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SCHEME OF SERVICE FOR STATISTICAL ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Statistical Assistant II	CONUNASS 03
1.2	Statistical Assistant I	CONUNASS 04
1.3	Senior Statistical Assistant	CONUNASS 05
1.4	Principal Statistical Assistant II	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Statistical Assistant II	03	By direct appointment of a candidate possessing WASC/GCE/SSCE with 5 credits including Eng. Language and Mathematics	(a) Collecting data from statistical enquiries (b) Assisting in editing and processing data collected (c) Any other duties assigned by a superior officer
Statistical Assistant I	04	(a) Promotion Avenue for Statistical Assistant II with minimum of 3 years' experience on the job. (b) By direct appointment of a Statistical Assistant II plus 3 years' experience in Planning and Statistics Dept. of a Tertiary Institution.	(a) Collecting data from statistical enquiries (b) Editing and processing data collected (c) Any other duties assigned by a superior officer
Senior Statistical Assistant	05	(a) Promotion Avenue for Statistical Assistant I with a minimum of 3 years experience. (b) By direct appointment of an ND holder with specialization in Statistics plus Credit in English Language and Mathematics at WASC/GCE/SSCE plus 2 years working experience in the Planning, Research and Statistics Dept. of Tertiary Institution. OR G.C.E. "A" Level in Mathematics or "Statistics and at least one of the following subjects: Economics, Geography plus at least 3 other Credits including English Language at WASC/GCE/SSCE plus 5 years working experience in the Planning, Research and Statistics Dept. of a Tertiary Institution.	(a) Supervising the work of a number of Statistical Assistants (b) Assisting in collating statistical data (c) Any other duties assigned by a superior officer
Principal Statistical Assistant II	06	(a) Promotion avenue for a Senior Statistical Assistant after three (3) years of satisfactory service (b) By promotion of a Senior Statistical Assistant with ND or its equivalent in relevant field after 3 years of satisfactory service. (c) By direct appointment of holder of ND with specialization in Statistics with 5 'O' Level credits including English Language and Mathematics plus four (4) years relevant working experience OR GCE with seven (7) years experience	(a) Assist in supervising and coordinating the work of Statistical Assistants and other junior staff in a small Statistical Unit (b) Assisting in collating statistical data (c) Any other duties assigned by a superior officer

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through

advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR CATERING ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Cook/Steward/Baker II	CONUNASS 02
1.2	Head Cook/Steward/Baker I	CONUNASS 03
1.3	Catering Assistant	CONUNASS 04
1.4	Senior Catering Assistant	CONUNASS 05
1.5	Chief Catering Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Cook/Steward /Baker II	02	By direct appointment of a candidate possessing JSS III/S.75 plus 2 years post qualification experience	<ul style="list-style-type: none"> a. Serving meals and laying tables for meals b. Serving drinks, beverages, cigars and cigarettes when required c. Blending wine d. Cleaning and washing linen, cooking utensils and other equipment/materials e. Maintaining general cleanliness of dining/living rooms and halls f. Keeping records of stocks of drinks, cigars and cigarettes g. Responsible for day to day market purchases h. Preparation for service and serving of snacks, food and drinks, beverages, cigars and cigarettes during Meetings and other University functions i. Assisting in the kitchen during pre-preparation and cooking of food in the kitchen. j. Moping of the kitchen and office floor k. Cooking and serving food in the lodge. l. Performing any other duties assigned by the Chief Catering Officer and Higher Catering Officer.
Head Cook/Steward /Baker I	03	<ul style="list-style-type: none"> (a) Promotion Avenue for Cooks/Steward/ Baker II plus 3 years experience (b) By direct appointment of a candidate possessing SSCE/WASC/GCE 	<ul style="list-style-type: none"> a. Assisting the head steward in the supervision of the activities of junior staff b. A senior steward may be required to keep small records of foodstuffs supplied to cooks for preparations c. Responsible for day to day market purchases d. Preparation for service and serving of snacks, food and drinks, beverages, cigars and cigarettes during Meetings and other University functions e. Assisting in the kitchen during pre-preparation and cooking of food in the kitchen. f. Moping of the kitchen and office floor g. Cooking and serving food in the lodge. h. Performing any other duties assigned by the Chief Catering Officer and Higher Catering Officer.

Catering Assistant	04	<p>(a) Promotion Avenue for Head Cook/ Steward/Baker I with SSCE/WASC plus 3 years of satisfactory service.</p> <p>(b) By direct appointment of a candidate possessing SSCE/WASC/GCE plus 3 years cognate experience.</p>	<p>a. Taking charge of a large out-station Government Rest House, guest House or restaurant</p> <p>b. Taking charge of small hostels for student nurses, student midwives or pupil</p> <p>c. Supervising and training junior staff</p> <p>d. Keeping of income and expenditure books and writing of receipts for all cash received</p> <p>e. In charge of other Administrative jobs as assigned by the Chief Catering Officer</p> <p>f. Responsible for bulk purchases.</p> <p>g. Pre-preparation for service and serving of snacks, food and drinks during Meetings and other University functions when necessary</p> <p>h. In charge of all catering services in the Vice-Chancellor's Office (servicing of the various Management Meetings and all other Meetings held in the Vice-Chancellor's Office</p> <p>i. Cleaning of materials used in service</p> <p>j. Cleaning of Utensils and equipment used during service.</p> <p>k. Doing every other duty assigned by the Chief Catering Officer and Higher Catering Officer.</p>
Senior Catering Assistant	05	<p>(a) By Promotion Avenue for Assistant Catering Supervisor with WASC/SSCE/ GCE plus City and Guilds/ Diploma/ ND Certificate. Plus 3 years experience</p> <p>(b) By direct appointment of a candidate possessing Advanced NABTEB/ ND Certificate or equivalent certificate</p>	<p>a. Assisting in inspecting government out-station catering institution</p> <p>b. Taking charge of a very large out-station Government Rest House, guest House or restaurant</p> <p>c. Keeping of income and expenditure books and writing of receipts for all cash received</p> <p>d. In charge of other Administrative jobs as assigned by the Chief Catering Officer</p> <p>e. Responsible for bulk purchases.</p> <p>f. Pre-preparation for service and serving of snacks, food and drinks during Meetings and other University functions when necessary</p> <p>g. In charge of all catering services in the Vice-Chancellor's Office (servicing of the various Management Meetings and all other Meetings held in the Vice-Chancellor's Office</p> <p>h. Cleaning of materials used in service- Cleaning of Utensils and equipment used during service.</p> <p>i. Doing every other duty assigned by the Chief Catering Officer and Higher Catering Officer.</p>
Chief Catering Assistant	06	By promotion of a Catering Supervisor with Diploma in Catering and Hotel Management or its equivalent plus 3 years of satisfactory service.	<p>a. Coordinating activities of a number of junior subordinate officers</p> <p>b. Inspecting Government out station Catering Institution to ensure high standards</p> <p>c. Keeping of income and expenditure books and writing of receipts for all cash received</p> <p>d. In charge of other Administrative jobs as assigned by the Chief Catering Officer</p>

			<ul style="list-style-type: none"> e. Responsible for bulk purchases. f. Pre-preparation for service and serving of snacks, food and drinks during Meetings and other University functions when necessary g. In charge of all catering services in the Vice-Chancellor's Office (servicing of the various Management Meetings and all other Meetings held in the Vice-Chancellor's Office h. Cleaning of materials used in service i. Cleaning of Utensils and equipment used during service. j. Doing every other duty assigned by the Chief Catering Officer and Higher Catering Officer.
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ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

NURSERY ASSISTANT/TEACHERS CADRE

1. POSTS AND SALARIES

1.1	Nursery Assistant	CONUNASS 03
1.2	Teacher Grade II	CONUNASS 04
1.3	Teacher Grade I	CONUNASS 05
1.4	Senior Teacher/Master Grade IV	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Nursery Assistant	03	By direct appointment of a candidate with SSCE/WASC/GCE with credit in relevant subject plus knowledge in Computer Literacy.	(1) Performing routine duties under supervision (2) Any other duties assigned by a superior officer
Teacher Grade II	04	(a) By promotion of Nursery Assistant who holds SSCE/WASC/GCE after 3 years of satisfactory service. (b) By direct appointment of a candidate who holds SSCE/WASC/GCE with Teacher's Grade II Certificate plus knowledge in Computer Literacy.	(1) Teaching in primary schools (2) Supervising Local Government Adult Education Staff and Literacy classes in the states (3) Any other duties assigned by a superior officer
Teacher Grade I	05	(a) By promotion of Teacher Grade II who holds SSCE after 3 years of satisfactory service. (b) By direct appointment of a candidate with SSCE/WASC with Teacher's Grade II Certificate plus Certificate in Computer Literacy.	(1) Teaching in primary schools (2) Assisting the Headmaster of a medium size primary school (3) Taking charge of the training programmes for Adult Education Scheme (4) Any other duties assigned by a superior officer
Senior Teacher/Master Grade IV	06	Promotion Avenue for Teacher Grade I with NCE after 3 years of satisfactory service.	(1) Teaching in primary schools (2) Taking charge of small primary school or assisting the Headmaster of a Grade I Primary School (3) Any other duties assigned by a superior officer(s)

