5.3 Preparing programmes for routine and planned maintenance of all Government buildings.
 - 2.5.4 Preparing Building Officers' Final Reports on all Government building projects.
- 2.6 Chief Building Officers, Grade Level 14
 - 2.6.1 Ensuring proper execution of all Government building projects.
 - 2.6.2 Taking part in execution of maintenance and construction works.
 - 2.6.3 Scrutinizing progress reports on all projects and preparing periodical reports on them.
 - 2.6.4 Coordinating the activities of a Section.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Coordinating the activities of a Branch.
 - 2.7.2 Assisting in the general administration of the Department (States).
 - 2.7.3 Coordinating the planning and execution of training programmes for Building Officers and supporting staff.
 - 2.7.4 Overseeing construction progress and reactivation of all Government building and other projects.
 - 2.7.5 Initiating action on the review of building policies and programmes.
- 2.8 Deputy Director (Federal)/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of a Division/Department (States).
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Liaising with professional bodies in building matters.
 - 2.8.4 Participating in the commissioning of all building projects.
 - 2.8.5 Advising on the foundation, execution and review of policies and programmes on matters relating to building projects (States).
- 2.9 Director (Federal), Grade Level 17
 - 2.9.1 Taking charge of the administration of a Department.
 - 2.9.2 Overseeing the construction of all Government buildings and other building projects.
 - 2.9.3 Advising Government on matters relating to building construction and maintenance.
 - 2.9.4 Participating in the commissioning of all building projects.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Building Officer Grade II, Grade Level 08

- 3.1.1 By direct appointment of a candidate possessing any of the following qualifications or their equivalents which are provisionally registrable with the Council of Registered Builders of Nigeria (CORBON):
 - 3.1.1.1 A degree in Building or Building Technology from a recognized University.
 - 3.1.1.2 A pass in the Final Part II Examination of the Nigerian Institute of Builders.
 - 3.1.1.3 A pass in the Final Part II Examination of the Chartered Institute of Builders of England.
- 3.2 Building Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Building Officer Grade II who has completed a two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Master of Science Degree in Building Technology from a recognized University.
 - 3.2.2.2 Corporate Membership of the Nigerian institute of Builders (MNIQB).
 - 3.2.2.3 Corporate Membership of the Chartered Institute of Builders, England (MCIQB).
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Building Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Building Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience or the qualification specified in sub-paragraph 3.2.2 above plus at least three years post-qualification cognate experience.
- 3.4 Principal Building Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Building Officer who has spent at least three years on the grade, passed the professional competence examination of the Nigeria institute of Builders (MNIQB) and registered with (CORBON).
- 3.5 Assistant Chief Building Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Building Officer who has spent at least three years on the grade and fully registered with the Council of Registered Builders of Nigeria (CORBON).
- 3.6 Chief Building Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Building Officer who has spent at least three years on the grade and fully registered with the Council of Registered Builders Nigeria (CORBON).
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Building Officer who has Spent at least three years on the grade and fully registered with Council of Registered Builders of Nigeria (CORBON).
- 3.8 Deputy Director (Federal/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade and fully registered with the Council of Registered Builders of Nigeria (CORBON).
- 3.9 Director (Federal), Grade Level 17

- 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade and fully registered with CORBON.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

BOUNDARYMAN CADRE

1. POSTS AND SALARIES:
 - 1.1 Boundaryman Grade Level 03
 - 1.2 Senior Boundaryman Grade Level 04
2. DUTIES
 - 2.1 Boundaryman, Grade Level 03
 - 2.1.1 Maintaining Government Land Boundaries
 - 2.1.2 Carrying out chain surveys.
 - 2.1.3 Preventing encroachment on Government Land by unauthorized persons.
 - 2.1.4 Serving Acquisition Notices.
 - 2.2 Senior Boundaryman, Grade Level 04
 - 2.2.1 Calculating areas, volumes and tracing plans of plots.
 - 2.2.2 Assisting in the enumeration of crops and economic trees.
 - 2.2.3 Undertaking the location of beacons for the purpose of identifying plots.
 - 2.2.4 Carrying out simple measurements and rendering reports.
 - 2.2.5 Undertaking, under supervision, the use of elementary surveying instruments.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Boundaryman, Grade Level 03
 - 3.1.1 By promotion/transfer of a suitable officer who has been successful in the Competitive Examination for entry to Grade Level 03 posts.
 - 3.1.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.2.1 Evidence of completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.2.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.
 - 3.2 Senior Boundaryman, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Boundaryman who has spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A Boundaryman who has spent two years on the grade is eligible to sit for the Departmental Confirmation/Promotion Test. A pass at promotion level (i.e. 50 per cent) qualifies the officer for promotion to the grade of Lands Assistant or Valuation Assistant.
 - 4.2 A confirmed and suitable Senior Boundaryman is eligible for consideration for lateral transfer to the grade of Lands Assistant or Valuation Assistant.
 - 4.3 Any officer in the Boundaryman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

LANDS ASSISTANT CADRE

1. POSTS AND SALARIES
 - 1.1 Lands Assistant Grade Level 04
 - 1.2 Senior Lands Assistant Grade II Grade Level 05
 - 1.3 Senior Lands Assistant Grade I Grade Level 06

- 1.4 Chief Lands Assistant Grade Level 07
2. DUTIES
- 2.1 Lands Assistant, Grade Level 04
- 2.1.1 Assisting in drafting acquisition notices and serving notices on persons affected by acquisition order.
- 2.1.2 Assisting in carrying out enumeration and valuation of crops, economic trees and structures on Lands compulsorily acquired.
- 2.1.3 Sketching building and keeping records.
- 2.1.4 Inspecting and maintaining Government Lands.
- 2.1.5 Evicting squatters on Government Lands.
- 2.2 Senior Lands Assistant Grade II, Grade Level 05
- 2.2.1 Drafting acquisition notices.
- 2.2.2 Assisting in collecting rents.
- 2.2.3 Maintaining Land Deed record book.
- 2.2.4 Carrying out enumeration and valuation of crops, economic trees and on Lands compulsorily acquired.
- 2.3 Senior Lands Assistant Grade I, Grade Level 06
- 2.3.1 Collecting rents and maintaining rents and licenses register:
- 2.3.2 Training and supervising junior staff.
- 2.4 Chief Lands Assistant, Grade Level 07
- 2.4.1 Organizing and coordinating the work of junior staff in the Unit.
- 2.4.2 Representing the Government in the law courts on routine land matters.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:
Note: All promotions and transfers subject to vacancy and satisfactory service record.
- 3.1 Lands Assistant Grade Level 04
- 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
- 3.1.1.1 Senior Secondary School Certificate or West African School Certificate.
- 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.
- 3.1.2 By lateral transfer of a suitable Senior Boundaryman or promotion of a confirmed and outstanding Boundaryman who has passed the Departmental Confirmation/Promotion Test at promotion level (i.e. 50%).
- 3.2 Senior Lands Assistant Grade II, Grade Level 03
- 3.2.1 By promotion of a confirmed and suitable Lands Assistant has spent at least two years on the grade and passed the Departmental Confirmation/Promotion Test at promotion level i.e. 50 per cent.
- 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Lands Assistant Grade I, Grade Level 06
- 3.3.1 By promotion of a confirmed and suitable Senior Lands Assistant Grade II who has spent at least two years on the grade.
- 3.4 Chief Lands Assistant, Grade Level 07
- 3.4.1 By promotion of a confirmed and suitable Senior Lands Assistant Grade I who has spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Lands Assistant Cadre who acquires any of the qualifications specified for appointment to a higher grade is eligible for transfer/promotion to the grade.

VALUATION ASSISTANT CADRE

1. POSTS AND SALARIES
 - 1.1 Valuation Assistant Grade Level 04
 - 1.2 Senior Valuation Assistant Grade II Grade Level 05
 - 1.3 Senior Valuation Assistant Grade I Grade Level 06
 - 1.4 Chief Valuation Assistant Grade Level 07
2. DUTIES:
 - 2.1 Valuation Assistant, Grade Level 04
 - 2.1.1 Assisting in taking measurements of lands and building.
 - 2.1.2 Assisting in carrying out market surveys and other enquiries.
 - 2.1.3 Collecting data for valuation purposes.
 - 2.2 Senior Valuation Assistant Grade II, Grade Level 05
 - 2.2.1 Compiling data for valuation purposes.
 - 2.2.2 Taking measurements of Lands and buildings.
 - 2.2.3 Carrying out market surveys and other enquires.
 - 2.3 Senior Valuation Assistant Grade I, Grade Level 06
 - 2.3.1 Calculating and computing valuation data
 - 2.3.2 Surveying and reporting on locational and structural conditions of buildings
 - 2.3.3 Assisting in supervising and training junior officers
 - 2.4 Chief Valuation Assistant, Grade Level 07
 - 2.4.1 Coordinating the duties of a number of subordinate staff
 - 2.4.2 Training junior Staff
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Valuation Assistant, Grade 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Senior Secondary School Certificate or West African School Certificate.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.
 - 3.1.2 By lateral transfer of a suitable Senior Boundaryman or promotion of a confirmed and outstanding Boundaryman who has passed the Departmental Confirmation/Promotion Test at promotion level i.e. 50 percent.
 - 3.2 Senior Valuation Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Valuation Assistant who has spent at least two years on the grade and passed the Departmental Confirmation/Promotion Test at promotion level i.e. 50 percent.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Senior Valuation Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Valuation Assistant Grade II who has spent at least two years on the grade.
 - 3.4 Chief Valuation Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Valuation Assistant Grade I who has spent at least two years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Valuation Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

ESTATE OFFICER

1. POSTS AND SALARIES:
 - 1.1 Assistant Estate Officer Grade Level 06
 - 1.2 Estate Officer Grade Level 07
 - 1.3 Higher Estate Officer Grade Level 08
 - 1.4 Senior Estate Officer Grade Level 09
 - 1.5 Principal Estate Officer Grade II Grade Level 10
 - 1.6 Principal Estate Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Estate Officer Grade Level 13
 - 1.8 Chief Estate Officer Grade Level 14
2. DUTIES
 - 2.1 Assistant Estate Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision
 - 2.1.1.1 Examining building plans on State Lands.
 - 2.1.1.2 Undertaking elementary surveys.
 - 2.1.1.3 Conducting negotiations leading to letting of private properties to Government.
 - 2.2 Estate Officer, Grade Level 07
 - 2.2.1 Examining building plans on State Lands
 - 2.2.2 Maintaining Government's Estate within a specified area including the inspection and maintenance of Government land boundaries.
 - 2.2.3 Controlling and supervising authorized occupants of Government Lands and collecting rents and license fees.
 - 2.3 Higher Estate Officer, Grade Level 08
 - 2.3.1 Attending courts to give evidence or submit documents.
 - 2.3.2 Supervising the work of junior staff
 - 2.3.3 Preparing Certificate of Titles
 - 2.3.4 Inspecting Government Lands and submitting regular reports.
 - 2.4 Senior Estate Officer, Grade Level 09
 - 2.4.1 Taking charge of specified zones or areas.
 - 2.4.2 Taking charge of a unit within an Estate or Section of the Ministry at the Headquarters.
 - 2.4.3 Supervising specific projects and assisting Circle Officers in the Administration of Circle Offices.
 - 2.5 Principal Estate Officer Grade II, Grade Level 10
 - 2.5.1 Assisting in the supervision and coordination of the work of junior staff in the field and at the Headquarters.
 - 2.5.2 Assisting in planning and executing training programmes for junior staff
 - 2.5.3 Coordinating specific projects
 - 2.6 Principal Estate Officer Grade I, Grade Level 12
 - 2.6.1 Coordinating the activities of a subordinate staff.
 - 2.6.2 Undertaking safekeeping of records and books relating to Government properties.
 - 2.6.3 Training junior officers
 - 2.7 Assistant Chief Estate Officer, Grade Level 13
 - 2.7.1 Assisting the Chief Estate Officer in the general administration of the Estate Section.
 - 2.7.2 Participating in the formulation of estate policies.
 - 2.8 Chief Estate Officer, Grade Level 14
 - 2.8.1 Taking charge of the Estate Section of the Ministry.
 - 2.8.2 Coordinating training programmes for the staff in the Estate Section.

