

## FORWARD

In 2000, Schemes of Service for a total of 259 Cadres were published.

A second set of scheme of service for 52, 8 and 5 Cadres considered and approved by National Council on Establishments (NCE) in 2001 and 2002 respectively and 4 others (Schemes of Services amended), have been approved for publication.

2. The effective date for the implementation of these sets of Schemes of Service are as follows:

### (A) **PART 1 – 28<sup>th</sup> September, 2000**

1. Store examiner Cadre
2. Agricultural Assistant Cadre
3. Agricultural Technician Cadre
4. Agricultural Technologist Cadre
5. Game Guard/Ranger Assistant Cadre
6. Fisheries Technologist Cadre
7. Forest Assistant Cadre
8. Forest Technologist Cadre
9. Produce/Pest Control Assistant Cadre
10. Production/Pest Control Technician Cadre
11. Product/Pest Control Technologist Cadre
12. Veterinary Officer Cadre
13. Zoo Assistant Cadre
14. Zoo Technician Cadre
15. Radio/Telecommunication Superintendent Cadre
16. Instructor (Technical) Cadre
17. Dental Therapist Cadre
18. Dental Officer Cadre
19. Environmental Health Superintendent Cadre
20. Environmental Health Officer Cadre
21. Community Health Assistant Cadre
22. Community Health Technician Cadre
23. Community Health Officer Cadre
24. Staff Nurse/Staff Midwife Cadre
25. Nursing Officer Cadre
26. Assistant Nurse Tutor Cadre
27. Nurse Tutor Cadre
28. Optometrist Cadre
29. Primary Health Care Tutor Cadre
30. Physiotherapist Cadre
31. Radiographer Cadre
32. Medical Imaging Scientist Cadre
33. Area Court Judge Cadre
34. State Counsel Cadre
35. Art Production Attendant Cadre
36. Printing Assistant (Photo/Lithography) Cadre
37. Superintendent of Press (Photo/Lithography) Cadre
38. Printing Assistant Cadre

39. Superintendent of Press Cadre
40. Printing Officer Cadre
41. Film/Video Censorship Assistant Cadre
42. Executive Officer (Film/Video Censorship) Cadre
43. Film/Video Censorship Officer Cadre
44. Co-operative Inspector Cadre
45. Youth Development Assistant Cadre
46. Youth Development Officer Cadre
47. Sports Assistant Cadre
48. Sports Officer Cadre
49. Assistant Coach Cadre
50. Irrigation Technologist Cadre
51. Irrigation Engineer Cadre

**(B) PART II – 25<sup>th</sup> October, 2001**

1. Assistant Education Officer Cadre
2. Assistant Dental Technologist Cadre
3. Dental Technologist Cadre
4. Registrar (Trade Mark and Patent) Cadre
5. Community Development Inspector Cadre
6. Assistant Social Welfare Officer Cadre
7. Magistrate Cadre
8. Inspector of Area Courts Cadre

**(C) PART III – 24<sup>th</sup> October, 2002**

1. Administrative Officer Cadre
2. Labour Inspector Cadre
3. Pharmacist Cadre
4. Air Traffic Officer
5. Air Traffic Safety Systems Officer

**(D) PART IV**

1. Executive Officer (Accounts) Cadre 10/10/97
2. Executive Officer (Audit) Cadre (10/10/97)
3. Executive Officer (Revenue) Cadre (10/10/97)
4. Inspector of Taxes Cadre (28/9/2000)

3. More Schemes of Service will be published when necessary.

**OFFICE OF HEAD OF THE CIVIL SERVICE  
OF THE FEDERATION**

**2003**

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## **COMMON SERVICES**

### **ADMINISTRATIVE OFFICER CADRE**

#### **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 under 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 Officer, Grade I, Grade Level 09**

- 2.2.1 Performing Specialized functions in the fields of Trade, Investment, Economic Planning, Personnel Management etcetera.
- 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 memoranda 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 a specific subject/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/coordinating activities in specific subject/subjects
- 2.7.3 Coordinating the training programme of staff
- 2.7.4 Assisting in the formulation, execution review of policies
- 2.7.5 Assisting in the general administration of the Department (States)

**2.8 Deputy Director (Federal)/Director (State), Grade Level 16**

- 2.8.1 Taking Charge of Division/Department (State)
- 2.8.2 Advising on general administrative matters (State)
- 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.

**3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

**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 I, Grade Level 09**

- 3.2.1 By advancement of a suitable Administrative Officer Grade II who has passed the Compulsory Examination for Administrative Officers and Professionals.
- 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 I, 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 at least 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-paragraph 3.1.1 above, plus at least one year post-qualification cognate experience.

**3.4 Principal Administrative Officer, Grade Level 12**

- 3.4.1 By promotion of a 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 who has spent at least three years on the grade and attended a course in either Manpower Budgeting and Staff Inspection, Pension Administration, 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 successfully 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 has spent at least three years on the grade.

**3.8 Deputy Director (Federal) Director (States), Grade Level 16**

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



### **3.9 Director Appointment to posts in Grade Level 12 and above**

3.9.1 By promotion of 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**

3.10.1 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.

## **STORES EXAMINER CADRE**

### **1. POSTS AND SALARIES**

1.1	Assistant Stores Examiner	Grade Level 03
1.2	Stores Examiner	Grade Level 04
1.3	Senior Stores Examiner	Grade Level 05
1.4	Assistant Chief Stores Examiner	Grade Level 06
1.5	Chief Stores Examiner	Grade Level 07

### **2. DUTIES**

#### **2.1 Assistant Stores Examiner, Grade Level 03**

- 2.1.1 Assisting in carrying out physical checking of all stock items
- 2.1.2 Assisting in the preparation of stock schedule
- 2.1.3 Performing routine store checking duties

#### **2.2 Stores Examiner, Grade Level 04**

- 2.2.1 Assisting in carrying out physical checking of all stock items
- 2.2.2 Assisting in preparing Discrepancy Forms
- 2.2.2 Assisting in stores examination duties

#### **2.3 Senior Stores Examiner, Grade Level 05**

- 2.3.1 Checking stores
- 2.3.2 Carrying out examination of receipts/issue vouchers and conversion vouchers and entering the sun-serviceable, redundant, dormant or obsolete store, etc, into their appropriate forms.
- 2.3.3 Reporting on findings
- 2.3.4 Supervising subordinates

**2.4 Assistant Chief Store Examiner, Grade Level 06**

2.4.1 Carrying out pre-supply verification

2.4.2 Assisting in supervising stock verification record units

2.4.3 Assisting in keeping Local Purchase Order/Contract Records>Returns

**2.5 Chief Stores Examiner, Grade Level 06**

2.5.1 Coordinating the activities of a number of subordinates

2.5.2 Carrying out pre-supply verification

2.5.3 Assisting in reconciling Tally Card postings with store ledger entries

2.5.4 Supervising team of Stores Examiners

**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 Stores Examiner, Grade Level 03**

By direct appointment of a candidate possessing Junior Secondary School Certificate or S. 75 or General Certificate of Education (O/L) in three subjects obtained at one sitting or four subjects at two sittings.

**3.2 Stores Examiner, Grade Level 04**

3.2.1 By promotion of a confirmed and suitable Assistant Stores Examiner 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 SSSC/WASC or General Certificate of Education (O/L) in four subjects obtained at one sitting or five subjects at two sittings.

**3.3 Senior Chief Stores Examiner, Grade Level 06**

3.3.1 By promotion of a confirmed and suitable Stores Examiner who has spent at least two years on the grade and passed the Confirmation/ Promotion Test at promotion level i.e. 50%.

**3.4 Assistant Chief Stores Examiner, Grade Level 06**

3.4.1 By promotion on a confirmed and suitable Stores Examiner who has spent at least two years on the grade.

**3.5 Chief Stores Examiner, Grade Level 07**

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

#### 4. ADVANCEMENT BEYOND THE CADRE

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

### AGRICULTURE

#### AGRIRCULTURE ASSISTANT CADRE

##### 1. POSTS AND SALARIES

1.1	Agricultural Assistant Grade II	-	Grade Level 04
1.2	Agricultural Assistant Grade I	-	Grade Level 05
1.3	Senior Agricultural Assistant Grade II	-	Grade Level 06
1.4	Senior Agricultural Assistant Grade I	-	Grade Level 07
1.5	Chief Agricultural Assistant	-	Grade Level 08

##### 2. DUTIES

###### 2.1 Agricultural Assistant Grade II, Grade Level 04

###### 2.1.1 Plant Nursery

- 2.1.1 Assisting in selection of suitable site
- 2.1.2 Assisting in clearing of site
- 2.1.3 Assisting in provision of shade materials-going to the bush to collect bamboos, ropes, palm and grass stalks.
- 2.1.4 Assisting in potting – collection of top/peat soil and filling of polythene bags (potting).
- 2.1.5 Assisting in spraying and fumigating with chemicals
- 2.1.6 Assisting in the distribution and sales of seedlings
- 2.1.7 Assisting in other maintenance of the nursery e.g. watering, mulching, building grafting pruning.

###### *Plantation*

- 2.1.8 Assisting in the selection of site
- 2.1.9 Assisting in lining, marking pegging and holding of the field
- 2.1.10 Assisting in the transportation of seedlings from the nursery to the field (Loading and off-loading) of seedlings.
- 2.1.11 Assisting in the planting of the seedlings on the field
- 2.1.12 Assisting in the weeding and rouging of the plantation
- 2.1.13 Assisting in the application of fertilizer
- 2.1.14 Assisting in pest controls using various chemicals
- 2.1.15 Assisting in harvesting and processing of farm produce

### ***Home Economics Centre***

- 2.1.16 Assisting in the training of the farmer's wives on the:
  - i. Processing of palm fruits to palm oil
  - ii. Threshing of grains
  - iii. Winnowing
  - iv. Processing of cassava tubers into gari and flour
  - v. Processing grains into milk, cake soup, bread and other edible recipe.

### ***Soil Survey/Analysis***

- 2.1.17 Assisting in choosing survey site
- 2.1.18 Assisting in cutting traverses
- 2.1.19 Assisting in digging soil pits
- 2.1.20 Assisting in collecting soil samples
- 2.1.21 Assisting in carrying field and soil survey equipments on the field
- 2.1.22 Assisting in earing bush/tree felling along traverses

### ***Seed Processing and Storage***

- 2.2.1 Assisting in selection of suitable site
- 2.2.2 Assisting in clearing of site
- 2.2.3 Assisting in the erection of nursery shade
- 2.2.4 Filling polythene bags (plotting)
- 2.2.5 Assisting in the maintenance of nursery equipment
- 2.2.6 Assisting in the sales of seedlings
- 2.2.7 Assisting in building/grafting

### ***Plantation***

- 2.2.8 Assisting in site selection
- 2.2.9 Assisting in lining and marking
- 2.2.10 Assisting in the transportation of seedlings from nursery to the field
- 2.2.11 Assisting in the planting of seedlings on the fields.
- 2.2.12 Assisting in the weeding and rouging of the plantation
- 2.2.13 Assisting in the application of fertilizer
- 2.2.14 Assisting in pest control, using various chemicals
- 2.2.15 Assisting in harvesting and processing of farm produce
- 2.2.16 Assisting in grading of produce

### ***Home Economics Centre***

- 2.2.17 Assisting in the training of the farmers wives
- 2.2.18 Assisting in the training of farmers on proper storage of farm produce e.g. preservation of tomatoes, mangoes, pine-apple, oranges, etc for future use.

### ***Soil Survey/Analysis***

- 2.2.19 Assisting in choosing survey site
- 2.2.20 Assisting in cutting traverses
- 2.2.21 Assisting in digging soil pits
- 2.2.22 Assisting in collecting soil samples

### ***Seed Processing and Storage***

- 2.2.23 Assisting in harvesting of seeds
- 2.2.24 Assisting in the drying and bagging of farm produce
- 2.2.25 Overseeing the stacking of bagged farm produce
- 2.2.26 Overseeing the fumigation of farm produce

### ***Senior Agricultural Assistant Grade I, Grade Level 06***

#### ***Plant Nursery***

- 2.3.1 Assisting in the site selection
- 2.3.2 Overseeing the clearing of site
- 2.3.3 Overseeing the erection of nursery shade
- 2.3.4 Overseeing the filling of polythene bags
- 2.3.5 Overseeing the proper aggregation of soil and materials for potting.

#### ***Plantation***

- 2.3.6 Assisting in site selection
- 2.3.7 Assisting in lining and marking
- 2.3.8 Supervising transportation of seedlings from nursery to the field
- 2.3.9 Assisting in keeping farm records
- 2.3.10 Overseeing weeding and rouging of the plantation
- 2.3.11 Overseeing the spraying of the plantation with chemicals
- 2.3.12 Supervising harvesting and processing farm produce
- 2.3.13 Assisting in grading of farm produce (Cocoa, Coffee, Kola etc).

#### ***Home Economic Centre***

- 2.3.14 Assisting in the routine maintenance of crop processing machines
- 2.3.15 Overseeing the day clearing of machines and its surroundings soil survey/analysis
- 2.3.16 Assisting in choosing survey site
- 2.3.17 Assisting in the description of soil samples
- 2.3.18 Supervising subordinates

### ***Seed Processing and Storage***

- 2.3.19 Supervising the harvesting of seeds
- 2.3.20 Supervising drying and bagging of farm produce
- 2.3.21 Supervising the stacking of bagged farm produce
- 2.3.22 Supervising fumigation of farm produce
- 2.3.23 Supervising the activities of other junior staff

### ***Senior Agricultural Assistant Grade I, Grade Level 07 Plant Nursery***

- 2.4.1 Supervising clearing of sites
- 2.4.2 Supervising the sale of seedlings
- 2.4.3 Supervising the maintenance of nursery equipment
- 2.4.4 Supervising budding and grafting of seedlings, Training of Juniors and farmers like the skill budding and grafting.

#### ***Plantation***

- 2.4.5 Overseeing in site selection

- 2.4.6 Overseeing in lining and pegging holing of the fields
- 2.4.7 Supervising the planting of seedlings in the field
- 2.4.8 Supervising weeding and reguing of the plantation
- 2.4.9 Supervising and keeping records

***Home Economics Centre***

- 2.4.10 Supervising the maintenance of processing machines
- 2.4.11 Supervising the training programme of the centre
- 2.4.12 Training farmers wives in Home Maintenance
- 2.4.13 Supervising subordinates

***Soil Survey/Analysis***

- 2.4.14 Assisting in choosing survey site
- 2.4.15 Assisting in the description of soil samples
- 2.4.16 Supervising subordinates
- 2.4.17 Keeping of Soil field survey records.

***Processing and Storage***

- 2.4.18 Carrying out general supervision of duties in the Unit

***Chief Agricultural Assistant, Grade Level 08***

***Plant Nursery***

- 2.5.1 Supervising on the job training of newly recruited staff
- 2.5.2 Coordinating the activities of the subordinate staff
- 2.5.3 Completing and preparing job performance reports.

***Plantation***

- 2.5.4 Supervising on the job training of newly recruited staff on the projects 2.5.5.  
Coordinating the activities of other subordinate staff on the project.
- 2.5.6 Computing and preparing job performance reports.

***Home Economic Centre***

- 2.5.7 Coordinating the activities of other subordinate staff on the project.
- 2.5.8 Computing and preparing job performance reports
- 2.5.9 Repairing and maintaining simple produce processing equipment

***Soil Survey/Analysis***

- 2.5.10 Coordinating the activities of other subordinate staff on the project
- 2.5.11 computing and preparing of job performance reports.

**METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRES**

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

**3.1. *Agricultural Assistant Grade II, Grade Level 04***

- 3.1.1 By direct appointment of a candidate possessing a minimum of S75 or JSSC who has successfully completed the two years' training programme in the school of Agriculture or other approved Agricultural Institution and obtained the National Certificate in Agriculture.

3.1.2 By advancement of a serving staff possessing S. 75 or JSSC and who has successfully completed the two years' training programme in a relevant and recognized Agricultural Institution.

**3.2 *Agricultural Assistant Grade I, Grade Level 05***

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

3.2.2 By direct appointment of 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 Assistant Grade II, Grade Level 06***

3.3.1 By promotion of a confirmed and suitable Agricultural 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 in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.

**3.4 *Senior Agricultural Assistant Grade I, Grade Level 07***

3.4.1 By promotion of a confirmed and suitable Senior Agricultural Assistant Grade II who has spent at least two years on the grade.

**3.5 *Chief Agricultural Assistant, Grade Level 08***

3.5.1 By promotion of Senior Agricultural Assistant Grade I who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

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

**AGRICULTURAL TECHNICIAN CADRE**

**1. POSTS AND SALARIES**

1.1	Agricultural Technician	-	Grade Level 07
1.2	Higher Agricultural Technician	-	Grade Level 08
1.3	Senior Agricultural Technician	-	Grade Level 09
1.4	Principal Agricultural Technician	-	Grade Level 10
1.5	Assistant Chief Agricultural Technician	-	Grade Level 12
1.6	Chief Agricultural Technician	-	Grade Level 13

**2. DUTIES**

**2.1 *Agricultural Technician Grade Level 07***

2.1.1 Performing under supervisions agricultural extension duties which includes:

2.1.1.1 Advising farmers on new improved agricultural technologies i.e. new improved planting materials, agro-chemicals; new home management innovation, etc.

2.1.1.2 Conducting simple demonstrations for farmers and farmers' wives at village level

2.1.1.3 Distributing and selling fertilizers and other farm inputs to the farmers.

2.1.1.4 Assisting farmers on the right types and dosages of fertilizers to use on their farms.

2.1.2 Assisting in the collection of plant, parts and soil samples for analysis.

2.1.3 Assisting in simple repair of farm machines and equipment.

**2.2 *Higher Agricultural Technician, Grade Level 08***

2.2.1 Performing Agricultural Extension duties listed in 2.1.1. above

2.2.2 Keeping records and reports on agricultural activities

2.2.3 Collecting data and information required for research and other agricultural purposes.

2.2.4 Supervising subordinates

2.2.5 Supervising collection of soil samples and plant parts

2.2.6 Assisting in laboratory work and soil analysis

**2.3 *Senior Agricultural Technician, Grade Level 09***

2.3.1 Performing the duties specified in sub-paragraph 2.2.2 – 2.2.6 above

2.3.2 Assisting groups of farmers and agricultural co-operative societies on their farms

**2.4 *Principal Agricultural Technician, Grade Level 10***

2.4.1 Assisting in taking charge of a small agricultural projects

2.4.2 Assisting in fertilizer and/or Agro-Chemical stores

2.4.3 Assisting Senior Officers in carrying out specified assignments such as:

2.4.3.1 Soil Testing/analysis

2.4.3.2 Plant analysis

2.4.3.3 Soil fertility and field research/trials

2.4.3.4 Land use survey

**2.5 *Assistant Chief Agricultural Technician, Grade Level 12***

2.5.1 Performing the duties specified in sub-paragraphs 2.4.1 – 2.4.3 above

2.5.2 Supervising the activities of a number of junior officers

**2.6 *Chief Agricultural Technician, Grade Level 13***

2.6.1 Coordinating the duties of a number of subordinates

2.6.2 Taking charge of fertilizers and agro-chemical stores

2.6.3 Assigning responsibilities to junior Technicians as well as coordinating their activities.

2.6.4 Maintaining technical records and data relating to farmers and their families

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

**3.1 *Agricultural Technician Grade Level 07***

3.1.1 By direct appointment of a candidate who has successfully completed a three year's training in a recognized institute of Agriculture and obtained the national Diploma in Agriculture.

**3.2. *Higher Agricultural Technician, Grade Level 08***



- 3.2.1 By promoting of a confirmed and suitable Agricultural 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 3.3.1 By promoting of a confirmed and suitable Higher Agricultural Technician who has spent at least three years on the grade.
- 3.4 ***Principal Agricultural Technician, Grade Level 10***
  - 3.4.1 By promoting of a confirmed and suitable Higher Agricultural 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 Agricultural Technician, Grade Level 12***
  - 3.5.1 By promoting of a confirmed and suitable Principal Agricultural/Technician who has spent at least three years on the grade.
- 3.6 ***Chief Agricultural Technician, Grade Level 13***
  - 3.6.1 By promoting of a confirmed Assistant Chief Agricultural Technician who has spent at least three years on the grade.

#### 4. **ADVANCEMENT BEYOND THE CADRE**

**NOTE:** Any officer in the Agricultural Technician Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer – promotion to the grade.

### **AGRICULTURAL TECHNOLOGIST CADRE**

#### 1. **POSTS AND SALARIES**

- |     |   |                 |
|-----|---|-----------------|
| 1.1 | Agricultural Technologist Grade II        | -Grade Level 08 |
| 1.2 | Agricultural Technologist Grade I         | -Grade Level 09 |
| 1.3 | Senior Agricultural Technologist          | -Grade Level 10 |
| 1.4 | Assistant Chief Agricultural Technologist | -Grade Level 12 |
| 1.5 | Assistant Chief Agricultural Technologist | -Grade Level 13 |
| 1.6 | Chief Agricultural Technologist           | -Grade Level 14 |

#### 2. **DUTIES**

##### **2.1 *Agricultural Technologist Grade II, Grade Level 08***

- 2.1.1 Supervising the activities of junior workers in Agricultural extension Units, soil/plant laboratories, etc.
- 2.1.2 Taking charge of village extension agents
- 2.1.3 Working with groups of farmers, associations and corporative societies on their farms

##### **2.2 *Agricultural Technologist Grade I, Grade Level 09***

- 2.2.1 Supervising extension activities within a defined area e.g block extension area.
- 2.2.2 Supervising a small number of junior workers carrying out agricultural field enumeration.

2.2.3 Assisting in carrying out specified assignments e.g. large scale seedling production.

2.2.4 Assisting in practical training of students in Agricultural Training Centre/Institution.

**2.3 Senior Agricultural Technologist, Grade Level 10**

2.3.1 Taking charge of a medium agricultural extension project or Tree Crop Development Project

2.3.2 Supervising subordinates

**2.4 Principal Agricultural Technologist, Grade Level 12**

2.4.1 Performing duties specified in sub-paragraphs 2.3.1 to 2.3.2. above

2.4.2 Managing a section of large agricultural project

2.4.3 Taking charge of a Farming Institute/Training Institute for agricultural workers.

2.4.4 Coordinating the activities of a number of subordinate agricultural technologists engaged in a given project.

**2.5 Assistant Chief Agricultural Technologist, Grade Level 13**

2.5.1 Coordinating the activities of subordinate Agricultural Technologists in a number of projects.

2.5.2 Supervising and coordinating the operations in a large extension service area e.g. a Local Government Area.

2.5.3 Assisting in the administration of a Section/State wild Agriculture Development project.

**2.6 Chief Agricultural Technologist, Grade Level 14**

2.6.1 Taking charge of the administration of a large Agricultural Programme/Project.

2.6.2 Organizing training programmes for agricultural personnel/extension workers.

2.6.3 Directing and coordinating the activities of the Agricultural Technologists and other extension services workers in the section.

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

**NOTE:** All promotions/transfers are subject to vacancy and satisfactory record.

**3.1 Agricultural Technologist Grade II, Grade Level 08**

3.1.1 By promotion of officers who has successfully completed HND programme in Agricultural Science or Technology from a recognized Institution.

3.1.2 By direct appointment of a candidate possessing HND in Agricultural Science or Technology from a recognized Institution.

**3.2 Agricultural Technologist Grade I, Grade Level 09**

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

3.2.2 By direct appointment of a candidate possessing HND in Agricultural Science from a recognized Institution plus at least three years' post-qualification cognate experience.

**3.3 Senior Agricultural Technologist, Grade Level 10**

- 3.3.1 By promotion of a confirmed and suitable Agricultural Technologist Grade I who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing HND in Agricultural Science from a recognized Institution plus at least six years' post-qualification cognate experience.
- 3.4 *Principal Agricultural Technologist, Grade Level 12***
  - 3.4.1 By promotion of a confirmed Senior Agricultural Technologist who has spent at least three years on the grade.
- 3.5 *Assistant Chief Agricultural Technologist, Grade Level 13***
  - 3.5.1 By promotion of a confirmed and suitable Principal Agricultural Technologist who has spent at least three years on the grade.
- 3.6 *Chief Agricultural Technologist, Grade Level 14***
  - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Agricultural Technologist who has spent at least three years on the grade.

#### **4. ADVANCEMENT BEYOND CADRE**

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

### **GAME GUARD/RANGER ASSISTANT CADRE**

#### **1. POSTS AND SALARIES**

- 1.1 Game Guard/Ranger Assistant Grade II -Grade Level 04
- 1.2 Game Guard/Ranger Assistant Grade I -Grade Level 05
- 1.3 Senior Game Guard/Ranger Assistant Grade II -Grade Level 06
- 1.4 Senior Game Guard/Ranger Assistant Grade I -Grade Level 07
- 1.5 Chief Game Guard/Ranger Assistant -Grade Level 08

#### **2. DUTIES**

- 2.1 *Game Guard/Ranger Assistant Grade II, Grade Level 04***
  - 2.1.1 Assistant Senior officers in enumerating Wild Life in a given locality
  - 2.1.2 Assisting in taking Wild Life enumeration bench marks.
- 2.2 *Game/Ranger Assistant Grade I, Grade Level 05***
  - 2.2.1 Assisting in keeping records and performing stores and manual duties in Game Reserve or wild life sanctuary.
  - 2.2.2 Making wild life enumeration bench marks.
- 2.3 *Senior Game Guard/Ranger Assistant Grade II, Grade Level 06***
  - 2.3.1 Supervising the work of a number of subordinates.
  - 2.3.2 Writing periodic reports on Game preservation activities in a defined area.
- 2.4 *Senior Game Guard/Ranger Assistant Grade I, Grade Level 07***
  - 2.4.1 Performing the duties specified in sub-paragraphs 2.3.1 – 2.3.2 above
  - 2.4.2 Training junior officers

- 2.5 **Chief Game/Ranger Assistant, Grade Level 08**
  - 2.5.1 Supervising the activities in a large Game Reserve
  - 2.5.2 Directing policing/patrolling of Game Reserve

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

- 3.1 **Game Guard/Ranger Assistant Grade II, Grade Level 04**
  - 3.1.1 By direct appointment of a candidate possessing a minimum of JSSC or S 75 who has successfully completed two (2) years training programme in a recognized School of (Agriculture) and obtained National Certificate in Agriculture for Forestry.
- 3.2 **Game Guard/Ranger Assistant Grade I, Grade Level 05**
  - 3.2.1 By promoting of a confirmed and suitable Game Guard/Ranger Assistant Grade II, who has spent at least two years on the grade.
- 3.3 **Senior Game Guard/Ranger Assistant Grade II, Grade Level 06**
  - 3.3.1 By promotion of a confirmed and suitable Game Guard/Ranger Assistant Grade I, who has spent at least two years on the grade.
- 3.4 **Senior Game Guard/Ranger Assistant Grade I, Grade Level 07**
  - 3.4.1 By promotion of a confirmed and suitable Game Guard/Ranger Assistant Grade II, who has spent at least two years on the grade.
- 3.5 **Chief Guard/Ranger Assistant, Grade Level 08**
  - 3.5.1 By promotion of a confirmed and suitable Senior Game Guard/Ranger Assistant Grade I who has spent at least three years on the grade.

### FISHERIES TECHNOLOGIST CADRE

#### 1. POSTS AND SALARIES

- |     |  |                 |
|-----|--|-----------------|
| 1.1 | Fisheries Technologist Grade II        | -Grade Level 08 |
| 1.2 | Fisheries Technologist Grade I         | -Grade Level 09 |
| 1.3 | Senior Fisheries Technologist          | -Grade Level 10 |
| 1.4 | Principal Fisheries Technologist       | -Grade Level 12 |
| 1.5 | Assistant Chief Fisheries Technologist | -Grade Level 13 |
| 1.6 | Chief Fisheries Technologist           | -Grade Level 14 |

#### 2. DUTIES

- 2.1 **Fisheries Technologist Grade II, Grade Level 08**
  - 2.1.1 Taking charge under supervision of a fish multiplication centre or Fishery terminal

### METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

**NOTE:** All promotions and transfers are subject to availability of vacancy and satisfactory service record.

- 3.1 **Forest Assistant Grade II, Grade Level 04**

- 3.1.1. By direct appointment of a candidate possessing a minimum of JSSC or S.75 who has successfully completed a two (2) years training programme in a recognized School of Agriculture/Agricultural Training Centre or any other approved agricultural training Institution and obtained National Certificate in Agriculture or Forestry.

**3.2 *Forest Assistant Grade I, Grade Level 05***

- 3.2.1 By promotion of a confirmed and suitable Forest Assistant Grade U who has spent at least two years on the grade.

**3.3 *Senior Forest Assistant Grade II, Grade Level 06***

- 3.3.1 By promotion of a confirmed and suitable Forest Assistant Grade I who has spent at least two years on the grade.

**3.4 *Senior Forest Assistant, Grade Level 07***

- 3.4.1 By promotion of a confirmed and suitable Senior Forest Assistant Grade II who has spent at least two years on the grade.

**3.5 *Chief Forest Assistan4 Grade Level 08***

- 3.5.1 By promotion of a confirmed and suitable Senior Forest Assistant Grade I who has spent at least three years on the grade.

**2.2 *Forest Technologist Grade I, Grade Level 09***

***Forestry***

- 2.2.1 Assisting in training forestry staff in School of Forestry

- 2.2.2 Taking charge of a medium forestry project

***Wide Life***

- 2.2.3 Assisting in training subordinate staff

- 2.2.4 Advising on materials and equipment for efficient and economic execution of wild life projects.

- 2.2.3 Preparing materials for wild life publicity, e.g. slides, posters and handouts:

**2.3 *Senior Forest Technologist, Grade Level 10***

***Forestry***

- 2.3.1 Managing a large forestry project/programme

- 2.3.2 Assisting in organizing training programme for the staff

***Wild Life***

- 2.3.3 Providing technical advice for the formulation and execution of wild life projects

- 2.3.4 Assisting in organizing vocational training for wild life subordinate staff

2.3.5 Assisting in managing the utilization programme for production of bush meat

***Principal Forest Technologist, Grade Level 12***

***Forestry***

2.4.1 Supervising the maintenance of all operational equipment and tools

2.4.2 Assisting in training junior staff

***Wild Life***

2.4.3 Providing technical advice for the formulation and execution of wild life projects

2.4.4 Organizing vocational training for wild life subordinate staff

2.4.5 Managing the utilization programme for production of bush meat.

**2.5 *Assistant Chief Forest Technologist, Grade Level 13***

2.5.1 Assisting in the administration of a section

2.5.2 Coordinating a number of related projects or programmes

**2.6 *Chief Forest Technologist, Grade Level 14***

2.6.1 Taking charge of a section in the Forestry Department

2.6.2 Advising on related matters.

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

**NOTE:** All promotion and transfers are subject to vacancy and satisfactory service records.

3.1 Forest Technologist Grade Ii, Grade Level 08

3.1.1 By direct appointment of a candidate possessing Higher National Diploma in Agriculture from a recognized institution or has successfully completed a four year post. WASC training programme in a recognized agricultural institution:

**3.2 *Forest Technologist Grade I, Grade Level 09***

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

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

**3.3 *Senior Forest Technologist, Grade Level 10 -***

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

332 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 Forest Technologist, Grade Level 12***

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

### **3.5 *Assistant Chief Forest Technologist, Grade Level 13***

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

### **3.6 *Chief Forest Technologist, Grade Level 14***

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

## **ADVANCEMENT BEYOND THE CADRE**

Any officer in the Forest Technologist 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 ASSISTANT CADRE**

### **POSTS AND SALARIES**

1.1	Produce/pest Control Assistant Grade II	Grade Level 04
1.2	Produce/pest Control Assistant Grade I	Grade Level 05
1.3	Senior Produce/pest Control Assistant Grade 11	Grade Level 06
1.4	Senior Produce/Pest Control Assistant Grade I	Grade Level 07
1.5	Chief Produce/Pest Control Assistant	Grade Level 08

### **DUTIES**

#### **2.1 *Produce/Pest Control Assistant Grade II, Grade Level 04***

2.1.1 Performing routine/manual duties in warehouse under supervision.

2.1.2 Spraying produce stores against pest infestation under the supervision of higher officers.

2.1.3 Carrying lamps during fumigation of stores and stored produce.

2.1.4 Performing routine/manual duties under supervision in lighters, transit sheds and ship holds.

#### **2.2 *Produce/Pest Control Assistant Grade I, Grade Level 05***

2.2.1 Performing the duties specified in sub-paragraphs 2.1.2-2.1.4 above.

- 2.2.2 Assessing produce infestation in a Unit
- 2.2.3 Reporting to senior officers for directive on chemicals to be used.

### **2.3 Senior Produce/Pest Control Assistant Grade ii, Grade Level 06**

- 2.3.1 Disinfecting and airing stoic products
- 2.3.2 Protecting plants by leading a team in combating outbreak of pests on the field i.e. Termite, Grasshopper and Cassava milling bug.
- 2.3.3 Leading fumigation team in the warehouse
- 2.3.4 Reporting cases of serious pest infestation for urgent action.

### **2.4 Senior Produce/Pest Control Assistant Grade I, Grade Level 07**

- 2.4.1 Carrying out pest infestation survey
- 2.4.2 Identifying incidence of pest infestation and taking necessary steps to report the findings to superior officers
- 2.4.3 Inspecting, under supervision, the grading and check testing of crops on arrival ports or depots/stores.
- 2.4.4 Performing, under supervision routine pest control duties such as misting and fogging.

### **2.5 Chief Produce/Pest Control AssLctan4 Grade Level 08**

- 2.5.1 Prescribing chemical dosages and types to combat incidence of pest outbreak. 2, Keeping pests infestation survey statistics.
- 2.5.3 Keeping records of chemical and control equipment in the store.
- 2.5.4 Reporting on uncontrollable pest infestation.

## **METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

### **3.1 Produce/Pest Control Assistant Grade II, Grade level 04**

- 3.1.1 By direct appointment of a candidate possessing a minimum of S.75 or 3SSC who successfully completed the two years' training programme in the School of Agriculture or other approved Agricultural Institution and obtained the National Certificate Agriculture for Produce/Pest Control

### **3.2 Produce/Pest Control Assistan4 Grade I Grade Level 05**

- 3.2.1 By promotion of confirmed and suitable Produce/Pest Control Assistant Grade II who has spent at least two years on the grade.

### **3.3 Senior Produce/Pest Control Assistant Grade II, Grade Level 06**



3.3.1 By promotion of a confirmed and suitable Produce/Pest Control Assistant Grade I has spent at least two years on the grade.

### **3.4 Senior Produce/Pest Control Assistant Grade I, Grade Level 07**

3.4.1 By promotion of a confirmed and suitable Senior Produce/Pest Control Assistant Grade II who has spent at least two years on the grade.

### **3.5 Chief Produce/Pest Control Assistant Grade 08**

3.5.1 By promotion of a suitable Senior Produce/Pest Control Assistant Grade I who spent at least two years on the grade.

## **4.4 ADVANCEMENT BEYOND CADRE**

Any officer in the Produce/Pest Control Assistant cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion transfer to the grade.

## **PRODUCE/PESTS CONTROL TECHNICIAN CADRE**

### **POSTS AND SALARIES**

1.1.	Produce/Pest Control Technician	Grade Level 07
1.2.	Higher Produce/Pest Control Technician	Grade Level 08
1.3.	Senior Produce/Pest Control Technician	Grade Level 09
1.4.	Principal Produce/Pest Control Technician	Grade Level 10
1.5.	Assistant Chief Produce/Pest Control Technician	Grade Level 12
1.6.	Chief Produce/Pest Control Technician	Grade Level 13

### **DUTIES**

#### **2.1 Produce/Pest control Technician, Grade Level 07**

2.1.1. Carrying out inspection of produce stores, ware house transit sheds, lighters and ship holds with a view to identifying incidence of pests infestation. 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, fogging, etc.

#### **2.2 Higher Produce/Pest Control Technician, Grade Level 08**

2.2.1 Identifying insects commonly associated with stores produce in Nigeria and taking necessary steps to differentiate them from other predatory insects.

2.2.2 Determining the level of infestation i.e. light, heavy or very heavy, taking necessary action to reflect this situation in inspection report.

#### **2.3 Senior Produce/Pest Control Technician, Grade Level 09**

2.3.1 Performing the duties specified in sub-paragraphs 2.2.1 and 2.2.2 above.

2.3.2 Assisting in training and supervising subordinates

**2.4 Principal Produce/Pest Control Technician, Grade Level 10**

2.4.1 Coordinating the activities of a number of junior staff

2.4.2 Overseeing the control and distribution of chemicals and equipment to Units

2.4.3 Assisting in conducting periodic inspections.

**2.5 Assistant Chief Produce/Pest Control Technician, Grade Level 12**

2.5.1 Coordinating the activities of a unit.

2.5.2 Collating records and assisting in writing reports.

2.5.3 Organising special inspection and making reports

**2.6 Chief Produce/Pest Control Technician, Grade Level 13**

2.6.1 Coordinating the activities of a number unit

2.6.2 Taking charge of specified matters.

2.6.3 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 Produce/Pest Control Technician, Grade Level 07**

3.1.1. By direct appointment of a candidate possessing WASC1SSSC who has successfully completed a three years' training programme in the School of Produce Technology or relevant Institution and obtained National Diploma in Produce technology.

**3.2 Higher Produce/Pest Control Technician, Grade Level 08**

3.2.1 By promotion of a suitable Produce/Pest Control 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 Produce/Pest Control Technician, Grade Level 09**

3.3.1 By promotion of a confirmed and suitable Higher Produce/Pest Control 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 Produce/Pest Control Technician, Grade Level 10**

3.4.1 By promotion of a suitable Senior Produce/Pest Control 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-registration cognate experience.

**3.5 Assistant Chief Produce/Pest Control Technician, Grade Level 12**

3.5.1 By promotion of a suitable Principal Produce/Pest Control Technician who has spent at least three years on the grade.

**3.6 Chief Produce/Pest Control Technician, Grade level 13**

3.6.1 By promotion of a suitable Assistant Chief Produce/Pest Control Technician who has spent at least three years on the grade.

**4. ADVANCEMENT WITHIN THE CADRE**

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

**PRODUCE/PEST CONTROL TECHNOLOGIST CADRE**

**1. POSTS AND SALARIES**

1.1.	Produce Technologist Grade I,	Grade Level 08
1.2.	Produce Technologist Grade II	Grade Level 09
1.3.	Senior Produce Technologist	Grade Level 10
1.4.	Principal Produce Technologist	Grade Level 12
1.5.	Assistant Chief Produce Technologist	Grade Level 13
1.6.	Chief Produce Technologist	Grade Level 14

**2. DUTIES**

**2.1 Produce Technologist Grade I, Grade Level 08**

2.1.1 Taking charge of a Unit and supervising activities of subordinates in the performance of their duties of inspecting, grading and controlling pests in produce.

- 2.1.2 Verifying the EEA content in produce as determined by junior staff.
- 2.1.3 Liaising with field workers of other services such as exporting companies
- 2.1.4 Handling all returns and reports

## **2.2 Produce Technologist Grade II, Grade Level 09**

- 2.2.1 Controlling all operations connected with check tests on arrival of produce to ensure correct grading:
- 2.2.2 Rendering returns and intelligent 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.
- 2.2.3 Conducting periodic check tests on stocks of produce
- 2.2.4 Enforcing produce Inspection Laws and regulations.

## **2.3 Senior Produce Technologist, Grade Level 10**

- 2.3.1 Controlling operations connected with check tests during evacuation and shipment of produce.
- 2.3.2 Liaising with the commodity boards, shipping companies. etc to ensure smooth operation.
- 2.3.3 Collection of revenue accruing on grading of produce and licensing of produce stores.
- 2.3.4 Supervising produce Pest control emergency services.

## **2.4 Principal Produce Technologist, Grade Level 12**

- 2.4.1 Performing the duties specified in sub-paragraph 2.3.1 to 2.3.4 above.
- 2.4.2 Teaching at the School of Produce Technology
- 2.4.3 Coordinating the activities of a number of subordinates

## **2.5 Assistant Chief Produce Technologist, Grade Level 13**

- 2.5.1 Organizing training programmes for Junior Staff
- 2.5.2 Keeping all relevant records
- 2.5.3 Taking charge of anti-smuggling activities of scheduled produce
- 2.5.4 Assisting in prosecuting cases relating to violation or Produce Law.