ADVANCEMENT BEYOND THE CADRE:

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SCHEME OF SERVICE FOR LIVESTOCK/DIARY ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Livestock/Diary Attendant	CONUNASS 02
1.2	Livestock/Diary Assistant	CONUNASS 03
1.3	Senior Livestock/Senior Diary Assistant	CONUNASS 04
1.4	Principal Livestock/Principal Diary Assistant	CONUNASS 05
1.5	Chief Livestock/Chief Diary Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Livestock Attendant/ Diary Attendant	02	By direct appointment of a candidate with JSS 3/S.75 with 2 years post qualification	(1) Performing under supervision, routine manual duties in the field of animal disease control, animal production/management, veterinary clinic, poultry, piggery or other livestock unit. Livestock pest control and immunisation test centre (2) Any other duties assigned by a superior officer.
Livestock/ Diary Assistant	03	(1) By promotion of a Livestock Attendant after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE	(1) Performing under supervision, routine manual duties in the field of animal disease control, animal production/management, veterinary clinic, poultry, piggery or other livestock unit. Livestock pest control and immunisation test centre (2) Any other duties assigned by a superior officer.
Senior Livestock/ Diary Assistant	04	(1) By promotion of a Livestock Assistant who holds SSCE/WASC/GCE after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE plus 3 years experience.	(1) Performing under supervision, routine manual duties in the field of animal disease control, animal production/management, veterinary clinic, poultry, piggery or other livestock unit. Livestock pest control and immunisation test centre (2) Any other duties assigned by a superior officer.
Principal Livestock/ Diary Assistant	05	(1) By promotion of a Senior Livestock Assistant after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE plus ND in relevant field.	(1) Training subordinate staff. (2) Supervising subordinate staff. (3) Any other duties assigned by a superior officer.
Chief Livestock/ Diary Assistant	06	By promotion of a Chief Livestock Assistant after 3 years of satisfactory service plus ND in relevant field.	(1) Training subordinate staff. (2) Supervising subordinate staff. (3) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

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SCHEME OF SERVICE FOR RADIO/TELEPHONE OPERATOR CADRE

1. POSTS AND SALARIES

1.1	Assistant Telephone/ Radio Operator	CONUNASS 02
1.2	Telephone / Radio Operator	CONUNASS 03
1.3	Senior Telephone /Radio Operator	CONUNASS 04
1.4	Principal Telephone/Radio Operator	CONUNASS 05
1.5	Chief Telephone/Radio Operator	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Assistant Telephone Operator	02	By direct appointment of a candidate possessing JSS III/Class IV/S.75 plus formal Training	(a) Operating the telephone PBX under supervision (b) Ensuring that the switch board under his control is efficiently maintained (c) Collecting revenue for private calls (d) Any other duties assigned by a superior officer.
Telephone Operator	03	(a) Promotion Avenue for Assistant Telephone Operator plus at least 3 yrs experience. (b) By direct appointment of a candidate possessing JSS II/Class IV/S.75 plus at least 3 yrs. experience. (c) By direct appointment of a candidate possessing WASC/GCE including English Language	(a) Supervising a number of telephone operators (b) Rendering accounts of the revenue collected for private calls (c) Keeping such records as are required in the operation of a telephone PBX (d) Any other duties assigned by a superior officer.
Radio/ Telephone Supervisor	04	(a) Promotion Avenue for Telephone Operator-in-Training with 3 yrs. experience. (b) By direct appointment of a candidate possessing WASC/GCE with 3 yrs. experience (c) By direct appointment of a candidate possessing JSS III/Class IV/S.75 plus at least 5 yrs. experience. (d) For Telex Operator, either (a) or (b) above plus ability to operate a type-writer.	(a) Taking charge of a telephone exchange (b) Training telephone operators (c) Supervising telephone staff in defined areas (d) Advising authority on the training and posting of telephone operators Any other duties assigned by a superior officer.
Senior Radio/ Telephone Supervisor	05	Promotion Avenue for Telephone/Telex Operator with 3 yrs. maturation period.	(a) Assisting in supervising telephone staff in a defined area (b) Assisting in training of Telephone Operators (c) Responsible to the Chief Radio/Telephone Supervisor for the day to day running and management of Telephone Operators
Chief Radio/ Telephone Supervisor	06	Promotion Avenue for Senior Telephone Operator plus 3 yrs. maturation period.	(a) Overall responsibility for supervising Telephone Staff in a defined area (b) Advising the Authority on the training and posting of telephone Operators (c) Day to day running of Telephone Operators Units/Office (d) Management of Telephone Operators

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through

advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR COMPUTER HARDWARE ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Computer Maintenance Trainee	CONUNASS 03
1.2	Computer Maintenance Assistant II	CONUNASS 04
1.3	Computer Maintenance Assistant I	CONUNASS 05
1.4	Senior Computer Maintenance Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Computer Maintenance Trainee	03	By direct appointment of a candidate with SSCE/WASC/GCE including 2 credits in Science subject and Computer Literacy Certificate.	(1) Maintaining cleanliness and orderliness of the computer centre. (2) Carrying out other routine office duties as may be assigned. (3) Any other duties assigned by a superior officer.
Computer Maintenance Assistant II	04	(1) By promotion of a Computer Maintenance Trainee who holds SSCE/WASC/GCE including 2 credits in Science subjects after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds an SSCE/WASC/GCE with 2 credits in Science subjects plus 3 years relevant working experience.	(1) Carrying out routine and other computer maintenance and repair duties. (2) Any other duties assigned by a superior officer.
Computer Maintenance Assistant I	05	(1) By promotion of a Computer Maintenance Assistant II with 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE including 2 Science subjects and holds ND in Computer Science.	(1) Carrying out routine and other Computer Maintenance Duties. (2) Any other duties assigned by a superior officer.
Senior Computer Maintenance Assistant	06	By promotion of a Computer Maintenance Assistant I with ND in Computer Science after 3 years of satisfactory service.	(1) Carrying out routine and other computer maintenance duties. (2) Providing supervision and training of subordinate staff. (3) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR PLANT OPERATOR CADRE

POSTS AND SALARIES

1.1	Plant Operator	CONUNASS 03
1.2	Senior Plant Operator	CONUNASS 04
1.3	Head Plant Operator	CONUNASS 05
1.4	Chief Plant Operator	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Plant Operator	03	By direct appointment of a candidate with SSCE/WASC/GCE/NABTEB with proficiency certificate in handling heavy plant/ equipment.	(1) Operating light mobile plant such as rollers, forklift trucks and dumpers (2) Assisting as a mate in the use of heavy road plants. (3) Any other duties assigned by a superior officer.
Senior Plant Operator	04	(1) By promotion of a Plant Operator after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE/NABTEB with proficiency certificate in handling heavy plant equipment plus 3 years experience	(1) Operating one or more of the heavy road plants such as bulldozers, traxcavators, loaders, cranes grander etc (2) Reading lubrication charts and carrying out instructions. (3) Performing maintenance jobs like changing tyres, replacing fanbelts, hydraulic hoses, air filters, greasing, topping batteries and keeping daily record books (4) Any other duties assigned by a superior officer.
Head Plant Operator	05	(1) By promotion of a Senior Plant Operator after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE/ NABTEB with proficiency certificate in handling heavy plant equipment plus 6years experience.	(1) Diagnosing and classifying faults (2) Determining the right type of machine for a particular job (3) Taking charge for a number junior staff (4) Assisting in ensuring the security of heavy plants (5) Performing routine duties (6) Any other duties assigned by a superior officer.
Chief Plant Operator	06	By promotion of a Head Plant Operator with OND /Adv. NABTEB after 3 years of satisfactory service.	(1) Taking responsibility for and ascertaining the disposition of each plant in his area (2) Supervising subordinate staff (3) Ensuring security of heavy plant (4) Performing routine duties (5) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR CLERICAL STAFF
(Medical Records/ Registry/ Bursary)

1. POSTS AND SALARIES

1.1	Clerical Assistant	CONUNASS 02
1.2	Clerical Officer	CONUNASS 03
1.3	Senior Clerical Officer	CONUNASS 04
1.4	Asst. Chief Clerical Officer	CONUNASS 05
1.6	Chief Clerical Officer	CONUNASS 06