2.8.3 Advising the Chief Executive on the formulation, execution and review of policies on estate matters.

4. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

3.1 Assistant Estate Officer, Grade Level 06

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

3.1.1.1 A pass in the First Examination of the Royal Institute of Chartered Surveyors.

3.1.1.2 A pass in the First Examination of the Nigerian Institute of Estate Surveyors and Valuers.

3.1.1.3 Ordinary National Diploma in Estate Management from a recognized Institution.

3.1.2 By direct appointment of a candidate possessing General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings preferably including Geography, Economics or Mathematics.

3.2 Estate Officer, Grade Level 07

3.2.1 By promotion of a confirmed and suitable Assistant Estate Officer who has spent at least two years on the grade

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

3.2.2.1 A pass in the Examination of the Royal Institute of Chartered Surveyors.

3.2.2.2 A pass in the Intermediate Examination of the Nigerian Institute of Estate Surveyors and Valuers

3.2.3 By advancement of a suitable Assistant Estate Officer possessing any of the qualifications specified in sub-paragraph 3.1.1 above after spending one-year on the grade.

3.2.4 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.2 above plus at least two years' post-qualification cognate experience.

3.3 Higher Estate Officer, Grade Level 08

3.3.1 By promotion of a confirmed and suitable Estate Officer who has spent at least three years on the grade.

3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in Estate Management obtained from a recognized Institution.

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

3.4 Senior Estate Officer, Grade Level 09

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

3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. above plus at least seven years' post-qualification cognate experience or in paragraph 3.2.2. above plus at least six years' post-qualification cognate experience or in sub-paragraph 3.3.2. plus at least three years' post-qualification cognate experience.

3.5 Principal Estate Officer Grade II, Grade Level 10

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

- 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1. or 3.2.2. or 3.3.2. above plus at least ten years or six years' post-qualification cognate experience respectively.
 - 3.6 Principal Estate Officer Grade 1, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Estate Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Estate Officer, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Estate Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Estate Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Estate Officer who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
 Any officer in the Estate Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

REGISTRAR OF DEEDS CADRE

- 1. **POSTS AND SALARIES:**
 - 1.1 Assistant Registrar of Deeds Grade Level 06
 - 1.2 Registrar of Deeds Grade Level 07
 - 1.3 Higher Registrar of Deeds Grade Level 08
 - 1.4 Senior Registrar of Deeds Grade Level 09
 - 1.5 Principal Registrar of Deeds Grade Level 10
 - 1.6 Assistant Chief Registrar of Deeds Grade Level 12
 - 1.7 Chief Registrar of Deeds Grade Level 13
- 2. **DUTIES:**
 - 2.1 Assistant Registrar of Deeds, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Checking all instruments and index cards.
 - 2.1.1.2 Preparing and supplying copies of registered Instruments.
 - 2.1.1.3 Arranging and supervising searches for documents.
 - 2.2 Registrar of Deeds, Grade Level 07
 - 2.2.1 Preparing abstracts of deeds including map and plan readings.
 - 2.2.2 Applying land laws operating in the State to registrable Instruments.
 - 2.2.3 Checking titles on 1nd for purposes of mortgage under the States Staff Housing Scheme.
 - 2.3 Higher Registrar of Deeds, Grade Level 08
 - 2.3.1 Signing Laud Instruments and certifying true copies of instruments.
 - 2.3.2 Assisting in the training and supervision of junior staff.
 - 2.3.3 Keeping records of instruments and rendering information on them as necessary.
 - 2.4 Senior Registrar of Deeds, Grade Level 09
 - 2.4.1 Supervising activities of a number of junior officer in his Unit
 - 2.4.2 Assisting in the organization and execution of training programmes for junior staff.
 - 2.5 Principal Registrar of Deeds, Grade Level 10
 - 2.5.1 Organizing and ensuring proper execution of training programmes for junior staff.
 - 2.5.2 Coordinating the activities of a number of subordinate staff.
 - 2.6 Assistant Chief Registrar of Deeds, Grade Level 12
 - 2.6.1 Assisting in the general administration of the Land Registry.
 - 2.6.2 Assisting in furnishing relevant information relating to Instruments and Deeds.

- 2.6.3 Training subordinates.
- 2.7 Chief Registrar of Deeds, Grade Level 23
 - 2.7.1 Taking charge of the Land Registry.
 - 2.7.2 Furnishing relevant information relating to Instruments and Deeds.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN WE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Assistant Registrar of Deeds, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Intermediate Certificate of the Institute of Chartered Secretaries and Administrators.
 - 3.1.1.2 General Certificate of Education (Advanced Level in two subjects passed at one sitting or three subjects passed at two sittings.
 - 3.1.1.3 Ordinary National Diploma in Business Studies from a recognized Institution.
 - 3.2 Registrar of Deeds, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Registrar of Deeds who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 Final Certificate of the Institute of Chartered Secretaries and Administrators.
 - 3.2.2.2 Higher National Diploma in Business Studies from a recognized Institution.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification Cognate experience.
 - 3.3 Higher Registrar of Deeds, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Registrar of Deeds who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' or in subparagraph 3.2.2 above plus at least three years' post-qualification cognate experience.
 - 3.4 Senior Registrar of Deeds, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Registrar of Deeds who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in subparagraph 3.1.1 above plus at least eight years' or in subparagraph 3.2.2 above plus at least six years' post-qualification cognate experience.
 - 3.5 Principal Registrar of Deeds, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Registrar of Deeds who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least eleven or nine years post-qualification cognate experience respectively.
 - 3.6 Assistant Chief Registrar of Deeds, Grade Level 12
 - 3.6.1 By promotion of a suitable Principal Registrar of Deeds who has spent at least three years on the grade.
 - 3.7 Chief Registrar of Deeds, Grade Level 13

3.7.1 By promotion of a suitable Assistant Chief Registrar of Deeds who has spent at least three years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:

Any officer in the Registrar of Deeds Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

LANDS OFFICER CADRE

1. POSTS AND SALARIES:

1.1	Lands Officer Grade II	Grade Level 08
1.2	Lands Officer Grade I	Grade Level 09
1.3	Senior Lands Officer	Grade Level 10
1.4	Principal Lands Officer	Grade Level 12
1.5	Assistant Chief Lands Officer	Grade Level 13
1.6	Chief Lands Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director/Director (States)	Grade Level 16
1.9	Director	Grade Level 17

2. DUTIES:

- 2.1 Lands Officer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Carrying out valuation of lands and buildings required for public purposes.
 - 2.1.1.2 Examining plans for proposed buildings on Government lands.
 - 2.1.1.3 Studying and advising on local land tenure system and its effects on changing economic conditions.
 - 2.1.1.4 Appearing in Law Courts when required to give evidence regarding land matters.
- 2.2 Lands Officer Grade I, Grade Level 09
 - 2.2.1 Taking charge of land matters in a specified area
 - 2.2.2 Advising Town Planning Authorities, Local Government Councils and Communal Land Trusts on Land matters.
 - 2.2.3 Supervising the duties of a number of junior lands officers.
- 2.3 Senior Lands Officer, Grade Level 10
 - 2.3.1 Taking charge of land matters in a Local Government.
 - 2.3.2 Undertaking appraisal of the financial implications of urban renewal projects.
- 2.4 Principal Lands Officer, Grade Level 12
 - 2.4.1 Assisting in the organization and supervision of the work of officers in the Acquisition, Estate Management or Valuation Units of the Division.
 - 2.4.2 Taking charge of land matters in a Zone.
- 2.5 Assistant Chief Lands Officer, Grade Level 13
 - 2.5.1 Coordinating the activities of a number of junior officers.
 - 2.5.2 Assisting in the formulation and execution of training programmes for staff of the Division.
 - 2.5.3 Taking charge of a specified subject.
- 2.6 Chief Lands Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section
 - 2.6.2 Taking charge of specified subjects.
 - 2.6.3 Training junior officers
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch

- 2.7.2 Coordinating the training programmes for staff
- 2.7.3 Assisting in the general administration of the Department
- 2.7.4 Initiating action on the review of Lands policies and programmes.
- 2.7.5 Assisting in formulating and executing policies (States)
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Taking responsibility for lands development planning.
 - 2.8.4 Advising the Government on land matters (States)
 - 2.8.5 Assisting in formulating and executing policies.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes related to land matters.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Lands Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 A degree in Estate Management or Land Economy from a recognized University.
 - 3.1.1.2 A pass in the Final Examination of the Auctioneers' and Estate Agents' Institute.
 - 3.1.1.3 A pass in the Final Examination of the Nigerian Institute of Estate Surveyors and Valuers.
- 3.2 Lands Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Lands Officer Grade II who has successfully completed the two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Lands Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Lands Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification Cognate experience.
- 3.4 Principal Lands Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Lands Officer who has spent at Least three years on the grade.
- 3.5 Assistant Chief Lands Officer, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Lands Officer who has spent at least three years on the grade.
- 3.6 Chief Lands Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Lands Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Lands Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16

- 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the Fade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

CHAINMAN CADRE

- 1. POSTS AND SALARIES
 - 1.1 Chainman Grade Level 03
 - 1.2 Senior Chainman Grade Level 04
- 2. DUTIES:
 - 2.1 Chainman, Grade Level 03
 - 2.1.1 Performing the following duties under supervision.
 - 2.1.1.1 Assisting survey officers in general survey duties such as linear measurements by ground and caterary taping.
 - 2.1.1.2 Supervising unskilled survey workers in the construction and numbering of survey signals and beacons.
 - 2.1.1.3 Setting up traverse control and trigonometrical station marks.
 - 2.1.1.4 Operating hello signals during trigonometrical observations and control surveys.
 - 2.1.1.5 Inspecting and repairing old control traverse and trigonometrical marks.
 - 2.1.1.6 Repairing sketch plans and station description diagrams.
 - 2.1.1.7 Supervising unskilled survey workers in the selection of camp sites and erection of survey tents.
 - 2.2 Senior Chainman, Grade Level 04
 - 2.2.1 Leading a group of Chainman in the field.
 - 2.2.2 Planning, distributing and supervising find duties.
 - 2.2.3 Enumerating crops for compensation purposes on land compulsorily acquired for public purposes.
 - 2.2.4 Sketching building and structure on lands.
 - 2.2.5 Inspecting State Lands regularly to check encroachments and warding off of trespassers.
 - 2.2.6 Assisting inspectors of Lands and Estate Officers in their out-door duties.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Chainman, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate.
 - 3.1.1.2 First School Leaving Certificate plus at least three years' post-qualification cognate experience.
 - 3.1.2 By transfer of an officer who has been engaged in the duties of a Chainman for at least five years.
 - 3.2 Senior Chainman, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Chainman who has spent at least two years on the grade.