## **2.6 Chief Produce Technologist, Grade Level 14**

### **2.6.1 Taking charge of the section**

2.6.2 Investigation and prosecuting cases connected with inspection and grading of produce

2.6.3 Organizing seminar and workshops

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

**NOTE:** All appointments and transfers are subject to vacancy and satisfactory service record.

### **3.1 Produce Technologist Grade 11, Grade Level 08**

3.1.1 By direct appointment of candidate possessing HNI) in Agriculture or Agricultural Economics from a recognized Institution.

### **3.2 Produce Technologist Grade 1, Grade Level 09**

3.2.1 By promotion of a confirmed and suitable Produce 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 Produce Technologist, Grade Level 10**

3.3.1 By promotion of a confirmed and suitable Produce 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 on specified in sub-paragraph 3.1 above plus at least six years' post-qualification cognate experience.

### **3.4 Principal Produce Technologist, Grade Level 12**

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

### **3.5 Assistant Chief Produce Technologist, Grade Level 13**

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

### **3.6 Chief Principal Produce Technologist, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Produce Technologist who spent at least three years on the grade.

#### **4. ADVANCEMENT BEYOND THE CADRE**

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

### **VETERINARY OFFICER CADRE**

#### **1. POSTS AND SALARIES**

1.1.	Youth Corps Doctor/House Officer	Grade Level 10
1.2	Registrar/Veterinary Research Officer/Veterinary Officer	Grade Level 12
1.3	Senior Registrar Grade UI/Senior Veterinary Research Officer Grade II/Senior Veterinary Officer Grade II	Grade Level 13
1.4	Senior Registrar Grade I/Senior Veterinary Research Officer Grade I/Senior Veterinary Officer	Grade Level 14
1.5	Consultant/Principal Veterinary Research Officer/Principal Veterinary Officer	Grade Level 15
1.6	Senior Consultant/Assistant Chief Veterinary Research Officer/Assistant Chief Veterinary Officer	Grade Level 16
1.7	Chief Consultant/Chief Veterinary Research Officer/Chief Veterinary Officer	Grade Level 17

#### **2. DUTIES**

##### **2.1 Youth Corps Doctor/House Officer Grade Level 10**

2.1.1 Assisting in carrying out general veterinary duties in Government Veterinary Hospital, Livestock Stations, Abattoirs/Slabs, Veterinary Clinics, State Veterinary Diagnostic Laboratories, etc.

##### **2.2 Registrar/Veterinary Research Officer/Veterinary Officer, Grade Level 12**

2.2.1 Carrying out general veterinary duties in veterinary clinics, livestock Farms or Veterinary Hospital.

2.2.2 Participating in research into infectious diseases of livestock and poultry.

2.2.3 Diagnosing animal diseases

- 2.2.4 Assisting in carrying out medical and surgical treatment and advising livestock and poultry farmers on the various aspects of controlling the spread of animal diseases.
- 2.2.5 Carrying out ante and post-mortem inspections and meat for public health purposes.
- 2.2.6 Conducting health examinations of animals, pets and poultry and issuing health certificates.
- 2.2.7 Participating in veterinary public health education.
- 2.2.8 Supervising subordinate staff.
- 2.2.9 Training in a specialized area.
- 2.2.10 Attending seminars, workshops and conferences on veterinary and related matters.

**2.3 Senior Registrar Grade 11/Senior Veterinary Research Officer Grade II/Senior Veterinary Officer Grade 11, Grade Level 13**

- 2.1.1 Participating in research into infectious diseases of livestock and poultry.
- 2.3.2 Carrying out general veterinary duties in veterinary clinics, livestock farms or veterinary hospitals.
- 2.3.3 Overseeing veterinary services in a Local Government Area.
- 2.3.4 Participating in research into infectious diseases of livestock and poultry.
- 2.3.5 Carrying out medical and surgical treatment and advising livestock and poultry farmers on the various aspects of controlling the spread of animal diseases.
- 2.3.6 Diagnosing animal and poultry diseases.
- 2.3.7 Assisting in organizing training programmes for subordinate staff.
- 2.3.8 Conducting health examination of animals, pets and poultry and issuing health certificates.
- 2.3.9 Assisting in enforcing veterinary laws and regulations.
- 2.3.10 Participating in veterinary public health education programmes for the public.
- 2.3.11 Attending seminars, workshops and conferences.
- 2.3.12 Assisting in identifying areas of research interest and training needs.
- 2.3.13 Training in a specialized area.

**2.4 Senior Registrar Grade I/Senior Veterinary Research Officer Grade I/Senior Veterinary Officer Grade I, Grade Level 14**

- 2.4.1 Supervising survey studies on animal health and production programmes in a specified area.
- 2.4.2 Undergoing specialist training.
- 2.4.3 Assisting in coordinating activities in any of the following areas:
  - 2.4.3.1 Control of animal diseases and pests such as tse-tse and trypanosomiasis in a Veterinary Investigation Centre or Central Diagnostic Laboratory.
  - 2.4.3.2 Veterinary Statistical Records
  - 2.4.3.3. Staff development.
  - 2.4.3.4 Veterinary Public Health Scheme
- 2.4.4 Initiating and participating in activities such as epidemiological research, applied research, development and production of diagnostic techniques and agents, vaccine development and production, public health etc.
- 2.4.5 Attending seminars, workshops and conferences.
- 2.4.6 Controlling livestock movements and implementing veterinary extension and information programmes.
- 2.4.7 Carry out general veterinary activities in research laboratories, veterinary clinics, livestock farms, etc.
- 2.4.8 Participating in monitoring activities.
- 2.4.9 Maintaining liaison with the central planning and evaluation unit.

**2.5 Consultant/Principal Veterinary Research Officer/Principal Veterinary Officer, Grade Level 15.**

- 2.5.1 Supervising research activities in specified area.
- 2.5.2 Taking charge of out-station diagnostic laboratories or sections in research and production laboratories.
- 2.5.3 Participating in seminars, workshops and conferences.
- 2.5.4 Taking charge of a big veterinary hospital or field office.
- 2.5.5 Initiating the review of veterinary/public health and meat inspection, policies and programmes.
- 2.5.6 Taking charge of specified programmes e.g. control pets, meat inspection. In diagnostic unit
- 2.5.7 Coordinating the training programmes for staff.
- 2.5.8 Supervising the activities of a number of subordinates.



**2.6 Senior Consultant/Assistant Chief Veterinary Research Officer/Assistant Chief  
Officer Grade Level 16**

**2.6.1 Taking responsibility for veterinary development planning.**

2.6.2 Coordinating research activities in specified areas.

2.6.3 Organizing and participating in seminars, workshops and conferences.

2.6.4 Coordinating field reports and disseminating research findings.

2.6.5 Taking charge of specified research programmes.

2.6.6 Adapting technologies generating from research.

2.6.7 Coordinating veterinary public health and meat inspection programmes.

2.6.8 Assisting in coordinating preventive and curative veterinary programmes

2.6.9 Assisting in preparing research reports and programmes.

2.6.10 Coordinating the activities of a number of subordinates

2.6.11 Assisting in formulating and executing veterinary policies and programme

**2.7 Chief Consultant/Chief Veterinary Research Officer/Chief Veterinary Officer, Grade Level 17**

2.7.1 Advising on the formulation, execution and review of policies and pros animal health and related matters.

2.7.2 Taking charge of a department.

2.7.3 Liaising with relevant national and international organizations on veterinary

2.7.4 Participating in national and international seminars, workshops and conferences on veterinary and related matters.

2.7.5 Preparing technical reports and memoranda.

2.7.6 Adapting research results for extension and commercialization

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

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

**3.1 Youth Corps Doctor/House Officers, Grade Level 10**

3.1. By posting/appointment of a candidate possessing a basic degree in Veterinary Medicine registrable with the Veterinary Council of Nigeria (VCN).

3.2 Registrar/Veterinary Research Officer/Veterinary Officer, Grade Level 12

3.2.1 By direct appointment of a candidate possessing a basic degree in Veterinary Medicine, who has been registered by the Veterinary Council of Nigeria (VCN) and successfully completed the National Youth Service Scheme (NYSC) or obtained Exemption Certificate of NYSC.

**3.3 Senior Registrar Grade II/Senior Veterinary Research Officer Grade II, Grade Level 13**

3.3.1 By advancement of a suitable Registrar of Veterinary Research Officer who has spent at least three years after full registration and passed the Part I Fellowship Examination of the College of Veterinary Surgeons of Nigeria (DCVSN) or its equivalent in any of the following specialties:

3.3.1.1. Master of Science and Doctor of Philosophy

3.3.1.2 Master of Veterinary Science

3.3.1.3 Master of Preventive Veterinary Medicine

3.3.1.4 Master of Veterinary Public Health

3.3.1.5 Master of Public Health

3.3.1.6 Diploma in Veterinary Anesthetics

3.3.1.7 Diploma in Veterinary Radiology

3.3.1.8 Diploma in Veterinary Bacteriology

3.3.1.9 Diploma in Tropical Veterinary Medicine

3.3.1.10Diploma in Epidemiology/Epizootiology.

3.3.1.11Diploma in Public Veterinary Medicine

3.3.1.12Diploma in Tropical Veterinary Medicine

**3.4 Senior Veterinary Officer, Grade II, Grade Level 13**

3.4.1 By promotion of a confirmed and suitable Veterinary 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 subparagraph 3.1.1 above plus at least four years' post-registration cognate experience.

**3.5 Senior Registrar Grade I/Senior Veterinary Research Officer Grade I, Grade Level 14**

3.5.1 By promotion of a confirmed and suitable Senior Registrar Grade I/Senior Veterinary Research Officer Grade I, who has not passed Part II Fellowship Examination of the College of Veterinary Surgeons of Nigeria or its equivalent in the specialty but spent at least three years on the grade.

3.5.2 By direct appointment of a candidate possessing the Part) Diploma of the College Veterinary Surgeons of Nigeria or its equivalent in the specialty plus at least three years' cognate experience after obtaining the Part I Diploma.

### **3.6 Senior Veterinary Officer Grade I, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Senior Veterinary Officer Grade 11 who has spent at least three years on the grade

3.6.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1. above plus at least seven years' post-registration cognate experience.

### **3.7 Consultant/Principal Veterinary Research Officer, Grade Level 15**

3.7.1 By advancement of a Senior Registrar I or H/Senior Veterinary Research Officer Grade I or II who has passed the Part II final examination of the Fellowship of the College Veterinary Surgeon 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 College of Veterinary Surgeons of Nigeria or its equivalent in the specialty.

### **3.8 Principal Veterinary Officer, Grade Level 15**

3.8.1 By promotion of a confirmed and suitable Senior Veterinary 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 paragraph 3.1.1 above plus at least ten years' post-registration cognate experience.

### **3.9 Senior Consultant/Assistant Chief Veterinary Research Officer, Grade Level 16**

3.9.1 By promotion of a suitable Consultant/Principal Veterinary Research Officer who has at least four years on the grade.

### **3.10 Assistant Chief Veterinary Officer, Grade Level 16**

3.10.1 By promotion of a suitable Principal Veterinary Officer, who has spent at least four on the grade.

### **3.11 Chief Consultant/Chief Veterinary Research Officer, Grade Level 17**

3.11.1 By promotion of a suitable Senior Consultant/Assistant Chief Veterinary Research Of who has spent at least four years on the grade.

### **3.12 Chief Veterinary Officer, Grade Level 17**

3.12.1 By promotion of a suitable Assistant Chief Veterinary Officer, who has spent at four years on the grade.

## **ZOO ASSISTANT CADRE**

### **1. POSTS AND SALARIES**

1.1	Zoo Assistant Grade 11	Grade Level 04
1.2	Zoo Assistant Grade I	Grade Level 05
1.3	Senior Zoo Assistant Grade II	Grade Level 06
1.4	Senior Zoo Assistant Grade 1	Grade Level 07
1.5	Chief Zoo Assistant	Grade Level 08

### **2. DUTIES**

#### **2.1 Zoo Assistant Grade II, Grade Level 04**

- 2.1.1 Performing under supervision routine manual work, including feeding wild animals and caring for them in a zoo or zoological gardens.
- 2.1.2 Protecting wild animals from danger
- 2.1.3 Assisting in keeping records
- 2.1.4 Cleaning the zoo or zoological gardens
- 2.1.5 Performing other related duties

#### **2.2 Zoo Assistant Grade 1, Grade Level 05**

- 2.2.1 Performing under supervision the duties listed 2.1.1 - 2.1.4 above.
- 2.2.2 Assisting in capturing animals
- 2.2.3 Feeding zoo animals

#### **2.3 Senior Zoo Assistant Grade I, Grade Level 06**

- 2.3.1 Assisting in animal capture and census
- 2.3.2 Assisting in administering drugs to sick animals in the zoo or zoological gardens
- 2.3.3 Receiving and taking charge of food stuff for the animals in the zoo/zoological gardens.
- 2.3.4 Assisting in collating zoo and zoological garden records.

#### **2.4 Senior Zoo Assistant Grade I, Grade Level 07**

- 2.4.1 Assisting in training subordinate staff
- 2.4.2 Supervising the activities of a subordinate staff

2.4.3 Performing routine checks on the animals to detect signs of illness, death, pregnancy, etc.

2.4.4 Assisting in administering drugs on sick animals.

## **2.5 Chief Zoo Assistant, Grade Level 08**

2.5.1 Supervising and coordinating activities of groups of Zoo Assistants.

2.5.2 Receiving and taking charge of drugs

2.5.3 Assisting in preparing periodic reports.

2.5.4 Overseeing the training of junior officers and trainees

2.5.5 Organizing students' educational tours and visitors' round the 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 Zoo Assistant Grade II, Grade Level 04**

3.1.1 By direct appointment of a candidate possessing a minimum of S.75 or Junior Secondary School Certificate with passes in relevant subjects, who has successfully completed a two years' training programme in the school of agriculture, or any other approved agricultural institution and obtained the National Certificate in Agriculture.

### **3.2 Zoo Assistant Grade I, Grade Level 05**

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

### **3.3 Senior Zoo Assistant Grade II, Grade Level 06**

3.3.1 By promotion of a confirmed and suitable Zoo Assistant Grade I who has spent at least two years on the grade.

### **3.4 Senior Zoo Assistant Grade I, Grade Level 07**

3.4.1 By promotion of a confirmed and suitable Senior Zoo Assistant Grade II who has spent at least two years on the grade.

### **3.5 Chief Zoo Assistant Grade Level 08**

3.5.1 By promotion of a confirmed and suitable Senior Zoo Assistant Grade I who has spent at least three years on the grade.

## **4. ADVANCEMENT BEYOND THE CADRE**

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

## **ZOO TECHNICIAN CADRE**

### **1. POSTS AND SALARIES**

1.1	Zoo Technician	Grade Level 07
1.2	Higher Zoo Technician	Grade Level 08
1.3	Senior Zoo Technician	Grade Level 09
1.4	Principal Zoo Technician	Grade Level 10
1.5	Assistant Chief Zoo Technician	Grade Level 12
1.6	Chief Zoo Technician	Grade Level 13

### **2. DUTIES**

#### **2.1 Zoo Technician, Grade Level 07**

- 2.1.1 Supervising a number of Zoo Assistants
- 2.1.2 Keeping records in the zoo or zoological gardens
- 2.1.3 Training Assistants/subordinates on basic skill of zoo keeping
- 2.1.4 Supervising feeding of zoo animals
- 2.1.5 Assisting in the control of endo and ecto parasites in the zoo or zoological garden

#### **2.2 Higher Zoo Technician, Grade Level 08**

- 2.2.1 Observing, detecting and identifying ailments in the zoo animals.
- 2.2.2 Supervising the cleaning and feeding of zoo animals, including their care
- 2.2.3 Assisting in the collation of zoo or zoological garden records.

#### **2.3 Senior Zoo Technician, Grade Level 09**

- 2.3.1 Assisting in designing and supervising the construction of animal cages and enclosures

#### **2.4 Senior Zoo Assistant Grade I, Grade Level 07**

- 2.4.1 Assisting in training subordinate staff
- 2.4.2 Supervising the activities of a subordinate staff
- 2.4.3 Performing routine checks on the animals to detect signs of illness, death, pregnancy, etc
- 2.4.4 Assisting in administering drugs on sick animals.

**2.5 Chief Zoo Assistant, Grade Level 08**

- 2.5.1 Supervising and coordinating activities of groups of Zoo Assistants
- 2.5.2 Receiving and taking charge of drugs
- 2.5.3 Assisting in preparing periodic reports
- 2.5.4 Overseeing the training of junior officers and trainers
- 2.5.5 Organizing students' educational tours and visitors' round the 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 Zoo Assistant Grade II, Grade Level 04**

- 3.1.1 By direct appointment of a candidate possessing a minimum of S .75 o Junior secondary School Certificate with passes in relevant subjects, who has successfully completed a two years' training programme in the school of agriculture, or any other approved agricultural institution and obtained the National Certificate in Agriculture.

**3.2 Zoo Assistant Grade I, Grade Level 05**

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

**3.3 Senior Zoo Assistant Grade II, Grade Level 06**

- 3.3.1 By promotion of a confirmed and suitable Zoo Assistant Grade I who has spent at le two years on the grade.

**3.4 Senior Zoo Assistant Grade I, Grade Level 07**

- 3.4.1 By promotion of a confirmed and suitable Senior Zoo Assistant Grade U who has spent at least two years on the grade.

**3.5 Chief Zoo Assistant, Grade Level 08**

- 3.3.1 By promotion of a confirmed and suitable Senior Zoo Assistant Grade I who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

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

**ZOO TECHNICIAN CADRE**

## **1. POSTS AND SALARIES**

1.1	Zoo Technician	Grade Level 07
1.2	Higher Zoo Technician	Grade Level 08
1.3	Senior Zoo Technician	Grade Level 09
1.4	Principal Zoo Technician	Grade Level 10
1.5	Assistant Chief Zoo Technician	Grade Level 12
1.6	Chief Zoo Technician	Grade Level 13

## **2. DUTIES**

### **2.1 Zoo Technician, Grade Level 07**

- 2.1.1 Supervising a number of Zoo Assistants
- 2.1.2 Keeping records in the zoo or zoological gardens
- 2.1.3 Training Assistants/subordinates on basic skill of zoo keeping
- 2.1.4 Supervising feeding of zoo animals
- 2.1.5 Assisting in the control of endo and ecto parasites in the zoo or zoological gardens.

### **2.2 Higher Zoo Technician, Grade Level 08**

- 2.2.1 Observing, detecting and identifying ailments in the zoo animals.
- 2.2.2 Supervising the cleaning and feeding of zoo animals, including their care
- 2.2.3 Assisting in the collation of zoo or zoological garden records.

### **2.3 Senior Zoo Technician, Grade Level 09**

- 2.3.1 Assisting in designing and supervising the construction of animal cages and enclosure
- 2.3.2 Assisting in preparing zoo or zoological garden and data for analysis.
- 2.3.3 Administering drugs to sick animals
- 2.3.4 Supervising the activities of a number of subordinates

### **2.4 Principal Zoo Technician, Grade Level 10**

- 2.4.1 Performing the duties specified in sub-paragraph 2.3.1 - 2.3.4 above
- 2.4.2 Determining feeds for zoo animals.



2.4.3 Assisting in taking care of drugs for zoological animals.

**2.5 Assistant Chief Zoo Technician, Grade Level 12**

2.5.1 Supervising and coordinating activities of a number of junior staff

2.5.2 Receiving and taking charge of drugs and chemicals used in the zoo or zoological gardens.

2.5.3 Assisting in the practical trainings in zoological schools and instructing students trainees on practical attachment or study tour.

2.5.4 Assisting in taking charge of a small zoo.

**2.6 Chief Zoo Technician, Grade Level 13**

2.6.1 Coordinating activities on a project

2.6.2 Taking charge of medium size zoological garden

2.6.3 Ensuring adequate care, feeding and cleaning of the animals and birds in the zoo or zoological garden.

2.6.4 Ensuring prompt and efficient health care of the zoo animals including control of parasites.

2.6.5 Assisting in appraising performance 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 Zoo Technician, Grade Level 07**

3.1.1 By direct appointment of a candidate possessing WASC/SSSC who has successfully completed a three years' training in a recognized school of agriculture, forestry or wild life, leading to award of a Diploma.

**3.2 Higher Zoo Technician, Grade Level 08**

3.2.1 By promotion of a confirmed and suitable Zoo 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 subparagraph 3.1.1 above plus at least three years' post-registration cognate experience.

**3.3 Senior Zoo Technician, Grade Level 09**

3.3.1 By promotion of a confirmed and suitable Higher Zoo 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-registration cognate experience.

**3.4 Principal Zoo Technician, Grade Level 10**

3.4.1 By promotion of a confirmed and suitable Senior Zoo 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-registration cognate experience.

**3.5 Assistant Zoo Technician, Grade Level 12**

3.5.1 By promotion of a confirmed and suitable Assistant Chief Zoo Technician, who has spent at least three years on the grade

**4. ADVANCEMENT BEYOND THE CADRE**

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

**AVIATION**

**AIR TRAFFIC OFFICER CADRE**

**1. POSTAND SALARIES**

1.1	Air Traffic Officer Grade II	Grade Level 08
1.2	Air Traffic Officer Grade I	Grade Level 09
1.3	Senior Air Traffic Officer	Grade Level 10
1.4	Principal Air Traffic Officer	Grade Level 12
1.5	Assistant Chief Air Traffic Officer	Grade Level 13
1.6	Chief Air Traffic 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 Air Traffic Officer Grade II, Grade Level 08**

**(Air Traffic Control)**

- 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 candidates 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.

**(Communications)**

- 2.1.2 This post is a professional training grade for University and Higher National Diploma graduates in Mathematics, Physics, Geography and Computer Science, to enable them on completion of the 18-month AFTN Aeronautical Communication Operation Course at the Nigeria College of Aviation Technology, Zaria, obtain a professional Diploma in AFIN Operational Procedure and Practice. Officers on successful completion of 18-month training programme will commence one year on-the-job training at any of the major airports and take up duties aimed at obtaining (the) proficiency certificate.

**(Aeronautical Information Services)**

- 2.1.3 Officer recruited to this grade who must possess HND or B.Sc. in Physics, Geography, Mass Communications, Journalism, Sociology, Computer Science or Mathematics from a recognized Institution, are required to undergo a twelve month basic training on the job and thereafter proceed to Nigerian College of Aviation Technology, Zaria for one year Officers' Course.

**2.2 Air Traffic Officer Grade I, Grade Level 09**

**(Air Traffic Control)**

- 2.2.1 Performing routine duties under supervision.
- 2.2.2 Providing Air Traffic Service to aircraft on the maneuvering area of aerodrome and those operating in the aerodrome traffic zone.
- 2.2.3 Notifying aircraft under jurisdiction of any failure or inequality of any apparatus equipment or other services necessary for a safe conduct of any aerodrome traffic.
- 2.2.4 Providing flight information services
- 2.2.5 Inspecting airfields, including run away, taxi ways aprons to determine the suitability of the maneuvering area for aircraft operations.
- 2.2.6 Providing services relating to search and rescue operations.
- 2.2.7 Indicating NOTAM actions on all aerodrome facilities/services.

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

**(Communications)**

2.2.9 Assisting in keeping records.

2.2.10 Providing air traffic services to all the aeronautical fixed stations.

2.2.11 Transmission and reception of Aeronautical messages

2.2.12 Dissemination of meteorological messages.

2.2.13 Receiving, analyzing and categorizing of all aeronautical administrative messages.

2.2.14 Responsible for collection, recording and distribution of NOTAM messages.

2.2.15 Handling all AFTN messages relating to safety of air navigation.

**(Aeronautical Information Services)**

2.2.16 Performing the function of collection of information that required NOTAM promulgation.

2.2.17 Responsible for the promulgation and distribution of NOTAM rules.

2.2.18 Receiving completed flight plans, cross checking and processing them.

2.2.19 Preparation of daily bulletins and briefing materials.

**2.3 Senior Air Traffic Officer, Grade Level 10 (Air Traffic: Control)**

2.3.1 Providing air traffic services to aircraft on the maneuvering area of an aerodrome and 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 services 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 the suitability of the maneuvering area of 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 weather conditions on the approach and take-off paths.

**(Communications)**

2.3.7 Disseminating meteorological messages

- 2.3.8 Keeping record of In-Transit-Time messages and message delay analysis (Reference (ICAO In-Trans it-Time criteria).
- 2.3.9 Sorting and retrieving messages and information from the computer Data Bank.
- 2.3.10 Processing daily out-traffic backlog statistical data
- 2.3.11 Categorizing AFFN messages and assigning priority indicator to them.
- 2.3.12 Performing data processing duties at the AFTN station's statistics unit.
- 2.3.13 Operating on national AFTN circuits.

**(Aeronautical Information Services)**

- 2.3.14 Organizing navigational warning summaries, operational co-ordination of civil and military warnings.
- 2.3.15 Having supervisory responsibility for collection, recording and distribution of aeronautical information.
- 2.3.16 Responsible for special duties Like cartography, printing, computer programming. etc.
- 2.3.17 Performing other AIS technical duties like flight planning and processing.

**2.4 Principal Air Traffic Officer, Grade Level 12**

**(Air Traffic Control)**

- 2.4.1 Supervising aerodrome control activities and coordinating such activities as required with other ATC units to ensure effective management of the airspace.
- 2.4.2 Interpreting regulations 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 positions to maintain proficiency for the ratings 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 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.

2.4.8 Providing flight information

2.4.9 Providing flight information services to all aircraft under control.

2.4.10 Initiating overdue action on aircraft which fail to land at aerodrome under control within a specified time.

2.4.11 Participating in search and rescue operations.

2.4.12 Monitoring navigational aid and communications facilities and informing pilots about their status before clearing such aircraft to carry out instrument approaches.

2.4.13 Liaison with net office for aerodrome forces and reports.

2.4.14 Assisting in the investigation of aircraft accidents/incidents. Ensuring timely recording of aerodrome data for automatic terminal information services purposes.

**(Communications)**

2.4.15 Performing general supervision function on:

- a. AFTN Satellite Communication computer Terminals
- b. National and International Circuits.

2.4.16 Collating AFTN circuit service ability reports from corresponding stations.

2.4.17 Taking responsibility for the preparation of predetermined circuit responsibility list, station routing list, and updating routing directory.

**(Aeronautical Information Services)**

2.4.18 Taking responsibility for translation of aeronautical information.

2.4.19 Assisting in responsibility for collation and edition of Aeronautical

2.4.21 Information in conformity with ICAO recommended practices

2.4.21 Assisting in printing, distribution and amendment of Nigeria and foreign AIPs

2.4.22 Assisting in 'CAT AIS Aerodrome Units

2.4.23 Supervising and assisting in training subordinates.

## **2.5 Assistant Chief Air Traffic: Officer, Grade Level 13**

### **(Air Traffic: Control)**

- 2.5.1 Coordinating 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 Analyzing reports on investigations and notifying the Area Chief Controller as appropriate.

### **(Approach)**

- 2.5.7 Supervising the activities of approach control and coordinating 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 rating
- 2.5.10 Ensuring adequate records of arriving, departing and over flying traffic
- 2.5.11 Investigating reports of non-compliance with regulations and procedures and taking necessary actions
- 2.5.12 Supervising AFTN operation to ensure efficiency and high productivity
- 2.5.13 Assisting the officer-in-charge of the station in planning and organizing aeronautical communications operations
- 2.5.14 Deputizing for officer-in-charge of the station
- 2.5.15 Preparing AFTNB statistical charts (monthly and annually) circuit outage charts percentage of circuit serviceability charts circuit traffic loading daily graphics monthly (In-Out) traffic backlog and delay statistics for the station
- 2.5.16 Making recommendation for the expansion, review or restructuring of the network circuit frequency equipment, changes or system modification.

### **(Aeronautical information Services)**

- 2.5.17 Supervising AFI'N operation to ensure efficiency and high productivity.

- 2.5.18 Having responsibility for chart production and maintaining inventory of charts.
- 2.5.19 Supervising the printing, distribution and amendment of Nigeria and foreign AIPs.
- 2.5.20 Serving as Unit Control Coordinators
- 2.5.21 Translating policy letters written in French and other languages into English language and vice-versa.
- 2.5.22 Assisting in Category 'B' aerodrome units.
- 2.5.23 Assisting in training subordinates

## **2.6 Chief Air Traffic Officer, Grade Level 14 (Air Traffic 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:
  - 2.6.2. a. Improved position information regarding aircraft under control
  - b. Supplementary information regarding other aircrafts
  - c. Information regarding any significant deviation by aircrafts from the terms of their respective air traffic control clearance.
- 2.6.3 Taking charge of a Section
- 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 obstacle on terrain.
- 2.6.7 Providing meteorological information.

### **(Communications)**

- 2.6.8 Taking charge of a major AFTN Station
- 2.6.9 Coordinating AFIN operations
- 2.6.10 Compiling monthly reports of AFTN operational and telephone/billing services.
- 2.6.11 Supervising the preparation of duty and annual vacation leave rosters for communication personnel
- 2.6.12 Maintaining discipline of staff in the station.



- 2.6.13 Ensuring conformity with AFTN operations and telephone services.
- 2.6.14 Liaising with other Heads of Units for effective co-ordination of inter-departmental activities.

**(Aeronautical Information Services)**

- 2.6.15 Heading Category 'B' MS aerodrome unit
- 2.6.16 Supervising cartography, printing and distribution.
- 2.6.17 Assisting in MS Category 'A' aerodrome unit
- 2.6.18 Charge of a section
- 2.6.19 Supervising the training programmes of staff.

**2.7 Assistant Director, Grade Level 15**

**(Air Traffic 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 the rating held
- 2.7.6 Taking charge of a Branch.
- 2.7.7 Ensuring provision of standard separation in accordance with ICAO standards.
- 2.7.8 Taking responsibility for aerodrome operations development planning.
- 2.7.9 Exchanging air traffic data with contiguous area control centres, approach control unit and aerodrome control towers under jurisdiction.
- 2.7.10 Providing flight information and alerting services to aircraft within the Flight Information Region (FIR).
- 2.7.11 Activating the Rescue Co-ordination Centre (RCC) and participating in SAR operations.
- 2.7.12 Taking charge of a Branch

**(Communications)**

- 2.7.13 Taking charge of a Branch
- 2.7.14 Keeping current and accurate records of all communications staff and their movement

- 2.7.15 Ensuring availability and allocation of AFTN stationeries to all aeronautical stations the country.
- 2.7.16 Ensuring the compliance of communication centres with ICAO standard and recommended practices as they affect AFTN communication operations.
- 2.7.17 Compiling and updating communications equipment.
- 2.7.18 Arranging communications postings.
- 2.7.19 Collecting and collating transmitted Class 'B' message and liaising with the Finance Department for revenue collection.
- 2.7.20 Liaising with NCPI, Zaria and other training institutions and coordinating the ae; communications training and re-training programmes.
- 2.7.21 Preparing ICAO 3-Letters designators for distribution to all NAMA departments, stations and aircraft operators.
- 2.7.22 Ensuring that all messages handled on the network are in accordance with ICAO procedures.

**(Aeronautical Information Services)**

- 2.7.25 Heading category 'A' AIS (Aerodrome) unit.
- 2.7.26 Assisting in the planning and exchange of training programmes
- 2.7.27 Assisting in technical/administrative functions.
- 2.7.28 Coordinating activities in cartography, printing, publications. etc.
- 2.7.29 Taking charge of a Branch.
- 2.7.30 Taking responsibility for aeronautical information development planning.

**2.8 Deputy Director, Grade Level 16**

**(Air Traffic Control)**

- 2.8.1 Coordinating the supervision and training of radar control personnel.
- 2.8.2 Ensuring that all necessary technical equipment, publications and facilities are available to Radar/Control Personnel
- 2.8.3 Participating in the conduct of rating and validation examinations of radar 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 operations as required.
- 2.8.7 Taking charge of a Division
- 2.8.8 Assisting in SAR operations 'as may be required.
- 2.8.9 Providing radar services to over-flying air traffic before being handed over to adjacent Flight Information Regions (FIR).
- 2.8.10 Directing search and rescue services/operations
- 2.8.11 Providing alerting services.
- 2.8.12 Assisting in the general administration for the Department

**(Communication)**

- 2.8.13 Taking charge of a Division and assisting in the general administration of the Department.
- 2.8.14 Ensuring effective utilization of personnel and compliance with LCAO procedures and national policy on aeronautical communications set up in the country.
- 2.8.15 Collecting and collating transmitted class "B" messages and liaising with the Finance Department on charges.
- 2.8.16 Liaising with appropriate units/departments on all communication matters.
- 2.8.17 Undertaking tour of aeronautical communication stations to ensure compliance with ICA-In Transit Time criteria.
- 2.8.18 Ensuring development and system analysis of SATCOM in conjunction with the engineering department for improved serviceability, efficiency and productivity.
- 2.8.19 Coordinating through field officers. SATCOM operation and publishing changes in procedures/application.
- 2.8.20 Collating system outages, shortcomings/deficiency and forwarding to the Director (Electronic Communications) for urgent attention.
- 2.8.21 Compiling SATCOM channel occupancy and congestion delay status and making appropriate recommendation.
- 2.8.22 Collating fortnight/monthly statistical reports from stations and plotting graphic charts and circuit outages.
- 2.8.23 Preparing AFIN statistical reports and for transmission to JCAO regional office on monthly basis.
- 2.8.24 Ensuring implementation of standards for effective, speedy and regular telephone operations and aircrafts emergency response to search and rescue procedures.

- 2.8.25 Preparing monthly and annual telephone reports and liaising with the Finance Department to ensure effective telephone revenue collection.
- 2.8.26 Making recommendations on matters relating to the construction or expansion of telephone exchanges, equipments, installations and maintenance in all the airports.
- 2.8.27 Preparing annual telephone directory with a view to updating the directory and upgrading or cutting down line to airport telephone users.

**(Aeronautical Information Services)**

- 2.8.28 Assisting in the general administration of the Department
- 2.8.29 Coordinating activities of centers and units
- 2.8.30 Planning development of programmes to meet ICAO standards.
- 2.8.31 Coordinating AIS Technical Services.
- 2.8.32 Heading of the MS inspectorate services in the Zones/Regional Headquarters.

**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 relevant policies and programmes
- 2.9.3 Liaising with operators and flying clubs on relevant matters
- 2.9.4 Issuing or validating licenses' ratings
- 2.9.5 Enforcing compliance with rules and regulations

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

**3.1 Air Traffic: Officer Grade II, Grade Level 08**

- 3.1.1 By direct appointment of a candidate possessing a degree in Physics, Geography, electrical, Electronics, Telecommunications, Computer Science or Mathematics from a recognized University.

**(Communications)**

- 3.1.2 By direct appointment of a candidate possessing a degree or HND in Physics, Geography, Electrical Engineering, Electronics, Telecommunications, Computer Science or mathematics from a recognized University Institution.

**(Aeronautical Information Services)**

- 3.1.3 By direct appointment of a candidate possessing a degree or HND in Physics Geography Mass Communication Journalism Sociology Computer Science or Mathematics from a recognized University Institution

### **3.2 Air Traffic, Officer Grade I, Grade Level 09**

#### **(Air Traffic Control)**

- 3.2.1 By advancement of an Air Traffic Officer Grade II (ATC) who has successfully completed the appropriate training programmes specified in sub paragraph 2.1.1 above and obtained the prescribed Certificate/Diploma

#### **(Communications)**

- 3.1.1 By advancement of an Air Traffic Officer Grade U (Communications) who has successfully completed the appropriate training programmes specified in sub-paragraph 2.1. above and obtained the prescribed Certificate/Diploma.

#### **(Aeronautical Information Services)**

- 3.2.2 By advancement of a suitable Air Traffic Officer Grade II (AIS) who has successfully completed the appropriate training programmes specified in subparagraph 2.1.3 above and obtained the prescribed Certificate/Diploma.

### **3.3 Senior Air Traffic Officer, Grade Level II**

#### **(Air Traffic Control)**

- 3.3.1 By promotion of an Air Traffic Officer Grade I (ATC) who has spent at least three years on the grade, attend and passed Air Traffic Control Licensing Examination and obtained Aerodrome Rating/License.

#### **(Communications)**

- 3.3.2 By promotion of an Air Traffic Officer Grade I (Communications) who has spent at least three years on the grade and successfully completed the prescribed training programme at the Nigerian College of Aviation Technology, Zaria and obtained proficiency rating.

#### **(Aeronautical Information Services)**

- 3.3.3 By promotion of a suitable Air Traffic Officer Grade I (AIS) who has spent at least three years on the grade and successfully completed the Advanced MS officers course and obtained AISO Certificate.

### **Principal Air Traffic Officer, Grade Level 12**

#### **(Air Traffic Control)**

- 3.4.1 By promotion of a suitable Senior Air Traffic Officer (ATC) 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 License

**(Communications)**

3.4.2 By promotion of a Senior Air Traffic Officer (Communications) who has spent at least three years on the grade and acquired the appropriate skill.

**(Aeronautical Information Services)**

3.4.3 By promotion of a confirmed and suitable Senior Air Traffic Officer (AIS) who has spent at least three (3) years on the grade and obtained AISO Certificate.

**Assistant Chief Air Traffic: Officer, Grade Level 13**

**(Air Traffic: Control)**

3.5.1 By promotion of a suitable Principal Air Traffic Officer (ATC) who has spent at least three years on the grade and successfully completed the prescribed training in Aerodrome and Approach.

**(Communications)**

3.5.2 By promotion of a suitable Principal Air Traffic Officer (Communications) who has spent at least three years on the grade and successfully completed the prescribed training in AFIN operations.

**(Aeronautical Information Services)**

3.5.3 By promotion of a suitable Principal Air Traffic Officer (AIS) who has spent at least three years on the grade.

**3.6 Chief Air Traffic Officer, Grade Level 14 (Air Traffic Control)**

3.6.1 By promotion of a suitable Assistant Chief Air Traffic Officer (AC) who has spent at least three years on the grade and successfully completed the prescribed training for approach Radar Controller and obtained the Approach Radar Rating License.

**(Communications)**

3.6.2 By promotion of a suitable Assistant Chief Air Traffic Officer (Communications) who has spent at least three years on the grade and successfully completed the prescribed training in Advanced AFTN Operations.

**(Aeronautical Information Services)**

3.6.3 By promotion of a suitable Assistant Chief Air Traffic Officer (AIS) who has spent at least three years on the grade.

**3.7 Assistant Director, Grade Level 15 (Air Traffic Control)**

3.7.1 By promotion of a suitable Chief Air Traffic Officer (ATC) who has spent at least three years on the grade and successfully completed the prescribed training for Area Procedural Control.

**(Communications)**

- 3.7.2 By promotion of a suitable Chief Air Traffic Officer (Communications) who has spent at least three years on the grade and successfully completed the prescribed training and rating

**(Aeronautical Information Services)**

- 3.7.3 By promotion of a suitable Chief Air Traffic Officer (AIS) 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 (ATO) who has spent at least four years on the grade

**3.9 Director, Grade Level 17**

- 3.9.1 By promotion or a suitable Deputy Director (ATO) 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 appointment to higher grades are subject to confirmation of appointment.

**AIR TRAFFIC SAFETY SYSTEMS OFFICER CADRE**

**POSTS AND SALARIES**

1.1	Air Traffic Safety Systems Officer, Grade II	Grade Level 08
1.2	Air Traffic Safety Systems Officer Grade I	Grade Level 09
1.3	Senior Air Traffic Safety Systems Officer	Grade Level 10
1.4	Principal Air Traffic Safety Systems Officer	Grade Level 12
1.5	Assistant Chief Air Traffic Safety Systems Officer	Grade Level 13
1.6	Chief Air Traffic Safety Systems 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 Air Traffic: Safety Systems Officer Grade II, Grade Level 08**

- 2.1.1 This is a professional training grade for graduates of University or Polytechnics' in relevant fields. They are required to undergo advanced

training programme in Air Traffic Safety Systems comprising Communications, Navigation, Surveillance (CNS) and Electromechanical Systems (EMS) at the Nigerian College of Aviation Technology (NCAT), Zaria, for a period of 18 months. Successful candidates on completion of the course are further required to undergo another 12 month (proficiency) on-the-job training (OJT) at the major airports and obtain Air Traffic Safety Systems Diploma/Rating.

## **2.2 Air Traffic: Safety Systems Officer, Grade I, Grade Level 09**

Performing the following duties under Supervision.