POST	SALARY (CONUNAS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Clerical Assistant	02	By direct appointment of a candidate possessing S.75/JSS III Experience on the job would be an added advantage	<ul style="list-style-type: none"> (1) Receiving of incoming mails and dispatching of mails/Official Correspondences (2) Filing of correspondence/documents into appropriate folders (3) Citing and updating of archive/records mails (4) Ensuring that official documents are in safe custody (5) General Clerical works- Photocopying and collation of documents (6) Retrieving/Bringing up of mails from cabinet for Meetings or as requested (7) Attending to students, lecturers and visitors (8) Assisting Administrative Officers (9) Collection and organization of files (10) Circulation and Dissemination of Bulletins (11) Any other duty assigned by the superior Officer(s)
Clerical Officer	03	<p>(a) Promotion Avenue for Clerical Asst. with 3 yrs. relevant experience with evidence of at success at the Combined Confirmation/ Promotion Examination with at least 50% average score in English Language and 40% Score in each of other subject OR SSCE/NECO/GCE with 5 credits or its equivalent</p> <p>(b) By direct appointment of a candidate possessing WASC/SSCE/GCE with 5 credits including English Language.</p>	<ul style="list-style-type: none"> (1) Receiving of incoming and dispatching of mails/Official Correspondences (2) Filing of correspondences/documents into appropriate folders (3) Follow up of memos on request for fund and other University assignment- Office Management (4) Citing and updating of archive/records mails (5) Ensuring that official documents are in safe custody (6) General Clerical works- Photocopying and collation of documents (7) Retrieving/Bringing up of mails from cabinet for Meetings or as requested (8) Attending to students, lecturers and visitors (9) Assisting Administrative Officers (10) Collection and organization of files (11) Circulation and Dissemination of Bulletins (12) Any other duty assigned by the superior Officer(s)
Senior Clerical Officer	04	<p>(a) Promotion Avenue for Clerical Officer with WASC/SSCE/GCE and 3 years of satisfactory service OR</p>	<ul style="list-style-type: none"> (1) Assisting in taking charge of a small Registry (correspondence or records) (2) Assisting in training subordinate staff (3) Receiving of incoming and dispatching of mails/Official Correspondences (4) Filing of correspondences/documents into appropriate folders

		<p>Promotion Avenue for Clerical Officer with 3 years of satisfactory service and evidence of at success at the Combined Confirmation/ Promotion Examination with at least 60% overall average score with at least 50% score in English Language and 40% score in each of the other subjects</p> <p>(b) By direct appointment of a candidate possessing WASC/GCE/SSCE including English Language and Mathematics plus 5 yrs relevant experience.</p>	<p>(5) Follow up of memos on request for fund and other University assignment- Office Management</p> <p>(6) Citing and updating of archive/records mails</p> <p>(7) Ensuring that official documents are in safe custody</p> <p>(8) General Clerical work- Photocopying and collation of documents</p> <p>(9) Retrieving/Bringing up of mails from cabinet for Meetings or as requested</p> <p>(10) Attending to students, lecturers and visitors</p> <p>(11) Assisting Administrative Officers</p> <p>(12) Collection and organization of files</p> <p>(13) Circulation and Dissemination of Bulletins</p> <p>(14) Any other duty assigned by the superior Officer(s)</p>
Asst. Chief Clerical Officer	05	<p>(1) Promotion Avenue for Senior Clerical Officer with 5 credits in WASC including English Language plus 3 yrs of satisfactory service.</p> <p>(2) By direct appointment of a candidate possessing WASC/GCE/SSCE with 5 credits including English Language plus 10 yrs working experience.</p>	<p>(1) Training subordinate staff.</p> <p>(2) Supervising subordinate staff</p> <p>(3) Taking charge of a small Registry (Correspondence or Records)</p> <p>(4) Assisting in maintaining discipline among subordinate staff</p> <p>(5) Receiving of incoming and dispatching of mails/Official Correspondence</p> <p>(6) Filing of correspondence/documents into appropriate folders</p> <p>(7) Follow up of memos on request for fund and other University assignment- Office Management</p> <p>(8) Citing and updating of archive/records mails</p> <p>(9) Ensuring that official documents are in safe custody</p> <p>(10) General Clerical work- Photocopying and collation of documents</p> <p>(11) Retrieving/Bringing up of mails from cabinet for Meetings or as requested</p> <p>(12) Attending to students, lecturers and visitors</p> <p>(13) Assisting Administrative Officers</p> <p>(14) Collection and organization of files</p> <p>(15) Circulation and Dissemination of Bulletins</p> <p>(16) Any other duty assigned by the superior Officer(s)</p>
Chief Clerical Officer	06	<p>Promotion Avenue for Asst. Chief Clerical Officer with 3 years satisfactory service.</p>	<p>(1) Taking charge of a large Open Registry within a Ministry/Department</p> <p>(2) Rendering routine returns such as returns in respect of staff, staff quarters, leave matters etc.</p> <p>(3) Maintaining file archives in a ministry/department</p> <p>(4) Maintaining discipline among subordinate staff</p> <p>(5) Any other duties assigned by a superior officer</p>

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR EXECUTIVE OFFICER (AUDIT, BURSARY[ACCOUNTS], STORE, PURCHASING & PROCUREMENT, REGISTRY, ACADEMIC PLANNING, PUBLIC RELATIONS, CATERING)

1. POSTS AND SALARIES

1.1 Assistant Executive Officer

CONUNASS 05

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Asst. Executive Officer	05	<p>By direct appointment of a candidate possessing SSCE/GCE including English Language and ND/NCE or its equivalent</p> <p>Appointment of an Assistant Executive officer (Accounts/Audit) shall be by direct appointment of candidates possessing SSCE/GCE including English Language and ND in Accountancy or professional qualification of equivalent status to ND while Assistant Executive Officer (Academic Planning) shall be by direct appointment of candidate possessing SSCE/GCE including English Language and ND in Statistics from a recognised institution</p>	<p>(1) Drafting/Writing of Memorandum</p> <p>(2) Receiving of incoming mails</p> <p>(3) Dispatching of mails</p> <p>(4) Collection and Recording of students' project/clearance form</p> <p>(5) Registration of Students</p> <p>(6) Attending to students complaints</p> <p>(7) Opening and documentation of students file</p> <p>(8) Collection of students results</p> <p>(9) Searching for Scripts for students with missing result(s)</p> <p>(10) Issues admission Letters to all categories of Students</p> <p>(11) Processing/Issuance of Notification of Results</p> <p>(12) Updating and Filing of Documents/mails</p> <p>(13) Distributes vital documents</p> <p>(14) Photocopying and collation of documents</p> <p>(15) Office Management</p> <p><u>CATERING</u></p> <ul style="list-style-type: none"> ▪ Supervises cooks/stewards ▪ Assigns duties in the kitchen

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR CONFIDENTIAL SECRETARY CADRE

1. POSTS AND SALARIES

1.1	Confidential Secretary IV	CONUNASS 04
1.2	Confidential Secretary III	CONUNASS 05
1.3	Confidential Secretary II	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Confidential Secretary IV	04	By direct appointment of a candidate who holds SSCE/WASC/GCE including English Language in addition to Confidential Secretary Grade IV Certificate (35/80 WPM) and a recognized certificate in computer training.	<ul style="list-style-type: none"> (1) Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts. (2) Receiving visitors, enquiries and telephone calls on behalf of the Officer to who he/she is attached. (3) Guiding internet users (4) Typing of official correspondences (5) Processing of transcript (6) Issuance of Notification of Result (7) Typing of Results, Memos, Minutes of Meetings, Any other jobs assigned by Superior officers, Questions during examinations.. (8) Any other duties assigned by a superior officer.
Confidential Secretary III	05	<ul style="list-style-type: none"> (1) By promotion of Confidential Secretary IV, with 50/100 WPM after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/ WASC/ GCE in addition to Confidential Secretary III Certificate (50/100 WPM) and a recognized certificate of computer training. 	<ul style="list-style-type: none"> (1) Performing the duties specified in 1 – 7 above. (2) Assisting in supervising subordinate staff. (3) Any other duties assigned by a superior officer.
Confidential Secretary II	06	<ul style="list-style-type: none"> (1) By promotion of Confidential Secretary III with 50/100 WPM with ND in relevant field after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/ WASC/ GCE with 50/100 WPM and a recognized certificate of computer training plus ND in relevant field. 	Same as for Confidential Secretary III