4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 Any officer in the Chainmen Cadre who acquires any of the qualifications specified for appointment to the higher grade is eligible for transfer/promotion to the grade.
 - 4.2 A suitable Chainman who has spent at least two years on the grade is eligible to sit for the Departmental Confirmation/Promotion Test. A pass at promotion level (i.e. 50 percent) qualifies the officer for promotion to the grade of Technical Assistant Grade I (Survey).

SURVEY DRAUGHTSMAN CADRE

1. POSTS AND SALARIES:

1.1	Survey Draughtsman	Grade Level 04
1.2	Senior Survey Draughtsman	Grade Level 05
1.3	Assistant Chief Draughtsman	Grade Level 06
1.4	Chief Draughtsman	Grade Level 07
2. DUTIES:
 - 2.1 Survey Draughtsman, Grade Level 04
 - 2.1.1 Performing t& following duties under supervision:
 - 2.1.1.1 Tracing plans and carrying out accompanying survey applications.
 - 2.1.1.2 Collecting names on medium scales maps.
 - 2.1.1.3 Undertaking type-setting.
 - 2.1.1.4 Charting and plotting Deeds and Government Acquisition plans by bearings, distance and coordinates.
 - 2.1.1.5 Safe keeping ill maps and drawing office equipment in the survey and Central Drawing Office.
 - 2.1.1.6 Completing topographical and township maps.
 - 2.2 Senior Survey Draughtsman, Grade Level 05
 - 2.2.1 Tracing plans and carrying out accompanying survey application.
 - 2.2.2 Collecting names on medium scales map.
 - 2.2.3 Undertaking type-setting.
 - 2.2.4 Charting and plotting Deeds and Government Acquisition plans by bearings, distance and co-ordinates.
 - 2.2.5 Safe keeping all maps and drawing office equipment in the survey and Central Drawing Office.
 - 2.2.6 Completing topographical and township maps.
 - 2.2.7 Assisting in the supervision of junior staff
 - 2.3 Assistant Chief Survey Draughtsman, Grade Level 06
 - 2.3.1 Assisting in training junior staff.
 - 2.3.2 Supervising the activities of a number of junior staff
 - 2.4 Chief Draughtsman, Grade Level 07
 - 2.4.1 Assisting in organizing training programmes for junior staff.
 - 2.4.2 Supervising and coordinating the activities of junior staff.
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Survey Draughtsman, Grade Level 04
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 West African School Certificate or Senior Secondary School Certificate preferably, including passes in Geography, Mathematics, Physics, Fine Arts or Technical Drawing.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credit passes obtained at one sitting or five credit passes obtained at two sittings

preferably including Geography, Mathematics, Physics, Fine Art or Technical Drawing.

- 3.2 Senior Survey Draughtsman, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Survey Draughtsman who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years post-qualification cognate experience.
- 3.3 Assistant Chief Survey Draughtsman, Grade Level 06
 - 3.3.1 By promotion of a suitable Senior Survey Draughtsman who has spent at least two years on the grade.
- 3.4 Chief Survey Draughtsman, Grade Level 07
 - 3.4.1 By promotion of a confirmed and suitable Assistant Chief Survey Draughts who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed and outstanding Survey Draughtsman who scored 70% in the Department Confirmation/Promotion Test will be eligible for training Assistant Technical Office (Cartography). On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Technical Officer (Cartography).
 - 4.2 A confirmed and outstanding Assistant Chief survey Draughtsman or a suitable Chief Survey Draughtsman may be considered for lateral transfer to the grade of Assistant Technical Officer (Cartography) or Technical Officer (Cartography) respectively.
 - 4.3 Any officer in the Survey Draughtsman Cadre who acquires any of the qualification specified for appointment to any. higher grade will be eligible for promotion/transfer to the grade.

TECHNICAL OFFICER (SURVEY) CADRE

- 1. POSTS AND SALARIES:
 - 1.1 Assistant Technical Officer Grade Level 06
 - 1.2 Technical Officer Grade Level 07
 - 1.3 Higher Technical Grade Level 08
 - 1.4 Senior Technical Officer Grade Level 09
 - 1.5 Principal Technical Officer Grade II Grade Level 10
 - 1.6 Principal Technical Officer Grade I Grade Level 12
 - 1.7 Assistant Chief Technical Officer Grade Level 13
 - 1.8 Chief Technical Officer Grade Level 14
- 2. DUTIES
 - 2.1 Assistant Technical Officer, Grade Level 06
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Carrying out leveling, property surveys, tertiary computations.
 - 2.1.1.2 Checking and charting surveys.
 - 2.2 Technical Officer, Grade Level 07
 - 2.2.1 Undertaking property and detailed surveys.
 - 2.2.2 Preparing survey plans and boundary descriptions.
 - 2.2.3 Undertaking topographical surveys, contouring and survey computations.
 - 2.3 Higher Technical Officer, Grade Level 08
 - 2.3.1 Checking out computing of control traverses
 - 2.3.2 Carrying out computation of control traverses.
 - 2.3.3 Preparing survey plans and boundary descriptions.
 - 2.4 Senior Technical Officer, Grade Level 09
 - 2.4.1 Supervising the activities of a number of junior staff.

- 2.4.2 Assisting in training of junior staff
- 2.4.3 Performing the duties specified in sub-paragraphs 2.3.1 – 2.3.3 above
- 2.5 Principal Technical Officer Grade II, Grade Level 10
 - 2.5.1 Taking charge of a Unit
 - 2.5.2 Training junior staff
- 2.6 Principal Technical Officer Grade I, Grade Level 12
 - 2.6.1 Assisting in supervising specified projects.
 - 2.6.2 Taking charge of two or more Units.
- 2.7 Assistant Chief Technical Officer, Grade Level 13
 - 2.7.1 Coordinating the activities in a number of Units
 - 2.7.2 Supervising specified projects.
- 2.8 Chief Technical Officer, Grade Level 14
 - 2.8.1 Coordinating the activities in a number of sections in the Survey Division.
 - 2.8.2 Coordinating the activities of some specified projects.
 - 2.8.3 Assisting in the planning and execution of training programmes for junior officers.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Technical Officer, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Ordinary National Diploma in survey or other related subjects from a recognized Institution.
 - 3.1.1.2 Full Technological Certificate (Craft) of the City and Guilds Institute of London in Survey or related subject.
 - 3.1.1.3 Part I of the Advanced Course at the School of Survey, Oyo.
 - 3.1.2 By direct appointment of a candidate possessing General Certificate of Education (Advanced Level) in two subjects passed in one sitting or three subjects at two sittings preferably including Mathematics, Physics or Geography.
- 3.2 Technical Officer, Grade Level 07
 - 3.2.1 By advancement of a suitable Assistant Technical Officer possessing the qualification specified in sub-paragraph 3.1.1 above who has spent one year on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least one-year post-qualification cognate experience.
 - 3.2.3 By direct appointment of a candidate possessing the Part II of the Advanced Course of the School of Surveying, Oyo.
 - 3.2.4 By promotion of a confirmed and suitable Assistant Technical Officer who has spent at least two years on the grade.
- 3.3 Higher Technical Officer, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Technical Officer who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the Higher National Diploma in surveying from a recognized Institution.
 - 3.3.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least four years or in sub-paragraph 3.2.3 above plus at least three years' post-qualification cognate experience.
- 3.4 Senior Technical Officer, Grade Level 09

- 3.4.1 By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least seven years' or the qualification in sub-paragraph 3.2.3 above plus at least six years' or in sub-paragraph 3.3.2. above plus at least three years' post-qualification cognate experience.
 - 3.5 Principal Technical Officer Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Technical Officer who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraphs 3.1.1 or 3.2.3 or 3.3.2 above plus at least ten or nine or six years' post qualification cognate experience respectively.
 - 3.6 Principal Technical Officer Grade I, Grade Level 12
 - 3.6.1 By promotion of a confirmed and suitable Principal Technical Officer Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Technical Officer Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Technical Officer Grade I who has spent at least three years on the grade.
 - 3.8 Chief Technical Officer, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Technical Officer who has spent at least three years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
Any officer in the Technical Officer (Survey) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

SURVEYOR CADRE

- 1. **POSTS AND SALARIES:**

1.1	Surveyor Grade II	Grade Level 08
1.2	Surveyor Grade I	Grade Level 09
1.3	Senior Surveyor	Grade Level 10
1.4	Principal Surveyor	Grade Level 12
1.5	Assistant Chief Surveyor	Grade Level 13
1.6	Chief Surveyor	Grade Level 14
1.7	Assistant Surveyor-General	Grade Level 15
1.8	Deputy Surveyor-General/Surveyor-General (States)	Grade Level 16
1.9	Surveyor-General of the Federation	Grade Level 17
- 2. **DUTIES**
 - 2.1 Surveyor Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Cadastral surveys, including property layout and acquisition surveys.
 - 2.1.1.2 Field completion and map revision.
 - 2.1.1.3 Photo painting, second order leveling, bench marking and trigonometric leveling.
 - 2.1.1.4 Undertaking boundary surveys including the demarcation and maintenance of inter-state and international boundaries.
 - 2.1.1.5 Executing engineering surveys including route survey.
 - 2.1.1.6 Executing magnetic and gravity surveys.
 - 2.2 Surveyor Grade I, Grade Level 09
 - 2.2.1 Supervising a field party on cadastral control, engineering or boundary surveys.