- 2.2.1 Carrying out general air traffic safety systems' preventive and corrective maintenance procedure and practices.
- 2.2.2 Checking periodically the ground based airspace systems status.
- 2.2.3 Carrying out parameter checks of systems/equipment
- 2.2.4 Receiving, analyzing and diagnosing reports and taking remedial actions
- 2.2.5 Taking appropriate actions that will ensure the safety of air navigation.
- 2.2.6 Providing systems that ensure the safety of air operations.
- 2.2.7 Determining the serviceability and availability of mission critical systems
- 2.2.8 Assisting in the installation, repairs, alignment and ground checks of system/facilities.
- 2.2.9 Assisting in certify tag communications, navigation, surveillance and electromechanical systems essential for safety and security of the airspace.
- 2.2.10 Carrying out ground based, facilities' routine inspections and checks.
- 2.2.11 Ensuring the security and safety of air traffic safety systems installations.
- 2.2.12 Ensuring that the proper and correct air traffic safety systems information is disseminated to the Pilots and air traffic controllers in order to prevent unwanted distress situation.
- 2.2.13 Installing, maintaining and overhauling electromechanical systems.

## **2.3 Senior Air Traffic: Safety Systems Officer, Grade Level 10**

- 2.3.1 Carrying out general maintenance, inspection, diagnosis, repairs and operations of all air traffic safety systems/equipment.
- 2.3.2 Carrying out alignment and ground checks of all communications, navigation' and surveillance systems/equipment.
- 2.3.3 Supervising subordinate personnel
- 2.3.4 Assisting in the on-the-job training programme for licensing cadets



- 2.3.5 Analyzing system/equipment failures and reactivating them
- 2.3.6 Carrying out calibration and maintenance of test gears and instruments, etc.
- 2.3.7 Assisting in preparing periodic reports on staff and facilities
- 2.3.8 Participating in medium sized air traffic safety systems projects.
- 2.3.9 Assisting in the flight check of ground based system.
- 2.3.10 Certifying communications, navigation, surveillance and electromechanical system.
- 2.3.11 Inspecting technical/mechanical equipment, including analyzing designs, cost estimates or tender documents in respect of projects to be executed either by contract direct labour.

## **2.4 Principal Air Traffic Safety System Officer, Grade Level 12**

- 2.4.1 Heading and managing Air Traffic Safety Systems unit at the airport and enroute stations to ensure effective management of airspace infrastructure.
- 2.4.2 Checking air traffic safety systems/facilities in the areas of control tower communication/terminals radar/approach navigation/electromechanical systems/information technology networking systems to ensure system performance and anticipated failure.
- 2.4.3 Liaising with air traffic controllers and pilots in order to meet their operational needs Conducting on-the-job training programme for licensing Cadets at departmental level
- 2.4.5 Checking records on the systems/facilities Mean Time Between Failures (MTBF) an Mean Time Between Repairs (MTBR) to ensure they comply with standards.
- 2.4.6 Supervising stock replenishment of stations' installations and maintenance items and system/equipment ground checks device/modules.
- 2.4.7 Interpreting regulations to ensure conformity with Air Traffic Safety Systems Personnel (ATSSP) procedures and practices.
- 2.4.8 Investigation equipment compliance and/or non-compliance report from users.
- 2.4.9 Functioning as site training officer.
- 2.4.10 Assisting in making recommendation on the issuance and validation of various ATS ratings.
- 2.4.11 Coordinating roster/watch duty activities and preparing reports on the systems/ equipment performance and personnel under his supervision.
- 2.4.12 Performing call out duties on emergency situation and distress calls from various safe system centre.

## **2.5 Assistant Chief Air Traffic: Safety System Officer, Grade Level 13**

- 2.5.1 Taking charge of and managing Air Traffic Safety Systems/facilities in the areas control tower communications/approach navigation/terminal radar/ electro-mechanic systems/information technology networking systems and personnel at category
- 2.5.2 Ensuring compliance with International Civil Aviation Organization (ICAO) stance and recommended practices for Air Traffic Safety Systems Personnel (ATSSP).
- 2.5.3. Enforcing air traffic safety facilities standard and practices including system maintenance diagnosis, certification, etc.
- 2.5.4 Carrying out quarterly inspection of facilities under his jurisdiction.
- 2.5.5 Coordinating the calibration and standardization of all air traffic safety systems test gears and instrumentation devices.
- 2.5.6 Supervising the flight-check of ground based systems.
- 2.5.7 Coordinating licensing training programmes at the station level.
- 2.5.8 Ensuring that all safety systems required for emergency and distress purposes are available.
- 2.5.9 Assisting in providing the necessary manuals, worksheets, journals, technical documentation and publication for air traffic safety systems personnel.
- 2.5.10 Measuring systems/personnel performance to ensure that minimum benchmark standards are met.
- 2.5.11 Collating data and making reports on personnel, users, system, performance and all aspects of air traffic safety system as required.

## **2.6 Chief Air Traffic Safety System Officer, Grade Level 14**

- 2.6.1 Taking charge and managing Air Traffic Safety Systems/facilities in the areas of Flight Service Station (FSS COMM)/En-route Navigation/En-route Radar! Messaging and collaboration systems/Power generating systems in category 'B' airports.
- 2.6.2 Directing the planning, development, maintenance cycling of Air Traffic Systems as applicable to each section.
- 2.6.3 Participating in feasibility studies for new projects and preparing annual reports, estimates and budgets.
- 2.6.4 Directing the safety systems/equipment certification process for Air navigation.
- 2.6.5 Ensuring the execution of search and rescue programmes-systems wise.

- 2.6.6 Carrying out ground based systems checks and preparing same for flight calibration and flight check.
- 2.6.7 Participating in Human Resources Development programme of the agency.
- 2.6.8 Collating data on Mean Time Between Failures (MTBF) and mean Time Between Repairs (MTBR) for Communication, Navigation, surveillance and Electromechanical Systems.
- 2.6.9 Determining the calibration and standardization of all Air Navigation Systems/Facilities and test gears/instruments.
- 2.6.10 Coordinating the activities of electromechanical systems both at outstations and headquarters.

**2.7 Assistant Director, Grade Level 15**

- 2.7.1 Assisting in planning, co-ordination and executing all training and human resource development programmes for Air Traffic Systems/Facilities.
- 2.7.2 Organizing, planning and coordinating the activities of various Air Traffic Safety Services workshops/laboratory centers.
- 2.7.3 Assisting in the formulation of policy and studies in Research and Development into Air Traffic Safety Systems/Facilities.
- 2.7.4 Participating in feasibility studies for new projects and preparing annual logistics reports, estimates and budgets.
- 2.7.5 Ensuring the adequate supply of electrical power to the navigational aids/facilities outside the airports with automated heavy duty generating sets
- 2.7.6 Analyzing the Mean time Between Failure (MTBE) and Mean Time Between Repairs (MTBR) data for effective logistics supports.
- 2.7.7 Initiating policies and programmes review of communications, navigation and surveillance.
- 2.7.8 Assisting in implementing national policy on planning, design, procurement, installation) reactivation and maintenance of Radar Processing Systems in accordance with ICAO standards and regulations.
- 2.7.9 Assisting in Formulating Radar Systems Policies.
- 2.7.10 Assisting in preparing feasibility studies for new Radar projects and preparing strategic reports, estimates and budgets.
- 2.7.11 Taking responsibilities for radar systems operations and development planning.
- 2.7.12 Enforcing 3<sup>rd</sup> level maintenance standards.
- 2.7.13 Taking charge of a branch.

## **2.8 Deputy Director, Grade Level 16**

- 2.8.1 Implementing the national policy on planning, design, procurement installation, reactivation, maintenance and management of surveillance radar facilities and sub-systems in accordance with ICAO regulations.
- 2.8.2 Assisting in the general administration of the Department.
- 2.8.3 Taking charge of a Division
- 2.8.4 Directing the operations of Radar Head System personnel.
- 2.8.5 Ensuring that en-route navigation signals from the system' are within acceptable limits for safety of flights.
- 2.8.6 Controlling the certification of navigational system employed in the safety of flight.
- 2.8.7 Validating the training requirements of approach navigational system personnel.
- 2.8.8 Undertaking feasibility studies for new projects and prepare budgets and estimates.
- 2.8.9 Supervising the provision of mission critical aircraft landing information in all airports.
- 2.8.10 Ensuring that appliances are in conformity with specification.

## **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 relevant programmes and policies
- 2.9.3 Liaising with ATS and Pilots on ATSES matters.
- 2.9.4 Issuing or validating licenses' ratings.

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

**NOTE:** All promotion and transfers are subject to vacancy and satisfactory service records.

### **3.1 Air Traffic Safety System Officer II, Grade Level 08**

- 3.1.1 By direct appointment of a candidate possessing B.Sc. or HND in Electrical Engineering/Electronics from a recognized Institution.

### **3.2 Air Traffic Safety System Officer I, Grade Level 09**

3.2.3 By advancement of an Air Traffic Safety Systems Officer Grade I who has successfully completed the training programme specified in sub-paragraph 2.1.1 above.

**3.3 Senior Air Traffic Safety Officer, Grade Level 10**

3.3.1 By promotion of an air Traffic Safety Systems Officer Grade I who has obtained' Air Traffic Safety System (ATSS) License and successfully completed the Professional Air Space System Infrastructural training with relevant License/Type Rating.

**3.4 Principal Air Traffic Safety System Officer, Grade Level 12**

3.4.1 By promotion of a confirmed and suitable Senior air Traffic Safety Systems Officer who has spent at least three years on the grade.

**3.5 Assistant Chief Air Traffic Safety System Officer, Grade level 13**

3.5.1 By promotion of a confirmed and suitable Principal air Traffic Safety Systems Officer who has spent at least three years on the grade and successfully completed Air Traffic Safety Systems Training in Radar Processor, Radar Head Sensor, Approach Nay-Aid, En-Routt Nay-Aids, SATCOM, Cable Network and Switching or ATCVN/HF Terrestrial System and obtained the appropriate rating license.

**3.6 Chief Air Traffic Safety System Officer, Grade Level 14**

3.6.3 By promotion of a confirmed and suitable Assistant Chief air Traffic Safety Systems 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 Air Traffic Safety Systems Officer who has spent at least three years on the grade and successfully completed the prescribed Airspace Systems Architecture training in Surveillance Systems, navigational Systems, Satellite Communications Systems or Terrestrial systems for Air Traffic Safety Systems personnel and obtained EMS, CNS Type Rating/License in any of the above specializations.

**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 of port in grade level 12 and above:**

3.10.1 Direct appointments may be made to post in Grade Level 12 and above but that should 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.

## **RADIO TELECOMMUNICATIONS SUPERINTENDENT CADRE**

### **1. POSTS AND SALARIES**

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

### **2. DUTIES**

#### **2.1 Assistant Radio/Telecommunication Superintendent, Grade Level 06**

- 2.1.1 Maintaining Radio Station Records.
- 2.1.2 Supervising a number of Radio telecommunication operators
- 2.1.3 Assisting in the training of subordinate staff

#### **2.2 Radio/Telecommunication Superintendent Grade Level 07**

- 2.2.1 Keeping detailed records of international codes
- 2.2.2 Maintaining Radio Station layouts and controlling traffic
- 2.2.3 Controlling and supervising a number of Radio telecommunication operators.

#### **2.3 Higher Radio telecommunication Superintendent, Grade Level 08**

- 2.3.1 Taking responsibility for Radio Station layout and traffic control
- 2.3.2 Assisting in the training of subordinate staff
- 2.3.3 Carrying out routine maintenance of communication equipment.

#### **2.4 Senior Radio telecommunication superintendent, Grade Level 09**

- 2.4.1 Supervising the work of a number of subordinates.
- 2.4.2 Carrying out routine maintenance of communication equipment

- 2.4.3 Assisting in the training of staff
- 2.4.4 Ensuring compliance with procedure for radio station transmitting and communication.
- 2.4.5 Maintaining vital station records.

**2.5 Principal Radio Telecommunication Superintendent Grade 11, Grade Level 10**

- 2.5.1 Overseeing the maintenance of communication equipment at the zonal headquarters
- 2.5.2 Coordinating the activities of subordinate staff.
- 2.5.3 Coordinating the training activities of radio stations.

**2.6 Principal Radio Telecommunication Superintendent Grade 1, Grade Level 12**

- 2.6.1 Maintaining communication equipment at the zonal headquarters.
- 2.6.2 Supervising the training programme of staff
- 2.6.3 Ensuring compliance with preventive maintenance routines.
- 2.6.4 Assisting in the installation of Radio Communication Antenna.

**2.7 Assistant Chief Radio Telecommunication Superintendent, Grade Level 13**

- 2.7.1 Installing Radio Communication antenna within the Network.
- 2.7.2 Coordinating the maintenance of radio communication facilities at the headquarters.
- 2.7.3 Taking charge of training programmes
- 2.7.4 Assisting in the administration of the Radio Station.

**2.8 Chief Radio/Telecommunication Superintendent, Grade Level 14**

- 2.8.1 Taking charge of the administration of the Radio Station.
- 2.8.2 Planning the maintenance of communication facilities at the headquarters.
- 2.8.3 Advising on radio/telecommunications matters.
- 2.8.4 Monitoring the installation of radio communication antenna within the network.

**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 Radio/Telecommunication 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 Radio and Telecommunication from a recognized Institution.
  - 3.1.1.2 Full Technological Certificate (craft) of City and Guilds of London Institute in Radio and Telecommunication.
  - 3.1.1.3 General Certificate of Education (Advanced Level) in two relevant subjects obtained at one sitting or in three subjects at two sittings.

**3.2 Radio/Telecommunication, Superintendent, Grade Level 07**

- 3.2.1 By promotion of a confirmed and suitable Assistant Radio/Telecommunication Superintendent who has spent at least two years on the grade.
- 3.2.2 By advancement of a candidate 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 3.1.1.1 or 3.1.1.2 above plus at least one year post-qualification cognate experience.

**3.3 Higher Radio/Telecommunication Superintendents, Grade Level 08**

- 3.3.1 By promotion of a confirmed and suitable Radio/Telecommunication Superintendent who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing Higher National Diploma (HND) in electronics 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 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 Radio/Telecommunication Superintendents Grade Level 09**

- 3.4.1 By promotion of a confirmed and suitable Higher Radio/Telecommunication Superintendent who has spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing the qualification specified in paragraph 3.1.1.1 or 3.1.1.2 above plus at least seven years' post-qualification cogs experience or in sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.
- 3.5 Principal Radio/Telecommunication Superintendent Grade 11, Grade Level II
- 3.5.1 By promotion of a confirmed and suitable Senior Radio/Telecommunication 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 paragraph 3.1.1. 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 Radio/Telecommunication Superintendent Grade I, Grade Level 12**

3.6.1 By promotion of a confirmed and suitable Principal Radio/Telecommunication Superintendent Grade II who has spent at least three years on the grade.

**3.7 Assistant Chief Radio/Telecommunication Superintendent, Grade**

3.7.1 By promotion of a confirmed and suitable Principal Radio/Telecommunication Superintendent Grade I who has spent at least three years on the grade.

**3.8 Chief Radio/Telecommunication Superintendent, Grade Level 14**

3.8.1 By promotion of a confirmed and suitable Assistant Chief Radio/Telecommunication Superintendent who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

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

**COMMERCE**

**REGISTRAR (TRADE MARK AND PATENT) CADRE**

**1. POSTS AND SALARIES**

- 1.1 Assistant Registrar Grade II
- 1.2 Assistant Registrar Grade I
- 1.3 Senior Asst. Registrar Grade II
- 1.4 Senior Assistant Registrar Grade I
- 1.5 Principal Assistant Registrar Grade II
- 1.6 Principal Assistant Registrar Grade I
- 1.7 Assistant Chief Registrar
- 1.8 Deputy Chief Registrar
- 1.9 Chief Registrar

**DUTIES:**

## **2.1 Assistant Registrar Grade II, Grade Level 08**

2.1.1 Undergoing one year pupilage programme and performing the following dimes under supervision

2.1.1.1 Verifying and assessing trademarks applications.

2.1.1.2 Giving preliminary advice on registerable trademarks applications.

2.1.1.3 Processing Patent application and giving preliminary advise on the following:

- (a) Novelty
- (b) Inventive Activity
- (C) Unpatentable Inventions

2.1.1.4 Processing and recommending the following for approval:

- (a) Registrable Designs
- (b) Non Registrable Designs
- (c) Right to Registrable Designs

## **2.2 Assistant Registrars Grade I, Grade Level 09**

2.2.1 Vetting and recommending for approval the following:

2.2.1.1 Trademark registration, including:

- (a) Form of application and specification
- (b) Address for application
- (c) Representation of Mark
- (d) Additional forms and representation
- (e) Separate applications
- (f) Representations to be satisfactory
- (g) Specimen of Trademarks in exceptional cases
- (h) Series of Trade marks
- (i) Transliteration and Translation

2.2.1.2 Patent Registration including:

- (a) A request for petition for Patents with Applicant's full name and address

- (b) Specification as to method or combination of methods including claim/claims
- (c) Plans and Drawings
- (d) Signed Power and Attorney
- (e) Industrial result it produces
- (f) Address for service in Nigeria

2.2.1.3 Designs Registration including:

- (a) A request for registration of design
- (b) Applicant's full name and address
- (c) Specimen of the design or photographic or graphic representation
- (d) An indication of the kind of product for which the design will be used.

2.2.2 Examining applications for change of names and addresses as on Trademarks

**2.3 Patents and Designs Senior Assistant Registrar Grade 11, Grade Level 10**

2.3.1 Vetting and processing assignments and transmission of documents such as:

2.3.1.1 Joint application for entry of assignment or transmission.

2.3.1.2 Application for entry of assignment or transmission by subsequent proprietor.

2.3.1.3 Proof of title

2.3.1.4 Assign ability of industrial property documents or rights

2.3.1.5 Approving of change of names/address of proprietor of trademark patents and designs

2.3.2 Processing applications for alteration of registration i.e. correction change cancellation striking out of goods and application for rectification of removal from the Registrar.

2.3.3 Supervising the activities of a number of subordinate officers.

**2.4 Senior Assistant Registrar, Grade I, Grade Level 12**

2.4.1 Taking charge of matters relating to opposition to registration.

2.4.2 Servicing notices of opposition

2.4.3 Receiving and dispatching counter statements

- 2.4.4 Receiving, compiling and filing evidence in support of oppositions.
- 2.4.5 Vetting evidence in support of applications
- 2.4.6 Receiving evidence in reply
- 2.4.7 Preparing grounds for hearing of opposition proceeding
- 2.4.8 Granting extension of time in opposition proceedings on behalf of the Registrar.
- 2.4.9 Assisting in hearing opposition.

**2.5 Principal Assistant Registrar Grade 11, Grade Level 13**

- 2.5.1 Renewing registration of Trademarks, Patents Designs
- 2.5.2 Removing trademarks from the Register
- 2.5.3 Processing removal of trademark.
- 2.5.4 Cancelling and surrendering patents
- 2.5.5 Recommending for renewal approved certificates of trademarks patents designs.
- 2.5.6 Approving trademarks applications
- 2.5.7 Coordinating the activities of a number of subordinates.

**2.6 Principal Assistant Registrar Grade I, Grade Level 14**

- 2.6.1 Vetting and assessing certificates on Trademarks, Patents and Designs for approval.
- 2.6.2 Taking charge of a section.
- 2.6.3 Supervising the training programmes of staff
- 2.6.4 Taking charge of accepted marks for publications in trademarks journals.
- 2.6.5 Advertising and illustrating marks and devices
- 2.6.6 Approving patents and designs applications for processing.

**2.7 Assistant Chief Registrar, Grade Level 15**

- 2.7.1 Taking charge of a Branch
- 2.7.2 Initiating the review of relevant policies and programmes
- 2.7.3 Coordinating the training programme of staff.
- 2.7.4 Examining and taking decisions on associated marks
- 2.7.5 Granting duration, renewal and lapse of patents

2.7.6 Taking decision on nullity of a patent.

**2.8 Deputy Chief Registrar, Grade Level 16**

2.8.1 Taking Charge of a Division

2.8.2 Hearing opposition proceedings

2.8.3 Having responsibility for industrial property development planning

2.8.4 Granting approval for amendment of industrial property document.

2.8.5 Assisting in formulating relevant policies and programmes

2.8.6 Initiating the review of alteration of trade mark, Patents and Designs Regulations.

**2.9 Chief Registrar, Grade Level 17**

2.9.1 Signing Trade Marks. Patents and Designs Certificates

2.9.2 Taking charge of the general administration of the Department.

2.9.3 Exercising such powers as are conferred on him under the relevant rules.

2.9.4 Advising on formulation, execution and review of policies and programmes relating to commercial law.

2.9.5 Ensuring compliance with policies on research and inventions.

2.9.6 Implementing the TRIPS agreement in relation to formulated policies of the WTO.

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

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

**4.1 Assistant Registrar Grade II, Grade level 08**

4.1.1 By direct appointment of a candidate who is legally qualified to practice as Barrister and Solicitor in Nigeria.

**4.2 Assistant Registrar Grade I, Grade Level 09**

4.2.1 By advancement of an Assistant Registrar Grade who has successfully completed a one year pupillage programme.

4.2.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 4.1.1 above plus at least one year post-qualification cognate (Pupillage) experience.

**4.3 Senior Assistant Registrar Grade 11, Grade Level 10**

4.3.1 By promotion of a suitable Assistant Registrar Grade I who has spent at least three years on the grade.

4.3.2 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

**4.4 Senior Assistant Registrar Grade 1, Grade Level 12**

4.4.1 By promotion of a suitable Senior Assistant Registrar Grade II who has spent at least three years on the grade.

**4.5 Principal Assistant Registrar Grade 11, Grade Level 13**

4.5.1 By promotion of a suitable Senior Assistant Registrar Grade 1, who has spent at I three years on the grade.

**4.6 Principal Assistant Registrar Grade I, Grade Level 14**

4.6.1 By promotion of a suitable Principal Assistant Registrar Grade Ii, who has spent at least three years on the grade.

**4.7 Assistant Chief Registrar, Grade Level 15**

4.7.1 By promotion of a suitable Principal Assistant Registrar Grade I who has spent at least three years on the grade.

**4.8 Deputy Chief Registrar Grade Level 16**

4.8.1 By promotion of a suitable Assistant Chief Registrar who has spent at least four yea on the grade.

**4.9 Chief Registrar, Grade Level 17**

4.9.1 By promotion of a suitable Deputy chief Registrar who has spent at least four years in the grade.

**4.10 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 the will be preceded by specified advertisement at the instance of the user Ministry/Department. Promotion from such direct appointment to higher grades are subject confirmation of appointment.

## **EDUCATION**

### **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 II	Grade Level 09

1.4	Senior Assistant Education Officer Grade I	Grade Level 10
1.5	Principal Assistant Education Officer, Grade II	Grade Level 12
1.6	Principal Assistant Education Officer Grade I	Grade Level 13
1.7	Chief Assistant Education Officer	Grade Level 14

## **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 education 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 II)**

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 extracurricular activities.

#### **2.1.4 Adult Education (deployed as Assistant Adult Education Officer)**

2.1.4.1 Training Literacy Organizers and Instructors for Local Government

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 and Colleges (deployed as Master Grade II)

2.2.3.1 Teaching relevant subjects of specialization at the appropriate level  
2.2.3.2 Teaching and supervising games and sports and participating in other extra-curricular activities-curricula activities.

#### 2.2.4 Adult Education (deployed as Higher Assistant Education Officer)

2.2.4.1 Supervising and inspecting Adult Education activities in a Local Government Area

2.2.4.2 Compiling statistics and other relevant data relating to Adult Education.

### **2.3 Senior Assistant Education Officer Grade 11, 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 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

2.3.4.2 Inspecting literacy classes and giving advice on principles and methods organization.

2.3.4.3 Supervising the work of junior staff

2.3.4.4 Inspecting literacy, classes to ensure high standards.

### **2.4 Assistant Education Officer Grade 1, Grade Level 10**

2.4.1 In the Ministry

2.4.1.1 Advising on matters relating to Educations, Laws, Teachers' service, Manual etc.

2.4.1.2 Taking charge of a Unit of the Ministry or a Divisional/zonal Education Officer.



- 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 teaching of appropriate level.
  - 2.4.3.3 Heading a single subject
- 2.4.4 Adult Education (deployed as Principal Assistant Adult Education Grade II)
  - 2.4.4.1 Liaising with district or Local Government Committee and other government agencies for effective and prompt implementation of Education programmes.
  - 2.4.4.2 Taking charge of a Unit of Adult Education Section.

## **2.5 Principal Assistant Education Officer Grade II, Grade Level 12**

- 2.5.1 In the Ministry
  - 2.5.1.1 Advising on matters relating to Education. Law, Teachers' Service Manual.
  - 2.5.1.2 Taking charge of a Unit of the Ministry or a Divisional/zonal Education 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 training of Adult Education Supervisors.

**2.6 Principal Assistant Education Officer Grade I, Grade Level 13**

2.6.1 Teaching relevant subjects of specialization of all levels.

2.6.2 Supervising the activities of a number of Assistant Education Officers.

**2.7 Chief Assistant Education Officer, Grade Level 14**

2.7.1 Teaching relevant subjects of specialization of all levels.

2.7.2 Coordinating the activities of a number of subordinates.

**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 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 II, 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 Senior Assistant Education Office, Grade I, Grade Level 10**

3.4.1 By promotion of a confirmed and suitable Senior Assistant Education Officer Grade II 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 II, Grade Level 12**

3.5.1 By promotion of a confirmed and suitable Senior Assistant education Officer Grade who has spent at least three years on the grade.

**3.6 Principal Assistant Education Officer Grade I, Grade Level 13**

3.6.1 By promotion of a confirmed and suitable Principal Assistant Education Officer Grade II who has spent at least three years on the grade.

### **3.7 Chief Assistant Education Officer, Grade Level 14**

- 3.7.1 By promotion of a confirmed and suitable Principal Assistant Education Officer Grade I who has spent at least three years on the grade.

## **4. ADVANCEMENT WITHIN THE CADRE**

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

### **INSTRUCTOR (TECHNICAL CADRE)**

#### **1. POSTS AND SALARIES**

1.1	Instructor (Step 2)	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 Giving instructions in theory and practice in specified technical trade.
- 1.1.2 Taking charge of the sub-store in the workshop
- 2.1.3 Keeping attendance records and progress charts of students in his workshop.

##### **2.2 Higher Instructor, Grade Level 08**

- 2.2.1 Giving instructions in theory and practice in specified technical trade
- 2.2.2 Taking charge of the sub-store in the workshop
- 2.2.3 Keeping attendance records and progress charts of students in his workshop
- 2.2.4 Compiling attendance returns, progress charts and other relevant data

##### **2.3 Senior Instructor, Grade Level 09**

- 2.3.1 Giving instructions in theory and practice in specified technical trade.
- 2.3.2 Assisting junior officer in the preparation of their lessons

2.3.3 Developing organizing coordinating training programmes in his field of specialization.

2.3.4 Assisting in installing and maintaining machines and other equipment.

**2.4 Principal Instructor Grade II, Grade Level 10**

2.4.1 Giving instructions in theory and practice in his specified field.

2.4.2 Assisting in reviewing periodically his field of specialization.

2.4.3 Installing and maintaining machines and other equipment

2.4.4 Assisting in organizing and teaching industrial orientation to final year students.

**2.5 Principal Instructor Grade I, Grade Level 12**

2.5.1 Giving instructions in theory and practice in specified technical field and in vocational guidance and counseling.

2.5.2 Taking charge of a department of related courses.

2.5.3 Organizing and teaching industrial orientation to final year students in his department

2.5.4 Reviewing periodically the curriculum and training programmes in his field of special.

**2.6 Assistant Chief Instructor; Grade Level 13**

2.6.1 Assisting in the administration of the Institution

2.6.2 Taking charge of curriculum development and review

2.6.3 Giving instructions in theory and practice in his specified technical field, and in vocational guidance and counseling.

**2.7 Chief Instructor, Grade Level 14**

2.7.1 Taking charge of the administration of the Institution

2.7.2 Liaising with industries on matters relating to training

2.7.3 Advising on technical and vocational 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 Instructor, Grade Level 07**

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

3.1.1.1 Full Technology Certificate (Craft) of the City and Guilds of London Institute in relevant field plus at least two years' post-qualification cognate experience.

3.1.1.2 Final Certificate of the City and Guilds of London Institute in relevant field plus at least four years' post-qualification cognate experience.

3.1.1.3 Ordinary National Diploma in relevant field from a recognized Institution plus at least two years' post-qualification cognate experience.

3.1.1.4 National Technical Teachers' Certificate in relevant subject.

### **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 Higher National Diploma/Higher National Certificate in a relevant engineering or allied subjects from a recognized Institution or the Full Technology Certificate (Technician) or the City and Guilds of London Institute in relevant field.

3.2.3 By direct appointment of a candidate possessing Ordinary National Diploma in a relevant engineering or allied subjects from a recognized institution or the Full Technology Certificate (Craft) of the City and Guilds of London Institute in relevant field/trade plus at least five years' post-qualification cognate experience.

3.2.4 By direct appointment of a candidate possessing the final Certificate of the City Guilds of London Institute in a relevant trade, plus at least seven years post-qualification cognate experience.

### **3.3 Senior Instructor, Grade Level 09**

3.3.1 By promotion of a confirmed and suitable Senior Instructor who has spent at least three years on the grade.

1.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.2.2 or 3.2.3 above plus at least three or eight years qualification cognate experience respectively.

### **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 qualifications specified sub-paragraph 3.2.2 or 3.2.3. above plus at least six or eleven years post-qualification cognate experience respectively.

### **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 trade.

**3.6 Assistant Chief Instructor, Grade Level 13**

3.6.1 By promotion of a confirmed and suitable Principal Instructor Grade I who has spent least three years on the grade.

**3.7 Chief Instructor, Grade Level 14**

3.7.1 By promotion of a confirmed and suitable Assistant Chief Instructor who has spent least three years on the grade.

**4. ADVANCEMENT WITHIN THE CADRE**

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

**FINANCE**

**EXECUTIVE OFFICER (ACCOUNTS) CADRE**

**1. POSTS AND SALARIES**

- 1.1 Assistant Executive Officer
- 1.2 Executive Officer
- 1.3 Higher Executive Officer
- 1.4 Senior Executive Officer
- 1.5 Principal Executive Officer Grade II
- 1.6 Principal Executive Officer Grade I
- 1.7 Assistant Chief Executive Officer
- 1.8 Chief Executive Officer

**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 books

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 Bank 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 records.

**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 land 11 (Intermediate) of the Association of Certified and Corporate Accountants or the Parts I and 11 of the Accounts Technicians Scheme of ICAN.

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 RSA Stage II (Advanced) in Accounts and other related subjects..

3.1.2 By advancement of a confirmed Clerical Officer who has successfully completed Treasury Stage I 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 qualifications 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 front a recognized institution.

3.3.2.3 The Professional Examination (PE) I certificate of the Institute of Chartered Accountants of Nigeria.

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' 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 qualifications 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 has 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 11 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 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 (Accounts) Cadre who acquires any of the qualifications specified for appointment to any higher cadre, is eligible for promotion/transfer to the grade

**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 11	Grade Level 10
1.6	Principal Executive Officer Grade 1	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 Public Service Rules, Financial Regulations, Circulars and other regulation 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**

2.2.1 Supervising the activities of a number of junior officers engaged

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 number of 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 10**

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 areas.

**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 progress register 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 enquiries.

## **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 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 institution.
  - 3.1.1.2 A pass in the Intermediate Examination of any of the recognised Professional Accountancy bodies.
  - 3.1.1.3 Intermediate Certificate of the Chartered Institute of Secretaries and Administration.
  - 3.1.1.4 RSA Stage I (Advanced) in Accounts Technicians Scheme of the Chartered Institute of Accountants of Nigeria.
- 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 U Course.

3.2.3 By direct appointment of a candidate possessing the qualification specified in subparagraph 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 LII 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.

3.3.3.3 The Professional Examination (RE) I Certificate of the Institute of Chartered Accountants of Nigeria.

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 qualification 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**

3.5.1 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 qualification specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least eleven 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 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**

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.

**EXECUTIVE OFFICER (REVENUE) CADRE**

**1. POSTS AND SALARIES**

- 1.1 Assistant Executive Officer
- 1.2 Executive Officer
- 1.3 Higher Executive Officer
- 1.4 Senior Executive Officer
- 1.5 Principal Executive Officer Grade II
- 1.6 Principal Executive Officer Grade I
- 1.7 Assistant chief Executive Officer
- 1.8 Chief Executive Officer

**2. DUTIES**

**2.1 Assistant Executive Officer, Grade Level 06**

2.1.1 Performing the following duties under supervision:

2.1.1.1 Applying Public Service Rules, Financial and Taxation Regulations, etc. in treating specific subjects assigned.

2.1.1.2 Assisting in tax collection works, motor licensing, 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 Office.

2.2.4 Assisting in rendering statistical returns on assessment and collection to Headquarters.

**2.3 Higher Executive Officer, Grade Level 08**

2.3.1 Taking charge of newly Registered Companies up to commencement of business.

2.3.3 Rendering statistical returns on assessment and collection to Headquarters.

2.3.4 Taking charge of revenue collection and accounting duties in an outstation office.

2.3.5 Assisting in the preparation of best of judgment assessment.

2.3.6 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 1, 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**

1.7.1 Training junior staff

1.7.2 Undertaking the responsibility for the preparation of revenue estimates and the arm of the existing ones.

2.7.3 Assisting in examining complaints and representations from tax payers or their age

**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 records.

#### **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 one sitting or three subjects at two sittings preferably including Economic Accountancy or Mathematics.

3.1.1.3 Ordinary National Diploma in Business Studies or Accountancy obtained at a recognized Institution.

3.1.1.4 Royal Society of Arts Stage 111 (Advanced) in Accounts and related subject.

3.1.1.5 A pass in the Parts I and II of the Accounts Technician Scheme of the Chartered Institute of Accountants of Nigeria.

3.1.2 By advancement of a confirmed Clerical Officer who has successfully completed

Treasury Stage I Course.

#### **3.2 Executive Officer, Grade Level 07**

3.2.1 By promotion of a confirmed 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 U 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 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 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 qualification

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

3.3.3.3 The Professional Examination (PB) I Certificate of the Institute of chartered Accountants of Nigeria.

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 Level 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 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. above plus at least eight or six or three year's 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 (Revenue) who has spent at Least three years on the grade.

By direct appointment or a candidate possessing any of the qualifications specified in sub-parag13ph 3.1.1 or 3.2.3. or 3.3.1 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 Executive 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 confirmed and 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 qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

## **EXECUTIVE OFFICER (REVENUE) CADRE**

### **1. POSTS AND SALARIES**

1.1	Inspector of Taxes Grade 11	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

### **1. DUTIES:**

#### **1.1 Inspector of Taxes Grade II, Grade Level 08**

- 2.1.1 Carrying out enquiries on newly registered companies and individuals for purposes of taxation.
- 2.1.2 Examining accounts and tax computations of small companies and individual tax payers 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 tax payers 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 Regulations 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 record 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, partnership, 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 Officers 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 outstation 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 Undertaking 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 estimate 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 Department.
- 2.7.2 Coordinating the training programmes for staff.
- 2.7.3 Negotiating double taxation relief agreement and putting same into effect.
- 2.7.4 Taking charge of a Branch
- 2.7.5 Taking charge of a Zone comprising at least three Area Offices.
- 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 Undertaking the responsibility for tax collection from all sources (States).
- 2.8.4 Taking charge of computerization 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, Personnel 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 records.

#### **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 above plus at least three years post qualification cognate experience.

3.2.3 By direct appointment of 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 any of 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.

3.3.3 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 Certificate 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)

3.3.6 Chartered Institute of Taxation of Nigeria (CITN).

#### **3.4 Principal Inspector of Taxes, Grade Level 12**

3.4.1 By promotion of a confirmed and 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 and registered with CITN.

**3.6 Chief Inspector of Taxes, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Inspector of Taxes who has spent at least three years on the grade and registered with CITN.

**3.7 Assistant Director, Grade Level 15**

3.7.1 By promotion of a confirmed and suitable Chief inspector of Taxes who has spent at least three years on the grade and registered with CITN.

**3.8 Deputy Director/Rector (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 of Taxes, 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 appointments may also be made 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 and professional registration.

**HEALTH**

**ASSISTANT DENTAL TECHNOLOGIST CADRE**

**1. POSTS AND SALARIES**

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

**2. DUTIES**

**2.1 Assistant Denial Technologist Grade II, 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 orthodontic techniques.

2.1.3 Constructing oral maxilla facial appliances.

## **2.2 Assistant Denial Technologist Grade I, 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 bridged and orthodontic techniques.

2.2.4 Constructing oral maxilla facial appliances.

2.2.5 Assisting in fabricating intricate dental appliances.

## **2.3 Senior Assistant Dental Technologist, 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 aplints, complicated orthodontic appliances.

## **2.4 Principal Assistant Dental Technologist Grade II, 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 subordinates.

2.4.4 Fabricating and repairing appliances.

## **2.5 Principal Assistant Dental Technologist Grade I, 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 Assistant Dental Technologist, Grade Level 14**

2.6.1 Advising on development of dental technological services.

2.6.2 Assisting Dental Surgeons

2.6.3 Coordinating the activity of a number of subordinates.

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

**NOTE:** All promotions and transfers are subject to availability of vacancy and satisfactory service record.

#### **3.1 Dental Technological Grade II, 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 recognised Institution.

3.1.1.2 Associated certificate of the British Institute of Surgical Technologist (Dental)

3.1.1.3 Full Technological Certificate (Technician) of the City and Guilds of London Institute of Dental Technology.

3.1.2 By direct appointment of a candidate possessing the Ordinary National Diploma of 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 completed a four-year course of training in an approved school of Dental Technology.

#### **3.2 Assistant Dental Technologist Grade, Grade Level 09**

3.2.1 By promotion of a confirmed and suitable Assistant Dental 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 qualification specified in sub-paragraph 3.1.1 above plus at least three years' post-qualification cognate experience.

#### **3.3 Senior Assistant Dental Technologist, Grade Level 10**

3.3.1 By promotion of a confirmed and suitable Assistant Dental 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.

#### **3.4 Principal- Assistant Denial Technologist Grade II, Grade Level 12**

3.4.1 By promotion of a confirmed and suitable Senior Assistant Dental Technologist who has spent at least three years on the grade. Principal

#### **3.5 Assistant Dental Technologist Grade 1, Grade Level 13**



3.5.1 By promotion of a confirmed and suitable Principal Assistant Dental Technologist Grade II who has spent at least three years on the grade.

**3.6. Chief Assistant, Technologist, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Principal Assistant Dental Technology is Grade I who has spent at least three years on the grade.

**4. ADVANCEMENT WITHIN THE CADRE**

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

**DENTAL TECHNOLOGIST CADRE**

**1. POSTS AND SALARIES**

I.1	Dental Technologist, Grade II	Grade Level 08
1.2	Dental Technologist Grade I	Grade Level 09
1.3	Senior Dental Technologist	Grade Level 10
1.4	Principal Dental Technologist,	Grade Level 12
1.3	Assistant Chief Dental Technologist	Grade Level 13
1.6	Chief Dental Technologist	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 Dental Technologist Grade II, Grade Level 08**

- 2.1.1 Providing the following basic professional services in Dental Technologist
- 2.1.2 Taking charge of laboratory safety and health regulations.
- 2.1.3 Assessing and accepting impressions and other indices required for the fabrication or removable synthetic Resin Prostheses and casting all such impressions, other than those for specialist attention such as Dies, Obturators, Crown Bridge Restorations, skeleton metallic dentures, maxillo-facial prostheses, etc.
- 2.1.4 Fabricating all types of special trays for final impressions as may be require
- 2.1.5 Fabrication of Bite-Occlusion-Rims for bite registration.

2.1.6 Handling normal and direct cases of Acrylic denture fabrications without clasps.

2.1.7 Carry out repairs and addition on old acrylic dentures as applicable.

## **2.2 Dental Technologist Grade I, Grade Level 09**

2.2.1 Fabricating immediate dentures

2.2.2 Fabricating acrylic dentures with clasps, occlusal rests, tags and lingual bars.

2.2.3 Setting up full dentures on fixed condylar path articulators for normal relationships and finishing for fitting.

2.2.4 Overseeing duties of other staff under him.

2.2.5 Striving for continuing education and identifying himself with the area of specialty of interest.

2.2.5 Performing the duties specified in sub-paragraphs 2.1.1 - 2.1.7 above

## **2.3 Senior Denial Technologist, Grade Level 10**

2.3.1 Performing the duties specified in sub-paragraphs 2.2.1 - 2.2.5 above.

2.3.2 Superintending the duties and activities of intern and NYSC Dental Techno closely.

2.3.3. Monitoring the progress and programme of jobs in the Laboratory against rules.

2.3.4 Indenting for laboratory supplies - materials and equipment available in the store.

2.3.5 Designing and fabricating intricate dental prostheses in the area of chosen in' or specialty.

2.3.6 Taking charge of administration of the center in the absence of superior or higher officer.

## **2.4 Principal Dental Technologist Grade Level 12**

2.4.1 Supervising the duties and activities of a number of subordinate officers in various sections of the laboratory.

2.4.2 Offering professional and expert advise on procurement of laboratory materials and equipment in area of specialty.

2.4.3 Participating in all deliberations on matters relating to laboratory services or setups (in the absence of a higher or superior Technological Officer).