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR SECRETARIAL ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Secretarial Assistant III	CONUNASS 03
1.2	Secretarial Assistant II	CONUNASS 04
1.3	Secretarial Assistant I	CONUNASS 05
1.4	Principal Secretarial Assistant II	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Secretarial Assistant III	03	By direct appointment of a candidate possessing S.75/JSS III plus RSA/Treasury Certificate in Typewriting OR 35 W.P.M. plus Pass in University Test and 2 yrs. Experience	(1) Typing and printing manuscripts and other materials that may be assigned. (2) Filing typed scripts/letters and making necessary cross reference.
Secretarial Assistant II	04	(a) By direct appointment of a candidate possessing WASC/GCE/SSC plus RSA/Treasury Certificate in Typewriting at 35 W.P.M. plus 3 yrs. working experience. Holder of WASC/GCE/SSC should be placed on step 2 of the scale. (b) By direct appointment of a candidate possessing S.75/JSS III plus RSA/Treasury Certificate in Typewriting OR 35 W.P.M. plus 5 yrs. experience.	(1) Typing and printing manuscripts and other materials that may be assigned. (2) Filling typed scripts/letters and making necessary cross reference. (3) Any other duties assigned by a superior officer.
Secretarial Assistant I	05	(a) By direct appointment of a candidate possessing WASC/GCE/SSC plus RSA Treasury Certificate in Typewriting OR 50 W.P.M. plus 3 years working experience. (b) By direct appointment of a candidate possessing S.75/JSS III plus RSA/Treasury Certificate in Typewriting OR 35 W.P.M. plus 6 yrs working experience.	(1) Typing and printing manuscripts and other materials that may be assigned. (2) Assisting in supervising subordinate staff. (3) Any other duties assigned by a superior officer.
Principal Secretarial Assistant II	06	By Promotion of Secretarial Assistant I with OND in relevant field after 3 years of satisfactory service.	(1) Providing Secretarial assistance such as taking dictation in shorthand and reproducing them in typed script (2) Receiving visitors, enquires and telephone calls on behalf of the officer to whom he/she is attached (3) Performing office routines associated with duties (4) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR COMPUTER OPERATOR CADRE

1. POSTS AND SALARIES

1.1	Assistant Computer Operator	CONUNASS 03
1.2	Computer Operator III	CONUNASS 04
1.3	Computer Operator II	CONUNASS 05
1.4	Computer Operator I	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Assistant Computer Operator	03	By direct appointment of a candidate with SSCE/WASC/GCE including credit passes in English and Mathematics and Computer Literacy Certificate.	(1) This is an on-the-job training position during which practical applications of the job will be organized. (2) Assist in maintaining cleanliness and orderliness of the computer centre. (3) Any other duties assigned by a superior officer.
Computer Operator III	04	(1) By promotion of Assistant Computer Operator with SSCE/WASC/GCE including credit passes in English Language and Mathematics after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC /GCE including credit passes in English and Mathematics and Certificate in Computer Studies or other related courses from a recognised institution with 3 years experience.	(1) Electronically processing original documents and checking accuracy of the end products (2) Undertaking data analysis as may be required. (3) Guiding internet users (4) Typing of official correspondences (5) Processing of transcript (6) Issuance of Notification of Result (7) Typing of Results, Memos, Minutes of Meetings, Any other jobs assigned by Superior officers, Questions during examinations. (8) Any other duties assigned by a superior officer.
Computer Operator II	05	(1) By promotion of a Computer Operator II with SSCE/WASC/GCE including credit passes in English Language and Mathematics plus Certificate in Computer Studies or other related courses from a recognised institution after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds ND in Computer Studies/Office Technology or other related courses from a recognised institution OR candidates certified for completion of Computer Professional Examination (CPE) I.	(1) Undertaking the duties specified above. (2) Assisting in supervising subordinate staff. (3) Preparing operating instruction. (4) Any other duties assigned by a superior officer.
Computer Operator I	06	(1) By promotion of an existing Computer Operator I after 3 years of satisfactory service. (2) By direct appointment of a candidate with ND in Computer Operation or candidates certified for completion of Computer Professional Examination (CPE) I with 2 years experience.	(1) Undertaking the duties specified in above. (2) Supervising and training subordinate staff. (3) Assisting in writing Computer Programmes. (4) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR ARTISAN CADRE
(ELECTRICAL/CARPENTRY/BRICKLAYING/PLUMBING/ PAINTING/DECORATION)

1. POSTS AND SALARIES

1.1	Artisan III	CONUNASS 02
1.2	Artisan II	CONUNASS 03
1.3	Artisan I	CONUNASS 04
1.4	Senior Artisan/Foreman	CONUNASS 05
1.5	Chief Artisans/Workshop Supervisor	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Artisan III	02	By direct appointment of a candidate possessing JSS/S.75 plus Trade Test III plus 2 years experience	(1) Maintaining the cleanliness and orderliness of the workshop. (2) Closing and locking workshop/offices (3) Carrying out other duties as may be assigned. (4) Any other duties assigned by a superior officer
Artisan II	03	(a) Promotion Avenue for Artisan III after 3 years of satisfactory service (b) By direct appointment of a candidate possessing WASC/SSCE/GCE with Trade Test II and III and 3 years practical experience.	(1) Carrying out routine duties as may be assigned (2) Any other duties assigned by a superior officer
Artisan I	04	(a) By promotion of an artisan II with WASC/SSCE/GCE and Trade Test II and III after 3 years of satisfactory service. (b) By direct appointment of a candidate possessing WASC/SSCE/GCE with trade Test II and III and 6 years practical experience.	(1) Carrying out routine duties as may be assigned (2) Any other duties assigned by a superior officer.
Senior Artisan/ Foreman	05	(a) Promotion Avenue for Artisan plus 3 years of satisfactory service. (b) By direct appointment of a candidate possessing (i) JSS III/S.75 plus Trade Test II and III OR (ii) City & Guild (Intermediate) plus 4 years experience OR (iii) ND in relevant field	(1) Carrying out regular duties including supervision of subordinate staff. (2) Any other duties assigned by a superior officer
Chief Artisans/ Workshop Supervisor	06	Promotion Avenue for Senior Artisan/Foreman with minimum of City and Guild Intermediate or NABTEB with required number of credits. after 3 years of satisfactory service.	(1) Carrying out regular duties and provide supervision and training of subordinate staff. (2) Any other duties assigned by a superior officer

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR GROUNDSMEN CADRE

1. POSTS AND SALARIES

1.1	Groundsman	CONUNASS 02
1.2	Senior Groundsman	CONUNASS 03
1.3	Head Groundsman	CONUNASS 04
1.4	Chief Groundsman	CONUNASS 05

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Groundsman	02	By direct appointment of a candidate with JSS III/S.75	(1) Total care of the pitch, courts, weeding (2) Preparation of sport arena for competitions by students or external bodies (3) Lining of fields (4) General welfare of the sport facilities (5) Any other duties assigned by a superior officer.
Senior Groundsman	03	By promotion of a Groundsman after 3 years of satisfactory service.	(1) Performing routine duties under supervision as highlighted above (2) Any other duties assigned by a superior officer.
Head Groundsman	04	By promotion of a Senior Groundsman after 3 years of satisfactory service.	(1) Performing routine duties as highlighted above (2) Any other duties assigned by a superior officer.
Chief Groundsman	05	By promotion of Head Groundsman after 3 years of satisfactory service.	(1) Performing routine duties as highlighted above (2) Any other duties assigned by a superior officer. (3) Training subordinate staff. (4) Supervising subordinate staff. (5) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR THE DISPATCH RIDERS CADRE

1. POSTS AND SALARIES

1.1	Dispatch Rider's Mate	CONUNASS 02
1.2	Dispatch Rider II	CONUNASS 03
1.3	Dispatch Rider I	CONUNASS 04
1.4	Senior Dispatch Rider	CONUNASS 05
1.5	Assistant Chief Dispatch Rider	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Dispatch Rider's Mate	02	By direct appointment of a candidate possessing S.75 certificate plus Rider's license from Lagos State Ministry of Transport.	(1) Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University (2) Collection of mails from Apapa and Festac for Onward dispatch (3) Receiving of mails from the Directorate of External System and within the campus (4) Recording of mails (5) Any other duty assigned by the superior officers
Dispatch Rider II	03	(a) Promotion avenue for Dispatch Rider's Mate plus 3 years maturation period. (b) By direct appointment of a candidate possessing S.75/JSS III plus Riders' Licence from Lagos State Ministry of Transport and Trade Test III with 5years experience	(1) Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University (2) Collection of mails from Apapa and Festac for Onward dispatch (3) Receiving of mails from the Directorate of External System and within the campus (4) Recording of mails (5) Supervising Dispatch Rider's Mate (6) Any other duty assigned by the superior officers
Dispatch Rider I	04	(a) Promotion avenue for Dispatch Rider II plus 3 years of satisfactory service. (b) By direct appointment of a candidate possessing SSCE/Trade Test II plus 5years experience or Trade Test I plus 2years experience	(1) Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University (2) Collection of mails from Apapa and Festac for Onward dispatch (3) Receiving of mails from the Directorate of External System and within the campus (4) Recording of mails (5) Any other duty assigned by the superior officers
Senior Dispatch Rider	05	(a) Promotion avenue for Dispatch Rider I with Trade Test III plus 10years experience or 8years experience with Trade Test II or 7years with Trade Test I (b) By direct appointment of a candidate with OND/ADV. NABTEB with Trade Test I and Rider's License.	(1) Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University (2) Collection of mails from Apapa and Festac for Onward dispatch (3) Receiving of mails from the Directorate of External System and within the campus (4) Recording of mails (5) Any other duty assigned by the superior officers
Assistant Chief Dispatch Rider	06	Promotion Avenue for Senior Dispatch Rider with NABTEB intermediate plus 2years working experience.	(1) Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University

			(2) Collection of mails from Apapa and Festac for Onward dispatch (3) Receiving of mails from the Directorate of External System and within the campus (4) Recording of mails (5) Supervising Dispatch Riders (6) Any other duty assigned by the superior officers
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ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR DRIVER CADRE