- 2.2.2 Carrying out cadastral framework, cadastral survey, primary and secondary controls establishment.
- 2.2.3 Assisting in the planning and mapping from aerial photographs as well as the dissemination and distribution of survey and mapping products.
- 2.2.4 Undertaking field work on international and inter-state boundary demarcation.
- 2.2.5 Assisting in the collection of survey data for production of maps at small medium scales.
- 2.3 Senior Surveyor, Grade Level 10
 - 2.3.1 Supervising survey parties involved in cadastral, tertiary and second order controls, engineering and boundary surveys.
 - 2.3.2 Carrying out geodetic control surveys, including triangulation, trilateration, geodetic positioning by satellite techniques and computations, including computer data processing.
 - 2.3.3 Establishing coastal and other controls for the monitoring of sea coast and erosion sites.
 - 2.3.4 Assisting in training subordinate staff and compiling reports on projects.
 - 2.3.5 Interpreting and plotting inter-state or international boundary from gazettes or legal documents.
- 2.4 Principal Surveyor, Grade Level 12
 - 2.4.1 Assisting in the planning and execution of magnetic and gravity survey projects and other related geodetic survey activities
 - 2.4.2 Supervising, interpreting and, plotting inter-state or international boundary as prescribed in gazettes or legal documents.
 - 2.4.3 Supervising field parties engaged in the establishment of geodetic, coastal and other primary control projects.
 - 2.4.4 Possessing field derived survey data as well as documentary surveying and mapping records and related activities,
 - 2.4.5 Undertaking the survey and demarcation of International or Inter-State boundaries.
 - 2.4.6 Assisting in coordinating the activities of a number of junior staff.
- 2.5 Assistant chief Surveyor, Grade Level 13
 - 2.5.1 Supervising and coordinating the activities of two or more survey teams engaged in direct labour projects.
 - 2.5.2 Supervising the processing of field derived survey data as well as documenting, surveying and mapping records and related activities.
 - 2.5.3. Assisting in the planning and execution of survey control schemes.
 - 2.5.4 Taking charge of a number of Units engaged in the demarcation and maintenance of specified interstate boundaries.
 - 2.5.5 Assisting in conducting research and development programmes on surveying.
- 2.6 Chief Surveyor, Grade Level 14
 - 2.6.1 Taking charge of a Section within the Department.
 - 2.6.2 Designing specifications for various control schemes.
 - 2.6.3 Undertaking specialized survey and mapping assignments including the supervision of survey and mapping contracts.
 - 2.6.4 Monitoring projects and compiling reports on them.
 - 2.6.5 Coordinating research and technological development programmes in surveying.
 - 2.6.6 Supervising the demarcation and survey of international and inter-state boundaries.
 - 2.6.7 Assisting in rendering professional advice on survey matters to Ministries and other Government Agencies.

- 2.6.8 Assisting in the preparation and execution of training programmes in the Department.
- 2.7. Assistant Survey-General, Grade Level 15
 - 2.7.1 Taking charge of the administration of a Branch within the department.
 - 2.7.2 Preparing training programmes and assisting in their execution.
 - 2.7.3 Preparing briefs for tender on survey and mapping projects as well as verifying completion certificate on survey contracts.
 - 2.7.4 Taking part in the formulation of professional ideas on modern methods of execution of survey and mapping projects.
 - 2.7.5 preparing specifications and briefs on specific projects.
 - 2.7.6 Assisting in the general administration of the Department (State)
 - 2.7.7 Preparing budget plan and proposals.
 - 2.7.8 Initiating the review of survey policies and programmes.
- 2.8. Deputy surveyor-General of the Federation/Surveyor-General(States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Advising the State Government on formulation, execution and review of policies and programmes on surveying matters.
 - 2.8.3 Preparing technical reports in tenders and all survey and mapping contracts.
 - 2.8.4 Taking responsibility for surveying development planning
 - 2.8.5 Assisting in the administration of the Department.
 - 2.8.6 Preparing variations on survey and mapping contracts.
 - 2.8.7 Assisting in the general administration of the Department.
- 2.9. Surveyor-General of the Federation, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Federal Government on the formulation, execution and review of policies on Surveying, Mapping and related matters.
 - 2.9.3 Advising the National Boundary Commission and International Joint Boundary Commissions on technical matters.
 - 2.9.4 Liaising with the statutory, regulatory and professional bodies relevant to the functions of the Department.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Surveyor Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Land Surveying, Survey Engineering, Geodetic Science or Geodetic Engineering from a recognized University or any other equivalent qualifications registrable with the Surveyors' Registration Council of Nigeria (SURCON)
 - 3.2 Surveyor Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Surveyor Grade II who has completed two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications or equivalent registrable with Surveyors' Registration Council of Nigeria (SURCON):
 - 3.2.2.1 Corporate Membership of the Royal Institute of Chartered Surveyors.
 - 3.2.2.2 A pass in the Final Examination of the Surveyor's Licensing Board.
 - 3.2.3 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
 - 3.3 Senior Surveyor, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Surveyor Grade I who has spent at least three years on the grade.

- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.2.2 above plus at least five or three years' post-qualification cognate experience.
- 3.4 Principal Surveyor, Grade Level 12
- 3.4.1 By promotion of a confirmed and suitable Senior Surveyor who has spent at least three years on the grade and registered as a surveyor with the Surveyors Registration Council of Nigeria (SURCON).
- Note: All officers/candidates being considered for promotion/appointment to this grade and higher posts must have been fully registered as Surveyors with SURCON.
- 3.5 Assistant Chief Surveyor, Grade Level 13
- 3.5.1 By promotion of a confirmed and suitable Principal Surveyor who has spent at least three years on the grade and registered with SURCON.
- 3.6 Chief Surveyor, Grade Level 14
- 3.6.1 By promotion of a confirmed and suitable Assistant Chief Surveyor who has spent at least three years on the grade and registered with SURCON.
- 3.7 Assistant Surveyor-General, Grade Level 15
- 3.7.1 By promotion of a suitable Chief Surveyor who has spent at least three years on the grade.
- 3.8 Deputy Surveyor-General of the Federation/Surveyor-General (States), Grade Level 16
- 3.8.1 By promotion of a suitable Assistant Surveyor-General who has spent at least four years on the grade.
- 3.9 Surveyor-General of the Federation, Grade Level 17
- 3.9.1 By promotion of a suitable Deputy Surveyor-General who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisements at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

ROAD OVERSEER CADRE

1. POSTS AND SALARIES:
- | | | |
|-----|-------------------------------|----------------|
| 1.1 | Road Overseer | Grade Level 03 |
| 1.2 | Senior Road Overseer Grade II | Grade Level 04 |
| 1.3 | Senior Road Overseer Grade I | Grade Level 05 |
| 1.4 | Road Foreman | Grade Level 06 |
| 1.5 | Senior Road Foreman | Grade Level 07 |
2. DUTIES
- 2.1 Road Overseer, Grade Level 03
- 2.1.1 Supervising road maintenance work
- 2.1.2 Undertaking control and maintenance of minor road construction or reconstruction, bridges and culverts, labour road camps, kilometer posts and road signs.
- 2.1.3 Ensuring safety precautions and keeping relevant records, including the preparation of time sheets.
- 2.1.4 Carrying out Road Traffic Census.
- 2.2 Senior Road Overseer Grade II, Grade Level 04
- 2.2.1 Supervising re-surfacing and resealing programmes and construction or repairs of culverts and minor retaining walls.
- 2.2.2 Checking and preparing list of materials required.
- 2.2.3 Performing the duties specified in sub-paragraphs 2.1.1 – 2.1.4 above
- 2.3 Senior Road Overseer Grade I, Grade Level 05

- 2.3.1 Preparing simple sketches of work
- 2.3.2 Checking supply of all local materials for work and certifying that they conform with specification.
- 2.3.3 Undertaking bi-annual traffic census and keeping records.
- 2.3.4 Training junior staff
- 2.4 Road Foreman, Grade Level 06
 - 2.4.1 Undertaking road maintenance duties in a whole or part of an area/organization.
 - 2.4.2 Preparing estimates, schedules of materials etc.
 - 2.4.3 Supervising and organizing road yards and offices in a section.
 - 2.4.4 Supervising the activities of subordinates.
- 2.5 Senior Road Foreman, Grade Level 07
 - 2.5.1 Supervising large scale re-surfacing and re-scaling programmes and construction culverts and minor projects (whether carried out by direct labour or contracts).
 - 2.5.2 Undertaking financial control in respect of each project mentioned above.
 - 2.5.3 Allocating maintenance transport, plant, etc.
 - 2.5.4 Supervising staff and maintaining airports or landing strips.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Road Overseer, Grade Level 03
 - 3.1.1 By direct appointment of a candidate or promotion/transfer of an officer possessing the First School Leaving Certificate plus the Federal Ministry of Works or Federal Ministry of Labour Class III Trade Test in a relevant trade.
 - 3.2 Senior Road Overseer Grade II, Grade Level 04
 - 3.2.1 By advancement of a suitable Road Overseer who has passed the Federal Ministry of Works or the Federal Ministry of Labour Class II Trade Test in relevant Field after spending two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the Federal Ministry of Works or Federal Ministry of Labour Class II Trade Test Certificate in relevant trade plus a minimum basic qualification of First School Leaving Certificate.
 - 3.3 Senior Road Overseer Grade I, Grade Level 05
 - 3.3.1 By advancement of a suitable Senior Road Overseer Grade II who has passed the Class I Trade Test in relevant Field after spending two years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the First School Leaving Certificate and the Federal Ministry of Works or Federal Ministry of Labour Trade Test Certificate Class I in a relevant trade.
 - 3.4 Road Foreman, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Road Overseer Grade I who has spent at least two years on the grade.
 - 3.5 Senior Road Foreman, Grade Level 07
 - 3.5.1 By promotion of a confirmed and suitable Road Foreman who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 Any officer in the Road Overseer Cadre who acquires any of the qualifications specified for appointment to higher grade is eligible for transfer/promotion to the grade
 - 4.2 A confirmed and outstanding Senior Road Overseer Grade I may be considered for promotion to the grade of Assistant Works Superintendent.
 - 4.3 A confirmed and outstanding Road Foreman may be considered for promotion to the grade of Works Superintendent.
 - 4.4 A confirmed and outstanding Senior Road Foreman may be considered for lateral transfer to the grade of Works Superintendent.