2.4.4 Carrying out materials and equipment testing on new procurements.

2.4.5 Producing more intricate and complex prostheses on chosen area of specialty.

2.4.6 Performing routine servicing, maintenance and repairs of laboratory equipment.

**2.5 Assistant Chief Denial Technologist, Grade Level 13**

2.5.1 Supervising the usage of materials and equipment by staff.

2.5.2 Ordering of laboratory equipment and materials.

2.5.3 Maintaining and providing technical data and records relating to the laboratory services for information purposes.

2.5.4 Taking charge of quality control of technological services in his area of specialty.

2.5.5 Supervising the activities of a number of subordinates.

2.5.6 Assisting in training junior staff.

**2.6 Chief Dental Technologist, Grade Level 14**

2.6.1 Taking charge of a Section.

2.6.2 Advising management on policy, professional and staff matters.

2.6.3 Evaluating annual performance of staff under him.

2.6.4 Organizing seminars and courses for staff under him.

2.6.5 Coordinating the activities of various sections and staff under him.

2.6.6 Preparing annual budgets for the laboratory services.

**2.7 Assistant Director, Grade Level 15**

2.7.1 Initiating the review of policies and programmes on dental technology.

2.7.2 Taking charge of a Branch.

2.7.3 Evaluating the performance of staff

2.7.4 Disseminating information to subordinates

2.7.5 Liaising with manufacturers of dental products to ensure compliance with technology on standards and quality.

2.7.6 Paying regular visit to dental laboratories to assess standard of provided facilities and of professional practice available and report on findings.

2.7.7 Initiating the review of dental technology 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 dental technology development planning
- 2.8.3 Giving professional advice on matters relating to the profession.
- 2.8.4 Assisting in coordinating dental technology services
- 2.8.5 Assisting in the general administration of the Department.

**2.9 Director Dental Technology, Grade Level 17**

- 2.9.1 Taking charge of the general administration of the department.
- 2.9.2 Advising government on matters relating to the formulation, execution and review of policies and programmes or dental technology.
- 2.9.3 Liaising with relevant Dental Authorities on matters affecting the practice of dental technology in Nigeria.
- 2.9.4 Setting and ensuring compliance with quality control measures and standards

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

**NOTE:** All promotion and transfers are subject to confirmation of appointment and satisfactory service record.

**3.1 Dental Technologist Grade 11, Grade Level 08**

- 3.1.1 By direct appointment of a candidate possessing Bachelor's Degree in Dent Technology from a recognised University.

**3.2 Dental Technologist Grade I, Grade Level 09**

- 3.2.1 By promotion of a confirmed and suitable Dental 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 Dental Technologist, Grade Level 10**

- 3.3.1 By promotion of a confirmed and suitable Dental 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 Principal Dental Technologist, Grade Level 12**

- 3.4.1 By promotion of a confirmed and suitable Senior Dental Technologist 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 confirmed and suitable Principal Dental Technologist 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 confirmed and suitable Assistant Chief Dental Technologies 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 Dental Technologist 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 positions on Grade Level 12 and above**

Direct appointment may also be made to post in Grade Level 12 and above, but such appointments must be at the instance of the user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation.

**DENTAL THERAPIST CADRE**

**1. POSTS AND SALARIES**

1.1	Dental Therapist	Grade Level 08
1.2	Senior Dental Therapist	Grade Level 09
1.3	Principal Dental Therapist Grade II	Grade Level 10
1.4	Principal Dental Therapist Grade I	Grade Level 12
1.5	Assistant Grief Dental Therapist	Grade Level 13
1.7	Chief Dental Therapist	Grade Level 14

**2. DUTIES**

**2.1 Dental Therapist, Grade Level 08**

2.1.1 Scaling and polishing teeth of patients directed to him/her by the Dental Surgeon.

2.1.2 Instructing patient on correct tooth brushing method.

- 2.1.3 Carrying out oral hygiene for patient who are unable to do so themselves.
- 2.1.4 Taking care of maxillo-facial patients by cleaning splings, irrigating and removing of black cement.

**2.2 Senior Dental Therapist, Grade Level 09**

- 2.2.1 Assisting in educating the public on oral hygiene
- 2.2.2 Teaching oral hygiene to orthodontic patients.
- 2.2.3 Assisting in supervising practical work on paostom heads as well as on patients
- 2.2.4 Demonstrating how to deal with different cases such as fainted or epileptic patients.

**2.3 Principal Dental Therapist Grade II, Grade Level 10**

- 2.3.1 Educating the public on oral hygiene.
- 2.3.2 Demonstrating how to deal with different cases such as fainted or epileptic patients.
- 2.3.3 Giving Lectures on topics like material medicine instrumentation, tooth morphology and sterilization.
- 2.3.4 Supervising the activities of a number of subordinates.

**2.4 Principal Dental Therapist Grade I, Grade Level 12**

- 2.4.1 Taking stocks.
- 2.4.2 Supervising the practical work of Dental Therapist-in-Training.
- 2.4.3 Coordinating the activities of a number of subordinates
- 2.4.4 Supervising and assisting in training junior staff.

**2.5 Assisting Chief Dental Therapist, Grade Level 13**

- 2.5.1 Preparing schedule of duties for the Instructors
- 2.5.2 Supervising and training junior staff
- 2.5.3 Giving lectures to students.
- 2.5.4 Assisting in the administration of the Section.

**2.6 Chef Dental Therapist, Grade level 14**

- 2.6.1 Talking charge of the Dental Therapist Section.
- 2.6.2 Coordinating the duties of all other Dental Therapist.
- 2.6.3 Advising related mates.

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

**NOTE:** ALL promotion and transfers are subject to confirmation of appointment and satisfactory service record.

#### **3.1 Dental Therapist, Grade Level 08**

- 3.1.1 By direct appointment of a candidate possessing Higher National Diploma in Dental Hygiene from an approved Health Institution.
- 3.1.2 By direct appointment of a candidate who has successfully completed a four - ye post WASC/SSSC training programme in an approved School of Dental Hygiene

#### **3.2 Senior Dental Therapist, Grade level 09**

- 3.2.1 By promotion of a confirmed and suitable Dental Therapist who has spent at lea 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. or 3.1.2. above plus at least three years' post-qualification cognate experience

#### **3.3 Principal Dental Therapist Grade II, Grad level 10**

- 3.3.1 By promotion of a confirmed and suitable Senior Dental therapist 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 3.1.2. above plus at least six years' post-qualification cognate experience

#### **3.4 Principal Dental Therapist Grade 1, grade level 12**

- 3.4.1 By promotion of a confirmed and suitable Principal Dental Therapist Grade 11 who has spent at least three years on the grade.

#### **3.5 Assistant Chief Dental Therapist Grade level 13**

- 3.5.1 By promotion of a confirmed and suitable Principal Dental Therapist Grade I who has spent at .least three years on the grade.

#### **3.6 Chief Dental Therapist, Grade level 14**

- 3.6.1 By promotion of a confirmed and suitable Assistant Chief Dental Therapist has spent at least three years on the grade.

### **4. ADVANCEMENT WITHIN THE CADRE**

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

## **DENTAL OFFICER CADRE**

### **1. POSTS AND SALARIES**

1.1	House Officer/Youth Corps Doctor (Dental)	Grade Level 10
1.2	Dental 'Registrar/Dental Officer	Grade Level 12
1.3	Senior Dental Registrar Grade H/Senior Dental Officer Grade II	Grade Level 13
1.4	Senior Dental registrar Grade I / Senior Dental Officer	Grade Level 14
1.5	Dental Consultant/Principal Dental Officer Grade 11	Grade Level 15
1.6	Dental Consultant/Special Grade H/Principal Dental Officer Grade I	Grade Level 16
1.7	Dental Consultant Special Grade II Chief Dental Officer	Grade Level 17

### **2. DUTIES**

#### **2.1 House Officer/Youth Corps Doctor (Dental), Grade level 10**

2.1.1 Undergoing internship in an approved Dental Surgery.

#### **2.2 Dental Registrar/Dental Officer, Grade level 12**

2.2.1 Carrying out minor oral, surgery including extraction of erupted and impacted teeth.

2.2.2 Correcting mal-position of teeth by orthodontic procedure.

2.2.3 Replacing lost teeth by bridge work and dentures

2.2.4 Providing root canal treatment

2.2.5 Replacing portions of tooth crown by inlay or artificial crown.

2.2.6 Giving surgical medical and other forms of treatment for dental disorders.

2.2.7 Performing diagnostic preventive and curative service for dental and oral diseases and disorders.

2.2.8 Removing pathological portions of disordered teeth and restoring them to normal forms and functions.

2.2.9 Practicing in area of specialty under the supervision of a Consultant in a special Unit or Department of a Hospital.

#### **2.3 Senior Dental Registrar Grade II Senior Dental Officer Grade II, Grade level 13**

2.3.1 Managing facial injuries resulting from trauma.

2.3.2 Managing congenital and development facial anomalies

2.3.3 Diagnosing and managing systemic disease manifest in the oral Cavity.



2.3.4 Advising on the suitability of various dental equipment and maintaining a reasonable store for essential dental services.

2.3.5 Teaching the students and carrying out health education to the public.

2.3.6 Practicing in an area of specialty under the supervision of a Consultant in a special unit of a Hospital.

## **2.4 Senior Dental Registrar Grade I, Senior Dental Officer Grade I, Grade level 14**

2.4.1 Organizing refresher courses.

2.4.2 Assisting in organizing and supervising schools' dental Services.

2.4.3 Training Staff.

2.4.4 Supervising the training programme of staff.

2.4.5 Practicing in area o' specialty under the supervision of a Consultant in a specialized unit such as a Maxilio facial Unit or Trauma Unit or Special Department of Hospital like Oral Surgery Department.

## **2.5 Dental Consultant/ Principal Dental Officers Grade II, Grade level 15**

2.5.1 Practicing his specialty in a specialized unit such as Maxillo Facial Unit or Trauma Unit or a special department of a Hospital like Oral Surgery Department.

2.5.2 Assisting in the administration of dental services

2.5.3 Coordinating the training programmes of staff.

2.5.4 Organizing and supervising schools' dental services.

## **2.6 Dental Consultant Special Grade 11/Principal Dental Officer Grade 1, Grade level 16**

2.6.1 Practicing his specialty in specialized Unit such as Maxillo facial Unit or Trauma Unit or Special department of a Hospital like Oral Surgery Department.

2.6.2 Planning executing and supervising programmes in his Unit.

2.6.3 Supervising and coordinating preventive and curative dental services .6.4  
Assisting in the administration of the Department.

## **2.7 Dental Consultant Special Grade I/Chief Dental Officer, Grade level 17**

2.7.1 Taking charge of the Department

2.7.2 Advising on Dental Matters

2.7.3 Coordinating preventive and curative dental services

2.7.4 Practicing his specialty.

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

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

#### **3.1 House Officer/Youth Corps (Dental), Grade level 10**

3.1.1 By direct appointment of a candidate possessing a degree in Dental Surgery registrable with Medical and Dental Council of Nigeria (MDCN).

#### **3.2 Dental Registrar/Dental Officer Grade level 12**

3.2.1 By promotion/appointment 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 years' post registration cognate experience.

#### **3.3 Senior Dental Registrar Grade II, Grade level 13**

3.3.1 By advancement of a suitable Dental Registrar who has spent minimum of three years after full registration and passed the Part I Fellowship of National Postgraduate Medical College of Nigeria or its equivalent in any of the fellowship specialties.

3.3.1.1 Fellowship in Dental Surgery of a Royal College of Surgeons.

3.3.1.2 Masters Degree in Oral Medicine.

3.3.1.3 Masters Degree in Oral Surgery.

3.3.1.4 Masters Degree in Restorative Dentistry

3.3.1.5 Diploma in Dental Public Health

3.3.1.6 Fellowship of the Medical Council in Dental Surgery

3.3.1.7 Fellowship of the Medical Council in General Dental Surgery

3.3.1.8 Fellowship in Dental Surgery.

#### **3.4 Senior Dental Officer Grade 11, Grade level 13**

3.4.1 By promotion of a suitable Dental 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 Dental Registrar Grade 1, Grade 14**

3.5.1 By promotion of a suitable Senior Dental Registrar Grade II who has not passed the Part 11 Fellowship of the National Postgraduate 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 Postgraduate Medical College of Nigeria or its equivalent plus a minimum of three years' cognate experience after obtaining the Part I Fellowship.

**3.6 Senior Dental Officer Grade 1, Grade level 14**

3.6.1 By promotion of a suitable Senior Dental 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 subparagraph 3.1.1 above plus at least seven years' post-registration cognate experience.

**3.7 Dental Consultant, Grade level 15**

3.7.1 By advancement of a Senior Dental 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 11 Final Examination Certificate of the fellowship of the National Post-graduate Medical College of Nigeria or its equivalent in the Specialty.

**3.8 Principal Dental Officer Grade 11, Grade level 15**

3.8.1 By promotion of a suitable Senior Dental 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 subparagraph 3.1.1 above plus at least ten years' post-registration cognate experience

**3.9 Dental Consultant Special Grade II, Grade level 16**

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

**3.10 Principal Dental Officer Grade 1, Grade level 16**

3.10.1 By promotion of a suitable Principal Dental Officer Grade II who has spent at least four years on the grade. 1

**3.11 Dental consultant Special Grade 1, Grade level 17**

3.11.1 By promotion of a suitable Dental Consultant Special Grade II who has spent at least four years on the grade.

**3.12 Chief Dental Officer, Grade level 17**

- 3.12.1 By promotion of a suitable Principal Dental Officer Grade I who has spent at least four years on the grade.

## **ENVIRONMENT HEALTH SUPERINTENDENT CADRE**

### **1. POST AND SALARIES:**

- 1.1 Health Superintendent In-training
- 1.2 Health Superintendent
- 1.3 Higher Health Superintendent
- 1.4 Senior Health Superintendent
- 1.5 Principal Health Superintendent Grade II
- 1.6 Principal Health Superintendent Grade I
- 1.7 Assistant Chief Health Superintendent
- 1.8 Chief Health Superintendent.

### **2. DUTIES**

#### **2.1 Health Superintendent In-Training, Grad level 04**

- 2.1.1 This is a training grade in which the officer undergoes a four year (Higher Diploma) Course in an approved School of Hygiene or School of Health Technology. On successful completion of the course, the Officer will be promoted to the grade of Health Superintendent.

#### **2.2 Health Superintendent, Grade level 07**

- 2.2.1 Performing preventive and environmental Health duties such as:
  - 2.2.1.1 Environmental sanitation
  - 2.2.1.2 Health education
  - 2.2.1.3 Control of communicable diseases
  - 2.2.1.4 Port health duties
  - 2.2.1.5 Meat and food inspection
  - 2.2.1.6 Registering births and death
  - 2.2.1.7 Collecting and processing health data

#### **2.3 Higher Health Superintendent, Grade level 08**

- 2.3.1 Supervising the work of the subordinate staff

2.3.2 Inspecting factories for industrial health and Food hygiene 2.3.3 Initiating measures to safeguard public health

2.3.4 Carrying out health education programmes

2.3.5 Compiling environmental health data and reports.

**2.4 Senior Health Superintendent, Grade level 09.**

2.4.1 Taking charge of environmental health activities.

2.4.2 Teaching in environmental health in training Institutions

2.3.3 Organizing health education programmes.

2.3.4 Assisting in initiating measures to control communicable diseases

2.3.5 Performing other related duties that may be assigned.

**2.5 Principal Health Superintendent Grade II, Grade level 10**

2.5.1 Taking charge of environmental health activities.

2.5.2 Coordinating the work of the subordinate staff.

2.5.3 Taking charge of any specialized health unit such as health education, malaria control, school of hygiene statistics, port health and nutrition.

**2.6 Principal Health Superintendent Grade I, Grade level 12**

2.6.1 Taking charge of health activities.

2.6.2 Coordinating the activities of the subordinate staff

2.6.3 Assisting in training subordinates.

2.6.4 Coordinating measures to control communicable diseases.

**2.7 Assistant Chief Health Superintendent Grade I, Grade level 13**

2.7.1 Collecting, collating, analyzing and distributing environmental health Data.

2.7.2 Undertaking supervisory visit to the various unit and submitting periodical epidemiological reports.

2.7.3 Organizing training programmes, lectures and symposia for environmental health staff.

2.7.4 Assisting in the administration of the Section.

**2.8 Chief Health Superintendent, Grade level 14**

2.8.1 Coordinating all environmental/public health activities

2.8.2 Taking charge of the administration, planning and implementation of environmental health services.

2.8.3 Advising on matters relating to environmental health.

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

**NOTE:** All promotions and transfers are subjected to vacancy and satisfactory service record.

#### **3.1 Health Superintendent in-Training Grade level 04**

3.1.1 By direct appointment of a candidate possessing West Africa School Certificate or Senior Secondary School Certificate/General Certificate of Education (Ordinary Level) with four or five credits, two of which must be in relevant science subjects.

#### **3.2 Health Superintendent Grade level 07**

3.2.1 By promotion/upgrading of a suitable Health Superintendent in-training, who has successfully completed the training course/programme specified in sub-paragraph 2.1.1. above or by direct appointment of a candidate possessing Higher National Diploma (HND) in Environmental Health Science from a recognized Institution.

#### **3.3 Higher Superintendent Grade level 08**

3.3.1 By promotion of a confirmed and suitable Health Superintendent who has spent at least three years on the grade.

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

#### **3.4 Senior Health Superintendent, Grade Level 09**

3.4.1 By promotion of a confirmed and suitable Higher Health Superintendent, 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 six years' post-qualification cognate experience.

#### **3.5 Principal Health Superintendent Grade II, Grade level 10**

3.5.1 By promotion of a confirmed and suitable Senior Health 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 3.1.1. above plus at least nine years' post-qualification cognate experience

#### **3.6 Principal Health Superintendent Grade I, Grade level 12**

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

**3.7. Assistant Chief Health Superintendent, Grade level 13**

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

**3.8 Chief Health Superintenden4 Grade level 14**

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

**4. ADVANCEMENT WITHIN THE CADRE**

Officers in the Environment Health Superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade.

**ENVONMENTAL HEALTH OFFICER CADRE**

**1. POST AND SALARIES**

1.1	Environment Health Officer Grade II	Grade Level 08
1.2	Environment Health Officer Grade I	Grade Level 09
1.3	Senior Environment 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
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 Environmental Health Officer Grade II, Grade level 08**

2.1.1 Inspecting factories for industrial health and food hygiene under supervision.

2.1.2 Collecting food and water samples for bacteriological examination to ensure compliance with food hygiene regulation.

2.1.3 Participating in carrying out health education programmes both in the public and training Institutions.

**2.2 Environmental Health Officer Grade I, Grade level 09**

- 2.2.1 Participating in carrying out health education in the community.
- 2.2.2 Ensure that the public complies with the public health laws on environmental health and offensive trade, disposal of toxic wastes and other pollutants.
- 2.2.3 Designing and managing appropriate sewage and refuse disposal systems at cost which the community could afford and maintain for sanitary disposal of their solid gaseous and liquid wastes.
- 2.2.4 Carrying out meat, milk and other food inspection where they are handled, processed, prepared or preserved to ensure that handlers either by their omissions or commissions do not introduce physical, bacteriological and chemical contamination to food meant for human consumption.
- 2.2.5 Maintaining statistical records for planning and research purposes.
- 2.2.6 Ensuring compliance with all laws relating to public health in his area of jurisdiction.
- 2.2.7 Conducting investigations into infectious and contagious diseases during epidemic diseases outbreak.

**2.3 Senior Environmental Health Officer, Grade level 10**

- 2.3.1 Carrying out pollution control activities within his area of jurisdiction.
- 2.3.2 Carrying outfield investigations with a view to controlling epidemic diseases such as cholera, cerebro-spinal meningitis, yellow fever etc.
- 2.3.3 Supervising subordinate officers.
- 2.3.4 Participating in organizing health education programmes.
- 2.3.5 Collecting and processing health data.
- 2.3.6 Initiating policy formulation on environmental health issues.

**2.4 Principal Environmental Health Officer, Grade level 12**

- 2.4.1 Collecting analyzing and synthesizing epidemiological data relevant for the measurement and evaluation of the health status of the community under jurisdiction.
- 2.4.2 Participating in carrying out health education programmes.
- 2.4.3 Assisting in the conduct of research in the field of environmental health.
- 2.4.4 Vetting and collating the submissions of a number of subordinates on data gathered on environmental health activities.

**2.5 Assistant Chief Environmental Health Officer, Grade level 13**

- 2.5.1 Supervising and coordinating the activities of a number of subordinates.



- 2.5.2 Assisting in planning the activities of the department.
- 2.5.3 Initiating policy formulation in the field of environmental health.
- 2.5.4 Assisting in executing environmental health programmes of the department.
- 2.5.5 Coordinating cold rooms activities in compliance with the rules and regulations.
- 2.5.6 Assisting in carrying out research in the department

**2.6 Chief Environmental Health Officer, Grade level 14**

- 2.6.1 Heading a Section
- 2.6.2 Participating in planning the activities of the department.
- 2.6.3 Assisting in preparing the budget/estimate for environmental health service.
- 2.6.4 Examining inter-state environmental health matters and making recommendations.
- 2.6.5 Initiating policies on environmental health matters.
- 2.6.6 Participating in organizing training for environmental health staff.

**2.7 Assistant Director, Grade Level 15**

- 2.7.1 Heading a branch
- 2.7.2 Keeping an up-to-date record of staff.
- 2.7.3 Participating in organizing training programmes, seminars and workshop for staff.
- 2.7.4 Preparing budget/estimate for environmental health services.
- 2.7.5 Handling inter-state environmental health matters.
- 2.7.6 Supervising mass immunization against preventable diseases within his jurisdiction.
- 2.7.7 Initiating policies in relevant fields.
- 2.7.8 Assisting in the administration of the department (States).

**2.8 Deputy Director/Director (States), Grade level 16**

- 2.8.1 Heading a Division/Department (State)
- 2.8.2 Taking responsibility for environmental health development planning.
- 2.8.3 Advising on the formulation, execution and renewal of policies and programmes on matters relating to environmental health.

- 2.8.4 Assisting in formulating policies.
- 2.8.5 Giving professional advice on preventive approach to environmental/public health problems.
- 2.8.6 Assisting in the general administration of the Department.

## **2.9 Director, Grade level 17**

- 2.9.1 Coordinating all the environmental health activities of the Department.
- 2.9.2 Advising on the formulation, execution and review of environmental/public health) policies and programmes.
- 2.9.3 Representing the Ministry in International environmental health meetings, seminars and workshops.
- 2.9.4 Overseeing environmental health manpower development.
- 2.9.5 Coordinating scientific activities for the improvement of public health.
- 2.9.6 Overseeing environmental impact assessment (EIA) on projects.
- 2.9.7 Liaising with public, private and UN agencies on environmental public health matters.

## **3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

### **3.1 Environment, Health Officer II, Grade level 08**

- 3.1.1 By direct appointment of a candidate possessing a degree in Environmental Health Science from a recognized University.

### **3.2 Environmental Health Officer Grade I, Level 09**

- 3.2.1 By promotion of a confirmed and suitable Health Officer Environmental 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 subparagraph 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 suitable Environmental Health 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 Environmental Health Officer Grade level 12**

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

**3.5 Assisting Environmental Health Officer, Grade level 13**

3.5.1 By promotion of a suitable Principal Environmental health Officer who has spent at least three years on the grade.

**3.6 Chief Environmental Health Officer, Grade level 14**

3.6.1 By promotion of a suitable Assistant Chief Environmental Health 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 Environmental Health 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.

**4. Director appointment to posts in Grade level 12 and above;**

Direct appointment may also be made to the post in GL. 12 and above; but this would be preceded by specified advertisement at the instance of the user Ministry/Promotion from Su direct appointments to higher grade are subject to confirmation of appointment.

**COMMUNITY HEALTH ASSISTANT CADRE**

**1. POSTS AND SALARIES**

1.1	Community Health Assistant	Grade Level 04
1.2	Higher Community Health Assistant	Grade Level 05
1.3	Senior Community Health Assistant	Grade Level 06
1.4	Principal Community Health Assistant	Grade Level 07
1.5	Chief Community Health Assistant	Grade Level 08

**2. DUTIES**

**2.1 Community Health Assistant, Grade level 04**

2.1.1 Carrying out routine community health activities under supervision

- 2.1.2 Assisting in carrying out community mobilization for health action.
- 2.1.3 Assisting in educating the community on their health needs.
- 2.1.4 Registering new clients
- 2.1.5 Weighing clients
- 2.1.6 Sterilizing equipment according to established procedure
- 2.1.7 Assisting in carrying out health talks
- 2.1.8 Dressing uncomplicated wounds according to prescription on client cards
- 2.1.9 Assisting in collecting and labeling specimen for laboratory tests.

## **2.2 Higher Community Health Assistant, Grade level 05**

- 2.2.1 Educating the community on their health needs.
- 2.2.2 Participating in the assessment of the health needs.
- 2.2.3 Supervising volunteer village health workers/traditional birth attendants in the field
- 2.2.4 Assisting in treating specified ailments.
- 2.2.5 Supervising the collection and compilation of monitoring and evaluation forms.
- 2.2.6 Carrying out health talks on different health related matters.
- 2.2.7 Measuring blood pressure according to established procedure.
- 2.2.8 Immunizing and heaf-testing according to standard schedule and prescription client's cards.
- 2.2.9 Collecting and labeling specimens for laboratory test.

## **2.3 Senior Community Health Assistant, Grade level 06**

- 2.3.1 Treating specified ailments in the homes according to standing orders
- 2.3.2 Participating in the training of voluntary village health worker/TEAS.
- 2.3.3 Visiting prenatal and antenna mothers and initiating Continuous health care according to standard orders.
- 2.3.4 Estimating haemoglobin according to established procedures.
- 2.3.5 Testing urine for sugar albumen
- 2.3.6 Packing and dispensing drugs according to established procedures.
- 2.3.7 Training subordinate staff on the job.

## **2.4 Principal Community Health Assistant, Grade level 07**

- 2.4.1 Participating in the organization and conduct of Workshops and Seminars for staff students.
- 2.4.2 Assisting in supervising the accounting system and drug revolving of the voluntary village health workers and traditional birth attendants.
- 2.4.3 Identifying health clinic defaulters and taking necessary action for further and complete treatment of ailment.
- 2.4.5 Supervising village health workers and traditional birth attendants.
- 2.4.6 Identifying the training needs of volunteer health workers and traditional health workers.
- 2.4.7 Providing family planning counseling and family planning services.
- 2.4.8 Participating in the training of subordinates.

## **2.5 Chief Community Health Assistant, Grade level 08**

- 2.5.1 Coordinating continuing education programme of staff.
- 2.5.2 Updating Clinic Master Card after community based functions.
- 2.5.3 Ensuring efficiency for all primary health care activities within a specified area.
- 2.5.4 Assessing the training needs of subordinate staff.
- 2.5.5 Organizing periodic visits of voluntary health workers and traditional birth attendants to health Institution.
- 2.5.6 Liaising with the relevant committees in the task of improving community health.

## **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 Health Assistant, Grade level 04**

- 3.1.1 By direct appointment of a candidate possessing a minimum of S. 75 or Junior Secondary School Certificate who has successfully completed the two years' training programme in a School of Health Technology or other approved Health Assistant Cadres.
- 3.1.2 By advancement of serving staff who has successfully completed the prescribed two years' training programme in a recognized health training Institution.

### **3.2 Higher Community Health Assistant, Grade level 08**

3.2.1 By promotion of a confirmed and suitable Community 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 subparagraph 3.1.1. above plus at least two years' post-qualification cognate experience

**3.3 Senior Community Health Assistant, Grade level 06**

3.3.1 By promotion of a confirmed and suitable Higher Community Health Assistant who has spent at least two years on the grade.

**3.4 Principal Community Health Assistant Grade level 07**

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

**3.5 Chief Community Health Assistant, Grade level 08**

3.5.1 By promotion of a confirmed and suitable Principal Community Health Assistant who has spent at least three years on the grade.

**4 ADVANCEMENT BEYOND THE CADRE**

Any staff in the Community Health Assistant Cadre who acquires any of the qualifications specific for appointment to any higher grade will be eligible for promotion/transfer to the Grade.

**COMMUNITY HEALTH TECHNICIAN CADRE**

**1. POST AND SALARIES**

1.1	Community Health Technician	Grade Level 07
1.2	Higher Community Health Technician	Grade Level 08
1.3	Senior Community Health Technician	Grade Level 09
1.4	Principal Community Health Technician	Grade Level 10
1.5	Assistant Chief Community Health Technician	Grade Level 12
1.6	Chief Community Health Technician	Grade Level 13

**2. DUTIES**

**2.1 Community Health Technician, Grade level 07.**

2.1.1 Familiarizing with target population and health service facilities within the community.

2.1.2 Initiating preliminary contact with community leaders on health matters.

2.1.3 Assisting in collecting data on community health matters.

- 2.1.4 Participating in identifying community major health problems
- 2.1.5 Dispensing drugs as prescribed in the Standing Orders,
- 2.1.6 Participating in primary health care house numbering and-placement of home based records.

**2.2 Higher, Community Health Technician, Grade level 08**

- 2.2.1 Supervising the mobilization of community for health actions.
- 2.2.2 Facilitating effective functioning of the community health development committee.
- 2.2.3 Participating in primary health house numbering and placement of home-based records.
- 2.2.4 Assisting in training subordinate staff.
- 2.2.5 Keeping records of community health activities and problems.
- 2.2.6 Compiling periodic returns
- 2.2.7 Assisting in monitoring administration of drugs.

**2.3 Senior Community Health Technician, Grade level 09**

- 2.3.1 Updating numbering and placement of home-based records
- 2.3.2 Participating in the community health development committee meetings.
- 2.3.3 Assisting in organizing training programmes of staff
- 2.3.4 Collecting and reviewing records.
- 2.3.5 Monitoring administration of drugs
- 2.3.6 Performing simple laboratory investigations
- 2.3.7 Monitoring two way referral system as contained in the national health policy.

**2.4 Principal Community Health Technician, Grade level 10**

- 2.4.1 Carrying out general survey of community's social and cultural characteristics.
- 2.4.2 Assisting in preparing budgets for the implementation of community health plans.
- 2.4.3 Assisting in managing referral cases
- 2.4.4 Initiating periodic health education campaigns within the community.
- 2.4.5 Supervising the operation of the essential drugs system and drug revolving fund.

- 2.4.6 Deciding in consultation with superior officers the need for pre-package drugs.
- 2.4.7 Maintaining a roster for regular servicing of community health equipment
- 2.4.8 Performing simple laboratory investigations.

**2.5 Assistant Community Health Technician, Grade level 12**

- 2.5.1 Supervising the activities of a number of subordinate staff.
- 2.5.2 Identifying available resources for solving community health problems.
- 2.5.3 Preparing schedule of duties.
- 2.5.4 Assisting in developing indicators for evaluating community health plans
- 2.5.5 Managing referral and at risk cases, applying Standing Orders
- 2.5.6 Organizing training programme of staff.

**2.6 Chief Community Health Technician, Grade level 13**

- 2.6.1 Developing staff work plans
- 2.6.2 Coordinating the activities of a number of subordinate staff
- 2.6.3 Ensuring proper execution of community health programmes within a specified area.
- 2.6.4 Coordinating the training programme of staff.

**3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

**3.1 Community Health Technician, Grade level 07**

- 3.1.1 By direct appointment of a candidate possessing West Africa School Certificate or Senior Secondary School certificate who has successfully completed a three years' training in a recognized health Institution and obtained the registration of the National Council for Community Health Practice Board of Nigeria for Technician Cadres.

**3.2 Higher Community Health Technician, Grade level 08**

- 3.2.1 By promotion of a confirmed and suitable Community Health 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 subparagraph 3.1.1. above plus at least three years' post-qualification cognate experience

**3.3 Senior Community Health Technician, Grade level 09**



3.3.1 By promotion of a confirmed and suitable Higher Community Health 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 subparagraph 3.1.1. above plus at least six years post-qualification cognate experience

**3.4 Principal Community Health Technician, Gra.de level 10**

3.4.1 By promotion of a confirmed and suitable Senior Community Health Technic who has spent at least three years on the grade.

3.4.2 By direct appointment of a candidate possessing any of the qualification specific in sub-paragraph 3.1.1 above plus at least nine years post-qualification cognate experience

**3.5 Assistant Chief Community Health Technician, Grade level 12**

3.5.1 By promotion of a confirmed and suitable Principal Community Health Technic who has spent at least three years on the grade.

**3.6 Chief Community Health Technician, Grade level 13**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Community Health Technician who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

Any staff in the Community Health Technician Cadre who acquires any of the qualifications specific for appointment to any higher grade will be eligible for promotion/transfer to the grade.

**COMMUMTY HEALTH OFFICERS CADRE**

**1. POST AND SALARIES**

1.1	Community Health Officer Grade II	Grade Level 07
1.2	Community Health Officer Grade I	Grade Level 08
1.3	Senior Community Health Officer	Grade Level 09
1.4	Principal Community Health Officer	Grade Level 10
1.5	Assistant Chief Community Health Officer	Grade Level 12
1.6	Chief Community Health Officer	Grade Level 13
1.7	Assistant Director	Grade Level 14
1.8	Deputy Director/Director (States)	Grade Level 15

## **2. DUTIES**

### **2.1 Community Health Officer Grade level 08**

- 2.1.1 Coordinating and Supervising the activities of the Community Technician other various members of the Primary Health Care Unit.
- 2.1.2 Giving intensive care both in the Clinic and the Community with the use of Standing big Orders.
- 2.1.3 Taking charge of all activities in the Primary Health Care Clinic including deliver of normal pregnancies and family planning, reviewing and providing treatment for patients as may be referred to the unit.
- 2.1.4 Educating the Community Health Technicians and other primary health care workers on the use of Standing Orders.
- 2.1.5 Conducting Laboratory tests interpreting result and referring difficult cases.
- 2.1.6 Organizing and Supervising community health education programmes.
- 2.1.7 Collecting data.

### **2.2 Community Health Officer Grade 1, Grade level 09**

- 2.2.1 Conducting Laboratory tests, interpreting results and referring difficult cases.
- 2.2.2 Compiling and analyzing data on primary health care.
- 2.2.3 Taking charge of a Primary Health Care Center.
- 2.2.4 Organizing and supervising group rehabilitation work and social activities for patients.
- 2.2.5 Assisting in training subordinates.

### **2.3 Senior Community Health Officer, Grade level 10**

- 2.3.1 Conducting Laboratory tests, interpreting results and referring difficult cases.
- 2.3.2 Supervising the activities of a number of subordinates.
- 2.3.3 Assisting and organizing and conducting workshops and seminars for staff
- 2.3.4 Supervising and managing the record system of the primary Health Care Division.
- 2.3.5 Ensuring efficient logistic support of drug, equipment and supplies.
- 2.3.6 Liaising with other relevant department and local and national organizations in the task of improving community health.

## **2.4 Principal Community Health Officer, Grade level 12**

- 3.4.1 Assisting in preparing periodic reports.
- 3.4.2 Taking responsibility for ensuring efficiency of all primary and community health care programme in the area.
- 3.4.3 Initiating research programmes in respect of primary or community health care projects.
- 3.4.4 Analyzing statistical and other data for primary health care planning.
- 3.4.5 Assisting in reviewing and discharging cases referred to the Unit by the other health staff.
- 3.4.6 Giving technician advise on the training of community health workers and development of primary health care policy.
- 3.4.7 Assisting in organizing workshops. Seminars and Conference.
- 3.4.8 Initiating community health development activities.

## **3.5 Assistant Community Health Officer, Grade level 13**

- 3.5.1 Coordinating activities in a number of specified areas.
- 3.5.2 Coordinating the activities concerned with development of new technique for implementing primary health care programmes.
- 3.5.3 Assisting in organizing the training programmes of staff.
- 3.5.4 Carrying out periodic visit to the Clinics under the primary Health Care Division.
- 3.5.5 Planning new primary health care works.
- 3.5.6 Supervising research programmes.

## **3.6 Chief Community Health Officer, Grade level 14**

- 3.6.1 Taking charge of a section.
- 3.6.2 Coordinating the activities of the various Primary Health Care Units from all th Zones.
- 3.6.3 Coordinating the training programmes of staff.
- 3.6.4 Taking part in community health policy formulation and strategy planning.
- 3.6.5 Coordinating research programmes.
- 3.6.6 Designing community health education programmes.

## **3.7 Assistant Director, Grade level 15**

- 3.7.1 Taking charge of a Branch.
- 3.7.2 Assisting in the general supervision and smooth administration of the primary health care division.
- 3.7.3 Initiating the review of policies and programmes
- 3.7.4 Advising the Local Government on primary health care matters
- 3.7.5 Coordinating the preparation of the annual estimates, designing strategies for smooth implementation of community health policies and programmes.

**3.8 Deputy Director/Director (States), Grade level 16**

- 3.8.1 Taking charge of a Division/Department (States)
- 3.8.2 Assisting in the general administration of the Department.
- 3.8.3 Having responsibility for community health development planning.
- 3.8.4 Advising Government on primary health care matters.
- 3.8.5 Participating in policy formulation and assisting in ensuring implementation.
- 3.8.6 Liaising with all relevant bodies and Government on all primary/community health care matters.

**3.9 Director, Grade level 17**

- 3.9.1 Taking charge of general administration of the Department.
- 3.9.2 Advising Government on all matters relating to primary/community health care
- 3.9.3 Liaising with relevant bodies and Government on primary/community health matters.

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

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

- 3.1 Community Health Officer Grade II, Grade level 08
  - 3.1.1 By direct appointment of a candidate possessing a degree in Community Health from a recognized University.
- 3.2 Community Health Officer Grade I, Grade level 09
  - 3.2.1 By promotion of a confirmed and suitable Community Health Officer Grade who has spent at least three years on the grade.
  - 3.2.2 By direct appointment of a candidate possessing Masters degree in Community Health from a recognized University plus at least one year post -qualification cognate experience.

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

**3.3 Senior Community Health Officer, Grade level 10**

3.3.1 By promotion of a confirmed and suitable Community Health 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 3.2.2. above plus at least six or four years' post-qualification cognate experience respectively.

**3.4 Principal Community Health Officer, Grade level 12.**

3.4.1 By promotion of a confirmed and suitable Senior Community Health officer who has spent at least three years on the grade.

**3.5 Assistant Chief Community Health Officer, Grade level 13**

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

**3.6 Chief Community Health Officer, Grade level 14**

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

**3.7 Assistant Grade level 15**

3.7.1 By promotion of a confirmed and suitable Chief Community health 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 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.

3.9.10 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 this will be preceded by specified advertisement at the instance of user-Ministry/Department. Promotion from such direct appointment to higher grades are subject to confirmation of appointment.