POSTS AND SALARIES

1.1	Motor Driver	CONUNASS 02
1.2	Motor Driver - Mechanic	CONUNASS 03
1.3	Senior Motor Driver – Mechanic II	CONUNASS 04
1.4	Senior Motor Driver – Mechanic I	CONUNASS 05
1.5	Chief Motor Driver – Mechanic	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Driver's Mate	02	By direct appointment of a candidate possessing S.75 certificate plus a valid Class "C" Driving Licence	<ul style="list-style-type: none"> • Driving with care and caution, a motor vehicle (not more than 20 tons) assigned to him • Assisting in keeping an accurate and up-to-date log book. • Understanding and ensuring the correct tyre pressures, the weight and the load carrying capacity of vehicles • Any other duties assigned by a superior officer.
Motor Driver, Driver Mechanic	03	<ul style="list-style-type: none"> • By promotion of a confirmed Motor Driver after 3 years of satisfactory service and passed the Class III Trade Test for Motor Mechanic Work. • By direct appointment of a candidate possessing the Class III Trade Test for Motor Mechanic Work and Professional Drivers' Licence 	<ul style="list-style-type: none"> (1) Driving with care and caution any motor vehicle assigned to him (2) Undertaking any minor maintenance and repairs of motor vehicles (3) Any other duties assigned by a superior officer.
Senior Motor Driver – Mechanic II	04	By promotion of a confirmed Motor Driver - Mechanic after 3 years of satisfactory service.	<ul style="list-style-type: none"> (1) Driving with care and caution any motor vehicle assigned to him (2) Maintaining records of fuel and lubrication consumption by vehicles (3) Working out vehicle performance figures and applying knowledge of indenting and purchase procedures (4) Any other duties assigned by a superior officer.
Senior Motor Driver – Mechanic I	05	By promotion of a confirmed Senior Motor Driver – Mechanic II after 3 years of satisfactory service.	<ul style="list-style-type: none"> (1) Driving with care and caution any motor vehicle assigned to him (2) Assisting in the supervising and disposition of the staff and vehicles in the Transport Unit (3) Assisting the Chief Motor Driver Mechanic in ensuring the security of vehicles in the establishment (4) Any other duties assigned by a superior officer.
Chief Motor Driver – Mechanic	06	By promotion of a confirmed Senior Motor Driver – Mechanic I after 3 years of satisfactory service	<ul style="list-style-type: none"> (1) Driving with care and caution any motor vehicle assigned to him (2) Ensuring the security of vehicles (3) Taking prompt action on accident cases (4) Supervising Motor Driver Mechanic and Senior Motor Driver Mechanic

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR PHARMACY TECHNICIAN CADRE

1. POSTS AND SALARIES

1.1	Pharmacy Assistant II	CONUNASS 02
1.2	Pharmacy Assistant I	CONUNASS 03
1.3	Senior Pharmacy Assistant	CONUNASS 04
1.4	Principal Pharmacy Assistant	CONUNASS 05
1.5	Chief Pharmacy Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Pharmacy Assistant II	02	By direct appointment of a candidate with JSS 3 certificate plus 2 years post qualification.	(1) Performing routine duties under supervision (2) Any other duties assigned by a superior officer
Pharmacy Assistant I	03	(1) By promotion of a Pharmacy Assistant II after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE including credits in 2 science subjects	(1) Performing routine duties as may be assigned. (2) Any other duties assigned by a superior officer
Senior Pharmacy Assistant	04	1. By promotion of a Pharmacy Assistant I with SSCE/WASC/GCE after 3 years of satisfactory service. 2. By direct appointment of a candidate with SSCE/WASC/GCE including credits in 2 science subjects plus 3 years experience.	1. Performing routine duties as may be assigned. 2. Any other duties assigned by a superior officer
Principal Pharmacy Assistant	05	1. By promotion of a Senior Pharmacy Assistant after 3 years of satisfactory service. 2. By direct appointment of a candidate with ND/Diploma in relevant field.	(1) Dispensing prescribed drugs under the supervision of a Pharmacist (2) Assisting the Pharmacist in keeping proper record of drugs issued from the central store (3) Maintaining the cleanliness of the Pharmacy and Pharmacy equipment (4) Any other duties assigned by a superior officer
Chief Pharmacy Assistant	06	By promotion of a Pharmacy Technician with ND/Diploma in relevant field after 3 years of satisfactory service.	(1) Assisting the Pharmacist in the preparation of stock mixtures, lotions and syrups (2) Assisting in the supervision of a number of Pharmacy Technicians and other junior staff of the Pharmacy Unit (3) Assisting in manufacturing drugs (4) Any other duties assigned by a superior officer

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR HEALTH ASSISTANT CADRE

Health Assistant Cadre in the following Units of the Health Centre:

Nursing Health Assistant
 Medical Laboratory Assistant
 Pharmacy Assistant
 Medical Records Assistant
 X-Ray Assistant and Environmental Health Assistant

1. POSTS AND SALARIES

1.1	Health Assistant II	CONUNASS 02
1.2	Health Assistant I	CONUNASS 03
1.3	Senior Health Assistant	CONUNASS 04
1.4	Principal Health Assistant	CONUNASS 05
1.5	Chief Health Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Health Assistant II	02	By direct appointment of a candidate with S.75/JSS III plus 2 yrs Post qualification	(1) Assisting in the preparation of handcraft materials for therapeutic use (2) Carrying out general cleaning of the surrounding and equipment (3) Attending to the toilet and other minor needs of patients like assisting in the movement of patients undergoing occupational therapy. (4) Helping in the transportation of patients. (5) Sorting, drying and distributing X-Ray films (6) Performing under supervision, routine dark – room duties. (7) Total care of the Pitch, Court, Weeding (8) Preparation of Sport Arena for competitions by Students or External bodies (9) Lining of fields (10) General Welfare of the Sport Facilities (11) Picking of litters in all roads and gates of the campus (12) Refuse collection from the refuse bins into the refuse compactor (13) Refuse disposal to Soluso dump site (14) Evacuation of obsolete items from offices, surroundings to University Central Store (15) Carting away of debris in around the campus to dump site (16) Mounting of Spraying Machine for Fumigation against pests (17) Assisting in preparing baits for rodents and picking of dead rodents from offices (18) Cleaning of the Emergency Unit (19) Cutting & packing of gauze and cotton swabs for sterilization (20) Washing and sterilization of used instruments (21) Emptying and washing of the Urinals and bed pans (22) Provision of regular water supply for Nurses and patients on duty (23) Provision of Urinals and Bed pans of patients when needed

			(24) Proper bed making with clean bed sheets (25) Washing of linen in the absence of Laundryman (26) General errands if need arise (27) Any official assignment assigned by the Head Unit
Health Assistant I	03	(1) By promotion of a Health Assistant with SSCE/WASC/GCE after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE plus Health Assistant Certificate and 2 years working experience.	(1) Carrying prescribed drugs and food to patients (2) Dressing and treating wounds under supervision (3) Assisting in keeping patients in check to ensure their safety. (4) Shaving the relevant parts of patients' bodies in preparation for treatment/dressing (5) Assisting in the registration and issuance of card to patients in the General Out Patient and Emergency wards. (6) Assisting in the processing of X-Ray films. (7) Any other duties assigned by a superior officer.
Senior Health Assistant	04	(1) By promotion of a Health Assistant I with SSCE/WASC/GCE plus 3 years of satisfactory service. (2) By direct appointment of candidate with SSCE/WASC/GCE plus a Health Assistant Certificate and 2 years working experience.	<u>Laboratory Duties</u> (1) Preparing smears, simple reagents etc. (2) Procuring insects for laboratory test (3) Assisting Laboratory Technicians in carrying out simple routine tests (4) Loading cassettes and films in the dark-room <u>Public-Health Duties</u> (1) Carrying out routine Inspection of exposed food items intended for public consumption. (2) Spraying chemicals to kill and control the menace of harmful insects. <u>General Duties</u> (1) Retrieval & filing of coded case-notes (2) Preparation of staff & Students case-notes for medical registration (3) Computation of daily and monthly statistics (4) Medical Registration of staff and students (5) Frequent collection of case-notes from consulting rooms for coding and indexing (6) Computing index cards (7) Taking case notes to Nursing Unit (8) Collection of injection cards from Emergency Unit & filing in respective case-notes (9) To render other assistance to the Nurses and Doctors on duty
Principal Health Assistant	05	(1) By promotion of a Senior Health Assistant who has obtained the relevant 2 years training programme indicated above after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE/NECO who	(1) Assisting in on-the-job training of newly recruited staff (2) Assisting in preparing walking callipers in preparing walking callipers, P.O.P and other therapeutic supports (3) Assisting in refurbishing hospital instruments and appliances (4) Supervising the removal of appliances e.g. P.O.O. (5) Supervising subordinate staff