TRACTOR DRIVER/TRACTOR DRIVER-MECHANIC/
ARTICULATED VEHICLE DRIVER CADRE

1. POSTS AND SALARIES:

1.1	Tractor Driver	Grade Level 03
1.2	Tractor Driver-Mechanic	Grade Level 04
1.3	Senior Tractor Driver-Mechanic Grade II	Grade Level 05
1.4	Articulated Vehicle Driver Grade II	Grade Level 05
1.5	Senior Tractor Driver-Mechanic Grade I	Grade Level 06
1.6	Articulated Vehicle Driver Grade I	Grade Level 06
1.7	Chief Tractor Driver-Mechanic	Grade Level 07
1.8	Chief Articulated Vehicle Driver	Grade Level 08

2. DUTIES:

- 2.1 Tractor Driver, Grade Level 03
 - 2.1.1 Driving safely in accordance with existing traffic regulations.
 - 2.1.2 Keeping an accurate and up-to-date log book of the movement of the tractor and reporting promptly any fault or defect.
 - 2.1.3 Having a good knowledge of the daily, weekly and monthly maintenance operations on the creator.
 - 2.1.4 Understanding and ensuring the correct tyre pressures, the weight and load carrying capacity of vehicles.
- 2.2 Tractor Driver-Mechanic, Grade Level 04
 - 2.2.1 Driving safely an accordance with existing traffic regulations.
 - 2.2.2 Undertaking minor maintenance and repairs of tractors.
 - 2.2.3 Keeping an accurate and up-to-date log book of the movement of the actor and reporting promptly faults discovered.
- 2.3 Senior Tractor Driver-Mechanic Grade II, Grade Level 05
 - 2.3.1 Assisting the officer in charge of tractors in the disposition and supervision of the staff and tractors in the Unit.
 - 2.3.2 Maintaining records of fuel, lubrication and consumption by vehicles.
 - 2.3.3 Working out vehicle performing figure and applying knowledge of indenting and purchase procedures.
 - 2.3.4 Driving safely in accordance with existing traffic regulations.
- 2.4 Articulated Vehicle Driver Grade II, Grade Level 05
 - 2.4.1 Driving safely in accordance with existing traffic regulations, any articulated vehicle, assigned.
 - 2.4.2 Keeping an accurate and up-to-date log book of the movement of the articulated vehicle and reporting promptly any faults or defects discovered.
 - 2.4.3 Having a good knowledge of the daily, weekly and monthly maintenance operations on the vehicle.
 - 2.4.4 Understanding tyre pressures, the weight and load carrying capacity of articulated vehicles, safe axle Loads and loading permitted on roads and bridges.
- 2.5 Senior Tractor Driver-Mechanic Grade I, Grade Level 06
 - 2.1.1 Driving safely in accordance with existing traffic regulations.
 - 2.5.2 Assisting in the supervision and deployment of staff and vehicle in the Unit.
 - 2.5.3 Assisting in ensuring security of tractors.
- 2.6 Articulated Vehicle Driver Grade I, Grade Level 06
 - 2.6.1 Driving safely in accordance with existing traffic regulations.
 - 2.6.2 Assisting in the supervision of a number of Articulated Vehicle Drivers.
- 2.7 Chief Tractor Driver-Mechanic, Grade Level 07
 - 2.7.1 Managing servicing facilities in the Unit.
 - 2.7.2 Ensuring the security of vehicles in the organization.

- 2.7.3 Supervising Tractor Driver Mechanics.
- 2.7.4 Driving safely in accordance with existing traffic regulations.
- 2.8 Chief Articulated Vehicle Driver, Grade Level 07
 - 2.8.1 Driving safely in accordance with existing traffic regulations.
 - 2.8.2 Managing servicing facilities in the Unit.
 - 2.8.3 Ensuring the security of vehicles in the organization.
 - 2.8.4 Supervising Articulated Vehicle Drivers.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Tractor Driver, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate plus a Valid Class 'C' Driving License and at least two years' satisfactory post-qualification driving experience.
 - 3.2 Tractor Driver Mechanic, Grade Level 04
 - 3.2.1 By advancement of a suitable Tractor Driver who has passed the Class III Trade Test for Motor Driver-Mechanic.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above and Class III Trade Test for Motor Mechanic Work plus at least four years post-qualification cognate experience.
 - 3.3 Senior Tractor Driver-Mechanic, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Tractor Driver-Mechanic who has spent at least two years on the grade.
 - 3.4 Articulated Vehicle Driver Grade II, Grade Level 05
 - 3.4.1 By promotion of a confirmed and suitable Heavy Lorry Driver who has spent at least two years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above and the Class III Trade Test Certificate for Motor Mechanic Work plus at least six years' post-qualification cognate experience.
 - 3.5 Senior Tractor Driver-Mechanic Grade I, Grade Level 06
 - 3.5.1 By promotion of a confirmed and suitable Senior Tractor Driver-Mechanic Grade II who has spent at least two years on the grade.
 - 3.6 Articulated Vehicle Driver Grade I, Grade Level 06
 - 3.6.1 By promotion of a confirmed and suitable Articulated Vehicle Driver Grade II who has spent at least two years on the grade.
 - 3.7 Chief Tractor Driver-Mechanic, Grade Level 07
 - 3.7.1 By promotion of a suitable Senior Tractor Driver-Mechanic Grade I who has spent at least two years on the grade.
 - 3.8 Chief Articulated Vehicle Driver, Grade Level 07
 - 3.8.1 By promotion of a suitable Articulated Vehicle Driver Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 Any officer in the Tractor Driver/Tractor Drive –Mechanic/Articulated Vehicle Driver Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.
 - 4.2 A confirmed and suitable Chief Tractor Driver-Mechanic/Chief Articulated Vehicle Driver possessing Trade Test Class I for Motor Mechanic Work who has spent at least two years on the grade may be selected to undergo a six-month training programme, conducted by Ministry of Works and Housing for conversion of Chief (X) Drivers to the grade of Works Superintendent. On successful completion, of the Course, Tractor Driver-Mechanic/Chief Articulated Vehicle Driver is eligible for lateral conversion to the grade of Works Superintendent (Mechanical).

PLANT OPERATOR CADRE

1. POSTS AND SALARIES:
 - 1.1 Light Plant Operator Grade Level 03
 - 1.2 Heavy Plant Operator Grade Level 04
 - 1.3 Senior Heavy Plant Operator Grade II Grade Level 05
 - 1.4 Senior Heavy Plant Operator Grade I Grade Level 06
 - 1.5 Chief Heavy Plant Operator Grade Level 07
1. DUTIES:
 - 2.1 Light Plant Operator, Grade Level 03
 - 2.1.1 Performing the following duties under supervision:
 - 2.1.1.1 Operating light mobile plants such as Road Rollers, Fork Lift Trucks and Dumpers.
 - 2.1.1.2 Assisting as a mate in the use of heavy road plants.
 - 2.2 Heavy Plant Operator, Grade Level 04
 - 2.2.1 Operating one or more of the heavy road plants such as Bulldozers, Traxcavators, Excavators, Granders, Heavy-Wheeled Loaders, Scrapers or Cranes.
 - 2.2.2 Reading lubrication charts and carrying out the instructions.
 - 2.2.3 Performing simple maintenance jobs like changing tyres, topping batteries, greasing and keeping daily record books.
 - 2.2.4 Carrying out more rigorous maintenance jobs like replacing fan-belts, Hydraulic hoses and Air-Filler.
 - 2.3 Senior Heavy Plant Operator Grade II, Grade Level 05
 - 2.3.1 Assisting in the training and supervision of junior staff
 - 2.3.2 Assisting in diagnosing and classifying faults.
 - 2.3.3 Carrying out simple repairs like bleeding of pumps.
 - 2.3.4 Performing the duties specified in sub-paragraphs 2.2.1 – 2.2.4 above.
 - 2.4 Senior Heavy Plant Operator Grade I, Grade Level 06
 - 2.4.1 Diagnosing and classifying faults
 - 2.4.2 Determining the right type of machine for a particular job.
 - 2.4.3 Taking charge of a number of junior staff
 - 2.4.4 Assisting in ensuring the security of heavy plants.
 - 2.4.5 Performing the duties specified in sub-paragraphs 2.2.1 – 2.2.4 above.
 - 2.5 Chief Heavy Plant Operator, Grade Level 07
 - 2.5.1 Taking responsibility for and ascertaining the disposition of each plant in his area.
 - 2.5.2 Supervising Heavy Plant Operators.
 - 2.5.3 Ensuring security of heavy plant.
 - 2.5.4 Performing the duties specified in sub-paragraphs 2.2.1 - 2.2.4 above
3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Light Plant Operator, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing the First School Leaving Certificate plus a valid Class 'C' Driving License plus at least two years' satisfactory driving experience.
 - 3.2 Heavy Plant Operator, Grade Level 04
 - 3.2.1 By advancement of a Light Plant Operator who has passed the Class III Trade Test Certificate for Motor Driver Mechanics and spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus the Class III Trade Test Certificate for Motor

- Driver-Mechanics and at least four years' driving experience, one of which must be in the operation of heavy plants.
- 3.3 Senior Heavy Plant Operator Grade II, Grade Level 05
 - 3.3.1 By promotion of a confirmed and suitable Heavy Plant Operator who has spent at least two years on the grade.
 - 3.4 Senior Heavy Plant Operator Grade I, Grade Level 06
 - 3.4.1 By promotion of a confirmed and suitable Senior Heavy Plant Operator Grade II who has spent at least two years on the grade.
 - 3.5 Chief Heavy Plant Operator, Grade Level 07
 - 3.5.1 By promotion of a suitable Senior Heavy Plant Operator Grade I who has spent at least two years on the grade.
4. **ADVANCEMENT BEYOND THE CADRE:**
- 4.1 Any officer in the Plant operator Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.
 - 4.2 A confirmed and suitable Chief Plant Operator possessing Trade Test Class I for Motor Mechanic Work, who has spent at least two years on the grade, may be selected to undergo a six-month training programme, conducted by Ministry of Works and Housing for conversion of Chief Plant Operators to the grade of Works Superintendent (Mechanical). On successful completion of the course, the Chief Plant Operator is eligible for lateral conversion to the grade of Works Superintendent (Mechanical).