**STAFF NURSE/STAFF MIDWIFE CADRE**

**1. POST AND SALARIES**

1.1 Staff Nurse/Staff Midwife

Grade Level 07

1.2	Nursing Sister/Nursing Superintendent/Midwife Sisters	Grade Level 08
1.3	Senior Nursing Sister/Senior Nursing Superintendent	Grade Level 09
1.4	Matron Grade I/Principal Nursing Superintendent Grade II	Grade Level 10
1.5	Matron Grade II Principal Nursing Superintendent Grade I	Grade Level 12
1.6	Senior Matron/Assistant Chief Nursing Superintendent	Grade Level 13
1.7	Chief Matron/Chief Nursing Superintendent	Grade Level 14

## **2. DUTIES**

### **2.1 Staff/Nurse/Staff Midwifery, Grade Level 07**

- 2.1.1 Managing patients by assessing his history, interviewing him and his family members.
- 2.1.2 Carrying out examination on the patient, utilizing all senses, aids and equipment:
- 2.1.3 Identifying patient's problems and needs e.g. physical, psychological, social and economic (nursing diagnosis).
- 2.1.1 Planning care of the patients in order of priorities.
- 2.1.2 Informing doctors about the patient whose health status indicates the need for medicine diagnosis and management.
- 2.1.3 Help patient/Clients meet their identified needs e.g. eating, drinking, respiration and discharge of water.
- 2.1.4 Creating a therapeutic environment.
- 2.1.5 Organizing community nursing services.
- 2.1.6 Providing technical nursing care e.g. injection, wound dressing, medication etc.
- 2.1.7 Supervising junior staff e.g. cleaners/wards aids.
- 2.1.8 Keeping adequate records of patients, drugs instruments and equipment.
- 2.1.9 Maintaining and evaluating the effectiveness of care given to the patient/client.
- 2.1.10 Assisting in identifying and meeting the rehabilitation needs of clients.
- 2.1.11 Collecting and maintaining accurate data for hospital statistics and research purposes

### **2.2 Nursing Sister I Nursing Superintendent / Midwifery Sister, Grade level 08**

- 2.2.1 Providing technician Nursing care as injection, wound dressing medication etc.
- 2.2.2 Supervising junior staff
- 2.2.3 Collecting and distributing data base of physiological, emotional, sociological, cultural, psychological and spiritual needs, from available resources.
- 2.2.4 Identifying and documenting charges in health status.
- 2.2.5 Establishing a nursing diagnosis based on client's needs
- 2.2.6 Developing individual nursing care plans based upon nursing diagnosis.
- 2.2.7 Identifying needs and establishing priorities for nursing.
- 2.2.8 Carrying out individualized plans of care in conjunction with other nursing staff.
- 2.2.9 Monitoring and evaluating nursing care.
- 2.2.10 Identifying alternate methods of meeting clients' needs, modifying plans of care if necessary and documenting changes.
- 2.2.11 Establishing follow up care of clients on discharge.

**2.3 Senior Nursing Sister / Senior Nursing Superintendent, Grade level 09**

- 2.3.1 Coordinating the activities of subordinate nurses
- 2.3.2 Assisting and setting nursing care priorities for individual and group of clients.
- 2.3.3 Ensuring that proper care is given to patients.
- 2.3.4 Ensuring availability and proper use of equipment and instruments
- 2.3.5 Supervising and ensuring proper record keeping
- 2.3.6 Liaising with the training schools in-respect of the nurse deployed for clinical experience.
- 2.3.7 Supervising and ensuring proper record keeping.
- 2.3.8 Organizing orientation courses for nurses 'and educating them on new trends in nursing practice.
- 2.3.9 Appraising the performance of nurses in the ward.
- 2.3.10 Establishing and maintaining inventory for audit purpose.

**2.4 Matron Grade 11/Principal Nursing Superintendent Grade II, Grade level 10**

- 2.4.1 Diagnosing and treating minor ailments.
- 2.4.2 Setting up intravenous infusion, suturing of lacerations and wounds incision of superficial abscesses.

- 2.4.3 Serving as a communicator.
- 2.4.4 Educating patients/clients on promotion and maintenance of good health.
- 2.4.5 Managing patient/clients care.
- 2.4.6 Counseling and giving psychotherapy care to patients/clients and relatives.
- 2.4.7 Supervising the activities of subordinates.
- 2.4.8 Managing a ward.
- 2.4.9 Assessing and setting nursing care priorities for individuals and group of clients by:
  - (a) Providing clients care resources
  - (b) Using theory in making decisions on nursing practice.
  - (c) Using nursing practice in getting data for refining and development.
- 2.4.10 Assisting in the formulation of policies on nursing matters.
- 2.4.11 Assisting in organizing training programmes/orientation and refresher course seminars, conferences and workshops for the nursing staff.
- 2.4.12 Assisting in supervising the kitchen.

**2.5 Matron Grade 1/Principal Nursing Superintendent Grade I, Grade level 12**

- 2.5.1 Assisting in the formulation of policies and curriculum development
- 2.5.2 Compiling and maintaining accurate statistic of nursing personnel
- 2.5.3 Assisting in supervising the junior staff
- 2.5.4 Assisting in organizing orientating and training staff for continuing education.
- 2.5.5 Assisting in identifying and making recommendations for the procurement of hospital equipment.
- 2.5.6 Assisting in preparing financial estimates for the section.
- 2.5.7 Liaising with central administration in matters affecting staff
- 2.5.8 Supervising the kitchens and catering arrangements in the Hospital

**2.6 Senior Matron/Assistant Chief Nursing Superintendent Grade level 13**

- 2.6.1 Supervising general nursing activities.
- 2.6.2 Assisting in the administration of nursing services.
- 2.6.3 Advising on purchase of hospital equipment and appliances.



- 2.6.4 Assisting in the inspection of hospital, health centres, and training schools for practice, and writing and submitting reports on them.
- 2.6.5 Assisting in organizing the training programmes of staff
- 2.6.6 Collating estimates of his/her section
- 2.6.7 Assisting in formulating policies by examining and writing memo.

## **2.7 Chief Matron/Chief Nursing Superintendent Grade level 14**

- 2.7.1 Taking charge of a section
- 2.7.2 Supervising the subordinate staff
- 2.7.3 Participation in the formulation of general nursing policies
- 2.7.4 Relating with the appropriate authorities on nursing service aspect of primary health care
- 2.7.5 Participating in the preparation of standard procedure patterns for health institution.
- 2.7.6 Evaluating performance for promotion or transfer purposes.
- 2.7.7 Participating in the employment of new staff
- 2.7.8 Assisting in organizing workshops, seminars etc.
- 2.7.9 Participating in the reviewing departmental functions and activities to achieve goals.
- 2.7.10 Participating in the administration of the hospital
- 2.7.11 Liaising with the hospital administration on the supply and replacement of equipment and Uniforms 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 Staff Nurse/Staff Midwife, Grade level 07**

- 3.1.1 By direct appointments of a candidate possessing the NEN or the NRM or equivalent qualification who has duly registered with the Nursing and Midwife Council of Nigeria (NMCN).

### **3.2 Nursing Sister/Nursing Superintendent/Midwifery Sister, Grade level 08**

- 3.2.1 By promotion of a confirmed and suitable staff Nurse/Staff Midwife who has spent one year on the grade.
- 3.2.2 By direct appointment of a candidate possessing the NRN plus NP.M who has duly registered with the Nursing and Midwife Council of Nigeria (NMCN).

**3.3 Senior Nursing Sister/Senior Nursing Superintendent, Grade level 09**

3.3.1 By promotion of a confirmed and suitable Nursing sister/Nursing Superintendent Midwifery Sister who has spent at least three years on the grade and obtained da qualification of NRN and NRM.

3.3.2 By direct appointment of a candidate possessing the NRN and NRM who hi registered with the Nursing and Midwifery Council of Nigeria (NMCN) and obtained at least four years' post -qualification cognate experience.

**3.4 Matron Grade II/Principal Nursing Superintendent Grade II, Grade level 10**

3.4.1 By promotion of a confirmed suitable Senior Nursing Sister/Senior Nursing Superintendent who has spent a minimum of three years on the grade.

3.4.2 By direct appointment of a candidate possessing the NRN plus NRM and the registration of (NMCN) and at least seven years' post-qualification cognate experience.

**3.5 Matron Grade 1/Principal Nursing Superintendent Grade 1, Grade level 12**

3.5.1 By promotion of a confirmed and suitable Matron Grade II/Principal Nursing Superintendent Grade II who has spent at least three years on the grade.

**3.6 Senior Matron/Assistant Chief Nursing Superintendent, Grade level 13**

3.6.1 By promotion of a confirmed and suitable Matron Grade 1/Principal Nursing Superintendent Grade I who has spent at least three years on the grade.

**3.7 Chief Matron/Chief Nursing Superintendent, Grade level 14**

3.7.1 By promotion of a confirmed and suitable Senior Matron/Assistant Chief Nursing Superintendent who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

Officers in the Staff Nurse/Staff Midwife Cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotions /transfer to the Grade.

**NURSING OFFICER CADRE**

**1. POSTS AND SALARIES**

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

1.6	Chief Nursing 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 Nursing Officer Grade 11, Grade level 08**

- 2.1.1 Supervising junior staff.
- 2.1.2 Collecting and distributing database of physiological, emotional, sociological, cultural, psychological and spiritual needs from available resources.
- 2.1.3 Identifying and documenting changes in health status which interferes with the client's ability to meet his basic needs.
- 2.1.4 Establishing nursing diagnosis based on client's needs
- 2.1.5 Developing individual nursing care plans based upon nursing diagnosis.
- 2.1.6 Identifying needs and establishing priorities for nursing.
- 2.1.7 Carrying out individualizing plans of care in conjunction with other nursing staff.
- 2.1.8 Monitoring and evaluating nursing care delivery within a specialty i.e Midwifery, Public Health Nursing, Theater.
- 2.1.9 Identifying alternate methods of meeting clients' needs, modifying plans of care if necessary and documenting changes.
- 2.1.10 Assisting in research activities in the Unit.

### **2.2 Nursing Officer Grade I, Grade level 09**

- 2.2.1 Coordinating the activities of subordinates and supervising nurses and students nurses in the ward.
- 2.2.2 Assessing and setting nursing care priorities for individual and group of clients.
- 2.2.3 Assessing health status, potentials, plans, implements and evaluating nursing care of individuals, families and community.
- 2.2.4 Improving services to the clients by continually evaluating the effectiveness of nursing intervention and revising it accordingly.
- 2.2.5 Taking responsibility for the process and out-come of the care given to patients.
- 2.2.6 Liaising with the training school in respect to student nurses deployed for clinical experience.

- 2.2.7 Ensuring availability and proper use of equipment and instruments.
- 2.2.8 Supervising and ensuring proper record keeping.
- 2.2.9 Organizing orientation courses for nurses and educating them on new trends in nursing practice.
- 2.2.10 Liaising with other health team members.
- 2.2.11 Appraising the performance of nurses in the ward.
- 2.2.12 Assisting in research activities.
- 2.2.13 Establishing and maintaining inventory for audit purposes.

### **2.3 Senior Nursing Officer, Grade Level 10**

- 2.3.1 Diagnosing and treating minor ailment.
- 2.3.2 Setting up intravenous infusion, saturing of lacerations and wounds, incision of superficial abscesses.
- 2.3.3 Serving as a communicator.
- 2.3.4 Educating patients/clients on promotion and maintenance of good health.
- 2.3.5 Managing patients/clients care.
- 2.3.6 Counseling and giving psychotherapy care to patients/clients and relatives.
- 2.3.7 Supervising the activities of subordinates and student nurses.
- 2.3.8 Managing a ward.
- 2.3.9 Assessing and setting nursing care priorities for individuals and group of clients by:
  - 2.3.9.1 Providing clients care utilizing resource
  - 2.3.9.2 Using nursing theory in making decisions on nursing practice.
  - 2.3.9.3 Using nursing practice in getting data for refining and extending that practice.
  - 2.3.10 Synthesizing theoretical and empirical knowledge of physical behavioural sciences with nursing theory and practice.
  - 2.3.11 Assessing health status and potentials and evaluating nursing care of individuals, families and communities.
  - 2.3.12 Evaluating the effectiveness of nursing intervention and revising it accordingly.
  - 2.3.13 Taking responsibility for the choice of nursing action.

2.3.14 Evaluating research finding for applicability to nursing action.

2.3.15 Carrying out routine nursing activities.

## **2.4 Principal Nursing Officer, Grade level 12**

2.4.1 Performing general nursing duties.

2.4.2 Supervising the activities of a number of subordinates

2.4.3 Deploying and controlling staff in the Unit

2.4.4 Assisting in training junior staff

2.4.5 Participating in the formulation of policies on nursing matters

2.4.6 Assisting in organizing orientating and training staff for continuing education.

2.4.7 Assisting in planning hospitals' structure, identifying and making recommendations for the procurement of hospital equipment.

2.4.8 Providing and coordinating clinical learning experiences

2.4.9 Preparing financial estimates for the Unit

2.4.10 Liaising with central administration in matters affecting staff.

2.4.11 Assisting in research duties.

2.4.12 Collating and assisting in writing reports.

## **2.5 Assistant Chief Nursing Officer, Grade level 13**

2.5.1 Supervising general nursing activities.

2.5.2 Assisting in the administration of the total health care.

2.5.3 Assisting in the administration of the nursing services.

2.5.4 Liaising with and assisting in coordinating the activities of the health care Institutions

2.5.5 Advising on purchase of hospital equipment and appliances

2.5.6 Assisting in the inspection of hospital, health centres, maternity homes and training schools for standard of practice and submitting reports.

2.5.7 Appraising the activities of subordinates.

2.5.8 Assisting in organizing the training programmes of staff

2.5.9 Ensuring report and even distributing programmes of staff

2.5.10 Collecting the estimates of the Units.

2.5.11 Assisting in research duties.

2.5.12 Assisting in the general administration of the Section.

## **2.6 Chief Nursing Officer, Grade level 14**

2.6.1 Taking charge of a Section

2.6.2 Coordinating the activities of a number of units

2.6.3 Advising on general nursing matters

2.6.4 Participating in the formulation of general nursing policies

2.6.5 Relating with appropriate authorities in nursing service aspect of primary health care.

2.6.6 Participating in the preparation of standard procedure patterns for health Institutions.

2.6.7 Motivating staff through counseling and promotion of continuing education programmes.

2.6.8 Evaluating performance for promotion or transfer purposes.

2.6.9 Assisting in organizing workshops, seminars etc.

2.6.10 Participating in reviewing department functions and activities to achieve goals.

## **2.7 Assistant Director, Grade level 15**

2.7.1 Taking charge of a Branch

2.7.2 Assisting in formulating and executing policies and programmes (States)

2.7.3 Initiating the review of existing policies and programmes.

2.7.4 Liaising with the States on nursing services aspects of secondary and tertiary health care.

2.7.5 Planning and directing the execution of the nursing services.

2.7.6 Overseeing the preparation of standard procedure patterns for health Institutions.

2.7.7 Providing consultation services to non-ministerial agencies on safe and good quality care.

2.7.8 Coordinating activities of the States' Committee on Traditional Birth Attendants and ensuring maintenance and promotion of good health in maternal and child care.

2.7.9 Keeping abreast of developments in nursing services management at national and international levels and disseminating information on new developments.

2.7.10 Coordinating the training programmes of staff

- 2.7.11 Supervising the preparation of annual estimates for the Department
- 2.7.12 Assisting in the general administration of the Department (States).

## **2.8 Deputy Director/Director (Slates) Grade level 16**

- 2.8.1 Taking charge of the Division/Department (States).
- 2.8.2 Advising the government on matters relating to (general) nursing matters
- 2.8.3 Keeping abreast of developments in nursing services management on National and International levels/and disseminating the information.
- 2.8.4 Assisting in the general administration of the Department.
- 2.8.5 Providing consultation services to non-ministerial agencies on safe and good quality nursing care.
- 2.8.6 Initiating and designing new health programmes and policies.
- 2.8.7 Coordinating the preparation of the annual estimates
- 2.8.8 Liaising with National Association of Nigerian Nurses and Midwives and the Fed- cml Ministry of Health on relevant matters (States).
- 2.8.9 Participating in the formulation of laws guiding nursing practice and training in Nigeria.
- 2.8.10 Taking part in working out training programmes of student nurses.
- 2.8.11 Taking responsibility for general nursing development planning
- 2.8.12 Attending relevant Board Meetings.

## **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 the formulation, execution and review of nursing matters
- 2.9.3 Liaising with National Association of Nigerian Nurses and Midwives and the States' Ministries of Health on relevant matters.
- 2.9.4 Attending relevant Board Meetings.
- 2.9.5 Taking part in working out training programmes of student nurses.

## **3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

- 3.1 Nursing Officer Grade I, Grade level 08

3.1.1 By direct appointment of a candidate possessing a recognized B.Sc. in Nursing plus the registration of Nursing and Midwifery Council of Nigeria (NMCN).

**3.2 Nursing Officer Grade I, Grade level 09**

3.2.1 By promotion of a confirmed and suitable Nursing 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 subparagraph 3.1.1. above plus at least three years' post -qualification cognate experience.

**3.3 Senior Nursing Officer, Grade level 10**

3.3.1 By promotion of a confirmed and suitable Nursing 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 subparagraph 3.1.1. above plus at least six years' post-qualification cognate experience.

**3.4 Principal Nursing Officer, Grade level 12**

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

**3.5 Assistant Chief Nursing Officer, Grade level 13**

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

**3.6 Chief Nursing Officer, Grade level 14**

3.6.1 By promotion of a confirmed and suitable Asst. Chief Nursing 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 Nursing 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 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 may also be made to posts in Grade Level 12 and above; but these will be ceded 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.

## **ASSISTANT NURSE TUTOR CADRE**

### **1. POSTS AND SALARIES**

1.1	Assistant Nurse Tutor Grade III	Grade Level 07
1.2	Assistant Nurse Tutor Grade II	Grade Level 08
1.3	Assistant Nurse Tutor Grade I	Grade Level 09
1.4	Senior Assistant Nurse Tutor	Grade Level 10
1.5	Principal Assistant Nurse Tutor Grade II	Grade Level 12
1.6	Principal Assistant Nurse Tutor Grade I	Grade Level 13
1.7	Chief Assistant Nurse Tutor	Grade Level 14

#### **2.1 Assistant Nurse Tutor Grade III, Grade level 07**

2.1.1 Teaching student Nurses and student midwives

2.1.2 Taking custody of teaching equipment.

#### **2.2 Assistant Nurse Tutor Grade II, Grade level 08**

2.2.1 Teaching and supervising student Nurses and student midwives in with the syllabus and standards required by the Nursing Council of Nigeria.

2.2.2 Taking custody of teaching equipment.

2.2.3 Investigating, identifying, applying and recommending up-to-date and effective methods of teaching and learning.

2.2.4 Giving guidance and counseling to students' on nurses/patients relationship.

2.2.5 Undertaking assessments of students' progress towards professional competence and maturity.

#### **2.3 Assistant Nurse Tutor Grade 1, Grade level 09**

2.3.1 Teaching and supervising students.

2.3.2 Preparing students for hospital and Nursing Council Final Examinations and supervising at the examinations.

2.3.3 Recommending, and giving guidance to students on special courses.

#### **2.4 Senior Assistant Nurse Tutor, Grade level 10**

- 2.4.1 Teaching and supervising student.
- 2.4.2 Allocating students for internal and clinical experiences.
- 2.4.3 Organizing supervision and invigilation at examinations.

**2.5 Principal Assistant Nurse Tutor Grade II, Grade level 12**

- 2.5.1 Teaching and supervising students.
- 2.5.2 Performing guidance and counseling activities.
- 2.5.3 Organizing supervision and invigilation at examinations

**2.6 Principal Assistant Nurse Tutor Grade I, Grade level 13**

- 2.6.1 Teaching and supervising students.
- 2.6.2 Organizing supervision and invigilation at examinations
- 2.6.3 Performing guidance and counseling activities

**2.7 Chief Assistant Nurse Tutor, Grade level 14**

- 2.7.1 Teaching and supervising students.
- 2.7.2 Organizing, conducting, supervising and invigilating at examinations
- 2.7.3 Preparing the Financial estimates
- 2.7.4 Assisting in organizing workshop/seminars.

**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 Nurse Tutor Grade III, Grade level 07**

- 3.1.1 By direct appointment of a candidate possessing NRN/NRM plus Diploma/Certificate in Nurse Tutor/Midwifery Tutor or its equivalent qualification.

**3.2 Assistant Nurse Tutor Grade II, Grade level 08**

- 3.2.1 By advancement of a suitable Assistant Nurse Tutor Grade III who has spent at least one year on the grade.
- 3.2.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1. above plus at least one year post-qualification cognate experience

**3.3 Assistant Nurse Tutor Grade 1, Grade level 09**

- 3.3.1 By promotion of a confirmed and suitable Assistant Nurse Tutor Grade II who has spent at least three years on the grade.

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

**3.4 Senior Assistant Nurse Tutor Grade level 10**

3.4.1 By promotion of a confirmed and suitable Assistant Nurse Tutor Grade I who has spent at least three years on the grade.

3.4.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1 above plus at least seven years' post-qualification cognate experience.

**3.5 Principal/Assistant Nurse Tutor Grade II, Grade level 12**

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

**3.6 Principal Assistant Nurse Tutor Grade 1, Grade level 13**

3.6.1 By promotion of a confirmed and suitable Principal Assistant Nurse Tutor Grade II, who has spent at least three years on the grade.

**3.7 Chief Assistant Nurse Tutor Grade level 14**

3.7.1 By promotion of a confirmed and suitable Principal Assistant Nurse Tutor Grade I who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

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

**NURSE TUTOR CADRE**

**1. POSTS AND SALARIES**

1.1	Nurse Tutor Grade II	Grade Level 08
1.2	Nurse Tutor Grade I	Grade Level 09
1.3	Senior Nurse Tutor	Grade Level 10
1.4	Principal Nurse Tutor	Grade Level 12
1.5	Assistant Chief Nurse Tutor	Grade Level 13
1.6	Chief Nurse Tutor	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 Nurse Tutor Grade II, Grade level 08**

- 2.1.1 Teaching and supervising student nurses and student midwives in accordance with the syllabus and standards required by the Nursing and Midwifery Council of Nigeria.
- 2.1.2 Taking custody of teaching equipment.
- 2.1.3 Investigating identifying, applying and recommending up-to-date and effective methods of teaching and learning.
- 2.1.4 Participating in the selection and admission of Nurse Students.
- 2.1.5 Giving guidance and counseling to students on nurse/patients relationship.
- 2.1.6 Undertaking assessments of Students' progress towards professional competence and maturity.

### **2.2 Nurse Tutor Grade I, Grade level 09**

- 2.2.1 Teaching and supervising students
- 2.2.2 Supervising subordinate Nurse Tutors.
- 2.2.3 Preparing students for hospital and Nursing Council Final Examination and supervising at the examination.
- 2.2.4 Recommending and giving guidance to students on special courses.
- 2.2.5 Arranging educational visits for students and orientation programmes for newly employed staff.

### **2.3 Senior Nurse Tutor, Grade level 10**

- 2.3.1 Teaching and supervising students
- 2.3.2 Supervising tutors and clinical instructors on implementation of teaching policy.
- 2.3.3 Allocating students for internal and clinical experience.
- 2.3.4 Organizing, supervising and invigilating at examinations.
- 2.3.5 Assisting In the evaluation and reviewing of programmes, curriculum development, preparation of annual estimates etc.

### **2.4 Principal Nurse Tutor, Grade level 12**

- 2.4.1 Teaching and supervising students in all areas of clinical experience.
- 2.4.2 Coordinating/assisting in research studies.

- 2.4.3 Performing guidance and counseling duties.
- 2.4.4 Providing and coordinating clinical learning experience.
- 2.4.5 Giving advice on issues relating to admission of new intakes
- 2.4.6 Preparing financial estimates for the unit.
- 2.4.7 Collating and assisting in writing reports etc.

**2.5 Assistant Chief Nurse Tutor, Grade level 13**

- 2.5.1 Teaching and supervising students in all areas of clinical experience.
- 2.5.2 Organizing supervising and invigilating at examination
- 2.5.3 Conducting and assisting in research studies.
- 2.5.4 Performing guidance and counseling duties.
- 2.5.5 Coordinating selection/admission exercise.
- 2.5.6 Appraising the activities of students.
- 2.5.7 Appraising the activities of subordinates.
- 2.5.8 Assisting in organizing the academic/staff welfare.
- 2.5.9 Collating the estimates from the units.

**2.6 Chief Nursing, Tutor, Grade Level 14**

- 2.6.1 Teaching and supervising students in all areas of clinical experience.
- 2.6.2 Organizing supervising and invigilating at examinations.
- 2.6.3 Coordinating and assisting in research studies.
- 2.6.4 Advising in general nursing matters
- 2.6.5 Liaising with Federal/State Universities of Health and the Nursing and Midwifery Council on matters affecting nursing education
- 2.6.6 Directing review of school curriculum
- 2.6.7 Evaluating performance for promotion or transfer purposes
- 2.6.8 Assisting in organizing workshops/seminars

**2.6 Assistant Director, Grade Level 15**

- 2.6.1 Teaching and supervising students in all areas of clinical experience.
- 2.6.2 Organizing supervising and vigilating at examinations.
- 2.6.3 Coordinating and assisting in research studies.

- 2.6.4 Directing periodic review of school curriculum
- 2.6.5 Assisting in formulating and executing policies and programmes and advising in general nursing matters
- 2.6.6 Initiating the review of existing matters
- 2.6.7 Overseeing the preparation of standard procedure patterns or Health Institutions.
- 2.6.8 Keeping abreast of development in nursing services management at national and international levels and disseminating information on new developments.
- 2.6.9 Supervising the preparation of annual estimates for Institutions.

**2.8 Deputy Director/Director (States), Grade level 16**

- 2.8.1 Teaching and supervising students in all areas of clinical experience.
- 2.8.2 Conducting and assisting in research studies.
- 2.8.3 Organizing, conducting supervising and invigilating at examinations
- 2.8.4 Advising the government on matters relating to (general) nursing matters.
- 2.8.5 Keeping abreast of development in nursing services management at national and international levels and disseminating information on new developments.
- 2.8.6 Initiating, designing and directing periodic review of school curriculum
- 2.8.7 Coordinating the preparation of the annual estimates
- 2.8.8 Taking charge of the general administration of the school.

**2.9 Director, Grade level 17**

- 2.9.1 Taking charge of the general administration of the School.
- 2.9.2 Working out training programmes of Student Nurses
- 2.9.3 Advising the government on the policy formulation, execution and review on all nursing matters.
- 2.9.4 Liaising with the National Association of Nigeria Nurses and Midwives and States Ministries of Health on relevant matters.
- 2.9.5 Coordinating all research activities in the School.
- 2.9.6 Evaluating employees performances and recommending merits, praises promotion or disciplinary action as appropriate.
- 2.9.7 Ensuring strict compliance of staff and students' with appropriate professional code of ethics.
- 2.9.8 Attending relevant Board meeting.

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

**NOTE:** All promotions and transfers are subject to vacancy and satisfactory service record,

#### **3.1 Nurse Tutor Grade II, Grade level 08**

3.1.1 By direct appointment of a candidate possessing a recognised B.Sc. Nursing plus the registration of the Nursing and Midwifery Council of Nigeria (NMCN).

#### **3.2 Nurse Tutor Grade 1, Grade level 09**

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

3.2.2 By direct appointment of a candidate possessing a recognised B.Sc., Nursing and the registration of the Nursing and Midwifery Council of Nigeria (NMCN) plus at least three years' post qualification cognate experience or M.Sc. in Nursing with the registration of NMCN plus at least one year post-qualification cognate experience.

#### **3.3 Senior Nurse Tutor Grade 1, Grade level 10**

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

3.3.2 By direct appointment of a candidate possessing a recognized BSc. or M.Sc. Nursing with the registration of NMCN plus at least six or four years' post qualification cognate experience respectively or P.HD. Nursing with the registration of NMCN plus at least one year post-qualification cognate experience.

#### **3.4 Principal Nurse Tutor Grade 1, Grade level 12**

3.4.1 By promotion of a confirmed and suitable Senior Nurse Tutor who has registered with NMCN and spent at least three years on the grade.

#### **3.5 Assistant Chief Nurse Tutor, Grade level 13**

3.5.1 By promotion of a confirmed and suitable Principal Nurse Tutor who has registered with NMCN and spent at least three years on the grade.

#### **3.6 Chief Nurse Tutor, Grade level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Nurse Tutor who has registered with NMCN and 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 Nurse Tutor who has registered with NMCN 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 confirmed and suitable Assistant Director who has spent at least four years on the grade and registered with NMCN.

### **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 and registered with NMCN.

### **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 Ministries? Departments. Promotion from such direct appointments to higher grades are subject to confirmation of appointment.

## **OPTOMETRIST CADRE**

### **1. POSTS AND SALARIES**

1.1	Assistant Optometrist	Grade Level 08
1.2	Inter/NYSC Optometrist	Grade Level 09
1.3	Optometrist	Grade Level 10
1.4	Senior Optometrist Grade II	Grade Level 12
1.5	Senior Optometrist Grade I	Grade Level 13
1.6	Principal Optometrist Grade II	Grade Level 14
1.7	Principal Optometrist Grade I	Grade Level 15
1.8	Assistant Chief Optometrist	Grade Level 16
1.9	Chief Optometrist	Grade Level 17

### **2. DUTIES**

#### **2.1 Assistant Optometrist, Grade Level 08**

2.1.1 Performing the following duties under supervision:

2.1.1.1 Ocular/eye first aid which includes applying antibiotic in case of eye accident, etc.

2.1.1.3 Eye examination to detect anomalies and make appropriate recommendation.

2.1.1.4 Management of ocular infection such as treating of eye infection e.g. red eye, allergic eye, etc.

#### **2.2 Intern/NYSC Optometrist, Grade level 09**



- 2.2.1 Undergoing internship in an approved Government Hospital/Clinic and performing the following duties under supervision.
- 2.2.2 Administering ocular first aid
- 2.2.3 Conducting refraction on patient
- 2.2.4 Carrying out eye examination and recommendation on findings.
- 2.2.5 Managing ocular infections.

**2.3 Optometrist, Grade level 10**

- 2.3.1 Supervising junior staff
- 2.3.2 Administering ocular first aid
- 2.3.3 Assisting in educating the public on ocular fit aid/vision problems.
- 2.3.4 Assisting in counseling patients on good health conditions and health habits such as taking food containing Vitamin' A' , palm oil, carrots, green vegetables, etc.
- 2.3.5 Carrying out refraction exercise on patient.
- 2.3.6 Carrying out ocular infection exercise, etc.

**2.4 Senior Optometrist Grade II, Grade level 12**

- 2.4.1 Assisting in the supervision of the activities of junior staff.
- 2.4.2 Carrying out routine binocular assessment and correction i.e. testing to ensure that both eyes are working together and if not, making correction by giving necessary treatment.
- 2.4.3 Taking charge of optical dispensing in a small eye clinic.
- 2.4.4 Managing Ocular infections

**2.5 Senior Optometrist Grade I, Grade level 13**

- 2.5.1 Assisting in the supervision of the activities of junior staff.
- 2.5.2 Carrying out routine binocular assessment and correction
- 2.5.3 Supervising optical dispensing in a small eye clinic
- 2.5.4 Assisting in detecting ocular defects.
- 2.5.5 Carrying out comprehensive optometry services such as examining the eye using ophthalmoscopy to detect eye condition and making recommendations etc.

**2.6 Principal Optometrist Grade II, Grade level 14**

- 2.6.1 Assisting in supervising the training programmes of staff.
- 2.6.2 Undertaking general eye examination to determine departures from the optionally healthy and visually efficient eye.
- 2.6.3 Assisting in correcting errors of binocularity by means of vision training i.e. training of eyes muscles.
- 2.6.4 Carrying out comprehensive optometry services such as vision rehabilitation, conditioning the person to living without good vision which includes relying on audit cassettes that do not require vision, arranging and taking the patient to either school or home for the blinds etc.

**2.7 Principal Optometrist Grade 1, Grade level 15**

- 2.7.1 Taking charge of a Branch in the Department
- 2.7.2 Initiating action on the review of Optometry policies and programmes
- 2.7.3 Assisting in coordinating the training programmes for the staff
- 2.7.4 Assisting in the general administration of Optometry Department.
- 2.7.5 Coordinating Optometry services in eye clinic.
- 2.7.6 Participating in community/public health programmes etc.

**2.8 Assistant Chief Optometrist, Grade level 16**

- 2.8.1 Taking charge of the general administration of a Division
- 2.8.2 Having responsibility for diagnosis and management of ocular infections
- 2.8.3 Taking responsibility for general binocular planning
- 2.8.4 Assisting in the general administration of the Department
- 2.8.5 Coordinating the training programmes for the staff.
- 2.8.6 Participating in community/public health programmes.

**2.9 Chief Optometrist, Grade level 17**

- 2.9.1 Taking charge of the general administration of the Department
- 2.9.2 Advising the Government on the formulation, execution and review of policies and programme on the art and science of vision.
- 2.9.3 Ensuring the provision of adequate facilities for the Department.
- 2.9.4 Disseminating rules, regulations and ensuring maintenance of standard
- 2.9.5 Overseeing the revenue generation and ensuring the amount generated is paid into treasury.

2.9.6 Maintaining discipline in the Department

2.9.7 Identifying problems and proffering solutions.

### **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 Optometrist, Grade level 08**

3.1.1 By direct appointment of a candidate possessing BSc. Optometry or equivalent qualification.

#### **3.2 Intern/N YSC Optometrist, Grade level 09**

3.2.1 By advancement of an Assistant Optometrist who has obtained Doctor of Optometry (OD) Degree registrable with the Optometrist and Dispensing Opticians Board of Nigeria.

#### **3.3 Optometrist, Grade level 10**

3.3.1 By advancement of an Intern/Serving Optometrist who has successfully completed the internship.

3.3.2 By direct appointment of a candidate possessing Doctor of Optometry (OD) Degree or equivalent qualification registrable with the Optometrists and Dispensing Opticians Board of Nigeria who has successfully completed the National Youths Service Corps Scheme or obtained the NYSC certificate of exemption.

#### **3.4 Senior Optometrist Grade 11, Grade level 12**

3.4.1 By promotion of a confirmed and suitable Optometrist 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-registration cognate experience.

#### **3.5 Senior Optometrist Grade I, Grade level 13**

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

#### **3.6 Principal Optometrist Grade II, Grade level 14**

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

#### **3.7 Principal Optometrist Grade I, Grade level 15**

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

### **3.8 Assistant Chief Optometrist, Grade level 16**

3.8.1 By promotion of a confirmed and suitable Principal Optometrist Grade I who h spent at least four years on the grade.

### **3.9 Chief Optometrist, Grade level 17**

3.9.1 By promotion of a confirmed and suitable Assistant Chief Optometrist who h spent at least four years on the grade.

### **3.10 Direct appointment to Grade Level 12 and above.**

Direct appointment may also be made to posts in GL. 12 and above but this would preceded by specific advertisement at the instance of the user-Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation appointment.

## **PHARMACIST CADRE**

### **1. POSTS AND SALARIES**

1.1	Intern Pharmacist/Youth Corps Pharmacist	Grade Level 09
1.2	Pharmacist	Grade Level 10
1.3	Senior Pharmacist	Grade Level 12
1.4	Principal Pharmacist	Grade Level 13
1.5	Chief Pharmacist	Grade Level 14
1.6	Assistant Director	Grade Level 15
1.7	Deputy Director/Director (States)	Grade Level 16

### **2. DUTIES**

#### **2.1 Intern Pharmacist/Youth Corps Pharmacist, Grade level 09**

2.1.1 Undergoing internship training under the supervising of a registered pharmacist. This entails understanding the duties of a registered pharmacist for a statutory period of twelve (12) months, in order to acquire necessary practical experience required by law before being registered.

#### **2.2 Pharmacist, Grade level 10**

2.2.1 Carrying out inspection duties as provided for under the Poisons and Pharmacist' Act, the Dangerous Drug Act and the Food and Drug Decree and other operational legislations.

- 2.2.2 Dispensing prescription to in-and-outpatient, counseling and keeping the prescription records as required by law.
- 2.2.3 Maintaining stores and keeping relevant store records.
- 2.2.4 Preparing extemporaneous medicaments such as mixtures, lotions, ointments, syrups, etc.
- 2.2.5 Provide technical information and advice to professional staff of a hospital, medical institution or regulatory body.
- 2.2.6 Ensuring proper storage and issuance of drugs in hospitals, drug stores and central medical stores.
- 2.2.7 Carrying out relevant activities in the various processes of drug production, analysis and quality control in pharmaceutical and manufacturing laboratories.
- 2.2.8 Carrying out routine analysis of samples of drugs and cosmetics in quality control laboratories.
- 2.2.9 Counseling patients on proper drug usage.
- 2.2.10 Collating pharmaceutical and medical data on drugs to be registered for sale

### **2.3 Senior Pharmacist, Grade level 12**

- 2.3.1 Controlling and supervising the pharmacy in a Government Hospital.
- 2.3.2 Assisting in the supervision of intern pharmacist in their day-to-day duties.
- 2.3.3 Dispensing prescriptions to in-and-out -patient, counseling to patients.
- 2.3.4 Preparing quality control of extemporaneous medicaments such as mixtures, lotions, etc. in hospitals.
- 2.3.5 Maintaining stores and keeping relevant inventory and records of drugs in the stores.
- 2.3.6 Maintaining quality assurance in the medical store.
- 2.3.7 Providing technical information and advice on drugs to relevant professional staff.
- 2.3.8 Controlling and issuing drugs
- 2.3.9 Carrying out under supervision routine analysis in pharmaceutical and manufacturing laboratory.
- 2.3.10 Coordinating execution and implementation of drug revolving fund
- 2.3.11 Controlling and costing drugs to patients.

- 2.3.12 Performing inspection duties as provided under the Poisons and Pharmacy Act, the dangerous drugs Act, and the food and drugs Decree, and other operational legislations.
- 2.3.13 Carrying out sample drug analysis and making the result available to the police for prosecution purpose.
- 2.3.14 Carrying out under supervision routine analysis of sample of drugs, cosmetic and medical devices in quality control laboratories.
- 2.3.15 Controlling and supervising services rendered in pharmacy department in comprehensive Health Centres and Hospitals.
- 2.3.16 Ensuring proper storage of drugs in hospital drug stores and central medical stores.
- 2.3.17 Taking charge of the activities of zonal medical stores.

## **2.4 Principal Pharmacist, Grade Level 13**

- 2.4.1 Supervising of intern pharmacists in his day-to-day duties.
- 2.4.2 Taking charge of some aspects of the procedures in preparation of such sterile products as infusion fluids, eye drops and injectable.
- 2.4.3 Assembling relevant information for the preparation of indents for drug requirements in hospitals and medical stores.
- 2.4.4 Taking charge of the records of receipts, supplies and stock of dangerous drugs in the medical stores.
- 2.4.5 Developing briefs necessary for formulation and update of regulations.
- 2.4.6 Undertaking preliminary assessment of dossiers submitted for registrations.
- 2.4.7 Undertaking preliminary assessment of materials submitted for advertisement for drugs, cosmetic and medical devices.
- 2.4.8 Conducting routine inspection of the disposal of narcotic drugs supplied to approved health Institutions.
- 2.4.9 Undertaking regular checks on the disposal and Utilization of psychotropic drugs and other control substances imported into the country.
- 2.4.10 Collating and disseminating information on drugs to other health professionals.
- 2.4.11 Participating in the collation of data for hospital formulary
- 2.4.12 Collating statistical records of drugs, industrial chemicals, cosmetics, medical devices etc.
- 2.4.13 Taking charge of activities of zonal medical stores.

## **2.5 Chief Pharmacist, Grade Level 14**

- 2.5.1 Taking charge of the activities of a large pharmaceutical Unit.
- 2.5.2 Taking responsibility for operations in specific sections of a pharmaceutical manufacturing laboratory.
- 2.5.3 Preparing protocols for clinical trials of drugs for purpose of registration
- 2.5.4 Supervising and controlling a number of subordinates.
- 2.5.5 Training pharmacy interns and pharmacy aids.
- 2.5.6 Controlling, coordinating and stimulating operational activities.
- 2.5.7 Participating in the formulation and execution of training programmes.
- 2.5.8 Undertaking regular monitoring of drug stock levels in hospitals and medical stores
- 2.5.9 Undertaking inspection of pharmaceutical manufacturing establishments to ensure compliance with current good manufacturing practices.
- 2.5.10 Participating in public enlightenment campaign visits to schools and target population on drug abuse control programmes.
- 2.5.11 Collating data in drug utilization patterns towards assisting in quantification of drug requirements and rational usage.
- 2.5.12 Participating in cost recovery programmes under the drug revolving fund scheme.

## **2.6 Assistant Director, Grade Level 15**

- 2.6.1 Taking charge of the activities of a large pharmaceutical unit.
- 2.6.2 Taking responsibility for the running of the Pharmacy Technician course in the schools of Health Technology.
- 2.6.3 Assisting in the administration of pharmaceutical department.
- 2.6.4 Taking charge of the activities of the Drug Information Service Centre (DIC).
- 2.6.5 Coordinating the activities of the zonal medical stores.
- 2.6.6 Supervising requisitions from and supplies to all medical units of zone.
- 2.6.7 Selling and supplying narcotic drugs to approved health Institutions.
- 2.6.8 Maintaining statistical records of drugs, industrial chemicals, cosmetics, medical devices, etc.
- 2.6.9 Participating in the evaluation of application dossiers for registration of drugs, cosmetics, and medical devices.