		has completed the 2 years training programme in a School of Health Technology or any other approved health Institution and obtained a National Certificate/Diploma in relevant field.	<p><u>Laboratory Services</u></p> <p>(1) Assisting Laboratory Technologies in carrying out routine Laboratory tests.</p> <p>(2) Taking care of experimental animals</p> <p><u>Public Health Services</u></p> <p>(1) Identifying and reporting on contraventions of Public Health regulations</p> <p><u>Laboratory Duties</u></p> <p>(1) Assisting in storing issued chemicals and keeping laboratory supplies and equipment in good condition.</p> <p>(2) Identifying and reporting on contraventions of public health regulations.</p> <p>(3) Assisting in the supervision and deployment of the activities of subordinate staff.</p> <p><u>General Duties</u></p> <p>(1) Retrieval & filling of coded case-notes</p> <p>(2) Preparation of staff & Students case-notes for medical registration</p> <p>(3) Computation of daily and monthly statistics</p> <p>(4) Medical Registration of staff and students</p> <p>(5) Frequent collection of case-notes from consulting rooms for coding and indexing</p> <p>(6) Computing index cards</p> <p>(7) Taking case notes to Nursing Unit</p> <p>(8) Collection of injection cards from Emergency Unit & filing in respective case-notes</p> <p>(9) To render other assistance to the Nurses and Doctors on duty</p>
Chief Health Assistant	06	(1) Promotion Avenue for Principal Health Assistant with ND/National Certificate in relevant field after 3 years of satisfactory service.	<p>(1) Same as above</p> <p>(2) Supervising subordinate staff</p>

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR THE LAUNDRY STAFF CADRE

1. POSTS AND SALARIES

1.1	Laundry Assistant II	CONUNASS 02
1.2	Laundry Assistant I	CONUNASS 03
1.3	Laundry Foreman	CONUNASS 04
1.4	Senior Laundry Officer	CONUNASS 05
1.5	Laundry Supervisor	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Laundry Asst. II	02	By direct appointment of a candidate with JSS 3 plus apprenticeship in Laundry.	(1) Washing and ironing the clothes of assigned Principal Officers (2) Any other duties assigned by a superior officer
Laundry Asst. I	03	(a) By promotion of a Laundry Assistant II after 3 years of satisfactory service. (b) By direct appointment of a candidate with SSCE/WASC/GCE.	Same as above.
Laundry Foreman	04	(a) By promotion of a Laundry Assistant I who holds SSCE/WASC/GCE after 3 years of satisfactory service. (b) By direct appointment of a candidate with SSCE/NECO/GCE plus 3 years experience.	(1) Same as above (2) Performing any other duties that may be assigned. (3) Any other duties assigned by a superior officer
Senior Laundry Officer	05	(a) By promotion of a Laundry Foreman after 3 years of satisfactory service. (b) By direct appointment of a candidate with SSCE/NECO/GCE and NCE or its equivalent.	Same as above
Laundry Supervisor	06	(a) By promotion of a Senior Laundry Officer with Diploma/NCE or its equivalent plus 3 years of satisfactory service. (b) By direct appointment of a candidate with Diploma/NCE.	(i) Supervise the activities of the above officers (ii) Performing any other duties that may be assigned. (iii) Taking charge of laundry equipment and machines (iv) Any other duties assigned by a superior officer

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR LABORATORY ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Laboratory Assistant II	CONTISS 02
1.2	Laboratory Assistant I	CONTISS 03
1.3	Senior Laboratory Assistant	CONTISS 04
1.4	Principal Laboratory Assistant	CONTISS 05
1.5	Chief Laboratory Assistant	CONTISS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Laboratory Assistant II	CONTISS 02	By direct appointment of a candidate with JSS 3 Certificate plus 2 years post qualification.	(1) Assisting the Senior Technologist in conducting practical classes. (2) Issuance of Chemicals and other consumables to students (3) Management of Instrumentation room (4) Supervision of students during practical classes (5) Supervision of contract cleaners attached to the laboratories (6) Any other duties assigned by a superior officer
Laboratory Assistant I	CONTISS 03	(a) By direct appointment of a candidate who holds SSCE/WASC/GCE with 2 credits in Science subjects. (b) By promotion of a Laboratory Assistant II after 3 years of satisfactory service.	(1) Assisting the Senior Technologist in conducting practical classes. (2) Issuance of Chemicals and other consumables to students (3) Management of Instrumentation room (4) Supervision of students during practical classes (5) Supervision of contract cleaners attached to the laboratories (1) Any other duties assigned by a superior officer
Senior Laboratory Assistant	CONTISS 04	(a) By promotion of a Laboratory Assistant I who holds SSCE/WASC/GCE after 3 years of satisfactory service. (b) By direct appointment of a candidate with SSCE/WASC/GCE including 2 credits in science subjects plus 3 years cognate experience.	1) To resume early ensuring that all Laboratory doors and windows are opened daily and all locked at end of the day. 2) Monitors the Cleaners activities to ensure that essential materials are not disposed of 3) Supervises the Laboratory Assistants and Attendants in dusting of the Laboratory benches. 4) To ensure adequate preparation of media culture 5) To assist the Technologist in collection of Plant Specimens 6) Assisting Technologists in receiving equipment, Chemicals and other Laboratory materials purchased 7) Assisting the Technologist in Laboratory Store Management 8) To ensure dusting of all equipment in open Laboratory, issuing and recording of equipment, Chemicals and other items requested by students and staff members. 9) Supervise cleaning of the Herbarium 10) Cleaning of all Glassware and other Utensils before after each practical class. 11) Arrangement and cleaning of all materials, equipment and apparatus used in the

			<p>Laboratory at the beginning and end of each practical class respectively.</p> <p>12) Dusting of the herbarium files and shelves</p> <p>13) Collection of students practical workbooks for assessment by Technologists</p> <p>14) Assist the Technologists in collection of Plant Specimens</p> <p>15) Assist Technologists in store arrangement and stock-taking.</p> <p>16) Assist in collection and processing of specimens such as stool, blood, urine from patients and affixing to the container's patient's name and other relevant information.</p> <p>17) Recording the results of medical examinations carried out and handing out such to the patients</p> <p>18) To carry out any other official duties assigned by the Head of Laboratory.</p>
Principal Laboratory Assistant	CONTISS 05	<p>1) By promotion of a Senior Laboratory Assistant with 3 years cognate experience.</p> <p>2) By direct appointment of a candidate with ND in Laboratory Technology.</p>	<p>(1) Assisting the Senior Technologist in conducting practical classes.</p> <p>(2) Issuance of Chemicals and other consumables to students</p> <p>(3) Management of Instrumentation room</p> <p>(4) Supervision of students during practical classes</p> <p>(5) Supervision of contract cleaners attached to the laboratories</p> <p>(6) Any other duties assigned by a superior officer.</p>
Chief Laboratory Assistant	CONTISS 06	<p>1) By promotion of a Principal Laboratory Assistant with 5'O level credits including 2 credits in related science subjects with 3 years cognate experience.</p>	<p>1. Assisting the Senior Technologist in conducting practical classes.</p> <p>2. Issuance of Chemicals and other consumables to students</p> <p>3. Management of Instrumentation room</p> <p>4. Supervision of students during practical classes</p> <p>5. Supervision of contract cleaners attached to the laboratories</p> <p>6. Any other duties assigned by a superior officer</p>

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR CULTURAL ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Cultural Attendant	CONUNASS 02
1.2	Cultural Assistant	CONUNASS 03
1.3	Senior Cultural Assistant	CONUNASS 04
1.4	Principal Cultural Assistant	CONUNASS 05
1.5	Chief Cultural Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Cultural Attendant	02	By direct appointment of a candidate with JSS 3 certificate plus 2 years post qualification.	(1) Assisting in Cultural production and exhibitions (2) Assisting in curatorship of artefact generally (3) Any other duties assigned by a superior officer.
Cultural Assistant	03	(1) By promotion of a Cultural Attendant after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE	(1) Assisting in collecting cultural research data in the field (2) Performing routine cultural duties. (3) Any other duties assigned by a superior officer.
Senior Cultural Assistant	04	(1) By promotion of a Cultural Assistant with SSCE/WASC/GCE after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE plus 3 years experience.	(1) Collecting cultural research data in the field (2) Assisting in mounting cultural programmes (3) Supervising the activities of junior staff. (4) Any other duties assigned by a superior officer.
Principal Cultural Assistant	05	(1) By promotion of a Senior Cultural Assistant after 3 years of satisfactory service. (2) By direct appointment of a candidate with Diploma or ND in relevant field.	(1) Verifying data from the field (2) Training subordinate staff. (3) Assisting in mounting cultural programmes. (4) Any other duties assigned by a superior officer.
Chief Cultural Assistant	06	By promotion of an Assistant Cultural Officer after 3 years of satisfactory service plus ND in relevant field.	(1) Coordinating the activities of a number of junior staff. (2) Participating in the mounting cultural programmes (3) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR PRINTING CADRE