AIR MAPPING ASSISTANT CADRE

1. **POSTS AND SALARIES:**

1.1	Air Mapping Assistant	Grade Level 04
1.2	Senior Air Mapping Assistant Grade II	Grade Level 05
1.3	Senior Air Mapping Assistant Grade I	Grade Level 06
1.4	Chief Air Mapping Assistant	Grade Level 07
2. **DUTIES:**
 - 2.1 Air Mapping Assistant, Grade Level 04
 - 2.1.1 Performing under supervision, any or all of the following duties:
 - 2.1.1.1 Producing maps at small or medium scales.
 - 2.1.1.2 Producing Aerial Photographs and Dia-positives for Aerial Triangulation.
 - 2.1.1.3 Preparing templates for planimetric adjustment of triangulation.
 - 2.1.1.4 Assisting in keeping Air Survey Maps.
 - 2.2 Senior Air Mapping Assistant (Grade II, Grade Level 05)
 - 2.2.1 Producing Aerial Paragraphs and Dia-positives for Aerial triangulation.
 - 2.2.2 Engaging in field annotation of plotted sheets and revision of obsolete maps.
 - 2.2.3 Plotting by use of stereoscopes and simple photogrammetric instruments.
 - 2.2.4 Keeping Air Survey Maps.
 - 2.3 Senior Air Mapping Assistant Grade I, Grade Level 06
 - 2.3.1 Operating rectifiers and reduction printers.
 - 2.3.2 Assembling slotted templates.
 - 2.3.3 Interpreting photographs and annotations.
 - 2.4 Chief Air Mapping Assistant, Grade Level 07
 - 2.4.1 Supervising and coordinating the activities of junior staff
 - 2.4.2 Taking charge of Photo Archives and sectional stores.
3. **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:**

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Air Mapping Assistant, Grade Level 04

- 3.1.1 By direct appointments of a candidate possessing any of the following or equivalent qualifications:
 - 3.1.1.1 West African School Certificate preferably including passes in Geography, Physics, Mathematics or Chemistry.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credits passed at one sitting or five credits at two sittings preferably including Geography, Physics, Mathematics or Chemistry.
- 3.2 Senior Air Mapping Assistant Grade II, Grade Level 05
 - 3.2.1 By promotion of a confirmed and suitable Air Mapping Assistant who has spent at least two years on the grade.
- 3.3 Senior Air Mapping Assistant Grade I, Grade Level 06
 - 3.3.1 By promotion of a confirmed and suitable Senior Air Mapping Assistant Grade II who has spent at least two years on the grade.
- 3.4 Chief Air Mapping Assistant, Grade Level 07
 - 3.4.1 By promotion of a suitable Senior Air Mapping Assistant Grade I who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A confirmed and outstanding Air Mapping Assistant who scored at least 70% in the Departmental Confirmation/Promotion Test will be eligible for training as Assistant Technical Officer Aerial Survey. On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Technical Officer (Aerial Survey).
 - 4.2 Any officer in the Air Mapping Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

SEWERAGE ENGINEER CADRE

- 1. POSTS AND SALARIES:
 - 1.1 Sewerage Engineer Grade II Grade Level 08
 - 1.2 Sewerage Engineer Grade I Grade Level 09
 - 1.3 Senior Sewerage Engineer Grade Level 10
 - 1.4 Principal Sewerage Engineer Grade Level 12
 - 1.5 Assistant Chief Sewerage Engineer Grade Level 13
 - 1.6 Chief Sewerage Engineer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. DUTIES:
 - 2.1 Sewerage Engineer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Carrying put preliminary investigation on waste disposal schemes.
 - 2.1.1.2 Carrying out industrial waste surveys, river sampling and analysis, sewerage and solid waste qualitative and quantitative analysis.
 - 2.1.1.3 Designing, constructing, operating and maintaining sewerage, waste treatment plants, pumping stations, solid waste disposal facilities and other related structures.
 - 2.1.1.4 Preparing cost estimates and Tender Documents.
 - 2.2 Sewerage Engineer Grade I, Grade Level 09
 - 2.2.1 Undertaking more complicated designs and sewerage construction works.
 - 2.2.2 Ensuring regular and effective maintenance of sewers, waste plants, pumping stations, solid waste disposal facilities and other related structures.

- 2.2.3 Preparing cost estimates and Tender Documents of Jobs to be carried out either by contract or direct labour.
- 2.3 Senior Sewerage Officer, Grade Level 10
 - 2.3.1 Taking charge of a large sewerage project.
 - 2.3.2 Supervising the activities of a number of junior officers
 - 2.3.3 Assisting in training junior staff
 - 2.3.4 Assisting in supervising of a workshop
- 2.4 Principal Sewerage Officer, Grade Level 12
 - 2.4.1 Supervising construction projects.
 - 2.4.2 Carrying out detailed design of projects
 - 2.4.3 Preparing tender reports.
 - 2.4.4 Preparing codes and standard of practice.
 - 2.4.5 Taking charge of a workshop.
- 2.5 Assistant Chief Sewerage Officer, Grade Level 13
 - 2.5.1 Revising and improving on existing designs of projects.
 - 2.5.2 Processing tender documents and reports.
 - 2.5.3 Preparing recurrent estimates for the Department.
 - 2.5.4 Supervising the organization and execution of training programmes for staff
- 2.6 Chief Sewerage Officer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Assisting in the planning and development of projects.
 - 2.6.3 Taking charge of specified subjects.
 - 2.6.4 Carrying out preventive maintenance schemes.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Initiating the review of sewerage engineering policies and programmes.
 - 2.7.3 Coordinating the training programmes for staff
 - 2.7.4 Assisting in the general administration of the Department (States).
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of a Division/Department (States).
 - 2.8.2 Advising the Ministry on the formulation, execution and review of policies and programmes on sewerage engineering (States)
 - 2.8.3 Taking responsibility for sewerage engineering development planning.
 - 2.8.4 Assisting in the general administration of the Department.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to sewerage engineering.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Sewerage Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Sewerage Engineering or Civil Engineering or related subject from a recognized University or an equivalent qualification registrable with the Council of Registered Engineers of Nigeria (COREN).
 - 3.2 Sewerage Engineer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Sewerage Engineer Grade II who has completed a two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.

- 3.3 Senior Sewerage Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Sewerage Engineer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Sewerage Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Sewerage Engineer who has spent at least three years on the grade and registered with COREN.
- 3.5 Assistant Chief Sewerage Officer, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Sewerage Engineer who has spent at least three years on the grade and registered with COREN.
- 3.6 Chief Sewerage Officer, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Sewerage Engineer who has spent at least three years on the grade and registered with COREN.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and suitable Chief Sewerage Engineer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a confirmed and suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a confirmed and suitable Deputy Direct who has spent at least four years on the grade.
- 3.10 Direct Appointments to Posts in Grade Level 12 and Above: Direct appointments may also be made to posts in Grade Level II and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

QUANTITY SURVEYOR CADRE

- 1. POSTS AND SALARIES:
 - 1.1 Quantity Surveyor Grade II Grade Level 08
 - 1.2 Quantity Surveyor Grade I Grade Level 09
 - 1.3 Senior Quantity Surveyor Grade Level 10
 - 1.4 Principal Quantity Surveyor Grade Level 12
 - 1.5 Assistant Chief Quantity Surveyor Grade Level 13
 - 1.6 Chief Quantity Surveyor Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. DUTIES
 - 2.1 Quantity Surveyor Grade II, Grade Level 08
 - 2.1.1 Undergoing two year pupillage programme and performing the following duties under supervision:
 - 2.1.1.1 Preparing estimates, bills of quantity and schedules of materials for construction of buildings
 - 2.1.1.2 Measuring sites and locations.
 - 2.1.1.3 Undertaking general contract administration.
 - 2.1.1.4 Carrying out valuation for interim certificates and settlement of accounts.
 - 2.2 Quantity Surveyor Grade I, Grade level 09
 - 2.2.1 Assisting in supervising projects

- 2.2.2 Assisting in the organization and supervision of the work of a number of junior officers.
- 2.2.3 Performing the duties specified in sub-paragraphs 2.1.1.1 – 2.1.1.4 above
- 2.3 Senior Quantity Surveyor, Grade Level 10
 - 2.3.1 Assisting in analyzing building costs
 - 2.3.2 Assisting in the training of junior staff
 - 2.3.3 Organizing and supervising the work of a number of junior officers.
 - 2.3.4 Assisting in supervising projects.
- 2.4 Principal Quantity Surveyor, Grade Level 12
 - 2.4.1 Coordinating the activities of a Unit.
 - 2.4.2 Heading inspection teams to major projects under construction.
 - 2.4.3 Supervising a number of projects
 - 2.4.4 Analyzing building costs.
- 2.5 Assistant Chief Quantity Surveyor, Grade Level 13
 - 2.5.1 Coordinating the activities of a number of Units.
 - 2.5.2 Assisting in revising and improving on existing methods and designs.
 - 2.5.3 Assisting in the planning and execution of training programmes for staff.
 - 2.5.4 Assisting in preparing reports.
- 2.6 Chief Quantity Surveyor, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Coordinating activities in specified subjects in the Department.
 - 2.6.3 Coordinating reports on a number of projects.
 - 2.6.4 Revising and improving on existing methods.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch.
 - 2.7.2 Coordinating the training programmes for staff.
 - 2.7.3 Initiating action on the review of policies and programmes relating to quantity surveying.
 - 2.7.4 Assisting in the formulation, execution and review of policies and programmes of the Department (States).
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the administration of a Division/Department.
 - 2.8.2 Assisting in the general administration of the Department.
 - 2.8.3 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to buildings and quantity surveying (States).
 - 2.8.4 Taking responsibility for quantity survey and building development planning.
- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the Ministry on the formulation, execution and review of policies and programmes on matters relating to buildings and quantity surveying.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions, and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Quantity Surveyor Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications or their equivalent registrable with the Nigerian Institute of Quantity Surveyors (NIQS)
 - 3.1.1.1 A degree in Quantity Surveying from a recognized University.
 - 3.1.1.2 A pass in the final examination of the Royal Institute of Chartered Surveyors.
 - 3.1.1.3 A pass in the final examination of the Nigerian Institute of Quantity Surveyor.