- 2.6.10 Supervising and preparing briefs on application for the importation and supplies of narcotics, psychotropics and other controlled substances.
- 2.6.11 Serving as a member of the hospital formulary committee
- 1.6.12 Taking charge of drug information services of the hospital.
- 2.6.13 Co-ordinating the various production section of the pharmaceutical manufacturing laboratory.
- 2.6.14 Supervising the preparation of briefs for application for registration of drugs, cosmetics and medical devices.
- 2.6.15 Providing secretarial and logistical support to the Nation Drug Review Committee.
- 2.6.16 Giving professional advice
- 2.6.17 Taking charge of a Branch/Division
- 2.6.18 Assisting in the general administration of the Department.
- 2.6.19 Initiating action on the review of pharmacy policies and programmes.

**2.7 Deputy Director/Director (States), Grade level 16**

- 2.7.1 Coordinating the training programmes for staff.
- 2.7.2 Co-ordinating and supervising the licensing section.
- 2.7.3 Assisting in the formulation of health policies.
- 2.7.4 Taking responsibility for pharmacy development planning.
- 2.7.5 Serving as a member of Departmental Tenders Board.
- 2.7.6 Serving as a member of Departmental Selection Board.
- 2.7.7 Taking responsibility for the collation and review of annual and other reports of his Division.
- 2.7.8 Assisting in the general administration of the Department.
- 2.7.9 Serving as a member of the Medical Advisory Committee in the Teaching/Specialist Hospital and Federal Medical Centres.
- 2.7.10 Service as a project manager for the drug revolving fund in Teaching/Specialist Hospital, and Federal Medical Centres.
- 2.7.11 Assisting in the review and updating of regulations towards the implementation of the National Drug Policy.
- 2.7.12 Serving as a member of drug registration committee.



- 2.7.13 Assisting in the administration of pharmaceutical services and the development of the various specialties within the system.
- 2.7.14 Planning and coordinating research activities and analyzing research data.
- 2.7.15 Taking charge of a Division/Department (States).

## **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, review and execution of policies and programme on pharmacy.
- 2.8.3 Coordinating the various Divisions within the Department.
- 2.8.4 Serving as a member of Ministerial Tenders Board.
- 2.8.5 Serving as a member of the Pharmacist Council of Nigeria.
- 2.8.6 Liaising with relevant International narcotic body on the control of narcotic and chotropic substances.
- 2.8.7 Serving as a member of Nigerian Codex Alimentarius Committee and liaising Codex Alimentarius for the formulation of standards on food and food activities.
- 2.8.8 Representing the Federal Ministry of Health on the various health related agent such as Standards Organization of Nigeria. National Drug Law Enforcement Agency Federal Environmental Protection Agency and Management Board of Teaching Hospital.
- 2.8.9 Advising on all matters relating to food, drugs, cosmetics and medical devices.

## **3 METHODS OF ENTRY/ADVANCEMENT WITHIN THE CADRE**

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

### **3.1 Intern Pharmacist/Youth Corps Pharmacist, Grade level 09**

- 3.1.1 By direct appointment of a candidate possessing Bachelor of Pharmacy degree registrable with the Pharmacist Registration Board of Nigeria (PRBN)

### **3.2 Pharmacist, Grade level 10**

- 3.2.1 By advancement of an Intern Pharmacist who has obtained the registration Pharmacist Registration Board of Nigeria and successfully completed the national Youth Service Scheme or obtained certificate of exemption from NYSC.
- 3.2.2 By direct appointment of a candidate possessing the qualification specified in paragraph 3.1.1. above plus at least one year post-registration cognate experience,

### **3.3 Senior Pharmacist, Grade level 12**

3.3.1 By promotion of a confirmed and suitable Pharmacist who has at least spent at least years on the grade.

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

### **3.4 Principal Pharmacist, Grade level 13**

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

### **3.5 Chief Pharmacist, Grade level 14**

3.5.1 By promotion of a confirmed and suitable Principal Pharmacist who has spent at three years on the grade.

### **3.6 Assistant Director, grade level 15**

3.6.1 By promotion of a confirmed and suitable Chief Pharmacist who has spent at least three years on the grade.

### **3.7 Deputy Director/Director (States), Grade level 16**

3.7.1 By promotion of a confirmed and 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 confirmed and 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 appointment may also be made to posts in GL. 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.

## **PRIMARY HEALTH CARE TUTOR CADRE**

### **1. POSTS AND SALARIES**

1.1	Primary Health Care Tutor	Grade Level 09
1.2	Senior Primary Health Care Tutor	Grade Level 10
1.3	Principal Primary Health Care Tutor	Grade Level 12
1.4	Assistant Chief Primary Health Care Tutor	Grade Level 13
1.5	Chief Primary Health Care Tutor	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 Primary Health Care Tutor, Grade level 09**

- 2.1.1 Teaching relevant subjects of specialization at appropriate levels
- 2.1.2 Teaching in the orientation course of traditional Birth Attendants in local Government areas.
- 2.1.3 Scrutinizing Health Centres Service Forms for teaching processes
- 2.1.4 Assisting in the preparation of teaching materials/manuals.
- 2.1.5 Assisting in organization of games, sports and other curricular activities.

### **2.2 Senior Primary Health Care Tutor, Grade level 10**

- 2.2.1 Teaching relevant subject of specialization at appropriate levels
- 2.2.2 Determining, the relevance and adequacy of existing teaching materials.
- 2.2.3 Assisting in organizing orientation courses for Traditional Health Birth Attendants.
- 2.2.4 Participating in curriculum development and review.
- 2.2.5 Assisting in running programmes of staff development.

### **2.3 Principal Primary Health Care Tutor, Grade level 12**

- 2.3.1 Teaching relevant subject of specialization at appropriate levels
- 2.3.2 Advising Local Governments on principles and method of organizing village health committees.
- 2.3.3 Initiating research programmes
- 2.3.4 Assisting in establishing proficiency criteria and standard in subject areas.
- 2.3.5 Participating in curriculum development and review.

### **2.4 Assistant Chief Primary Health Care Tutor, Grade level 13**

- 2.4.1 Teaching relevant subjects of specialization at appropriate levels
- 2.4.2 Supervising the activities of a number of junior staff.
- 2.4.3 Supervising games, sports and other extra-curricular activities

- 2.4.4 Assisting in organizing the training programmes of staff.
- 2.4.5 Assisting in planning the teaching/learning processes 01 special area i.e. Maternal child health.
- 2.4.6 Organizing orientation courses for Traditional Birth Attendants.

**2.5 Chief Primary Health Care Tutor, Grade level 14**

- 2.5.1 Teaching relevant subjects of specialization at appropriate levels
- 2.5.2 Coordinating the activities of a number of subordinates.
- 2.5.3 Participating in curriculum development and review
- 2.5.4 Organizing the training programme of staff
- 2.5.5 Conducting researches in relevant areas.
- 2.5.6 Heading a Department/Unit in the areas.

**2.6 Assistant Director, Grade level 15**

- 2.6.1 Taking charge of a school with four or less outputs disciplines.
- 2.6.2 Initiating and organizing continuing various programmes for community health workers.
- 2.6.3 Coordinating researches and evaluating various programmes on community health
- 2.6.4 Participating in setting and reviewing standards for schools of health technology II other related health institution.
- 2.6.5 Coordinating the training programme of staff.

**2.7 Deputy Director, Grade Level 16**

- 2.7.1 Taking charge of school with at least four (4) outputs disciplines.
- 2.7.2 Taking responsibility for staff and community health education development planning
- 2.7.3 Advising on policies and programmes for orientation course
- 2.7.4 Assisting in the general administration of a school.

**2.8 Director, Grade level 17**

- 2.8.1 Taking charge of school of Health Technology
- 2.8.2 Coordinating the activities of heads of Units
- 2.8.3 Advising on community health education programmes

- 2.8.4 Responsible for maintaining the standard of teaching in the school.
- 2.8.5 Implementing Government policies relating to community health education.

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

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

#### **3.1 Primary Health Care Tutor, Grade level 09**

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

3.1.1.1 Bachelor of Science degree in Community Health plus a Post-Graduate Diploma (PGI) in Community Health Education from a recognized University.

3.1.1.2 Masters degree in Community Health from a recognized University.

#### **3.2 Senior Primary Health Care Tutor, Grade level 10**

3.2.1 By promotion of a confirmed and suitable Primary Health Care Tutor who has spent at least three years on the grade.

3.2.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1.1. or 3.1.1.2 above plus at least three years' post-qualification cognate experience.

3.2.3 By direct appointment of a candidate possessing a Doctorate degree (PhD) in Community Health.

#### **3.3 Principal Primary Health Care Tutor, Grade level 12**

3.3.1 By promotion of a confirmed and suitable Senior Primary Health Care Tutor who has spent at least three years on the grade.

#### **3.4 Assistant Chief Primary Health Care Tutor, Grade level 13**

3.4.1 By promotion of a confirmed and suitable Principal Primary health Care Tutor who has spent at least three years on the grade.

#### **3.5 Chief Primary Health Care Tutor, Grade Level 14**

3.5.1

### **2. DUTIES**

#### **2.1 Physiotherapist, Grade level 09**

2.1.1 Carrying out physiotherapeutic services under the supervision of a licel Physiotherapist.

2.1.2 Implementing treatment programmes as directed by a licensed Physiotherapist.

- 2.1.3 Documenting and reporting patients status and progress in accordance with departmental policy.
- 2.1.4 Participating in Health Team Care including patients' discharge.
- 2.1.5 Participating in ward rounds, ground and teaching rounds, in-service training and other educational activities.
- 2.1.6 Ensuring compliance with the code of professional ethics of Nigeria Society of Physiotherapy and Medical Rehabilitation Therapists Registration Board and adherence to departmental policies and procedures.

**2.2 Physiotherapist, Grade level 10**

- 2.2.1 Serving as a resource person for in-service and other educational programmes.
- 2.2.2 Supervising the work of a number of subordinate staff.
- 2.2.3 Rendering services in a chosen specialty.

**2.3 Principal Physiotherapist, Grade level 12**

- 2.3.1 Providing specialist leadership role for specific programmes within his area of control.
- 2.3.2 Carrying out research work and publishing findings on patient care.

**2.4 Assistant Chief Physiotherapist, Grade level 13**

- 2.4.1 Assisting the Chief Physiotherapist in the administration office Section.
- 2.4.2 Carrying out research work and publishing research findings on patient care.
- 2.4.3 Supervising a number of subordinates.

**2.5 Chief Physiotherapist, Grade level 14**

- 2.5.1 Taking charge of a specialized unit within a Department.
- 2.5.2 Providing Consultancy services to related health institutions.
- 2.5.3 Training physiotherapist under-going post-graduate studies in the Department
- 2.5.4 Supervising a number of other specialized units within a town or nearby communities.

**2.6 Assistant Director, Grade level 15**

- 2.6.1 Supervising the training programme of student Physiotherapists
- 2.6.2 Taking charge of a number of Physiotherapy sections in a Teaching/specialist Hospital in a town or zone in a State.
- 2.6.3 Assisting in the general administration of the Physiotherapy Division.

- 2.6.4 Evaluating current programmes and personnel performance.
- 2.6.5 Supervising research activities and heading a Branch.
- 2.6.6 Conducting patient rounds, in-service and other educational programmes.

**2.7 Deputy Director, Grade level 16**

- 2.7.1 Taking charge of the general administration of a Division
- 2.7.2 Coordinating research activities.
- 2.7.3 Advising on clinical and administrative matters.
- 2.7.4 Organizing seminars and Courses for staff and students.

**2.8 Director, Grade level 17**

- 2.8.1 Taking charge of the general administration of the Physiotherapy Department.
- 2.8.3 Coordinating all research activities in the department.
- 2.8.4 Advising Hospital and / or Government on annual budgetary preparation on physiotherapy/Medical Rehabilitation and ensuring proper implementation.
- 2.8.5 Planning, developing and implementing physiotherapy programmes and policies of the Department.
- 2.8.6 Ensuring strict compliance of staff and students with appropriate professional code of ethics.
- 2.8.7 Supervising the teaching of under-graduate and post graduate students 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 Physiotherapist, Grade level 09**

- 3.1.1 By direct appointment of a candidate possessing a degree in Physiotherapy who has registered with the Medical Rehabilitation Therapists Registration Board of Nigeria.

**3.2 Senior Physiotherapist, Grade level 10**

- 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 subparagraph 3.1.1 above plus at least three years post-qualification cognate experience.

**3.3 Principal Physiotherapist, Grade level 12**

3.3.1 By promotion of a confirmed and suitable Senior Physiotherapist who has spent at least three years on the grade.

**3.4 Assistant Chief Physiotherapist, Grade level 13**

3.4.1 By promotion of a confirmed and suitable Principal Physiotherapist who has spent at least three years on the grade.

**3.5 Chief Physiotherapist, Grade level 14**

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

**3.6 Assistant Director Grade Ii, Grade level 15**

3.6.1 By promotion of a confirmed and suitable Chief Physiotherapist who has spent -at least three years on the grade.

**3.7 Deputy Director, Grade level 16**

3.7.1 By promotion of a confirmed and 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 confirmed and 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 appointment may also be made to posts in GL. 12 and above but this would be preceded by specific advertisement at the instance of the user Ministry/Department. Promotion from such direct appointment to higher grades are subject to confirmation of appointment.

**RADIOGRAPHER CADRE**

**1. POSTS AND SALARIES**

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

**2. DUTIES**



- 2.1 Radiographer, Grade level 07
  - 2.1.1 Carrying out radiographic examinations such as V.I.P. and cholecystography.
  - 2.1.2 Assisting in Radiographic examination of the gastro-intestinal tract, blood vessels and neuro investigations.
  - 2.1.3 Taking care of X-Ray equipment
  - 2.1.4 Assisting in developing and filling radiographic examinations.
- 2.2 **Higher Radiographer, Grade level 08**
  - 2.2.1 Supervising the activities of a number of junior staff in the Section.
  - 2.2.2 Taking care of X-Ray equipment.
  - 2.2.3 Checking and sorting X-Ray Films or Radiographs
  - 2.2.4 Developing and Filling radiographic examination for record purposes.
- 2.3 **Senior Radiographer, Grade level 09**
  - 2.3.1 Ensuring maintenance, servicing and storage of X-Ray apparatus and accessory
  - 2.3.2 Training Darkroom Technicians and Assistants
  - 2.3.3 Taking charge of X-Ray service in an area, Mobile or Static Mass Radiographic Unit.
  - 2.3.4 Organizing Lectures for student Radiographers and junior staff in the X-Ray
- 2.4 **Principal Radiographer Grade II, Grade level 10**
  - 2.4.1 Taking charge of a group of hospital X-Ray Units at the headquarters or zone.
  - 2.4.2 Taking charge of the training of X-Ray Assistants and other Junior staff in the Section.
- 2.5 **Principal Radiographer Grade I, Grade level 12**
  - 2.5.1 Organizing lectures for student Nurses in an area.
  - 2.5.2 Indenting X-Ray equipment, chemicals, films, contrast media etc.
  - 2.5.3 Supervising the activities of a number of junior Radiographers.
- 2.6 **Assistant Chief Radiographer, Grade level 13**
  - 2.6.1 Ordering and receiving stores and equipment for X-Ray Units.
  - 2.6.2 Assisting in designing annual reports and yearly estimates for the Radiology
  - 2.6.3 Supervising radiographic activities in the Ministry/Department.

## **2.7 Chief Radiographer, Grade level 14**

- 2.7.1 Preparing annual reports and yearly estimates for the Radiology Section.
- 2.7.2 Advising on all radiographic matters.
- 2.7.3 Coordinating radiographic activities in the Ministry/Department.

## **3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

### **3.1 Radiographer, Grade level 07**

- 3.1.1 By direct appointment of a candidate possessing the Diploma of the Society of Radiographers (DSR) or Certificate of Membership of Radiographers or any equivalent qualification from a recognized Institution.

### **3.2 Higher Radiographer, Grade level 08**

- 3.2.1 By promotion of a confirmed and suitable Radiographer 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 Radiographer, Grade level 09**

- 3.3.1 By promotion of a confirmed and suitable Higher Radiographer 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 Radiographer Grade II, Grade level 10**

- 3.4.1 By promotion of a confirmed and suitable Senior Radiographer 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 Principal Radiographer, Grade I, Grade level 12**

- 3.5.1 By promotion of a confirmed and suitable Principal Radiographer Grade II who has spent at least three years on the grade.

### **3.6 Assistant Chief Radiographer, Grade level 13**

- 3.6.1 By promotion of a confirmed and suitable Principal Radiographer Grade I who has spent at least three years on the grade.

### **3.7 Chief Radiographer, Grade level 14**

- 3.7.1 By promotion of a confirmed and suitable Assistant Chief Radiographer who has spent at least three years on the grade.

## **4. ADVANCEMENT BEYOND THE CADRE**

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

### **MEDICAL IMAGING SCIENTIST CADRE**

#### **1. POSTS AND SALARIES**

1.1	Medical Imaging Scientist Grade II	Grade level 08
1.2	Medical Imaging Scientist Grade I	Grade level 09
1.3	Senior I4medical Imaging Scientist	Grade level 10
1.4	Principal Medical Imaging Scientist	Grade level 12
1.5	Assistant Chief Medical Imaging Scientist	Grade level 13
1.6	Chief Medical Imaging Scientist	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 Medical Imaging Scientist Grade II, Grade level 08
- 2.1.1 Undergoing a one-year internship programme and performing the following duties under supervision:
- 2.1.1.1 Determining the radiation dose required in producing diagnostically acceptable radiographs.
- 2.1.1.2 Assessing the technical excellence of radiographs.
- 2.1.1.3 Participating in ultrasonography examinations.
- 2.1.1.4 Participating in fluoroscopic procedures.
- 2.1.2.5 Participating in special radiological procedures.
- 2.1.1.6 Attending seminars, conferences and refresher courses.

#### **2.2 Medical Imaging Scientist Grade I, Grade level 09**

- 2.2.1 Determining the radiation dose required in producing diagnostically acceptable radiographs.
- 2.2.2 Producing radiograph of high diagnostic quality and assessing the technical excellence of radiographs and decides on further radiographs as necessary.
- 2.2.3 Undertaking ultrasonography examinations and reporting on the images produced.
- 2.2.4 Undertaking radionuclide imaging investigations.
- 2.2.5 Finding fault of mal-functioning X-ray equipment and executing minor repairs of X-ray machines.
- 2.2.6 Participating in fluoroscopic procedures.
- 2.2.7 Participating in special radiological procedures.
- 2.2.8 Supervising the activities of ancillary staff
- 2.2.9 Attending conferences, seminars and refresher course to update knowledge.

**2.3 Senior Medical Imaging Scientist, Grade level 10**

- 2.3.1 Performing the duties specified in sub-paragraph 2.2. above.
- 2.3.2 Taking charge of a radiographic installation in a hospital
- 2.3.3 Ensuring maintenance, servicing and safety of X-ray, ultrasonic and radionuclide scanner/gamma cameras and CT scanners.
- 2.3.4 Documenting patient records/films.

**2.4 Principal Medical Imaging Scientist, Grade level 12**

- 2.4.1 Taking charge of X-ray service in a section of the hospital.
- 2.4.2 Training darkroom technicians and assistants
- 2.4.3 Organizing lectures for student radiographers, nurses, and junior staff in the X-ray unit.
- 2.4.4 Supervising the activities of a number of junior staff

**2.5 Assistant Chief Medical Imaging Scientist, Grade level 13**

- 2.5.1 Performing the duties specified in sub-paragraphs 2.4.1 — 2.4.2 above
- 2.5.2 Supervising subordinates and taking charge of X-ray services in an area or static mass radiographic unit.
- 2.5.3 Testing or checking equipment and accessories for safe functioning.
- 2.5.4 Assisting in the administration of a section.

## **2.6 Chief Medical Imaging Scientist, Grade level 14**

- 2.6.1 Taking charge of a Section
- 2.6.2 Taking charge of a specialized unit of the Department such as neurological or cardiovascular units.
- 2.6.3 Participating in the development and enforcement of radiation safety rules or regulations in area of assignment.
- 2.6.4 Carrying out research into means of improving radiographic techniques.
- 2.6.5 Initiating and ensuring compliance with quality control measures.
- 2.6.6 Lecturing student radiologists on imaging techniques
- 2.6.7 Preparing annual report on radiographic services and personnel.

## **2.7 Assistant Director, Grade level 15**

- 2.7.1 Assigning responsibilities to and supervising subordinates.
- 2.7.2 Assessing and evaluating quality control measures of diagnostic images, equipment and materials.
- 2.7.3 Recommending the procurement of radiological supplies, equipment and accessories.
- 2.7.4 Monitoring imaging procedures.
- 2.7.5 Maintaining departmental statistical records and making sure that it is operated efficiently and with economy.
- 2.7.6 Ensuring that mechanical and electrical hazards are reduced to minimum.
- 2.7.7 Collating and reviewing annual reports.
- 2.7.8 Taking charge of a Branch.
- 2.7.9 Coordinating the training programme of staff

## **2.8 Deputy Director/Director (States), Grade level 16**

- 2.8.1 Taking charge of a Division/Department (State)
- 2.8.2 Ensuring compliance with standards and quality control measures e.g. radiation protection regulations.
- 2.8.3 Supervising equipment maintenance and utilization
- 2.8.4 Managing training programmes for staff and students
- 2.8.5 Liaising with radiologists regarding schedules and other matters concerning radiographers.

- 2.8.6 Coordinating annual budget and Medical Imaging Services reports.
- 2.8.7 Participating in the formulation of departmental rules and regulations, development programmes and other matters.
- 2.8.8 Assisting in the general administration of the Department.
- 2.8.9 Advising on radiographic and related matters.

## **2.9 Director, Grade level 17**

- 2.9.1 Advising the formulation, execution and review of policies and programmes on radiographic and related matters.
- 2.9.2 Taking charge of the general administration of the Medical Imaging Department.
- 2.9.3 Liaising with Radiographers' Registration Board, training Institutions etc. on matters affecting the profession.

## **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 Imaging Scientist Grade II, Grade level 08**

- 3.1.1 By direct appointment of a candidate possessing Bachelor's degree in Radiography (B.Ed) from a recognized University or any other equivalent qualification registrable with the Radiographers Registration Board of Nigeria (RRBN).

### **3.2 Medical imaging Scientist Grade 1, Grade level 09**

- 3.2.1 By advancement of a Medical Imaging Scientist Grade II who has successfully - completed a one-year internship programme.
- 3.2.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1. above plus at least one year post-qualification cognate experience.

### **3.3 Senior Medical Imaging Scientist, Grade level 10**

- 3.3.1 By promotion of a confirmed and suitable Medical Imaging Scientist 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 subparagraph 3.1.1. above plus at least four years' post-qualification cognate experience.

### **3.4 Principal Medical imaging Scientist, Grade level 12**

- 3.4.1 By promotion of a confirmed and suitable Senior Medical Imaging Scientist who has spent at least three years on the grade.
- 3.5 Assistant Chief Medical Imaging Scientist, Grade level 13
  - 3.5.1 By promotion of a confirmed and suitable Principal Medical Imaging Scientist who has spent at least three years on the grade.
- 3.6 Chief Medical Imaging Scientist, Grade level 14**
  - 3.6.1 By promotion of a confirmed and suitable Assistant Chief Medical Imaging Scientist 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 Medical Imaging Scientist 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 Appointment to posts on Grade Level 12 and above: Direct appointment may also be made to posts on grade level 12 and above; 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.

## **INFORMATION**

### **ART PRODUCTION ATTENDANT CADRE**

#### **1. POSTS AND SALARIES**

- 1.1 Art Production Attendant Grade III Grade Level 02
- 1.2 Art Production Attendant Grade II Grade Level 03
- 1.3 Art Production Attendant Grade I Grade Level 04

#### **2. DUTIES**

- 2.1 Art Production Attendant Grade III, Grade Level 02
  - 2.1.1 Performing under supervision, routine manual work in Art Production.
  - 2.1.2 Cleaning the art equipment and materials in Art Production Section
- 2.2 Art Production Attendant Grade II, Grade Level 03

- 2.2.1 Performing routine manual work in the Art Production Section.
- 2.2.2 Cleaning the art equipment and materials in art production section.

**2.3 Art Production Attendant Grade I, Grade Level 04**

- 2.3.1 Taking proper care and maintenance of art equipment and materials.
- 2.3.2 Supervising and coordinating the activities of Art Production 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 Art Production Attendant Grade III, Grade Level 02**

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

**3.2 Art Production Attendant Grade H, Grade Level 03**

- 3.2.1 By promotion of a confirmed Art Production 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 plus at least two years' post-qualification cognate experience.
- 3.2.3 By direct appointment of a candidate possessing evidence of completion of full course in Government approved Secondary School or S. 75 or JSSC.

**3.3 Art Production Attendant Grade I, Grade Level 04**

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

**4. ADVANCEMENT BEYOND THE CADRE**

- 4.1 Any Art Production Attendant who passes the Departmental Confirmation/Promotion Test at promotion level (i.e. 50%) will be eligible for promotion I lateral conversion to the Art Production Assistant Cadre.
- 4.2 Any officer in the Art Production Attendant cadre who acquires any of the qualifications specified for appointment to any higher grade will be eligible for promotion/transfer to the grade.

**PRINTING ASSISTANT CADRE**

**1. POSTS AND SALARIES**

- 1.1 Printing Assistant Grade II Grade Level 03/04
- 1.2 Printing Assistant Grade I Grade Level 05



- 1.3 Senior Printing Assistant Grade Level 06
- 1.4 Chief Printing Assistant Grade Level 07

## **2. DUTIES**

- 2.1 Printing Assistant Grade II, Grade Level 03/04
  - 2.1.1 This is a training grade. Holders of JSSC or S.75 (on GL 03) are to undergo a three year on-the-job training while holders of WASC/SSCE (on GL 04) are to undergo a two-year on-the-job training.
  - 2.1.2 Training in the operation and maintenance of printing and book-binding equipment.
  - 2.1.3 Training in the repair of typewriters and duplicating machines.
  - 2.1.4 Performing skilled operation of warehouse work and stationery binding.
  - 2.1.5 Training on printing-machine and plants repair and maintenance.
- 2.2 Printing Assistant Grade I, Grade Level 05
  - 2.2.1 Undergoing advanced training in printing techniques and maintenance of printing equipment and plants.
  - 2.2.2 Undergoing advanced training in printing machine repairs, typewriters and duplicating machines and plant repairs.
  - 2.2.3 Operating less complicated machines and equipment in use in the production and book binding.
  - 2.2.4 Operating warehouse work and stationery binding.
- 2.3 **Senior Printing Assistant, Grade Level 06**
  - 2.3.1 Operating machines for mechanical setting, casting, stripping of negatives and positives, machine-minding, sewing and binding.
  - 2.3.2 Overhauling and maintaining typewriters and duplicating machines.
  - 2.3.3 Assisting in the repair and maintenance of printing machines and plants.
  - 2.3.4 Assisting in training new machine operators.
- 2.4 **Chief Printing Assistant, Grade Level 07**
  - 2.4.1 Operating more complicated machines on letter assembly, bookbinding, camera and plate-making.
  - 2.4.2 Handling complicated jobs on stripping of negatives and positives, proofreading and costing and estimating.

- 2.4.3 Carrying out minor repairs and routine maintenance of typewriters and duplicating machines, printing machines and plants.
- 2.4.4 Supervising and training junior operators on the job.
- 2.4.5 Scrutinizing and identifying technical problems that may arise in the course of production.

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

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

#### **3.1 Printing Assistant Grade 11, Grade Level 03/04**

- 3.1.1 By promotion of confirmed and outstanding Press Attendant who passed the Combined Confirmation/Promotion Test at promotion level (i.e. 50%).
- 3.1.2 By direct appointment of a candidate possessing JSSC/S.75 or WASCISSC r General Certificate of Education (0(L) with four credit passes at one sitting or five credit passes at two sittings.
- 3.1.3 By direct appointment of a candidate possessing Certificate of successful completion of a four years' course in Printing at a Government Trade Centre or any other ap. proved Technical School.

#### **3.2 Printing Assistant Grade 1, Grade Level 05**

- 3.2.1 By advancement of a Printing Assistant Grade II. who has successfully completed the training programme for Apprentice Printer and passed the Departmental Confirmation/Promotion Test at promotion Level.
- 3.2.2 By direct appointment of a candidate possessing Intermediate City and Guilds Certificate in Printing with at least two years' post-qualification cognate experience.

#### **3.3 Senior Printing Assistant, Grade Level 06**

- 3.3.1 By promotion of a confirmed and suitable Printing Assistant Grade I who has spent at least two years on the grade.

#### **3.4 Chief Printing Assistant, Grade Level 07**

- 3.4.1 By promotion of a confirmed and suitable Senior Printing Assistant who has spent at least two years on the grade

### **4 ADVANCEMENT BEYOND THE CADRE**

- 4.1 A confirmed and outstanding Printing Assistant Grade II possessing WASC or SSSC who scored at least 70% in the Departmental Confirmation/Promotion Test, will be eligible for training as Assistant Superintendent of Press. On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Superintendent of Press.

- 4.2 A confirmed and outstanding Printing Assistant Grade I is eligible for promotion to the grade of Assistant Superintendent of Press.
- 4.3 A confirmed and suitable Senior Printing Assistant is eligible for promotion to the Grade o Superintendent of Press.
- 4.4 A confirmed and suitable Chief Printing Assistant is eligible for Lateral transfer to the grade of Superintendent of Press.
- 4.5 Any officer in the Printing Assistant Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

## **SUPERINTENDENT OF PRESS CADRE**

### **1. POSTS AND SALARIES**

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

### **2. DUTIES**

#### **2.1 Assistant Superintendent of Press, Grade Level 06**

- 2.1.1 Performing under supervision printing duties such as costing and estimating, letter assembly, proof reading, stripping of negatives and positives, camera! plate making machine, printing, book binding and recovery.
- 2.1.2 Undergoing one year on the job training FGP Training School
- 2.1.3 Assisting in overhauling and maintenance of typewriters and duplicating machines.
- 2.1.4 Assisting in repairs and maintenance of printing machines and plants.
- 2.1.5 Checking the movement of jobs.

#### **2.2 Superintendent of Press, Grade Level 07**

- 2.2.1 Organizing Printing duties specified in sub-paragraph 2.1.1 above.

- 2.2.2 Performing operations on more complicated machines and classified jobs.
- 2.2.3 Scrutinizing and identifying technical problems in the course of job production.
- 2.2.4 Supervising and training new operators on the machines.

### **2.3 Higher Superintendent of Press, Grade Level 08**

- 2.3.1 Supervising the production of jobs.
- 2.3.2 Checking records of stocks and spare parts.
- 2.3.3 Investigating and rectifying technical problems that may arise in the course of production.
- 2.3.4 Keeping records of production on the machine
- 2.3.5 Ensuring proper conditioning of machines for production on daily basis.
- 2.3.6 Keeping records of repairs and maintenance of machinery and plants.

### **2.4 Senior Superintendent of Press, Grade Level 09**

- 2.4.1 Taking responsibility for production on the machine.
- 2.4.2 Responsible for proper maintenance and repair of printing, machines, plants, typewriters and duplicating machines.
- 2.4.3 Checking intricate jobs and effecting on the spot corrections and alterations.

### **2.5 Principal Superintendent of Press Grade II, Grade Level 10**

- 2.5.1 Assisting in the planning and execution of jobs.
- 2.5.2 Training the junior staff on the job.
- 2.5.3 Identifying materials required for production.
- 2.5.4 Supervising repairs and maintenance of typewriters, duplicating machines, printing machines and plants.
- 2.5.5 Preparing work-tickets, costing and estimating materials required for job production.
- 2.5.6 Supervising the distribution of finished product.

### **2.6 Principal Superintendent of Press Grade 1, Grade Level 12**

- 2.6.1 Monitoring the execution of jobs.
- 2.6.2 Ensuring that machines and equipment are in perfect working conditions all times.
- 2.6.3 Coordinating the activities of heads of sub-sections.

2.6.4 Liaising with other heads of sections on production matters.

**2.7 Assistant Chief Superintendent of Press, Grade Level 13**

2.7.1 Assisting in the management of the Section.

2.7.2 Coordinating the production activities in a Unit.

2.7.3 Supervising the training programme of staff.

2.7.4 Ensuring prompt completion and delivery of jobs.

**2.8 Chief Superintendent of Press, Grade Level 14**

2.8.1 Heading a section like Composing, Letter Press, Print-Finishing, Office Equipment, Process, Lithography, Screen Printing.

2.8.2 Undertaking special assignment and duties related to the section.

2.8.3 Ensuring regular and proper maintenance and repair of printing equipment and plants.

2.8.4 Organizing, controlling and directing the activities of staff in the central workshop.

2.8.5 Carrying out regular inspection, maintenance and general overhaul of plants and printing equipment.

2.8.6 Identifying obsolete equipment and machinery for board.

2.8.7 Undertaking complete control of classified jobs to avoid leakages.

2.8.8 Supervising all jobs scheduling to the section.

2.8.9 Taking charge of discipline and staff welfare in 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 Superintendent of Press, Grade Level 06**

3.1.1 By promotion of a confirmed and outstanding Printing Assistant Grade I or advancement of Apprentice Printer i.e. Printing Assistant Grade II who has successfully completed the training programme for Assistant Superintendent of Press.

3.1.2 By direct appointment of a candidate possessing Ordinary National Diploma in Machine Printing, Graphic Arts, Printing Technology or Book Binding from Yaba College of Technology or any other recognized institution.

**3.2 Superintendent of Press, Grade Level 07**

- 3.2.1 By promotion of a confirmed and suitable Assistant Superintendent of press 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 3.1.2. above plus at least two years post qualification cognate experience.
- 3.2.3 By direct appointment of a candidate possessing a Higher National Diploma. in any of the fields specified in sub-paragraph 3.1.2 above from a recognized institution.
- 3.2.4 By lateral transfer of a confirmed and suitable Chief Printing Assistant.
- 3.2.5 Promotion of a confirmed and suitable Senior Printing Assistant.

**3.3 Higher Superintendent of Press, Grade Level 08**

- 3.3.1 By promotion of a confirmed and suitable Superintendent of Press 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 3.1.2 above plus at least five years' post-qualification cognate experience or 3.2.3. above plus at least three years' post-qualification cognate experience.

**3.4 Senior Superintendent of Press, Grade Level 09**

- 3.4.1 By promotion of a confirmed and suitable Higher Superintendent of Press 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 above plus at least eight years' post-qualification cognate experience or 3.2.3. above plus at least six years' post-qualification cognate experience.

**3.5 Principal Superintendent of Press Grade II, Grade Level 10**

- 3.5.1 By promotion of a confirmed and suitable Senior Superintendent of Press 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. above plus at least eleven years post-qualification cognate experience or 3.2.3. above plus at least nine years' post-qualification cognate experience.

**3.6 Principal Superintendent of Press Grade I, Grade Level 12**

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

**3.7 Assistant Chief Superintendent of Press, Grade Level 13**

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

**3.8 Chief Superintendent of Press, Grade Level 14**

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

**4. ADVANCEMENT BEYOND THE CADRE**

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

**PRINTING OFFICER CADRE**

**1. POSTS AND SALARIES**

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

**2. DUTIES**

**2.1 Printing Officer Grade II, Grade Level 08**

2.1.1 Performing such duties under supervision as proof reading, letter assembly. Quality, control, costing and estimating and book-binding.

2.1.2 Performing and supervising the production of classified jobs.

2.1.3 Preparing progress reports on classified jobs.

2.1.4 Collecting data.

**2.2 Printing Officer Grade I, Grade Level 09**

2.2.1 Performing the duties specified in sub-paragraph 2.1.1 above.

2.2.2 Carrying out intricate jobs and effecting on-the-spot corrections and alterations.

- 2.2.3 Training and supervising junior officers on the job.
- 2.2.4 Taking charge of repairs and maintenance of printing machines, plants computers, typewriters and duplicating machines.
- 2.2.5 Collecting and collating data.

**2.3 Sensor Printing Officer, Grade Level 10**

- 2.3.1 Carrying out intricate jobs and effecting on-the-spot corrections and alterations.
- 2.3.2 Organizing and supervising the production of classified jobs.
- 2.3.3 Supervising a sub-section.
- 2.3.4 Liaising with other supervisors to ensure high quality production
- 2.3.5 Collating and analyzing data.

**2.4 Principal Printing Officer, Grade Level 12**

- 2.4.1 Supervising the activities of a number of subordinates.
- 2.4.2 Planning and monitoring the execution of classified jobs.
- 2.4.3 Supervising the maintenance mid airs of plants and printing equipment.
- 2.4.4 Assisting in compiling reports.
- 2.4.5 Estimating and costing the materials needed in job production.

**2.5 Assistant Chief Printing Officer, Grade Level 13**

- 2.5.1 Assisting in organizing the training programmes of staff.
- 2.5.2 Controlling overtime and publications.
- 2.5.3 Assisting in the administration of the Section.
- 2.5.4 Coordinating the activities of sub-units in the section.
- 2.5.5 Supervising and coordinating production activities in the section.

**2.6 Chief Printing Officer, Grade Level 14**

- 2.6.1 Taking charge of a Section.
- 2.6.2 Undertaking complete control of production of classified jobs.
- 2.6.3 Carrying out regular inspection on maintenance and overhauling of printing equipment and plants.
- 2.6.4 Coordinating reports.
- 2.6.5 Coordinating training programmes of staff.



**2.7 Assistant Government Printer, Grade Level 15**

- 2.7.1 Taking charge of a Branch
- 2.7.2 Assisting in administrative and technical matters (States)
- 2.7.3 Coordinating and monitoring the activities of the different sections.
- 2.7.4 Coordinating the training programme of staff.
- 2.7.5 Initiating review of policies and programmes.

**2.8 Deputy Government Printer/Government Printer (States), Grade Level 16**

- 2.8.1 Taking charge of a Division/Department (States)
- 2.8.2 Advising on printing and related matters (States)
- 2.8.3 Taking responsibility for printing technology development planning.
- 2.8.4 Assisting in the general administration of the department.

**2.9 Government Printer, 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 relating to printing.
- 2.9.3 Taking charge of all budgeting and other financial matters of the Department.
- 2.9.4 Identifying new trends in printing technology and making proposal for changes.
- 2.9.5 Taking charge of all printing and publishing functions for the Federal Government.

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

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

**3.1 Printing Officer II, Grade Level 08**

- 3.1.1 By direct appointment of a candidate possessing a Bachelor degree in Printing Technology, Graphic Arts or Engineering from a recognized University.

**3.2 Printing Officer Grade 1, Grade Level 09.**

- 3.2.1 By promotion of a confirmed and suitable Printing Officer Grade IT 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 Printing Officer, Grade Level 10**

3.3.1 By promotion of a confirmed and suitable Printing 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 3.11 above plus at least six years' post-qualification cognate experience.

**3.4 Principal Printing Officer, Grade Level 12**

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

**3.5 Assistant Chief Printing Officer, Grade Level 13**

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

**3.6 Chief Printing Officer, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Printing officer who has spent at least three years on the grade.

**3.7 Assistant Government Printer, Grade Level 15**

3.7.1 By promotion of a confirmed and suitable Chief Printing Officer, who has spent at least three years on the grade.

**3.8 Deputy Government Printer/Government Printer (States), Grade Level 16**

3.8.1 By promotion of a confirmed and suitable Assistant Government Printer who has spent at least four years on the grade.

**3.9 Government Printer, Grade Level 17**

3.9.1 By promotion of a confirmed and suitable Deputy Government Printer 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 on Grade Level 12 and above, but these will be preceded by specific advertisement at the instance of user Ministry/Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.

**PRINTING ASSISTANT (PHOTO/LITHOGRAPHY) CADRE**

**1. POSTS AND SALARIES**

1.1 Printing Assistant Grade II Grade Level 04

1.2 Printing Assistant Grade I Grade Level 05

- 1.3 Senior Printing Assistant Grade Level 06
- 1.4 Chief Printing Assistant Grade Level 07

## **2. DUTIES**

### **2.1 Printing Assistant Grade II, Grade Level 04**

- 2.1.1 Performing under supervision, the following duties;
- 2.1.1.1 Sub-printing of survey plans and simple map-mounting.
  - 2.1.1.2 Undertaking photo negative and plate retouching and processing
  - 2.1.1.3 Processing dispositive and printing topographical maps.
  - 2.1.1.4 Stapling, stitching and binding booklets.
  - 2.1.1.5 Assisting in photographic dark room work.
  - 2.1.1.6 Assisting in the operation of rotaprint machines, electric duplicator, studio camera and photo mechanical equipment.