1. POSTS AND SALARIES

1.1	Printing Assistant II	CONUNASS 02
1.2	Printing Assistant I	CONUNASS 03
1.3	Printer	CONUNASS 04
1.4	Senior Printer	CONUNASS 05
1.5	Chief Printer	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Printing Assistant II	02	By direct appointment of a candidate with JSS 3/S.75 plus 2 years post qualification.	(1) Operating rotary offset printing machine. (2) Any other duties assigned by a superior officer.
Printing Assistant I	03	(1) By promotion of a Printing Assistant II after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE/NABTEB plus formal apprenticeship training.	(1) Operating rotary offset printing machines, proofing presses and letter press machines. (2) Undertaking colour combination of scribed and screened job in map production. (3) Assisting in copying records for field and office uses. (4) Assisting in the training and supervision of Junior staff in the latest method of record keeping including storage of plans and maps. (5) Any other duties assigned by a superior officer.
Printer	04	(1) By promotion of a Printing Assistant I who holds SSCE/WAEC/GCE/NABTEB after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE/NABTEB plus Proficiency Certificate in printing plus evidence of Computer Literacy and 3 years post qualification cognate experience.	Same as above.
Senior Printer	05	(1) By promotion of a Printer after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE/ NABTEB, OR its equivalent plus 6 years experience and Proficiency certificate in Computer Operation.	(1) Operating small photo mechanical outfit. (2) Assisting in keeping records. (3) Supervising the activities of a number of Junior staff. (4) Assisting in ensuring proper operation and maintenance of machines. (5) Any other duties assigned by a superior officer.
Chief Printer	06	By promotion of a Senior Printer after 3 years of satisfactory service.	(1) Co-ordinating the activities of the Junior Staff. (2) Ensuring proper operation and maintenance of all machines. (3) Having responsibility for keeping relevant records. (4) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR COACHING CADRE

1. POSTS AND SALARIES

1.1	Coaching Assistant II	CONUNASS 04
1.2	Coaching Assistant I/Assist. Coach II	CONUNASS 05
1.3	Assist. Coach I	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Assistant Coaching III	04	By direct appointment of candidate with SSCE/WASC/GCE with National Institute of Sports (NIS) Basic Coaching Certificate.	(1) Assisting in organising training session for sportsmen (2) Assisting in supervision of sportsmen (3) Any other duties assigned by a superior officer
Assistant Coaching II	05	(a) Promotion avenue of a Coaching Assist. II after 3 years of satisfactory service. (b) By direct appointment of candidate with SSCE/WASC/GCE with National Institute of Sports (NIS) Basic Coaching Certificate plus Diploma in Physical and Health Education or NCE in relevant discipline with 3 years experience.	(1) Assisting in organizing training programme. (2) Assisting in organizing workshops, seminars on courses. (3) Assisting in collating progress report on National Teams. (4) Assisting in supervision of sportsmen. (5) Any other duties assigned by a superior officer.
Assistant Coaching I	06	By Promotion of a Coaching Assistant I/Assist. Coach II with OND in relevant field after 3 years of satisfactory service.	(1) Assisting in organizing training programme. (2) Assisting in organizing workshops, seminars on courses. (3) Assisting in collating progress report on National Teams. (4) Assisting in supervision of sportsmen. (5) Coordinating the activities of Coaching Assistants and Assistant Coach Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR PHOTOGRAPHIC ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Photographic Assistant II	CONUNASS 02
1.2	Photographic Assistant I	CONUNASS 03
1.3	Senior Photographic Assistant II	CONUNASS 04
1.4	Senior Photographic Assistant I	CONUNASS 05
1.5	Chief Photographic Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Photographic Assistant II	02	By direct appointment of a candidate with JSS 3 plus 2 years experience	<ul style="list-style-type: none"> (1) Training on photographic procedures, processing and camera handling. (2) Processing black and white films. (3) Enlarging negatives up to film plates (4) Maintaining photographic darkroom and studio equipment. (5) Registering negatives into appropriate books. (6) Covering simple routine photographic assignments (7) Any other duties assigned by a superior officer.
Photographic Assistant I	03	<ul style="list-style-type: none"> (1) By promotion of a Photographic Assistant II after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE plus apprenticeship certificate in Photography 	<ul style="list-style-type: none"> (1) Covering photographic assignments for statutory bodies. (2) Printing special photographs and other enlargements (3) Preparing contract prints and ground sheets (4) Assisting in on the job training of Junior staff. (5) Any other duties assigned by a superior officer.
Senior Photographic Assistant II	04	<ul style="list-style-type: none"> (1) By promotion of Photographic Assistant I who holds SSCE/WAEC/GCE after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/WASC/GCE plus proficiency certificate in Photography plus 6 years experience. 	<ul style="list-style-type: none"> (1) Assisting in the processing of colour films and printing of enlarged photographs for exhibitions. (2) Assisting in organization of photographic studio equipment. (3) Copying photo. (4) Ensuring safe keeping of photographic studio equipment. (5) Any other duties assigned by a superior officer.
Senior Photographic Assistant I	05	<ul style="list-style-type: none"> (1) By promotion of a Senior Photographic Assistant II after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSC/WASC/GCE plus 6 years cognate experience. Plus proficiency certificate in photography 	<ul style="list-style-type: none"> (1) Assist in supervising the production of ground sheets and general photo finish. (2) Supervising the work of a number of Junior staff. (3) Any other duties assigned by a superior officer.
Chief Photographic Assistant	06	By promotion of a Senior Photographic Assistant I with ND in Photography with 3 years of satisfactory service.	<ul style="list-style-type: none"> (1) Supervising the training of Junior staff and advising on their development. (2) Co-ordinating the activities of a number of Junior staff. (3) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR DRAUGHTSMEN (INCLUDING CARTOGRAPHERS) CADRE

1. POSTS AND SALARIES

1.1	Draughtsman in Training	CONUNASS 02
1.2	Draughtsman Assistant II	CONUNASS 03
1.3	Draughtsman Assistant I	CONUNASS 04
1.4	Senior Draughtsman	CONUNASS 05
1.5	Chief Draughtsman	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Draughtsman in training	02	By direct appointment of a candidate with JSS 3 Certificate plus 2 years post qualification.	(1) Assisting in the preparation of chemicals (2) Operating under supervision, dyeline and Photostat machines (3) Assisting in stapling, stitching and binding booklets (4) Assisting in darkroom duties (5) Any other duties assigned by a superior officer.
Draughtsman Assistant II	03	(1) By promotion of a Draughtsman in Training after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE.	(1) Preparation of chemicals (2) Stapling, stitching and binding booklets (3) Assisting in darkroom duties (4) Any other duties assigned by a superior officer.
Draughts-man Assistant I	04	(1) By promotion of a Draughtsman Assistant II with SSCE/WASC/GCE after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds SSCE/WASC/GCE plus knowledge in Computer Literacy plus 3 years experience.	(1) Carrying out fair drawing of plans and maps (2) Operating cartographic equipment and preparing chemicals (3) Plotting by offsets and colouring geographical maps and drawing (4) Carrying out colour retouching of negatives (5) Assisting in calculating areas (6) Any other duties assigned by a superior officer.
Senior Draughts-man	05	(1) By promotion of a Draughtsman Assistant I after 3 years of satisfactory service. (2) By direct appointment of a candidate who holds a Diploma in Draughtsmanship from a recognized Trade Centre/Technical College plus knowledge in Computer Literacy.	(1) Undertaking compilation of geological information (2) Carrying out calculation of areas (3) Handling colour separation from transmission and reflection of coloured originals (4) Assisting in on-the-job training of junior officers. (5) Any other duties assigned by a superior officer.
Chief Draughts-man	06	By promotion of a Senior Draughtsman with ND in relevant field obtained from a recognized Institution after 3 years of satisfactory service.	(1) Coordinating the activities of a number of subordinate staff. (2) Performing routine duties of a Draughtsman (3) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR BINDERY ASSISTANT CADRE STAFF