- 3.2 Quantity Surveyor Grade I, Grade Level 09
 - 3.2.1 By advancement of a confirmed and suitable Quantity Surveyor Grade II who has completed the two-year pupillage programme.
 - 3.2.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.
- 3.3 Senior Quantity Surveyor, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Quantity Surveyor who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
- 3.4 Principal Quantity Surveyor, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Quantity Surveyor who has spent at least three years on the grade and obtained the registration of NIQS.
- 3.5 Assistant Quantity Surveyor, Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Quantity Surveyor who has spent at least three years on the grade and registered with NIQS.
- 3.6 Chief Quantity Surveyor, Grade Level 14
 - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Quantity Surveyor who has spent a least three years on the grade and registered with NIQS.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a confirmed and Suitable Chief Quantity Surveyor who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By motion of a suitable Assistant Director who baa spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointment to Posts in Grade Level 2 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

STRUCTURAL ENGINEER CADRE

- 1. POSTS AND SALARIES
 - 1.1 Structural Engineer Grade II Grade Level 08
 - 1.2 Structural Engineer Grade I Grade Level 09
 - 1.3 Senior Structural Engineer Grade Level 10
 - 1.4 Principal Structural Engineer Grade Level 12
 - 1.5 Assistant Chief Structural Engineer Grade Level 13
 - 1.6 Chief Structural Engineer Grade Level 14
 - 1.7 Assistant Director Grade Level 15
 - 1.8 Deputy Director/Director (States) Grade Level 16
 - 1.9 Director Grade Level 17
- 2. DUTIES
 - 2.1 Structural Engineer Grade II, Grade Level 08
 - 2.1.1 Undergoing a two-year pupillage programme and performing the following duties supervision:

- 2.1.1.1 Carrying out preliminary studies and investigations on various forms of structural engineering activities.
- 2.1.1.2 Preparing structural engineering designs of steel, concrete and pre-stressed concrete.
- 2.1.1.3 Maintaining and operating machinery and plants in the workshop and on site
- 2.1.1.4 Preparing structural designs of projects and cost estimates and tender documents in respect of projects to be carried out.
- 2.1.1.5 Supervising projects.
- 2.2 Structural Engineer Grade I, Grade Level 09
 - 2.2.1 Assisting in the supervision and training of junior officers on the job;
 - 2.2.2 Supervising works being carried out by contract or direct labour.
 - 2.2.3 Assisting in preparing codes and standard practice.
 - 2.2.4 Performing the duties specified in sub-paragraphs 2.1.1.1 – 2.1.1.5 above.
- 2.3 Senior Structural Engineer, Grade Level 10
 - 2.3.1 Assisting in the formulation and execution of training programmes for junior officers.
 - 2.3.2 Supervising and coordinating the activities of a number of junior officers.
 - 2.3.3 Assisting in carrying out detailed designs of projects.
 - 2.3.4 Performing the duties specified in sub-paragraphs 2.2.2 - 2.2.3 above.
- 2.4 Principal Structural Engineer, Grade Level 12
 - 2.4.1 Heading Inspection Team to projects under construction.
 - 2.4.2 Carrying out detailed designs of projects.
 - 2.4.3 Preparing tender reports.
 - 2.4.4 Preparing codes and standards practice.
 - 2.4.5 Taking charge of a workshop.
- 2.5 Assistant Chief Structural Engineer, Grade Level 13
 - 2.5.1 Undertaking planning and development of projects.
 - 2.5.2 Preparing the recurrent estimates for the Department.
 - 2.5.3 Assisting in revising and improving on existing designs of projects.
 - 2.5.4 Assisting in organizing the training programmes for staff
 - 2.5.5 Supervising the activities of a number of subordinates.
- 2.6 Chief Structural Engineer, Grade Level 14
 - 2.6.1 Taking charge of a Section.
 - 2.6.2 Taking charge of specified subjects in the Branch.
 - 2.6.3 Processing tender reports.
 - 2.6.4 Monitoring progress reports on on-going projects.
 - 2.6.5 Revising and improving on existing designs of projects.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Taking charge of a Branch
 - 2.7.2 Coordinating the planning and execution of training programmes for staff
 - 2.7.3 Initiating the review of policies and programmes matters relating to civil engineering.
 - 2.7.4 Assisting in the general administration of the Department (States).
 - 2.7.5 Assisting in formulating and executing policies and programmes.
- 2.8 Deputy Director/Director (States), Grade Level 16
 - 2.8.1 Taking charge of the general administration of a Division/Department (States).
 - 2.8.2 Advising Government on structural engineering and related matters (States).
 - 2.8.3 Assisting in the formulation, execution and review of policies and programmes relating to structural engineering.
 - 2.8.4 Taking responsibility for structural engineering development planning.

- 2.9 Director, Grade Level 17
 - 2.9.1 Taking charge of the general administration of the Department.
 - 2.9.2 Advising the authority on the formulation, execution and review of policies and programmes relating to structural engineering.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions and transfers are subject to vacancy and satisfactory service record.

 - 3.1 Structural Engineer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing a degree in Structural Engineering from a recognized University or equivalent qualification registrable with the Council of Registered Engineers of Nigeria (COREN).
 - 3.2 Structural Engineer Grade I, Grade Level 09
 - 3.2.1 By advancement of a suitable Structural Engineer Grade II who has successfully completed the two-year pupilage programme.
 - 3.2.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least two years' post- qualification cognate experience.
 - 3.3 Senior Structural Engineer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Structural Engineer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.1.1 above plus at least five years' post-qualification cognate experience.
 - 3.4 Principal Structural Engineer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Structural Engineer who has spent at least three years on the grade and obtained the registration of COREN.
 - 3.5 Assistant Chief Structural Engineer Grade Level 13
 - 3.5.1 By promotion of a confirmed and suitable Principal Structural Engineer who has spent at least three years on the grade and registered with COREN.
 - 3.6 Chief Structural Engineer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Structural Engineer who has spent at Least three years on the grade and registered with COREN.
 - 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Structural Engineer or any suitable Officer in the following grades who has spent at least three years on the grade.
 - 3.7.1.1 Chief Civil Engineer
 - 3.7.1.2 Chief Research Officer with Engineering bias.
 - 3.8 Deputy Director/Director (States), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
 - 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
 - 3.10 Direct Appointment to Posts in Grade Level 12 and Above- Direct appointments may also be made to posts in Grade Level 12 and above; hat these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

FIREMAN CADRE

- 1. POSTS AND SALARIES
 - 1.1 Fireman Grade II Grade Level 03
 - 1.2 Fireman Grade I Grade Level 04

- 1.3 Leading Fireman Grade Level 05
- 1.4 Senior Fireman Grade Level 06
- 1.5 Chief Fireman Grade Level 07

2. DUTIES:

- 2.1 Fireman Grade II, Grade Level 03
 - 2.1.1 This is a training grade in which officers are expected to acquire necessary skill in all aspects of fire-fighting, including the following:
 - 2.1.1.1 Testing and maintaining equipment and cleaning premises.
 - 2.1.1.2 Participating in drills and physical training.
 - 2.1.1.3 Riding on a fire appliance as a crew member.
 - 2.1.1.4 Taking charge of the control Rooms and Communications.
 - 2.1.1.5 Recording messages and reports, and mobilizing fire appliances in response to fire calls and other emergencies.
- 2.2 Fireman Grade I, Grade Level 04
 - 2.2.1 Carrying out regular testing and maintenance of equipment.
 - 2.2.2 Training in fire prevention, communications and driving.
 - 2.2.3 Taking charge of crew on a fire appliance and assuming command of a fire incident until the arrival of a more senior officer.
 - 2.2.4 Maintaining discipline and control of personnel under him.
 - 2.2.5 Supervising drill sessions and instruction periods and ensuring maximum safety of personnel at all times.
 - 2.2.6 Supervising the checking and standard testing of equipment detailed for inspection by a more Senior Officer.
- 2.3 Leading Fireman, Grade Level 05
 - 2.3.1 Participating in fire-fighting/disaster handling and rescue operations.
 - 2.3.2 Operating telecommunications equipment.
 - 2.3.3 Driving Utility vehicles and fire appliances.
 - 2.3.4 Assisting in fire prevention inspection of buildings
- 2.4 Senior Fireman Grade Level 06
 - 2.4.1 Taking control of a watch or shift or a small one-pump station.
 - 2.4.2 Handling specialist training after suitable training, such as fire prevention breathing apparatus and communications training
 - 2.4.3 Taking control of men on drills and emergencies in the absence of a more senior officer.
 - 2.4.4 Supervising subordinates and allocating specific tasks to them.
- 2.5 Chief Grade Level 07
 - 2.5.1 Taking command and control of fire appliances.
 - 2.5.2 Participating in fire-fighting disaster handling and rescue operations.
 - 2.5.3 Coordinating the activities of firemen in a fire station.
 - 2.5.4 Supervising drill sessions and instructions.
 - 2.5.5 Checking and testing equipment.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

- 3.1 Fireman Grade II, Grade Level 03
 - 3.1.1 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.1.1.1 Evidence of completion of a full course in a Government approved Secondary School or S.75.
 - 3.1.1.2 General Certificate of Education (Ordinary Level) with three credits passed at one sitting or four credits passed at two sittings.

- 3.1.1.3 In addition to the above educational requirements, a candidate must have passed a Competitive Selection Test and meet the appropriate medical fitness condition.
- 3.2 Fireman Grade I, Grade Level 04
 - 3.2.1 By promotion of a confirmed and suitable Fireman Grade II who has spent at least, two years on the grade and passed the Departmental Confirmation/Promotion Test at promotion level (i.e. 50%).
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications:
 - 3.2.2.1 General Certificate of Education (Ordinary Level) in four subjects passed at one sitting or five subjects passed at two sittings including English Language, Mathematical and Chemistry.
 - 3.2.2.2 West African School Certificate/Senior Secondary School Certificate including passes in English Language, Mathematics, Chemistry and one other Science subject.
- 3.3 Leading Fireman, Grade Level 05
 - 3.3.1 By advancement of a Fireman Grade I who has obtained the Fireman Certificate of Competency (FCC) Class II and spent at least two years on the grade.
- 3.4 Senior Fireman, Grade-Level 06
 - 3.4.1 By advancement of a Leading Fireman who has passed the Fireman Certificate of Competency (FCC) Class I and spent at least two years on the grade.
- 3.5 Chief Fireman, Grade Level 07
 - 3.5.1 By promotion of a Senior Fireman who has spent at least two years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE:
 - 4.1 A Senior Fireman or Chief Fireman who has successfully undergone a specifically designed training programme for conversion to the Fire Superintendent Cadre, is eligible for lateral conversion to the appropriate grade of Fire Superintendent.
 - 4.2 Any officer in the Fireman Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

FIRE SUPERINTENDENT CADRE

- 1. POSTS AND SALARIES
 - 1.1 Assistant Fire Superintendent Grade Level 06
 - 1.2 Fire Superintendent Grade Level 07
 - 1.3 Higher Fire Superintendent Grade Level 08
 - 1.4 Senior Fire Superintendent Grade Level 09
 - 1.5 Principal Fire Superintendent II Grade Level 10
 - 1.6 Principal Fire Superintendent I Grade Level 12
 - 1.7 Assistant Chief Fire Superintendent Grade Level 13
 - 1.8 Chief Fire Superintendent Grade Level 14
- 2. DUTIES:
 - 2.1 Fire Superintendent In-Training, Grade Level 06
 - 2.1.1 This is a training grade for Fire Superintendents during which the incumbent undergoes a one year course in operations/inspectorate and obtains the Fire Certificate (FC) Class I.
 - 2.2 Fire Superintendent, Grade Level 07
 - 2.2.1 Participating in fire-fighting, disaster handling and rescue operations.
 - 2.2.2 Handling telecommunications equipment for incoming and outgoing messages.
 - 2.2.3 Writing reports on fire outbreak.
 - 2.3 Higher Fire Superintendent, Grade Level 08