### **2.2 Printing Assistant Grade I, Grade Level 05**

- 2.2.1 Operating rotary offset printing machines, proofing presses and letter press machines.
- 2.2.2 Undertaking colour combination of scribed and screened job in map production.
- 2.2.3 Assisting in copying records for field and office uses.
- 2.2.4 Assisting in the training and supervision of junior staff in the latest methods of record-keeping, storage of plans and maps.

### **2.3 Senior Printing Assistant, Grade Level 06**

- 2.3.1 Operating small photo mechanical outfit.
- 2.3.2 Assisting in keeping records
- 2.3.3 Supervising the activities of a number of junior staff.
- 2.3.4 Assisting in ensuring proper operation and maintenance of machines

### **2.4 Chief Printing Assistant, Grade Level 07**

- 2.4.1 Coordinating the activities of the junior staff
- 2.4.2 Ensuring proper operation and maintenance of all machines.
- 2.4.3 Having responsibility for keeping relevant records.

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

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

**3.1 Printing Assistant Grade II, 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 Chemistry or Physics.

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 Chemistry or Physics.

3.1.1.3 Certificate of service from a recognized map printing establishment plus at least five years of industrial experience.

**3.2 Printing Assistant Grade I, Grade Level 05**

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

**3.3 Senior Printer (Photo/Lithography), Grade Level 06**

3.3.1 By promotion of a confirmed and suitable Printing Assistant Grade I who has spent at least two years on the grade.

**3.4 Chief Printer, Grade Level 07**

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

**4 ADVANCEMENT BEYOND THE CADRE**

4.1 A confirmed and outstanding Printing Assistant Grade II (Photo/Lithography) who scored at least 70 per cent in the Departmental Confirmation/Promotion Test, will be eligible for training as Assistant Superintendent of Press (Photo/Lithography). On successful completion of the course, the officer will be eligible for promotion to the grade of Assistant Superintendent of Press (Photo/lithography).

4.2 A confirmed and outstanding Senior Printing Assistant or Chief Printing Assistant (Photo/Litho) may be considered for lateral transfer to the grade of Assistant Superintendent of Press or Superintendent of Press (Photo/Lithography) respectively.

4.3 Any officer in the Printing Assistant (Photo/Lithography) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

**SUPERINTENDENT OF PRESS (PHOTO/LITHOGRAPHY) CADRE**

**1. POSTS AND SALARIES**

1.1 Assistant Superintendent of Press Grade Level 06 (Step 2)

I.2	Superintendent of Press	Grade Level 07 (Step 2)
1.3	Higher Superintendent of Press	Grade Level 08
1.4	Senior Superintendent of Press	Grade Level 09
1.5	Principal Superintendent of Press Grade II	Grade Level 10
1.6	Principal Superintendent of Press Grade I	Grade Level 12
1.7	Assistant Chief Superintendent of Press	Grade Level 13
1.8	Chief Superintendent of Press	Grade Level 14

## **2. DUTIES**

### **2.1 Assistant Superintendent of Press, Grade Level 06**

- 2.1.1 Processing aerial survey films
- 2.1.2 Operating process camera, Linhoff camera, enlargers, photonymograph and Cintel Contact Printers, small and large offset Rotary Single and Double Colour Machines Proofing Process, Letter Press Machines and equipment.
- 2.1.3 Assisting in preparing coloured plastic proofs and making plates.

### **2.2 Superintendent of Press, Grade Level 07**

- 2.2.1 Supervising the activities in contact printing rooms, dispositive printing rooms and enlarging rooms.
- 2.2.2 Preparing coloured plastic proofs and making plates.
- 2.2.3 Processing aerial survey films and performing other jobs specified in subparagraph 2.1.1.2 above.

### **2.3 Higher Superintendent of Press, Grade Level 08**

- 2.3.1 Supervising aero and ground film processing.
- 2.3.2 Supervising the operation of Photonymograph. Process Camera, Reflex Dylene and Point Sources printing.
- 2.3.3 Assisting in preparing chemical solutions for photo/lithographic processes.

### **2.4 Senior Superintendent of Press, Grade Level 09**

- 2.4.1 Preparing chemical solutions for photo/litho process
- 2.4.2 Assisting in preparing estimates of cost of projects.
- 2.4.3 Supervising the activities of a unit and compiling reports of its activities.
- 2.4.4 Assisting in training junior staff.

## **2.5 Principal Superintendent of Press Grade 11, Grade Level 10**

- 2.5.1 Coordinating the activities of a number of units.
- 2.5.2 Assisting in ensuring quality control photographs and printing.
- 2.5.3 Assisting in training junior staff

## **2.6 Principal Superintendent of Press Grade I, Grade Level 12**

- 2.6.1 Preparing estimates of costs of projects.
- 2.6.2 Taking charge of quality control in photograph and printing.

## **2.7 Assistant Chief Superintendent of Press, Grade Level 13**

- 2.7.1 Assisting in the general supervision and co-ordination of the activities of the Section.

## **2.8 Chief Superintendent of Press, Grade Level 14**

- 2.8.1 Taking charge of the photo/lithographic section.
- 2.8.2 Assisting in organizing and executing training programmes for staff 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 Superintendent of Press, Grade Level 06**

- 3.1.1 By promotion of a confirmed and outstanding Printing Assistant Grade II (Photo/Lithography) who scored at least 70% in the Departmental Confirmation/Promotion Test and successfully completed the one-year in-service training programme for Assistant Superintendent of Press.
- 3.1.2 By direct appointment of candidate possessing any of the following qualifications:
  - 3.1.2.1 Full Technological Certificate of the City and Guilds of London Institute in Photo/ lithography or any other related subject.
  - 3.1.2.2 Ordinary National Diploma in Photo/Lithography or any other related subject from a recognized Institution.
- 3.1.3 By lateral transfer of a confirmed and outstanding Senior Printing Assistant (Photo/ Litho).

#### **3.2 Superintendent of Press, Grade Level 07**

- 3.2.1 By promotion of a confirmed and suitable Assistant Superintendent of Press who has spent at least two years on the grade.

- 3.2.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.2 above plus at least one year relevant experience.
- 3.2.3 By lateral transfer of a confirmed and outstanding Chief Printing Assistant (Photo/ Litho).
- 3.2.4 By advancement of an Assistant Superintendent of Press possessing the qualification specified in sub-paragraph 3.1.2 above who has spent one year on the grade.

**3.3 Higher Superintendent of Press, Grade Level 08**

- 3.3.1 By promotion of a confirmed and suitable Superintendent of Press who has spent at least three years on the grade.
- 3.3.2 By direct appointment of a candidate possessing Higher National Diploma in Photo/ Lithography or other related subject from a recognized institution.
- 3.3.3 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.2 above plus at least four years' post-qualification cognate experience.

**3.4 Senior Superintendent of Press, Grade Level 09**

- 3.4.1 By promotion of a confirmed and suitable Higher Superintendent of Press 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 above plus at least seven years' or the qualification in sub-paragraph 3.3.2 above plus at least three years' post-qualification cognate experience.

**3.5 Principal Superintendent of Press Grade II, Grade Level 10**

- 3.5.1 By promotion of a confirmed and suitable Senior Superintendent of Press 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 Superintendent of Press Grade I, Grade Level 12**

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

**3.7 Assistant Chief Superintendent of Press, Grade Level 13**

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

**3.8 Chief Superintendent of Press, Grade Level 14**

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

**4 ADVANCEMENT BEYOND THE CADRE**

Any officer in the Superintendent of Press (Photo/Lithography) Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer to the grade.

**FILM/VIDEO CENSORSHIP ASSISTANT CADRE**

**1. POSTS AND SALARIES**

1.1	Film/Video Censorship Assistant	Grade Level 04
1.2	Senior Film/Video Censorship Assistant Grade II	Grade Level 05
1.3	Senior Film/Video Censorship Assistant Grade I	Grade Level 06
1.4	Chief Film/Video Censorship Assistant	Grade Level 07

**2. DUTIES**

**2.1 Film/Video Censorship Assistant Grade Level 04**

- 2.1.1 This is a training grade. Officers appointed to this grade are required to undergo or the job training for a period of two years, performing routine Film/Video Censorship duties.

**2.2 Senior Film/Video Censorship Assistant Grade II, Grade Level 05**

- 2.2.1 Assisting in processing applications for registration and licensing.
- 2.2.2 Assisting in handling various forms under Schedule II of Decree 85 of 1993.
- 2.2.3 Assisting in keeping registers for Films and Video works.
- 2.2.4 Assisting in carrying out investigation and inspection.

**2.3 Senior Film/Video Censorship Assistant Grade 1, Grade Level 06**

- 2.3.1 Collecting applications for registration and licensing.
- 2.3.2 Assisting in keeping and updating registers.
- 2.3.3 Assisting in field activities and writing reports.
- 2.3.4 Assisting in collecting and updating data.
- 2.3.5 Assisting in the preparation of rosters and schedules of field activities.
- 2.3.6 Supervising junior staff.



## **2.4 Chief Film/Video Censorship Assistant, Grade Level 07**

- 2.4.1 Collecting application materials for documentation and registration.
- 2.4.2 Recording data during field operations.
- 2.4.3 Collating data for the purpose of report writing.
- 2.4.4 Assisting in the production of reports on collected data
- 2.4.5 Coordinating the activities of a number of subordinates.

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

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

### **3.1 Film/Video Censorship 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/West African School Certificate with a Pass in English Language.
  - 3.1.1.2 General Certificate of Education (Ordinary Level) with four credit passes, including English Language obtained at one sitting or five credit pass including English Language obtained at two sittings.

### **3.2 Senior Film/Video Censorship Assistant Grade II, Grade Level 05**

- 3.2.1 By promotion of a confirmed and suitable Film/Video Censorship Assistant who has successfully completed the two years' on-the-job training specified in sub-paragraph 2.1 above and passed the prescribed Departmental Confirmation/Promotion Test at Promotion level (i.e. 50%).

### **3.3 Senior Film/Video Censorship Assistant Grade I, Grade Level 06**

- 3.3.1 By promotion of a confirmed and suitable Senior Film/Video Censorship Assistant Grade II who has spent at least two years on the grade.

### **3.4 Chief Film/Video Censorship Assistant, Grade Level 07**

- 3.4.1 By promotion of a confirmed and suitable Senior Film/Video Censorship Assistant Grade I who has spent at least two years on the grade.

## **4. ADVANCEMENT BEYOND THE CADRE**

Any officer in the Film/Video Censorship Assistant Cadre who acquires any of the qualifications specified for appointments to any higher grade will be eligible for promotion transfer to the grade.

### **EXECUTIVE OFFICER (FILM/VIDEO CENSORSHIP) 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 11	Grade Level 10
1.6	Principal Executive Office 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 Keeping records of inspection/investigation i.e. field operations.

2.1.2 Keeping records of documents/posters in the library.

2.1.3 Ensuring the installation of basic safety equipment in compliance with the Decree.

### **2.2 Executive Officer, Grade Level 07**

2.2.1 Processing applications submitted for payment

2.2.2 Supervising the storage of film posters photo-shelves etc. in the library

2.2.3 Collating data collected from field operations.

2.2.4 Assisting in updating register of exhibitors.

2.2.5 Assisting senior officers on late night field investigation trips.

2.2.6 Ensuring compliance with the provisions of the Decree.

### **2.3 Higher Executive Officer, Grade Level 08**

2.3.1 Assisting in keeping register of all film distribution companies.

2.3.2 Assisting in keeping the register of all cinema houses.

2.3.3 Assisting in keeping the register of all video viewing theatres

2.3.4 Collecting materials

2.3.5 Assisting in field activities (day and night).

### **2.4 Senior Executive Officer, Grade Level 09**

2.4.1 Keeping registers of all film/video distribution companies.

- 2.4.2 Keeping registers of all cinema houses.
- 2.4.3 Keeping registers of all video viewing theatres.
- 2.4.4 Keeping registers of all video exhibitors.
- 2.4.5 Assisting in the preparation of investigation schedules and rosters.
- 2.4.6 Taking part in investigation/inspection activities (both day and night).

**2.5 Principal Executive Officer Grade II, Grade Level 10**

- 2.5.1 Processing applications for exemption from censorship.
- 2.5.2 Keeping records of film/video works approved unconditionally.
- 2.5.3 Keeping records of film/video works which have not met the conditions imposed by the Board.
- 2.5.4 Processing applications for licensing of premises.
- 2.5.5 Attending Censors Committee Meetings
- 2.5.6 Supervising the work of a number of junior staff

**2.6 Principal Executive Officer Grade I, Grade Level 12**

- 2.6.1 Keeping the register of all submitted video works.
- 2.6.2 Keeping the register of video distribution companies.
- 2.6.3 Keeping the register of all production companies.
- 2.6.4 Processing applications for licensing of premises for Film/video exhibitors.
- 2.6.5 Supervising investigation/inspection teams on field assignment.
- 2.6.6 Producing investigation/field reports.
- 2.6.7 Supervising the work of a number of junior staff.
- 2.6.8 Overseeing on-the-job training of junior staff under supervision.

**2.7 Assistant Chief Executive Officer, Grade Level 13**

- 2.7.1 Coordinating the work of the subordinate officers under supervision.
- 2.7.2 Assisting in monitoring inspection and investigation to ensure that rules and regulations of the Board are adhered to.
- 2.7.3 Participating in writing reports on monitoring inspection and investigation.
- 2.7.4 Overseeing on-the-job training of junior staff under his supervision.
- 2.7.5 Assisting in examining and classifying films and video works.

2.7.6 Attending seminars, conference, workshop, etc.

**2.8 Chief Executive Officer, Grade Level 14**

2.8.1 Liaising with video club owners, video dealers, producers, film/video exhibitors etc. to ensure compliance with the law.

2.8.2 Vetting and assessing field reports and making recommendations to the authority.

2.8.3 Supervising the field activities of investigation/inspection teams, etc.

2.8.4 Supervising the planning of investigation/inspection programmes.

2.8.5 Assisting in designing staff development programmes.

2.8.6 Coordinating the activities of the subordinate officers under his supervision.

**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 Executive Officer, Grade Level 06**

3.1.1 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.

3.1.2 By direct appointment of a candidate possessing OND in Journalism or Mass Communication.

**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 HND in Mass Communication.

**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 subparagraph 3.1.2 or 3.2.2 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 the qualification specified in subparagraph 3.1.2 or 3.2.2 above plus at least eight or six years' post-qualification cognate experience respectively.
- 2.6.3 Coordinating the activities of investigation or inspection teams and compiling comprehensive reports.
- 2.6.4 Liaising with video club dealers associations, cinema/video exhibition halls owners to ensure compliance with the provisions of the enabling Decree.
- 2.6.5 Monitoring and evaluating reports submitted by various investigation/inspection teams with a view to recommending prosecution or otherwise.
- 2.6.6 Liaising with the police and other law enforcement agencies to keep defaulters in check.
- 2.6.7 Assisting in organizing workshops for clients.
- 2.6.8 Coordinating reports.
- 2.6.9 Evaluating success achieved by the section, using established parameters.

**2.7 Assistant Director, Grade Level 15**

- 2.7.1 Coordinating the activities of a Branch
- 2.7.2 Recommending censorship/registration licensing certificates.
- 2.7.3 Previewing, analyzing and classifying films.
- 2.7.4 Initiating action on policy formulation and review
- 2.7.5 Coordinating public and media relations between the Board and the various public organizations.

**2.8 Deputy Director, Grade Level 16**

- 2.8.1 Coordinating the activities of a Division.
- 2.8.2 Supervising the documentation, registration, licensing, inspection and investigation duties of the Board.
- 2.8.3 Assisting in the day-to-day administration of the Department.
- 2.8.4 Initiating and writing memorandum.
- 2.8.5 Taking responsibility for film/video censorship developing planning.

**2.9 Director, Grade Level 17**

- 2.9.1 Taking charge of a Department

- 2.9.2 Planning and ensuring the execution of the work programmes of the Department
- 2.9.3 Vetting reports of the heads of Divisions and making appropriate proposals to the authority for the formulation of policies.
- 2.9.4 Directing periodic inspection of video clubs and cinema houses, production studio etc.
- 2.9.5 Advising government on matters relating to film/video censorship.

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

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

#### **3.1 Film/Video Censorship Officer II, Grade Level 08**

- 3.1.1 By direct appointment of a candidate possessing a degree in relevant discipline such as Arts, Journalism, Social Sciences or English from a recognized University.

#### **3.2 Film/Video Censorship Officer I, Grade Level 09**

- 3.2.1 By promotion of a confirmed and suitable Film/Video Censorship Officer 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 subparagraph 3.1.1 above plus at least three years' post-qualification cognate experience.

#### **3.3 Senior Film/Video Censorship Officer, Grade Level 10**

- 3.3.1 By promotion of a confirmed and suitable Film/Video, Censorship 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 subparagraph 3.1.1 above plus at least six years' post-qualification cognate experience.

#### **3.4 Principal Film/Video Censorship Officer, Grade Level 12**

- 3.4.1 By promotion of a confirmed and suitable Senior Film/Video Censorship Officer who has spent at least three years on the grade.

#### **3.5 Assistant Chief Fun/Video Censorship Officer, Grade Level 13**

- 3.5.1 By promotion of a confirmed and suitable Principal Film/Video Censorship Officer who has spent at least three years on the grade.

#### **3.6 Chief Principal Film/Video Censorship Officer, Grade Level 14**

- 3.6.1 By promotion of a confirmed and suitable Assistant Chief Film/Video Censorship 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 Film/Video Censorship Officer who has successfully completed the Advanced management Course and 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 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 specific advertisement at the instance of the Film and Video Censorship Board. Promotions from such direct appointment to higher grades are subject to confirmation of appointments.

**JUDICIARY**

**AREACOURT JUDGE CADRE**

**1. POSTS AND SALARIES**

1.1	Area Court Judge Grade II	Grade Level 06
1.2	Area Court Judge Grade I	Grade Level 07
1.3	Higher Area Court Judge	Grade Level 08
1.4	Senior Area Court Judge	Grade Level 09
1.5	Principal Area Court Judge Grade 11	Grade Level 10
1.6	Principal Area Court Judge Grade I	Grade Level 12
1.7	Upper Area Court Judge Grade II	Grade Level 13
1.8	Upper Area Court Judge Grade I	Grade Level 14

**2. DUTIES**

- 2.1 Area Court Judge Grade II, Grade Level 06
- 2.1.1 Hearing and determining criminal cases in accordance with the penal code and criminal procedure in Area Courts.
- 2.1.2 Hearing and determine civil cases in accordance with Native Law and Customs and other relevant rules regulating the operations of the court.

**2.2 Area Court judge Grade 1, Grade Level 07**

- 2.2.1 Hearing and determining criminal cases in accordance with the penal code and criminal procedure iii Area Courts.
- 2.2.2 Taking charge of a rural Area Court.
- 2.2.3 Hearing and determining civil cases in accordance with Muslim Law or Native Law and Customs and other relevant rules regulating the operations of the courts.

**2.3 Higher Area Court Judge, Grade Level 08**

- 2.3.1 Exercising such powers and performing such duties as are conferred on him under the relevant law
- 2.3.2 Supervising the work of a number of junior staff in his court.
- 2.3.3 Hearing and determine criminal cases in accordance with the penal code and criminal procedure in Area Courts.

**2.4 Senior Area Court Judge Grade Level 09**

- 2.4.1 Ensuring the observance of the appropriate Legislation and Court Rules.
- 2.4.2 Hearing and determining cases.
- 2.4.3 Supervising the administration of the Registry in his court

**2.5 Principal Area Court Judge Grade 11, Grade Level 10**

- 2.5.1 Hearing and determining cases.
- 2.5.2 Supervising the administration of the Registry in his court.
- 2.5.3 Assisting in training subordinate staff.

**2.6 Principal Area Court Judge, Grade I, Grade Level 12**

- 2.6.1 Hearing and Determining cases.
- 2.6.2 Assisting in formulation, executing and review of Area Court Rules
- 2.6.3 Coordinating the activities of a number of subordinates.

**2.7 Upper Area court Judge Grade 11, Grade Level 13**

- 2.7.1 Hearing arid determining Appeal from low' Courts and the Reports from inspectors as approved in the appropriate Area courts Edicts.
- 2.7.2 Assisting in formulation, executing and review of Area Court Rules.
- 2.7.3 Training and Supervising Subordinates.

**2.8 Upper Area Court fudge Grade 1, Grade Level 14**



- 2.8.1 Supervising the activities of Area Court Judges in the State.
- 2.8.2 Advising on the formulation, execution and review of Area Court rules

### **3 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE**

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

#### **3.1 Area Court Judge Grade II, Grade Level 06**

- 3.1.1 By direct appointment of a candidate possessing any of the following qualification:-
  - 3.2.1 West African School Certificate or Senior Secondary School Certificate plus a Diploma in Law from a recognized University
  - 3.1.3 Second Class Certificate in the Judicial Course at the Institute of Administration, Zaria plus at least five years' post-qualification cognate experience.

#### **3.2 Area Court Judge Grade I, Grade Level 07**

- 3.2.1 By promotion of a confirmed and suitable Area Court Judge Grade I 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 two years' post-qualification cognate experience.

#### **3.3 Higher Area Court Judge, Grade Level 08**

- 3.3.1 By promotion of a confirmed and suitable Area Court Judge 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 subparagraph 3.1.1.1 above plus at least five years' post-qualification cognate experience.

#### **3.4 Senior Area Court Judge, Grade Level 09**

- 3.4.1 By promotion of a confirmed and suitable Higher Area Court Judge who has spent at least three years' on the grade.
- 3.4.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1.1 above plus at least eight years' post-qualification cognate experience.

#### **3.5 Principal Area Court Judge Grade II, Grade Level 10**

- 3.5.1 By promotion of a confirmed and suitable Senior Area Court Judge who has spent at least three years on the grade.

3.5.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1.1 above plus at least eleven years' post-qualification cognate experience.

**3.6 Principal Area Court Judge Grade I, Grade Level 12**

3.6.1 By promotion of a confirmed and suitable Principal Area Court Judge Grade II who has spent at least three years' on the grade.

**3.7 Upper Area Court Judge Grade II, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Area Court Judge Grade I who has spent at least three years' on the grade.

**3.8 Upper Area Court Judge Grade I, Grade Level 14**

3.8.1 By promotion of a confirmed and suitable Upper Area Court Judge Grade U who has spent at least three years' on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

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

**INSPECTOR OF AREA COURTS CADRE**

**1. POSTS AND SALARIES**

1.1	Inspector of Area Courts Grade II	Grade Level 08
1.2	Inspector of Area Courts Grade I	Grade Level 09
1.3	Senior Inspector of Area Courts	Grade Level 10
1.4	Principal Inspector of Area Courts	Grade Level 12
1.5	Assistant Chief Inspector Area Courts	Grade Level 13
1.6	Chief Inspector of Area Courts	Grade Level 14
1.7	Assistant Director of Area Courts	Grade Level 15
1.8	Deputy Director of Area Courts	Grade Level 16

**2. DUTIES**

**2.1 Inspector of Area courts Grade II Grade Level 08**

2.1.1 Performing the following duties under supervision

2.1.2 Carrying out inspection of Area Courts

2.1.3 Acting as complaints officers.

**2.2 Inspector of Area Courts Grade I, Grade Level 09**

2.2.1 Carrying out inspection of Area Courts

2.2.2 Acting as complaints officers

**2.3 Senior Inspector of Area Courts, Grade Level 10**

2.3.1 Taking charge of an Inspectorate Area

2.3.2 Supervising the activities of a number of junior officers.

**2.4 Principal Inspector of Area Courts, Grade Level 12**

2.4.1 Taking charge of specified subjects in the Department

2.4.2 Training junior officers

2.4.3 Coordinating the work of a number of junior Inspectors

**2.5 Assistant Chief Inspector of Area Courts Grads Level 13**

2.5.1 Assisting in the administration and management of a Section.

2.5.2 Assisting in organizing the training programme of staff

2.5.3 Taking charge of specified assignments within the Department

**2.6 Chief Inspector of Area Courts, Grade Level 14**

2.6.1 Coordinating activities in related areas.

2.6.2 Taking charge of a section

2.6.3 Supervising the training programmes of staff

**2.7 Assistant Director of Area Courts, Grade Level 15**

2.7.1 Assisting in the administration of a Division.

2.7.2 Assisting in formulating policies.

2.7.3 Taking charge of a Branch.

2.7.4 Initiating the review of existing policies and programmes.

**2.8 Deputy Director of Area Courts, Grade Level 16**

2.8.1 Taking charge of the general administration of the Area Courts Division.

2.8.2 Advising on the formulation, execution and review of policies and programmes relating to the smooth running of the Area Courts.

2.8.3 Designing in-service training programmes in the Division.

2.8.4 Taking responsibility for Area Courts inspection development plan.

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

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

**3.1 Inspector of Area Courts 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 law from a recognized university.

3.1.1.2 A degree in Islamic Law from a recognized University.

**3.2 Inspector of Area Courts Grade I, Grade Level 09**

3.2.1 By promotion of a confirmed and suitable Inspector of Area Courts Grade U 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 Area Courts, Grade Level 10**

3.3.1 By promotion of a confirmed and suitable Inspector of Area Courts 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 Inspector of Area Courts, Grade Level 12**

3.4.1 By promotion of a confirmed and suitable Senior Inspector of Area Courts who has spent at least three years on the grade.

**3.5 Assistant Chief Inspector of Area Courts, Grade Level 13**

3.5.1 By promotion of a confirmed and suitable Principal Inspector of Area Courts who has spent at least three years on the grade.

**3.6 Chief Inspector of Area Courts, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Inspector of Area Courts who has spent at least three years' on the grade.

**3.7 Assistant Director of Area of courts, Grade Level 15**

3.7.1 By promotion of a confirmed and suitable chief Inspector of Area Courts who has spent at least three years on the grade.

**3.8 Deputy Director of Area Courts, Grade 16**

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

3.8.2 A Deputy Director of Area courts is eligible for promotion to the grade of Chief Registrar if he/she is legally qualified to practice as a Barrister and Solicitor in Nigeria.

### **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 will 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 appointments.

## **MAGISTRATE CADRE**

### **1. POSTS AND SALARIES**

1.1	Magistrate Grade II	Grade Level 10
1.2	Magistrate Grade I	Grade Level 12
1.3	Senior Magistrate Grade 11	Grade Level 13
1.4	Senior Magistrate Grade I	Grade Level 14
1.5	Chief Magistrate Grade II	Grade Level 15
1.6	Chief Magistrate Grade I/Deputy Chief Registrar	Grade Level 16
1.7	Chief Registrar	Grade Level 17

### **2. DUTIES**

#### **2.1 Magistrate Grade 11, Grade Level 10**

2.1.1 Hearing and determining civil and criminal cases within his jurisdiction in accordance with the existing provisions of the Magistrates Court Law and the criminal procedure code.

2.1.2 Performing certain administrative duties connected with the administration of justice in his court.

#### **2.2 Magistrate Grade I, Grade Level 12**

2.2.1 Performing the duties specified in sub-paragraphs 2.1.1 and 2.1.2 above within his jurisdiction.

2.2.2 Hearing and determining cases for recovery of any penalty, rates, expenses and contribution where the amount does not exceed that within his jurisdiction.

#### **2.3 Senior Magistrate Grade Ii, Grade Level 13**

2.3.1 Performing the duties specified in sub-paragraph 2.1.1 and 2.1.2 above within his jurisdiction.

2.3.2 Hearing and determining cases for recovery of any penalty, rates, expenses and contributions where the amount does not exceed that within his jurisdiction.

**2.4 Senior Magistrate Grade I, Grade Level 14**

2.4.1 Performing the duties specified in sub-paragraph 2.3.1 and 2.3.2 above within his jurisdiction.

2.4.2 Ensuring the observers of the appropriate legislations and regulations.

2.4.3 Taking charge of a Section

**2.5 Chief Magistrate Grade II, Grade Level 15**

2.5.1 Performing the duties specified in sub-paragraphs 2.4.1 and 2.4.2. above within his jurisdiction.

2.5.2 Assisting in coordinating the activities of a number of magistrates.

2.5.3 Taking charge of specified subjects/Branch.

2.5.4 Initiating the review of existing programmes and policies.

**2.6 Chief Magistrate Grade I/Deputy Chief Registrar, Grade Level 16**

2.6.1 Taking charge of a Division.

2.6.2 Rendering returns and reports to the Chief Registrar,

2.6.3 Supervising the administration of all registries and ensuring even distribution of work and expeditions disposal of all legal businesses within his Magisterial District

2.6.4 Assisting the Chief Registrar in the administration of the Department.

2.6.5 Designing and coordinating in-service training programmes in the Department.

**2.7 Chief Registrar, Grade Level 17**

2.7.1 Taking charge of the administration of the Department

2.7.2 Excising such power and performing such duties as are conferred on him under relevant court Acts and Rules.

2.7.3 Advising the Chief Judge/Chief Justice of the Federation in the formulation and execution of policies relating to the judicial department.

**3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

**NOTE:** All promotion and transfers are subject to vacancy and satisfactory service record

**3.1 Magistrate Grade 11, Grade Level 10**

3.1.1 By direct Appointment of a candidate who is legally qualified to practice as a Barrister and Solicitor in Nigeria and has acquired at least two years post-call cognate experience.

**3.2 Magistrate Grade 1, Grade Level 12**

3.2.1 By promotion of a confirmed and suitable Magistrate Grade U who has spent at least three years on the grade.

**3.3 Senior Magistrate Grade II Grade Level 13**

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

**3.4 Chief Magistrate Grade 1, Grade Level 14**

3.4.1 By promotion of a confirmed and suitable Senior Magistrate Grade II who has spent at least three years on the grade.

**3.5 Senior Magistrate Grade 14 Grade Level IS.**

3.5.1 By promotion of a confirmed and suitable Senior Magistrate Grade I who has spent at least three years on the grade,

**3.6 Chief Magistrate Grade I/Deputy Chief Registrar, Grade level 16**

3.6.1 By promotion of a confirmed and suitable Chief Magistrate Grade 11 who has spent at least four years on the grade.

**3.7 Chief Registrar, Grade Level 17**

3.7.1 By promotion of a confirmed and suitable Deputy Chief Registrar/Chief Magistrate Grade 1 or a qualified Deputy Director of Area Court who has spent at least four years on the grade.

**3.8 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 specific advertisement at the instance of the user Ministry/Department. Promotion from such direct appointments to higher grades are subject to confirmation of appointments.

**JUSTICE**

**STATE COUNSEL CADRE**

**1. POSTS AND SALARIES**

1.1	State Counsel	Grade Level 09
1.2	Senior State Counsel	Grade Level 10
1.3	Principal State Counsel	Grade Level 12

1.4	Assistant Chief State Counsel	Grade Level 13
1.5	Chief State Counsel	Grade Level 14
1.6	Assistant Director	Grade Level 15
1.7	Deputy Director/Director (States)	Grade Level 16
1.8	Director	Grade Level 17

## **2. DUTIES**

### **2.1 State Counsel, Grade Level 09**

2.1.1 Undergoing a one year pupilage programme and performing the following duties under supervision:

2.1.1.1 Rendering legal advice to ministries, government departments, and other government agencies.

2.1.1.2 Preparing legal documents relating to the administration of the estate of deceased persons.

2.1.1.3 Drafting and filing legal documents in courts.

2.1.1.4 Appearing for the government in matters of civil litigation in courts.

2.1.1.5 Drafting and vetting laws and legislations.

2.1.1.6 Collecting data.

### **2.2 Senior State Counsel, Grade Level 10**

2.2.1 Drafting and vetting laws and legislations.

2.2.2 Taking charge of an out-station Chamber.

2.2.3 Prosecuting on behalf of the government in all criminal proceedings.

2.2.4 Supervising a number of officers working under him.

2.2.5 Appearing for the government in courts.

2.2.6 Collating and assisting in analyzing data.

2.2.7 Supervising junior officers in his unit.

### **2.3 Principal State Counsel Grade Level 12**

2.3.1 Vetting laws.

2.3.2 Prosecuting on behalf of the government in all criminal and civil proceedings.

2.3.3 Assisting in the training of officers

2.3.4 Assisting in writing reports.



**2.4 Assistant, Chief State Couns4 Grade Level 13**

- 2.4.1 Appearing for government in courts.
- 2.4.2 Assisting in the Supervision of the administration of estates.
- 2.4.3 Assisting in the formulation and execution of training programmes for staff.
- 2.4.4 Assisting in coordinating the duties of a number of 1 junior officers.

**2.5 Chief State Counsel, Grade Level 14**

- 2.5.1 Taking charge of a Section.
- 2.5.2 Assisting in the administration of trusts and trust property
- 2.5.3 Appearing for the government in courts.

**2.6 Assistant Director, Grade Level 15**

- 2.6.1 Taking charge of the administration of a Branch.
- 2.6.2 Taking charge of specified subjects in the Ministry including the formulation of and execution of training programmes.
- 2.6.3 Initiating review of laws.
- 2.6.4 Producing reports.

**2.7 Deputy Director/Director (States), Grade Level 16**

- 2.7.1 Taking charge of a Division/the Department (States)
- 2.7.2 Assisting in the general administration of the Department
- 2.7.3 Performing the statutory functions assigned to him under the constitution (States).
- 2.7.4 Advising the Government (States) on all aspects of legal matters.

**2.8 Director, Grade Level 17**

- 2.8.1 Performing the statutory functions assigned to him under the constitution of the Federation.
- 2.8.2 Advising the government on all aspects of legal matters including the formation, execution and review of legal policies and programmes.
- 2.8.3 Taking charge of the general administration of the department.

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

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

**3.1 State Counsel, Grade Level 09**

3.1.1 By direct appointment of a candidate who is legally qualified to practice as a Barrister and Solicitor in Nigeria.

**3.2 Senior State Counsel, Grade Level 10**

3.2.1 By advancement of a suitable State Counsel who has successfully completed the one-year pupillage programme.

3.2.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1 above plus at least one year post-call cognate experience.

**3.3 Principal State Counsel, Grade Level 12**

3.3.1 By promotion of a confirmed and suitable Senior State Counsel who has spent at least three years on the grade.

**3.4 Assistant Chief State Counsel Grade Level 13**

3.4.1 By promotion of a confirmed and suitable Principal State Counsel who has spent at least three years on the grade.

**3.5 Chief State Counsel, Grade Level 14**

3.5.1 By promotion of a confirmed and suitable Assistant Chief State Counsel who has spent at least three years on the grade.

**3.6 Assistant Director/Deputy Director State, Grade Level 15**

3.6.1 By promotion of a confirmed and suitable Chief State Counsel who has spent at least three years on the grade.

**3.7 Deputy Director/Director (States), 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 will 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 appointments.

**LABOUR AND PRODUCTIVITY**

**COOPERATIVE INSPECTOR CADRE**

## **1. POSTS AND SALARIES**

- 1.1 Assistant Co-operative Inspector
- 1.2 Co-operative Inspector
- 1.3 Higher Cooperative Inspector
- 1.4 Senior Co-operative Inspector
- 1.5 Principal Cooperative Inspector Grade II
- 1.6 Principal Co-operative Inspector Grade 1
- 1.7 Assistant Chief Co-operative inspector
- 1.8 Chief Cooperative Inspector

## **2. DUTIES**

### **2.1 Assistant Co-operative Inspector, 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 co-operative societies in a specified area.
  - 2.1.1.2 Handling routine reports submitted by subordinate (Co-operative) Assistants.
  - 2.1.1.3 Preparing routine statistics

### **2.2 Co-operative Inspector, Grade Level 07**

- 2.2.1 Supervising the activities of co-operative societies in a specified area.
- 2.2.2 Handling correspondence of technical nature.
- 2.2.3 Handling simple economic surveys and collating routine statistics.

### **2.3 Higher Co-operative Inspector, Grade Level 08**

- 2.3.1 Supervising large Apex Co-operative organizations and unions as well as inspecting their records and accounts.
- 2.3.2 Supervising the duties of a number of co-operative inspectors and other subordinate staff.
- 2.3.3 Scrutinizing accounts and processing technical legal submissions from zonal Offices.

### **2.4 Senior Co-operative Inspector, Grade Level 09**

- 2.4.1 Assisting in designing suitable accounting systems and supervising the management of any National Co-operative project at the initial stage.

2.4.2 Assisting in training junior staff.

2.4.3 Maintaining statistical records.

**2.5 Principal Co-operative Inspector Grade II, Grade Level 10**

2.5.1 Coordinating the accounts and statistics of co-operative societies from zonal offices and conducting economic or feasibility survey of major co-operative 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 Co-operative Inspector Grade I, Grade Level 12**

2.6.1 Taking charge of specific assignments.

2.6.2 Advising on the training and development of subordinate staff.

2.6.3 Assisting in inspecting and reporting on co-operative apex organizations.

**2.7 Assistant Chief Co-operative Inspector, Grade Level 13**

2.7.1 Coordinating the activities of a number of subordinate Co-operative Assistants and Inspectors.

2.7.2 Carrying out special inspection of Co-operative Apex organizations and advising on relevant matters.

2.7.3 Assisting in the general administration of the Section.

**2.8 Chief Co-operative Inspector, Grade Level 14**

2.8.1 Taking charge of a Section.

2.8.2 Coordinating reports from the field.

2.8.3 Assisting in rendering periodic reports.

2.8.4 Registering co-operative societies.

2.8.5 Heading the Arbitration or Liquidation Panel

2.8.6 Handling liquidation matters.

2.8.7 Assisting in reviewing the constitutions of the Co-operative Societies.

**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 inspector, 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 tough borough Co-operative College or any other recognized Co-operative College.

3.1.1.3 Ordinary National Diploma in Co-operative Studies from a recognized Institution.

### **3.2 Cooperative Inspector, Grade Level 07**

3.2.1 By promotion of a confirmed and suitable Assistant Co-operative Inspector 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 HND in relevant subject or any of the qualifications specified in sub-paragraph 3.1.1 above plus at least two years' post-qualification cognate experience.

### **3.3 Higher Co-operative Inspector, Grade Level 08**

3.3.1 By promotion of a confirmed and suitable Co-operative Inspector who has spent at least three years on the grade.

3.3.2 By direct appointment of a candidate possessing Higher National Diploma (Accounts)

3.3.3 By direct appointment of a candidate possessing any of the qualification 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 Co-operative Inspector, Grade Level 09**

3.4.1 By promotion of a confirmed and suitable Higher Co-operative Inspector 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 or in sub-paragraph 3.2.2 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 Co-operative Inspector Grade II, Grade Level 10**

3.5.1 By promotion of a confirmed and suitable Senior Co-operative 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 or 3.3.2 above plus at least eleven or six years post-qualification Cognate experience respectively.

**3.6 Principal Co-operative inspector Grade I, Grade Level 12**

3.6.1 By promotion of a confirmed and suitable Principal Co-operative Inspector Grade II who has spent at least three years on the grade.

**3.7 Assistant Chief Co-operative Inspector, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Co-operative Inspector Grade I who has spent at least three years on the grade.

**3.8 Chief Co-operative inspector, Grade Level 14**

3.8.1 By promotion of a confirmed and suitable Assistant Chief Co-operative Inspector who has spent at least three 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 appointments to any higher grade will be eligible for promotion/transfer to the grade.

**LABOUR INSPECTOR CADRE**

**1. POSTS AND SALAIUES**

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	Assistant Labour inspector,	Grade Level 13
1.8	Chief Inspector	Grade Level 14

**2. DUTIES**

**2.1 Assistant Labour Inspector, Grade Level 06**

2.1.1 Assisting in the registration of unemployed young school leavers.

2.1.2 Filling and indexing employment Exchange Labour 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 ways.

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 career guidance talks in secondary school.

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 11, 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 ensure compliance with relevant labour legislations.

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 Exchanges 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 Assistant Chief Labour inspector, Grad. Level 13**

2.7.1 Coordinating the work in a number of Employment Exchange.

2.7.2 Submitting recommendations on changes required in the Employment Exchange code.

2.7.3 Supervising and training a number of subordinates.

## **2.8 Chief Labour Inspector, Grade Level 14**

- 2.8.1 Coordinating the activities of a Unit.
- 2.8.2 Giving advice on issues affecting the Cadre
- 2.8.3 Assisting in the training of staff.

## **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 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 Higher National Diploma in Business Studies or Administration from a recognised Institution.
- 3.2.3 By direct appointment of a candidate possessing any of the qualification specified in sub-paragraph 2.1.1 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 in sub-paragraph 3.2.2 above plus at least three years of 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 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 die grade.

3.5.2 By direct appointment of a candidate possessing any of 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 phis at least nine years post-qualification cognate experience.