- 2.3.1 Taking control of specialist training, such as fire prevention, breathing apparatus and communications.
- 2.3.2 Taking control of men on drills and emergencies in the absence of a more senior officer.
- 2.3.3 Advising the general public, industries and institutions on fire prevention
- 2.3.4 Carrying out fire investigations and writing reports
- 2.4 Senior Fire Superintendent, Grade Level 09.
 - 2.4.1 Planning operations at site.
 - 2.4.2 Supervising and controlling subordinate officers at fire sites.
 - 2.4.3 Allocating specific tasks to subordinate officers.
 - 2.4.4 Carrying out inspectorate functions as provided by law.
- 2.5 Principal Fire Superintendent Grade II, Grade Level 10
 - 2.5.1 Coordinating the activities of subordinate Officers in operations.
 - 2.5.2 Supervising activities in the telecommunications control room.
 - 2.5.3 Supervising subordinate officers on inspection of buildings.
 - 2.5.4 Vetting reports on fire incidences prepared by subordinates.
 - 2.5.5 Assisting in the day-to-day running of the station.
- 2.6 Principal Fire Superintendent Grade I, Grade Level 12
 - 2.6.1 Assisting in supervising and coordinating the activities of a number of fire stations.
 - 2.6.2 Supervising the activities of a number of subordinates.
- 2.7 Assistant Chief Fire Superintendent, Grade Level 13
 - 2.7.1 Assisting in supervising and coordinating the activities of a number of fire stations under a zone.
 - 2.7.2 Supervising subordinate officers and reporting to the Chief Fire Officer in charge of a Zone or a Unit.
- 2.8 Chief Fire Superintendent, Grade Level 14
 - 2.8.1 Assisting in the day to day running of a section.
 - 2.8.2 Coordinating the activities of a number of subordinates.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Fire Superintendent In-Training, Grade Level 06
 - 3.1.1 By direct appointment of a candidate possessing the Ordinary National Diploma (OND) in Building, Mechanical or Electrical Engineering.
 - 3.1.2 By lateral transfer of a suitable Senior Fireman possessing the Fireman Certificate of Competence (FCC).
 - 3.2 Fire Superintendent, Grade Level 07
 - 3.2.1 By promotion of a confirmed and suitable Assistant Fire Superintendent who has spent at least two years on the grade and successfully completed the prescribed programme.
 - 3.2.2 By direct appointment of a candidate possessing the Graduate Membership Diploma of the Institute of Fire Engineers.
 - 3.2.3 By lateral transfer of a suitable Chief Fireman possessing the Fireman Certificate of Competence (FCC).
 - 3.3 Higher Fire Superintendent, Grade Level 08
 - 3.3.1 By promotion of a confirmed and suitable Fire Superintendent who has spent at least three years on the grade and obtained the Advanced Fire Certificate of Competence.
 - 3.3.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.2.2 above plus at least three years' post-qualification cognate experience.

- 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Building, Mechanical or Electrical Engineering from a recognized Institution.
 - 3.4 Senior Fire Superintendent, Grade Level 09
 - 3.4.1 By promotion of a confirmed and suitable Higher Fire Superintendent who has spent at least three years on the grade.
 - 3.4.2 By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 3.2.2 or 3.3.3 above plus at least six or three years' post qualification cognate experience respectively.
 - 3.5 Principal Fire Superintendent Grade II, Grade Level 10
 - 3.5.1 By promotion of a confirmed and suitable Senior Fire Superintendent who has spent at least three years on the grade.
 - 3.5.2 By direct appointment of a candidate possessing the qualification specified in sub-paragraph 3.2.2 or 3.3.3 above plus at least nine or six years' post-qualification cognate experience respectively.
 - 3.6 Principal Fire Superintendent Grade I, Grade Level 12
 - 3.6.1 By promotion of a continued and suitable Principal Fire Superintendent Grade II who has spent at least three years on the grade.
 - 3.7 Assistant Chief Fire Superintendent, Grade Level 13
 - 3.7.1 By promotion of a suitable Principal Fire Superintendent Grade I who has spent at least three years on the grade.
 - 3.8 Chief Fire Superintendent, Grade Level 14
 - 3.8.1 By promotion of a suitable Assistant Chief Fire Superintendent who has spent at least three years on the grade.
4. ADVANCEMENT BEYOND THE CADRE:
Any officer in the Fire Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

FIRE OFFICER CADRE

- 1. POSTS AND SALARIES:

1.1	Fire Officer Grade II	Grade Level 08
1.2	Fire Officer Grade I	Grade Level 09
1.3	Senior Fire Officer	Grade Level 10
1.4	Principal Fire Officer	Grade Level 12
1.5	Assistant chief Fire Officer	Grade Level 13
1.6	Chief Fire Officer	Grade Level 14
1.7	Assistant Director	Grade Level 15
1.8	Deputy Director (Federal)/Director (States)	Grade Level 16
1.9	Director	Grade Level 17
- 2. DUTIES:
 - 2.1 Fire Officer Crack II, Grade Level 08
 - 2.1.1 This is a training grade. Officers appointed to this grade are to acquire practical experience on the job, working under the general supervision of senior officers. The incumbent carries out the following responsibilities.
 - 2.1.1.1 Training in fire prevention, communications and driving.
 - 2.1.1.2 Participating in fire-fighting, disaster handling and rescue operations.
 - 2.1.1.3 Training in building inspection.
 - 2.1.1.4 Participating in drills and physical training.
 - 2.2 Fire Officer Grade I, Grade Level 09
 - 2.2.1 Inspecting equipment and appliances to ensure their function ability.
 - 2.2.2 Assisting in fire disaster investigation.
 - 2.2.3 Participating in planning operations

- 2.2.4 Assisting in inspecting building.
- 2.3 Senior Fire Officer, Grade Level 10
 - 2.3.1 Investigating causes of fire outbreak/disasters and writing reports.
 - 2.3.2 Mobilizing fire appliances in response to fire calls and other emergencies.
 - 2.3.3 Taking charge of a shift at the station.
 - 2.3.4 Carrying out inspection of buildings and preparing reports on them
 - 2.3.5 Supervising activities in the telecommunication control room.
- 2.4 Principal Fire Officer, Grade Level 12
 - 2.4.1 Taking charge of a Fire Station.
 - 2.4.2 Identifying centres having high risk of fire disaster and recommending precautionary measures.
 - 2.4.3 Vetting and keeping accurate records and reports on fire outbreak/disasters and rescue operations.
 - 2.4.4 Vetting inspection reports and making recommendations.
 - 2.4.5 Carrying out costing of damages/savings of incidents.
- 2.5 Assistant Chief Fire Officer, Grade Level 13
 - 2.5.1 Assisting in coordinating the activities within a zone.
 - 2.5.2 Assisting in training subordinates.
 - 2.5.3 Assisting in preparing memoranda and formulating policies.
- 2.6 Chief Fire Officer, Grade Level 14
 - 2.6.1 Taking charge of the administration and operation of the Zonal Office.
 - 2.6.2 Liaising with the relevant institutions on Fire Service in emergencies (such as Police, NEPA, Water Corporation etc.)
 - 2.6.3 Recommending the approval of Public/Private buildings for certificates.
 - 2.6.4 Supervising and coordinating activities in a number of specified areas.
- 2.7 Assistant Director, Grade Level 15
 - 2.7.1 Coordinating operational activities in a number of Zones.
 - 2.7.2 Initiating action on the review of fire prevention/fighting programmes and policies.
 - 2.7.3 Coordinating inspectorate activities in a number of Zones.
 - 2.7.4 Assisting in conducting research and training programmes.
 - 2.7.5 Assisting in the general administration of the Department.
- 2.8 Deputy Director (Federal)/Director (States), Grade Level 16
 - 2.8.1 Planning and coordinating programmes on fire operations and inspections.
 - 2.8.2 Heading the Department and advising on fire disaster/prevention and rescue operations (States)
 - 2.8.3 Carrying out research development and training.
 - 2.8.4 Initiating and preparing memoranda for policy formulation.
 - 2.8.5 Assisting in the general administration of the Department (Federal).
- 2.9 Director, Grade Level 17
 - 2.9.1 Heading Fire Service and advising Government on fire disaster/prevention and rescue operations.
 - 2.9.2 Advising Government on formulation execution and review of policies.
 - 2.9.3 Controlling and ensuring effective utilization of the available resources.
- 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE:

Note: All promotions/transfers are subject to vacancy and satisfactory service record.

 - 3.1 Fire Officer Grade II, Grade Level 08
 - 3.1.1 By direct appointment of a candidate possessing First degree in Building, Mechanical or Electrical Engineering from a recognized University, who has passed the prescribed Competitive Selection Examination and the appropriate medical/fitness test.

- 3.2 Fire Officer Grade I, Grade Level 09
 - 3.2.1 By advancement of a Fire Officer Grade II who has successfully completed a prescribed two-year training programme.
 - 3.2.2 By direct appointment of a candidate possessing master's degree in a relevant field from a recognized University, who has passed the Competitive election Examination and the appropriate medical/fitness test. Officers appointed to this grade must undergo the prescribed two-year training programme.
- 3.3 Senior Fire Officer, Grade Level 10
 - 3.3.1 By promotion of a confirmed and suitable Fire Officer Grade I who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate possessing Doctorate degree in relevant field from a recognized University, who has passed the Competitive Selection Examination and the appropriate medical/fitness test. Officers appointed to this grade must undergo the prescribed two-year training programme.
- 3.4 Principal Fire Officer, Grade Level 12
 - 3.4.1 By promotion of a confirmed and suitable Senior Fire Officer who has spent at least three years on the grade.
- 3.5 Assistant Chief Fire Officer, Grade Level 13
 - 3.5.1 By promotion of a suitable Principal Fire Officer who has spent at least three years on the grade.
- 3.6 Chief Fire Officer, Grade Level 14
 - 3.6.1 By promotion of a suitable Assistant Chief Fire Officer who has spent at least three years on the grade.
- 3.7 Assistant Director, Grade Level 15
 - 3.7.1 By promotion of a suitable Chief Fire Officer who has spent at least three years on the grade.
- 3.8 Deputy Director/Director (Stares), Grade Level 16
 - 3.8.1 By promotion of a suitable Assistant Director who has spent at least four years on the grade.
- 3.9 Director, Grade Level 17
 - 3.9.1 By promotion of a suitable Deputy Director who has spent at least four years on the grade.
- 3.10 Direct Appointments to Posts in Grade Level 12 and Above:- Direct appointments may also be made to posts in Grade Level 12 and above; but these would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.