### **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 Assistant Chief Labour Inspector, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Labour Inspector Grade I who has spent at least three years on the grade.

### **3.8 Chief Labour Inspector, Grade Level 14**

3.8.1 By promotion of a suitable Assistant Chief Labour Inspector 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 appointments to any higher grade will be eligible for promotion/transfer to the grade.

## **SOCIAL AND YOUTH DEVELOPMENT**

### **ASSISTANT SOCIAL WELFARE OFFICER CADRE**

#### **1. POSTS AND SALARIES**

1.1	Assistant Social Welfare Officer Grade II	Grade Level 06
1.2	Assistant Social Welfare Officer Grade I	Grade Level 07
1.3	Higher Assistant Social Welfare Officer	Grade Level 08
1.4	Senior Assistant Social Welfare Officer Grade II	Grade Level 09
1.5	Sensor Assistant Social Welfare Officer Grade I	Grade Level 10
1.6	Principal Assistant Social Welfare Officer Grade 11	Grade Level 12
1.7	Principal Assistant Social Welfare Officer Grade I	Grade Level 13
1.8	Chief Assistant Social Welfare Officer	Grade Level 14

#### **2 DUTIES**

**2.1 Assistant Social Welfare Officer Grade II, Grade Level 06**

- 2.1.1 Visiting Homes and Social Welfare Centres in a specified area.
- 2.1.2 Arranging financial assistance to the needy.
- 2.1.3 Keeping records.
- 2.1.4 Assisting in connecting data on social welfare indicators.

**2.2 Assistant Social Welfare Officer Grade I, Grade Level 07**

- 2.2.1 Assisting in social case work.
- 2.2.2 carrying out investigation on social case work e.g. child guidance, school, social work, matrimonial, juvenile cases, etc.
- 2.2.3 Providing counseling in general social problem.
- 2.2.4 Liaising with State Ministries responsible for handling social welfare cases.
- 2.2.5 Repatriating destitute in the society.

**2.3 Higher Assistant Social Welfare Officer, Grade Level 08**

- 2.3.1 Drafting letters to social clubs and voluntary organizations in social and humanitarian sector.
- 2.3.2 Evaluating social welfare projects
- 2.3.3 Assisting in writing quarterly anti annual reports of social welfare activities.
- 2.3.4 Monitoring of social welfare institutions to ensure standardization.

**2.4 Senior Assistant Social Welfare Officer, Grade ii, Grade Level 09**

- 2.4.1 Assisting in training junior welfare assistants.
- 2.4.2 Assisting in the co-ordination of inter-state and inter-governmental activities on social welfare.
- 2.4.3 Enlightening the public on the rights and duties of families.
- 2.4.4 Writing quarterly and annual reports on social welfare activities.
- 2.4.5 Assisting in the planning of in-house orientation programme.

**2.5 Senior Assistant Social Welfare Officer Grade I, Grade Level 10**

- 2.5.1 Assisting in the planning and production of technical literature and publicity materials on social welfare matters.
- 2.5.2 Assisting in the processing of data on matters related to social welfare development.

- 2.5.3 Compiling sectorial reports
- 2.5.4 Reviewing the activities of organizations in social welfare and humanitarian sector towards social development.

**2.6 Principal Assistant Social Welfare Officer Grade 11, Grade Level 12**

- 2.6.1 Assisting in supervising and designing training programmes for junior staff.
- 2.6.2 Assisting in organizing seminars, workshop and conferences.
- 2.6.3 Coordinating activities in specified areas.

**2.7 Principal Assistant Social Welfare Officer Grade I. Grade Level 13**

- 2.7.1 Supervising training programmes
- 2.7.2 Assisting in reviewing plan work programmes
- 2.7.3 Supervising a number-of junior staff.

**2.8 Chief Assistant Social Welfare Officer, Grade Level 14**

- 2.8.1 Supervising of subordinate staff
- 2.8.2 Coordinating the activities of the junior staff
- 2.8.3 Coordinating social case work

**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 Social Welfare Officer Grade II, 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 Social Work obtained from a recognized Institution.
  - 3.1.1.2 West African School Certificate/Senior Secondary School Certificate plus a Diploma in Social Work from a recognized Institution.
  - 3.1.1.3 Teachers Grade U Certificate plus a (two year course) Certificate in Social Work from a recognized Institution or Teacher Grade I Certificate with specialization in social studies.

**3.2 Assistant Social Welfare Officer Grade I Grade Level 07**

- 3.2.1 By promotion of a confirmed and suitable Assistant Social Welfare Officer Grade H 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 National Certificate in Education with specialization in Social Studies or Home Economics.

**3.3 Higher Assistant Social Welfare Officer, Grade Level 08**

3.3.1 By promotion of a confirmed and suitable Assistant 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 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 Assistant Social Welfare Officer Grade II, Grade Level 09**

3.4.1 By promotion of a confirmed and suitable Higher Assistant Social Welfare 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 Senior Assistant Social Welfare Officer Grade I, Grade Level 10**

3.5.1 By promotion of a confirmed and suitable Senior Assistant Social Welfare Officer Grade 11 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 Assistant Social Welfare Officer Grade II, Grade Level 12.**

3.6.1 By promotion of a confirmed and suitable Senior Assistant Social Welfare Officer Grade I who has spent at least three years on the grade.

**3.7 Principal Assistant Social Welfare Officer Grade I, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Assistant Social Welfare Officer Grade II who has spent at least three years on the grade.

**3.8 Chief Assistant Social Welfare Officer, Grade Level 14**

3.8.1 By promotion of a confirmed and suitable Principal Assistant Social Welfare Officer Grade I who has spent at least three years on the grade.

**3. ADVANCEMENT BEYOND THE CADRE**

Any officer in the Assistant Social Welfare Officer Cadre who acquires any of the qualification specified for appointments to any higher grade will be eligible for promotion/transfer to the grade.

## **COMMUNITY DEVELOPMENT INSPECTOR CADRE**

### **1. POSTS AN SALARIES**

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

### **2. DUTIES**

#### **2.1 Assistant Community Development inspector, Grade Level 06**

- 2.1.1 Supervising community development projects in rural areas.
- 2.1.2 Coordinating the activities of a number of community development Assistants.

#### **2.2 Community Development Inspector, Grade Level 07**

- 2.2.1 Supervising and coordinating community development programmes in a local government area under the supervision of a Superior Inspector.
- 2.2.2 Coordinating the activities of a number of youth clubs, women councils and special centres in area of supervision.
- 2.2.3 Rendering regular progress reports on community development activities in area of operation.

#### **2.3 Higher Community Development inspector, Grade Level 08**

- 2.3.1 Carrying out regular inspection of community development projects within a local government area.
- 2.3.2 Preparing progress reports on community development project in a specified area.

- 2.3.3 Supervising a number of junior staff in area of operation.
- 2.3.4 Conducting feasibility survey and evaluating community development projects in an area.

**2.4 Senior Community Development Inspector, Grade Level 09**

- 2.4.1 Supervising the activities of a number of junior staff.
- 2.4.2 Programming and coordinating community development activities within a specified area.
- 2.4.3 Carrying out research into social and cultural factors affecting (be execution of community development projects in an area.

**2.5 Principal Community Development inspector Grade II, Grade Level 10**

- 2.5.1 Evaluating field reports and analyzing cash flow on community development projects.
- 2.5.2 Assisting in the training of community development projects.
- 2.5.3 Collating and analyzing data.

**2.6 Principal Community Development Inspector Grade 1, Grade Level 12**

- 2.6.1 Coordinating the activities of officers in the Unit.
- 2.6.2 Supervising the execution of a number of projects.
- 2.6.3 Training junior staff.

**2.7 Assistant Chief Community Development Inspector, Grade Level 13**

- 2.7.1 Coordinating research programmes on the development of new techniques for implementing development projects.
- 2.7.2 Assisting in organizing and executing the training programmes of community development staff.
- 2.7.3 Assisting in the administration of a Section.

**2.8 Chief Community Development Inspector, Grade Level 14**

- 2.8.1 Taking charge of a Section
- 2.8.2 Coordinating the activities of a number of junior staff
- 2.8.3 Organizing training programmes for staff.

**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 Community Development Inspector, Grade Level 06

3.1.1 By direct appointment of a candidate possessing Ordinary National Diploma in relevant field.

**3.2 Community Development Inspector, Grade Level 07**

3.2.1 By promotion of an Assistant Community Development Inspector who has spent at least two years on the grade.

3.2.2 By direct appointment of a candidate possessing Higher National Diploma in relevant field.

**3.3 Higher Community Development Inspector, Grade Level 08**

3.3.1 By promotion of a confirmed and suitable Community Development 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 or 3.2.2. above plus at least five or three years' post-qualification cognate experience respectively.

**3.4 Senior, Community Development Inspector, Grade Level 09**

3.4.1 By promotion of a confirmed and suitable Higher Community Development 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 3.2.2 above plus at Least eight or six years post- qualification cognate experience respectively.

**3.5 Principal Community Development Inspector Grade II, Grade Level 10**

3.5.1 By promotion of a confirmed and suitable Senior Community Development 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 or nine years post- qualification cognate experience respectively.

**3.6 Principal Chief Community Development Inspector, Grade Level 12**

3.6.1 By promotion of a confirmed and suitable Principal Community Development Inspector Grade II who has spent at least three years on the grade.

**3.7 Assistant Chief Community Development Inspector, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Community Development inspector Grade I who has spent at least three years on the grade.

**3.8 Chief Community Development Inspector, Grade Level 14**

3.8.1 By promotion of a confirmed and suitable Assistant Chief Community Development Inspector who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

Any officer in the Community Development Inspector Cadre who acquires any of the qualifications specified for appointments to any higher grade will be eligible for promotion! transfer to the grade.

## **YOUTH DEVELOPMENT ASSISTANT CADRE**

### **1. POSTS AND SALARIES**

1.1	Youths Development Assistant	Grade Level 07
1.2	Higher Youth Development Assistant	Grade Level 08
1.3	Senior Youth ,Development Assistant	Grade Level 09
1.4	Principal Youth Development Assistant Grade II	Grade Level 10
1.5	Principal Youth Development Assistant Grade I	Grade Level 12
1.6	Chief Youth Development Assistant	Grade Level 13

### **2. DUTIES**

#### **2.1 Youth Development Assistant Grade Level 07**

- 2.1.1 Assisting in the implementation of schedules in the section.
- 2.1.2 Assisting in supervising and coordinating youth development programmes.
- 2.1.3 Assisting in coordinating the activities of national youth voluntary organizations
- 2.1.4 Assisting in the organization of workshop seminars and courses.
- 2.1.5 Assisting in rendering progress reports regularly on youth development activities in his area of operation.

#### **2.2 Higher Youth Development Assistant, Grade Level t&**

- 2.2.1 Assisting in the implementation of schedules in the Section.
- 2.2.2 Assisting in compiling statistics and other relevant data relating to youth development programmes or activities.
- 2.2.3 Assisting in coordinating the activities of national voluntary youth organizations and maintaining a register, documenting their activities.
- 2.2.4 Assisting in organizing and maintaining youth camps and centres.
- 2.2.5 Assisting in training subordinates.

#### **2.3 Senior Youth Development Assistant, Grade Level 09**

- 2.3.1 Assisting in the implementation of schedules in the section.
- 2.3.2 Assisting in arranging section, departmental and general meetings.



- 2.3.3 Assisting in arranging training programmes for staff.
- 2.3.4 Assisting in the organization of national workshops and seminars.
- 2.3.5 Assisting in collecting, collating and analyzing data on matters relating to youth development.

#### **2.4 Principal Youth Development Assistant Grade II Grade Level 10**

- 2.4.1 Assisting in the matters relating to youth development policies and programmes.
- 2.4.2 Supervising the implementation of youth programmes and activities in a specified area.
- 2.4.3 Assisting in the planning and production of technical literatures and public enlightenment materials on youth development.
- 2.4.4 Assisting, in the collation/compilation of reports from the Federal and States Youth Development Departments,
- 2.4.5 Assisting in the organization of international, national and states' youth exchange programmes.

#### **2.5 Principal Youth Development Assistant Grade I, Grade Level 12**

- 2.5.1 Assisting the head of the Unit.
- 2.5.2 Advising at local level on matters relating to youth development, policies and programmes.
- 2.5.3 Coordinating activities in a youth institution i.e. Youth Camp, Youth Employment, Training Centres, etc.
- 2.5.4 Supervising the implementation of youth development programmes and activities in a specified area.
- 2.5.5 Compiling/collating data on inter-government/inter-state youth development planning activities.
- 2.5.6 Assisting in coordinating vocational training programmes.
- 2.5.7 Assisting in planning, research and training in youth development.

#### **2.6 Chief Youth Development Assistant Grade Level 13**

- 2.6.1 Coordinating the activities of a number of subordinates.
- 2.6.2 Assisting in the administration of grants to voluntary youth organizations in local government areas and the National Youth Council of Nigeria.
- 2.6.3 Coordinating the activities of all youth development training centres, employment centres and camps.

2.6.4 Participating in the planning and production of technical literature and publicity materials.

2.6.5 Advising on matters relating to the national youth development policy.

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

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

#### **3.1 Youth Development Assistant Grade Level 07**

3.1.1 By direct appointment of a candidate possessing Nigeria Certificate in Education (NCE) in any of the relevant social sciences or Physical and Health Education from a recognized College of Education/Institution.

#### **3.2 Higher Youth Development Assistant Grade Level 08**

3.2.1 By promotion of a confirmed and suitable Youth Development Assistant 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 Youth Development Assistant Grade Level 09**

3.3.1 By promotion of a confirmed and suitable Higher Youth Development Assistant who has spent at least three years on the grade.

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

#### **3.4 Principal Youth Development Assistant Grade II, Grade Level 10**

3.4.1 By promotion of a confirmed and suitable Senior Youth Development Assistant who has spent at least three years on the grade.

3.4.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.1.1 above plus at least nine years' post-qualification cognate experience.

#### **3.5 Principal Youth Development Assistant Grade I, Grade Level 12**

3.5.1 By promotion of a confirmed and suitable Senior Principal Youth development Assistant Grade II who has spent at least three years on the grade.

#### **3.6 Chief Youth Development Assistant, Grade Level 13**

3.6.1 By promotion of a confirmed and suitable Principal Youth Development Assistant Grade I who has spent at least three years on the grade.

### **4. ADVANCEMENT BEYOND THE CADRE**

Any officer in the 'Youth Development Assistant Cadre who acquires any of the qualifications specified for appointments to any higher grade will be eligible for promotion/transfer to the grade.

## **YOUTH DEVELOPMENT OFFICER CADRE**

### **1. POSTS AND SALARIES**

1.1	Youth Development Officer Grade 11	Grade Level 08
1.2	Youth Development Officer Grade I	Grade Level 09
1.3	Senior Youth Development Officer	Grade Level 10
1.4	Principal Youth Development Officer	Grade Level 12
1.5	Assistant Chief Youth Development Officer	Grade Level 13
1.6	Chief Youth 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 Youth Development Officer Grade 11, Grade Level 08**

- 2.1.1 Assisting in servicing Sectional/Departmental meeting
- 2.1.2 Assisting in coordinating the activities of National/Voluntary Youth organizations and maintaining register and documenting their activities.
- 2.1.3 Assisting in the organization of national workshops and seminars.
- 2.1.4 Assisting in collecting, collating and analyzing data on matter relating to youth development
- 2.1.5 Assisting in organizing and maintaining youth camps/centres.

#### **2.2 Youth Development Officer Grade 1, Grade Level 09**

- 2.2.1 Assisting in the planning and implementation of youth programmes.
- 2.2.2 Assisting in the collation/compilation of reports from Federal and States youth development organizations.
- 2.2.3 Assisting in taking charge of youth development operational projects such as camps and centres.
- 2.2.4 Assisting in liaising with States/Federal youth developments and international Organizations

2.2.5 Assisting in writing periodic reports.

### **2.3 Senior Youth Development Officer, Grade Level 10**

2.3.1 Monitoring and evaluating programmes of youth organizations and liaising with them to ensure harmonized execution of National/States youth organizations.

2.3.2 Assisting in the planning and production of technical literatures and publicity materials on youth development.

2.3.3 Collating and compiling reports from Federal and States youth development departments.

2.3.4 Assisting in organizing national workshop and seminars.

2.3.5 Assisting in the organization of international, national and states youth exchange programmes.

2.3.6 Assisting in monitoring and coordinating the activities of the National Youth Council of Nigeria.

2.3.7 Assisting in organizing periodic conferences, seminars, workshops and training courses for youth leaders.

### **2.4 Principal Youth Development Officer, Grade Level 12**

2.4.1 Assisting in administering grants to voluntary youth organizations, local government areas and the National Youth Council of Nigeria.

2.4.2 Coordinating the activities of youth development training centres and camps.

2.4.3 Collating periodic reports from NGOs

2.4.4 Assisting in coordinating the activities of the National Youth Council of Nigeria.

2.4.5 Assisting in organizing seminars and conferences.

2.4.6 Supervising auxiliary and junior staff.

2.4.7 Monitoring youth programme activities and structures at the grass-root.

2.4.8 Assisting in training subordinates.

### **2.5 Assistant Chief Youth Development Officer, Grade Level 13**

2.5.1 Taking charge of planning and production of technical literature and publicity materials.

2.5.2 Coordinating the activities of youth development training centres.

2.5.3 Supervising the administration of grants to voluntary youth organizations such as National Youth Council of Nigeria and all the local government areas.

- 2.5.4 Assisting in organizing training programmes for staff.
- 2.5.5 Monitoring youth programmes activities and structures at the grass-root.
- 2.5.6 Supervising the compilation of records of all voluntary youth organizations.

**2.6 Chief Youth Development Officer, Grade Level 14**

- 2.6.1 Taking charge of a section
- 2.6.2 Taking responsibility for the administration of grants to voluntary youth organizations.
- 2.6.3 Heading the secretariat of the departmental meetings on council matters.
- 2.6.4 Organizing national workshops and seminars.
- 2.6.5 Supervising inter-state planning, research and training activities.

**2.7 Assistant Director, Grade Level 15**

- 2.7.1 Taking charge of a Branch
- 2.7.2 Coordinating the activities of professional youth organizations.
- 2.7.3 Coordinating the training programmes of staff
- 2.7.4 Initiating action on the view of policies and programmes on matters relating to Youth Development
- 2.7.5 Coordinating and supervising training programme for staff.
- 2.7.6 Assisting in the general administration of the Department (States)
- 2.7.7 Coordinating inter-governmental and inter-state planning, research and training.

**2.8 Deputy Director/Director (States), Grade Level 16**

- 2.8.1 Taking charge of a Division/Department (States)
- 2.8.2 Advising on the formulation, implementation and review of policies and programmes on youth development matters.
- 2.8.3 Taking responsibility for youth programmes 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 on the formulation, implementation and review of policies and programmes on youth development 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 Youth Development Officer Grade 11, Grade Level 08**

3.1.1 By direct appointment of a candidate possessing a degree in Youth Works or in any of the relevant Social Science disciplines or Physical and Health Education from a recognized University.

#### **3.2 Youth Development Officer Grade 1, Grade Level 09**

3.2.1 By promotion of a confirmed and suitable Youth Development 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 Masters Degree in any of the disciplines specified in sub-paragraph 3.1.1 above plus at least one year post-qualification cognate experience respectively.

#### **3.3 Senior Youth Development Officer, Grade Level 10**

3.3.1 By promotion of a confirmed and suitable Youth Development Officer 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 Youth Development Officer, Grade Level 12**

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

#### **3.5 Assistant Chief Youth Development Officer, Grade Level 13**

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

#### **3.6 Chief Youth Development Officer, Grade Level 14**

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

#### **3.7 Assistant Director, Grade Level 15**

3.7 By promotion of a confirmed and suitable Chief Youth 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 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 so posts in Grade Level 12 and above**

Appointments may 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 appointment to higher grades are subject to confirmation of appointments.

**SPORTS**

**SPORTS ASSISTANT CADRE**

**1. POSTS AND SALARIES**

1.1	Sports Assistant Grade II	Grade Level 06
1.2	Sports Assistant Grade I	Grade Level 07
1.3	Higher Sports Assistant	Grade Level 08
1.4	Senior Sports Assistant	Grade Level 09
1.5	Principal Sports Assistant Grade 11	Grade Level 10
1.6	Principal Sports Assistant Grade I	Grade Level 12
1.7	Chief Sports Assistant	Grade Level 13

**2. DUTIES**

- 2.1 Sports Assistant Grade II Grade Level 06
- 2.1.1 Assisting in collating programmes of activities for the Department,
  - 2.1.2 Assisting in the organization of workshops, seminars and course.
  - 2.1.3 Assisting in collating progress reports from zonal offices and states sports councils
  - 2.1.4 Assisting in supervising and coordinating sport development programmes.
  - 2.1.5 Assisting in coordinating schools' sports seminars and courses.
  - 2.1.6 Assisting in the organization of workshops, seminars and courses.

**2.2 Sports Assistant Grade I, Grade Level 07**

- 2.2.1 Assisting in the implementation of schedules in the section.
- 2.2.2 Assisting in the organization of workshops, seminars and courses.
- 2.2.3 Assisting in supervising and coordinating sports development programmes.
- 2.2.4 Assisting in rendering progress reports regularly on sports development activities in his area of operation.

**2.3 Higher Sport Assistant Grade Level 08**

- 2.3.1 Assisting in the implementation of schedules in the section.
- 2.3.2 Assisting in compiling statistics and other relevant data relating to sports development programmes and activities.
- 2.3.3 Assisting in organizing and maintaining sports camps and centres.
- 2.3.4 Assisting in arranging training programmes.
- 2.3.5 Assisting in the organization of national workshops and seminars.
- 2.3.6 Assisting in collecting, collating and analyzing data on matters relating to sports development.

**2.5 Principal Sports Assistant Grade II, Grade Level 10**

- 2.5.1 Advising local sports committees on matters relating to sports development policies and programmes.
- 2.5.2 Assisting in supervising the implementation of Sports programmes and activities.
- 2.5.3 Supervising the activities of a number of subordinates.
- 2.5.4 Assisting in the collation, compilation of reports from the Federations and States Sports Development Departments.

**2.6 Assistant Grade I, Grade Level 12**

- 2.6.1 Assisting the 4ad of the Unit.
- 2.6.2 Advising on matters relating to sports development at local levels.
- 2.6.3 Assisting in handling matters relating to parastatals under the department.
- 2.6.4 Assisting in overseeing the implementation of sports programmes/activities.
- 2.6.5 Compiling and collating progress reports from zonal offices
- 2.6.6 Assisting in planning, research and training.

**2.7 Chief Sports Assistant, Grade Level 13**

- 2.7.1 Assisting in the administration of grants to zonal offices and organizations.



- 2.7.2 Coordinating the activities of sports development training centers and camps.
- 2.7.3 Heading a unit.
- 2.7.4 Coordinating the activities of a number of subordinates.

### **3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

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

#### **3.1 Sport Assistant Grade II, Grade Level 06**

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

3.1.1.1 A two-year Diploma in Sports Administration/Management from a recognized Institution plus a minimum basic qualification of WASC/SSSC or GCE (Ordinary Level) credits obtained in four subjects at one sitting or five subjects at two sittings.

3.1.1.2 By direct appointment of a candidate possessing a minimum of WASSCISSCI GCE (OIL) and Certificate in Sports Administration/Management from a recognized Institution plus at least two years' post-qualification cognate experience.

#### **3.2 Sports Assistant Grade I, Grade Level 07**

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

3.2.2 By direct appointment of a candidate possessing National Certificate of Education (NCE) in Physical and Health Education from a recognized institution.

#### **3.3 Higher Sports Assistant Grade Level 08**

3.3.1 By promotion of a confirmed and suitable Sports Assistant 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 subparagraph 3.2.2 above plus at least three years' post-qualification cognate experience.

#### **3.4 Senior Sports Assistant, Grade Level 09**

3.4.1 By promotion of a confirmed and suitable Higher Sports Assistant who has spent at least three years on the grade.

3.4.2 By direct appointment of a candidate possessing the qualification specified in subparagraph 3.2.2 above plus at least six years' post-qualification cognate experience.

#### **3.5 Principal Sports Assistant Grade II, Grade Level 10**

3.5.1 By promotion of a confirmed and suitable Senior Sports Assistant 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 Sports Assistant Grade 1, Grade Level 12**

3.6.1 By promotion of a confirmed and suitable Principal Sports Assistant Grade II who has spent at least three years on the grade.

**3.7 Chief Spans Assistant, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Sports Assistant Grade I who has spent at least three years on the grade.

**4 ADVANCEMENT BEYOND THE CADRE**

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

**SPORTS OFFICER CADRE**

**1. POSTS AND SALARIES**

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

2.1.1 Assisting in coordinating the activities of zonal offices and states sports councils.

2.1.2 Assisting in the organization of workshops, seminars and courses.

- 2.1.3 Assisting in collating quarterly reports on sports development
- 2.1.4 Assisting in coordinating the activities of the national federations/associations
- 2.1.5 Collecting data
- 2.1.6 Assisting in sports development at the grassroots,

**2.2 Sports Officer Grade I, Grade Level 09**

- 2.2.1 Assisting in the implementation of sports programmes
- 2.2.2 Collating reports from the states sports council and zonal offices.
- 2.2.3 Liaising with the zonal offices and national associations.
- 2.2.4 Assisting in organizing and maintaining sports camps/centers
- 2.2.5 Assisting in organizing workshops seminars and courses.

**2.3 Senior Sports Officer, Grade Level 10**

- 2.3.1 Collating and assisting in analyzing reports from zonal offices and states sports councils.
- 2.3.2 Monitoring and evaluating programmes of national associations to ensure harmonized execution.
- 2.3.3 Assisting in organizing national workshops and seminars of sports.
- 2.3.4 Assisting in the organization of international sports exchange programmes.
- 2.3.5 Supervising the activities of subordinates.

**2.4 Principal Sports Officer, Grade Level 12**

- 2.4.1 Assisting in administering grants to voluntary sports organizations.
- 2.4.2 Coordinat'ng institutional sport programmes in the country
- 2.4.3 Identifying the spoils needs of various associations and making necessary recommendations.
- 2.4.4 Compiling and analyzing progress reports from zonal offices and national associations.
- 2.4.5 Assisting sectional heads in organizing seminars and conferences.
- 2.4.6 Supervising junior staff in the section.
- 2.4.7 Monitoring sports programmes and activities at the grassroots.
- 2.4.8 Assisting in conducting research.

**2.5 Assistant Chief Sports Officer, Grade Level 13**

- 2.5.1 Assisting in the administering of a Section
- 2.5.2 Coordinating the activities in sports development in a defined area.
- 2.5.3 Taking charge of planning and production of technical literatures and publicity materials.
- 2.5.4 Assisting in organization of training programmes for stall.
- 2.5.5 Monitoring sport programmes and activities at the grassroots.
- 2.5.6 Coordinating the activities of a number of junior officers.

## **2.6 Chief Sports Officer, Grade Level 14**

- 2.6.1 Taking charge of a Section
- 2.6.2 Supervising inter-state planning, research and training activities.
- 2.6.3 Serving on national and inter-ministerial committees on sports matters.
- 2.6.4 Organizing national workshops and seminars.
- 2.6.5 Organizing training programmes for staff.
- 2.6.6 Coordinating activities in a number of specified areas.
- 2.6.7 Coordinating researches into sports.
- 2.6.8 Taking responsibility for the administration of grant to sports organizations i.e. NUGA, NIPOGA, ANISONMG etc.

## **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 Coordinating activities in grass-root sports development.
- 2.7.4 Initiating the review of sports policies and programmes.
- 2.7.5 Coordinating inter-governmental/inter-state planning and research on sports matters.
- 2.7.6 Coordinating the training programmes of staff
- 2.7.7 Assisting in formulating and executing policies.

## **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 sports development planning.
- 2.8.3 Assisting in the general administration of the Department

2.8.4 Advising on the formulation, execution and review of policies and programme on Sporting matters.

2.8.5 Participating in policy formulation.

## **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 policies and programme on sporting matters.

2.9.3 Liaising with local and international organizations/institution on to Sports Development.

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

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

### **3.1 Sports Officer Grade II, Grade Level 08**

3.1.1 By direct appointment of a candidate possessing a degree in Physical and Health education or Sports Administration and management from a recognized University or a degree plus a post-graduate Diploma in Sports Management from a recognized institution.

### **3.2 Sports Officer Grade I, Grade Level 09**

3.2.1 By promotion of a confirmed and suitable Sports 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 Masters Degree in a relevant field plus at least one year post-qualification cognate experience.

### **3.3 Senior Sports Officer, Grade Level 10**

3.3.1 By promotion of a confirmed and suitable Sports 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 year post-qualification cognate experience, respectively.

### **3.4 Principal Sports Officer, Grade Level 12**

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

### **3.5 Assistant Chief Sports Officer, Grade Level 13**

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

**3.6 Chief Sports Officer, Grade Level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Sports 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 Sports 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 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 appointments may 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.

**ASSISTANT COACH CADRE**

**1. POSTS AND SALARIES**

1.1	Assistant Coach Grade II	Grade Level 06
1.2	Assistant Coach Grade I	Grade Level 07
1.3	Higher Assistant Coach	Grade Level 08
1.4	Senior Assistant Coach	Grade Level 09
1.5	Principal Assistant Coach Grade 11	Grade Level 10
1.6	Principal Assistant Coach Grade I	Grade Level 12
1.7	Chief Assistant Coach	Grade Level 13

**2. DUTIES**

2.1 Assistant Coach Grade II, Grade Level 06

- 2.1.1 Assisting in organizing training programmes
- 2.1.2 Assisting in organizing workshops seminars and courses
- 2.1.3 Assisting in collating progress reports on national teams.
- 2.1.4 Assisting in supervising sportsmen
- 2.1.5 Assisting in coordinating coach seminars and courses.

## **2.2 Assistant coach Grade 1 Grade Level 07**

- 2.2.1 Assisting in the implementation of coaching schedules
- 2.2.2 Assisting in organizing workshops. seminars and courses
- 2.2.3 Assisting in organizing and coordinating coaching programmes
- 2.2.4 Assisting in rendering regular reports on performance of teams.

## **2.3 Higher Assistant Coach Grade Level 08**

- 2.3.1 Assisting in the implementation of coaching schedules
- 2.3.2 Assisting in compiling data on coaching programmes
- 2.3.3 Assisting in organizing and maintaining training camps and centres
- 2.3.4 Assisting in arranging training programmes.

## **2.4 Senior Assistant Coach Grade Level 09**

- 2.4.1 Assisting in the implementation of coaching schedules.
- 2.4.2 Supervising the activities of subordinates.
- 2.4.3 Assisting in organizing and maintaining training camps and centres.
- 2.4.4 Assisting in organizing workshops, seminar and courses.
- 2.4.4 Assisting in collecting, collating and analyzing data.

## **2.5 Principal Assistant coach Grade II, Grade Level 10**

- 2.5.1 Advising local policy makers on matters relating to coaching policies and programmes.
- 2.5.2 Supervising the implementation of coaching programmes and activities at local level.
- 2.5.3 Supervising the activities of a number of subordinates.
- 2.5.4 Assisting in the collation and compilation of reports from the different camps on national teams.

## **2.6 Principal Assistant Coach Grade I, Grade Level 12**

- 2.6.1 Advising on matters relating to coaching development at local levels.
- 2.6.2 Advising on matters relating to coaching and training schedules
- 2.6.3 Supervising the implementation of training programmes/activities
- 2.6.4 Compiling/collation of progress reports from national teams.
- 2.6.5 Assisting in planning research and training.
- 2.6.6 Coordinating the activities at the training centres and camps.
- 2.6.7 Coordinating the activities of a number of subordinates.

### **2.7 Chief Assistant Coach, Grade Level 13**

- 2.7.1 Supervising coaching research and training activities.
- 2.7.2 Heading a Unit.
- 2.7.3 Coordinating activities in grassroots talent hunt.
- 2.7.4 Assisting in coordinating coaching clinics, seminars and workshops.

## **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 Coach Grade II, Grade Level 06**

- 3.1.1 By direct appointment of a candidate possessing a three-year Grade III Coaching Certificate from a recognized institute plus a minimum basic qualification of WASC/SSSC.

### **3.2 Assistant Coach Grade I, Grade Level 07**

- 3.2.1 By promotion of a confirmed and suitable Assistant Coach Grade II 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 Coaching Certificate Grade II from a recognized institution.

### **3.3 Higher Assistant Coach, Grade Level 08**

- 3.3.1 By promotion of a confirmed and suitable Assistant Coach 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 three years post-qualification cognate experience respectively.



3.3.3 By direct appointment of a candidate possessing Coaching Certificate Grade I, from a recognized institution.

**3.4 Senior Assistant Coach, Grade Level 09**

3.4.1 By promotion of a confirmed and suitable Higher Assistant Coach 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 3.2.3 or 3.3.3 above plus at least six or three years post-qualification cognate experience, respectively.

**3.5 Principal Assistant Coach Grade II, Grade Level 10**

3.5.1 By promotion of a confirmed and suitable Senior Assistant Coach 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 or 3.3.3 above plus at least six or three years post-qualification cognate experience, respectively.

**3.6 Principal Assistant Coach Grade I, Grade Level 12**

3.6.1 By promotion of a confirmed and suitable Principal Assistant Coach Grade II who has spent at least three years on the grade.

**3.7 Chief Assistant Coach Grade I, Grade Level 13**

3.7.1 By promotion of a confirmed and suitable Principal Assistant Coach Grade I who has spent at least three years on the grade.

**4. ADVANCEMENT BEYOND THE CADRE**

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

**WATER RESOURCES**

**IRRIGATION TECHNOLOGIST CADRE**

**1. POST AND SALARIES**

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

- 1.5 Assistant Chief Irrigation Technologist Grade Level 13
- 1.6 Chief Irrigation Technologist Grade Level 14

## **2. DUTIES**

### **2.1 Irrigation Technologist Grade II, Grade Level 08**

- 2.1.1 Supervising the activities of junior workers
- 2.1.2 Supervising construction of small and medium size irrigation schemes
- 2.1.3 Conducting training sessions and consultancy services for individual small holder irrigation farmers

### **2.2 Irrigation Technologist Grade I, Grade Level 09**

- 2.2.1 Performing the duties listed in paragraphs 2.1.1 or 2.1.3 above
- 2.2.2 Assisting Senior Officers in carrying out specified assignments
- 2.2.3 Assisting in field training of students or irrigation/agronomy.

### **2.3 Senior Irrigation Technologist, Grade Level 10**

- 2.3.1 Take charge of irrigation project requiring no supervision
- 2.3.2 Performing duties specified in sub-paragraphs 2.2.1. to 2.2.3 above

### **2.4 Principal Irrigation Technologist, Grade Level 12**

- 2.4.1 Supervising the activities of a number of subordinator.
- 2.4.2 Managing large scale irrigation projects.

### **2.5 Assistant Chief Irrigation Technologist, Grade Level 13**

- 2.5.2 Supervising the construction of medium and large scale irrigation project
- 2.5.3 Assisting in the administration of a section

### **2.6 Chief Irrigation Technologist, Grade Level 14**

- 2.6.1 Taking charge of the administration of a section
- 2.6.2 Organizing training programmes for staff
- 2.6.3 Directing and coordinating activities in a number of irrigation project.

## **3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CARE**

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

- 3.1 Irrigation Technologist Grade II, Grade Level 08

3.1.1 By promotion of officers who have successfully completed HND programme in Irrigation Agronomy/Engineering.

3.1.2 By direct appointment of a candidate possessing HND in Irrigation Engineering or Agriculturist Engineering from a recognized Institution or who has successfully completed a four years' training programme in a recognized School of Agriculture in Irrigation Engineering.

### **3.2 Irrigation Technologist, Grade Level 09**

3.2.1 By promotion of confirmed and suitable Irrigation Technologist Grade Ii who has spent as 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 Technologist, Grade Level 10**

3.3.1 By promotion of confirmed and suitable Irrigation 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 Principal Irrigation Technologist. Grade Level 12**

3.4.1 By promotion of confirmed and suitable Senior Irrigation Technologist who has spent at least three years on the grade.

### **3.5 Assistant Chief Irrigation Technologist, Grade Level 13**

3.5.1 By promotion of confirmed and suitable Principal Irrigation Technologist who has spent at least three years on the grade.

### **3.6 Chief Irrigation Technologist, Grade Level 14**

3.6.1 By promotion of confirmed and suitable Assistant Chief Irrigation Technologist who has spent at least three years on the grade

## **4. ADVANCEMENT BEYOND THE CADRE**

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

## **IRRIGATION ENGINEER CADRE**

### **1. POST AND SALARIES**

1.1 Irrigation Engineer Grade II

Grade Level 08

1.2	Irrigation Engineer Grade I	Grade Level 09
1.3	Senior Irrigation Engineer	Grade Level 10
1.4	Principal Irrigation Engineer	Grade Level 12
1.5	Assistant Chief Irrigation Engineer	Grade Level 13
1.6	Chief Irrigation 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 Irrigation Engineer Grade II, Grade level 08**

2.1.1 Undergoing a two years pupilage programme and performing the following duties under supervision.

2.1.1.1 Designing small irrigation projects.

2.1.1.2 Surveying and identifying irrigation projects.

2.1.1.3 Surveying and classifying soils

2.1.1.4 Preparing soil maps

2.1.1.5 Conducting topographic survey of irrigation works.

### **2.2 Irrigation Engineer Grade 1, Grade Level 09**

2.2.1 Performing the duties specified in sub-paragraphs 2.1.1 .1 and 2.1.1.5 above.

2.2.2 Designing large irrigation projects.

2.2.3 Training junior staff.

### **2.3 Senior Irrigation Engineer, Grade level 10**

2.3.1 Designing water resources aspect of irrigation projects.

2.3.2 Surveying and developing land for irrigation purposes

2.3.3 Supervising irrigation projects

2.3.4 Training Junior Staff.

2.3.5 Designing large irrigation projects.

### **2.4 Principal Irrigation Engineer, Grade level 12**

2.4.1 Supervising the activities of a number of subordinates

2.4.2 Taking charge of project supervision and administration

2.4.3 Carrying out overall planning of projects

2.4.4 Training junior staff.

**2.5 Assistant chief Irrigation Engineer, Grade level 13**

2.5.1 Coordinating the activities of a number of junior staff

2.5.2 Administering regional irrigation projects

2.5.3 Organizing applied investigation programmes in irrigation development

2.5.4 Training junior staff.

**2.6 Chief Irrigation Engineer, Grade level 14**

2.6.1 Taking charge of a Section.

2.6.2 Coordinating activities in a number of specialized areas.

2.6.3 Supervising the training programmes of staff

2.6.4 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 Initiating action on the review of irrigation policies and programmes.

2.7.3 Assisting in the general administration of the Department (States)

2.7.4 Coordinating the training programmes of staff.

**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 a Division/Department (States)

2.8.3 Taking responsibility for irrigation development planning

2.8.4 Advising on information, execution and review of water resources policies and programmes

**2.9 Director (Federal), 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 policies and programmes

**3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

All promotion and transfers are subject to vacancy and satisfactory service records.

**3.1 Irrigation Engineer Grade II, Grade level 08**

3.1.1 By direct appointment of a candidate possessing a degree in Irrigation Engineering and/or Civil Engineering or an equivalent qualification registrable with the Council for the Regulation of Engineering in Nigeria (COREN).

**3.2 Irrigation Engineer Grade I, Grade level 09**

3.2.1 By advancement of an Irrigation Engineer Grade II who has 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 Irrigation Officer, Grade level 10**

3.3.1 By promotion of a confirmed and suitable Irrigation 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 subparagraph 3.1.1. above plus at least five years' post-qualification cognate experience.

**3.4 Principal Irrigation Engineer, Grade level 12**

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

**3.5 Assistant Chief Irrigation Engineer, Grade level 13**

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

**3.6 Chief Irrigation Engineer, Grade level 14**

3.6.1 By promotion of a confirmed and suitable Assistant Chief Irrigation 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 confirmed and suitable Chief Irrigation Engineer or a suitable Officer from any of the following grades who has spent at least three years on the grade and registered with COREN.

3.7.1.1 Chief Water Engineer.

3.7.1.2 Chief Water Resources

3.7.1.3 Chief Hydro-geologist,

3.7.1.4 Chief Irrigation Engineer,

3.7.1.5 Chief Hydrological Engineer,

3.7.1.6 Chief Scientific Officer.

**3.8 Deputy 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 registered with COREN.

**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 and registered with COREN.

**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 advertisement at the instance of the user-Ministry/Department. Promotions from such direct appointments to higher grade are subject to confirmation of appointment.