1. POSTS AND SALARIES

1.1	Bindery Assistant II	CONUNASS 02
1.2	Bindery Assistant I	CONUNASS 03
1.3	Senior Bindery Assistant	CONUNASS 04
1.4	Principal Bindery Assistant	CONUNASS 05
1.5	Chief Bindery Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Bindery Assistant II	02	By direct appointment of a candidate possessing S75/JSS 3 plus relevant training experience	<ul style="list-style-type: none"> (1) Mending and gluing of books (2) Pulling of books (3) Setting types, binding and repairs of mutilated books (4) Operate nipping press, blocking machines and sewing frames (5) Selecting binding materials for order (6) Taking statistics of bounded books (7) Ensure proper and accurate statistics of bound books and submitting same to the Head of Division for monthly report writing (8) Sorting of worn-out books ready for binding on the shelves (9) Taking bibliographic records of bound books before they are sent to the cataloguing and classification unit (10) Collating worn-out or mutilated books to ensure that no page or leaf is missing (11) Moving bound books to the cataloguing and classification section (12) Other Duties that may be assigned from time to time by the Head of division
Bindery Assistant I	03	<p>(a) Promotion Avenue for Bindery Asst. with 3 yrs. experience.</p> <p>(b) By direct appointment of a candidate possessing JSS III/S.75 plus 5 yrs. Post-training experience</p> <p style="text-align: center;">OR</p> <p>WASC/SSCE/GCE/ NABTEB or its equivalent plus 2 yrs. post training experience</p>	<ul style="list-style-type: none"> (1) Mending and gluing of books (2) Pulling of books (3) Setting types, binding and repairs of mutilated books (4) Operate nipping press, blocking machines and sewing frames (5) Selecting binding materials for order (6) Taking statistics of bounded books (7) Ensure proper and accurate statistics of bound books and submitting same to the Head of Division for monthly report writing (8) Sorting of worn-out books ready for binding on the shelves (9) Taking bibliographic records of bound books before they are sent to the cataloguing and classification unit (10) Collating worn-out or mutilated books to ensure that no page or leaf is missing (11) Moving bound books to the cataloguing and classification section (12) Other Duties that may be assigned from time to time by the Head of division

Senior Bindery Assistant	04	<p>(a) Promotion Avenue for Bindery Asst. with 3 yrs. Maturation.</p> <p>(b) By direct appointment of a candidate possessing S75/JSS 3 plus 6 yrs. post-training experience</p> <p>OR</p> <p>WASC/SSCE/GCE/ NABTEB with 4 yrs. Post training experience.</p>	<ol style="list-style-type: none"> (1) Punching of books (2) Lining of books spine (3) Case making for books (4) Backing of books (5) Mending and gluing of books (6) Pulling of books (7) Setting types, binding and repairs of mutilated books (8) Operate nipping press, blocking machines and sewing frames (9) Selecting binding materials for order (10) Taking statistics of bounded books (11) Ensure proper and accurate statistics of bound books and submitting same to the Head of Division for monthly report writing (12) Sorting of worn-out books ready for binding on the shelves (13) Taking bibliographic records of bound books before they are sent to the cataloguing and classification unit (14) Collating worn-out or mutilated books to ensure that no page or leaf is missing (15) Moving bound books to the cataloguing and classification section (16) Other Duties that may be assigned from time to time by the Head of division
Principal Bindery Assistant	05	<p>(a) Promotion Avenue for Senior Bindery Asst. with 3 years of satisfactory service.</p> <p>(b) By direct appointment of a candidate possessing WASC/SSCE/GCE/NABTEB with Diploma/ND in relevant field.</p>	<ol style="list-style-type: none"> (1) Setting types, binding and repairs of mutilated books (2) Operate nipping press, blocking machines and sewing frames (3) Selecting binding materials for order (4) Taking statistics of bounded books (5) Ensure proper and accurate statistics of bound books and submitting same to the Head of Division for monthly report writing (6) Sorting of worn-out books ready for binding on the shelves (7) Taking bibliographic records of bound books before they are sent to the cataloguing and classification unit (8) Collating worn-out or mutilated books to ensure that no page or leaf is missing (9) Moving bound books to the cataloguing and classification section (10) Other Duties that may be assigned from time to time by the Head of division
Chief Bindery Assistant	06	Promotion Avenue for Principal Bindery Asst. with 3 years of satisfactory service.	<ol style="list-style-type: none"> (1) Preparation of books (2) Lamination of books (3) Foremanship i.e. supervision (4) Pulling and coupling of books (5) Mending and correction of books (6) Reporting, writing and keeping records. (7) Any other duties assigned by a superior officer

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through

advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR THE LIBRARY ASSISTANT CADRE

1. POSTS AND SALARIES

1.1	Library Assistant II	CONUNASS 02
1.2	Library Assistant I	CONUNASS 03
1.3	Senior Library Assistant	CONUNASS 04
1.4	Principal Library Assistant	CONUNASS 05
1.5	Chief Library Assistant	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Library Assistant II	02	By direct appointment of a candidate with S.75 OR Class IV/JS 3 plus 2 years post qualification.	<ul style="list-style-type: none"> (1) Stamping new books (2) Gumming of book pockets and date due labels (3) Listing of books to be taken to catalogue and classification section (4) Moving materials to the catalogues section. (5) User education (6) Compilation of bibliographies (7) Answering user query (8) Circulation of reserved books (9) Compiling press clippings (10) Charging and discharging books (11) Shelf reading: going through the shelves and checking the arrangement to ensure that every book is in its proper position (12) Verification of bibliographic details (13) Display of current journals/books (14) Taking statistics and keeping records of activities at the section (15) Stock taking of library holdings (16) Receiving materials from the Technical Services Division (17) Assisting patrons with basic information regarding use of Library/reference facilities (18) Charging-out materials, checking – in materials, collecting fines (where permitted), maintaining accurate records, (19) Controlling reserved materials via placing on, and removal from shelves. (20) Parking and sorting of consulted or used library materials (21) Maintaining a neat and orderly periodicals collection (22) Shelving of library materials accurately and shelf reading (23) Shelving and shelf-reading of reference material (24) Assisting with maintenance of rules and regulations (25) Rendering location assistance to users (26) Responsible for copy cataloguing (27) Taking statistics and keeping records of activities at the Section

			<p>(28) Searching bibliographic details through card catalogue and other various sources prior to ordering material</p> <p>(29) Talking statistics of various activities</p> <p>(30) Assisting with compilation of requisition lists and preparation of orders.</p> <p>(31) Filling requisitions, order and other communications</p> <p>(32) Receiving and recording receipts of books and other resources</p> <p>(33) Preliminary processing of received materials: checking, marking, collating, stamping, accessioning</p> <p>(34) Stamping incoming periodicals "Received", and maintain accurate binding records</p> <p>(35) Parking and sorting of consulted or used reference materials</p> <p>(36) Checking, making notation on binding card and assembling periodicals for pick-up by bindery</p> <p>(37) Checking-in periodicals and notifying users when new issues are received.</p> <p>(38) Assisting in preparing renewal order for periodical ordered from suppliers</p> <p>(39) Taking delivery of books and other Resources from the Collection Development Division</p> <p>(40) Checking catalogue records for accuracy before duplicating cards</p> <p>(41) Labeling or pasting call marks/numbers to books before transfer to the shelves</p> <p>(42) Listing and transferring reading materials to their appropriate sections</p> <p>(43) Arranging and filling of card entries according to filling rules.</p> <p>(44) Any other duty as may be assigned by the Head of Division.</p>
Library Assistant I	03	<p>(a) Promotion Avenue for Library Assistant with 3 years of satisfactory service.</p> <p>(b) By direct appointment of a candidate possessing WASC/GCE/SSCE with 5 Credits including English Language.</p>	As highlighted Library Assistant II
Senior Library Assistant	04	<p>(a) Promotion Avenue for Senior Library Assistant with WASC/SSCE and 3 years satisfactory service.</p> <p>(b) By direct appointment of a candidate possessing WASC/GCE/SSCE/NECO with 5 credits including English Language plus 3 years experience.</p>	Same as highlighted in Library Assistant I
Principal Library Assistant	05	(1) By promotion of a Senior Library Assistant after 3 years of satisfactory service.	<p>(1) Shelving of books</p> <p>(2) Assisting readers to locate materials</p> <p>(3) Charging and discharging books</p>

		<p>(2) By direct appointment of a candidate with ND/Diploma (Library Studies) Certificate and evidence of computer literacy</p>	<p>(4) Cutting dailies (5) Issuing out of reserved materials (6) Supervising and training subordinate staff. (7) User education (8) Compilation of bibliographies (9) Answering user query (10) Circulation of reserved books (11) Compiling press clippings (12) Charging and discharging books (13) Shelf reading: going through the shelves and checking the arrangement to ensure that every book is in its proper position (14) Verification of bibliographic details (15) Display of current journals/books (16) Taking statistics and keeping records of activities at the section (17) Stock taking of library holdings (18) Receiving materials from the Technical Services Division (19) Assisting patrons with basic information regarding use of Library/reference facilities (20) Charging-out materials, checking – in materials, collecting fines (where permitted), maintaining accurate records, (21) Controlling reserved materials via placing on, and removal from shelves. (22) Parking and sorting of consulted or used library materials (23) Maintaining a neat and orderly periodicals collection (24) Shelving of library materials accurately and shelf reading (25) Shelving and shelf-reading of reference material (26) Assisting with maintenance of rules and regulations (27) Rendering location assistance to users (28) Responsible for copy cataloguing (29) Taking statistics and keeping records of activities at the Section (30) Searching bibliographic details through card catalogue and other various sources prior to ordering material (31) Talking statistics of various activities (32) Assisting with compilation of requisition lists and preparation of orders. (33) Filling requisitions, order and other communications (34) Receiving and recording receipts of books and other resources (35) Preliminary processing of received materials: checking, marking, collating, stamping, accessioning</p>
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			<ul style="list-style-type: none"> (36) Stamping incoming periodicals "Received", and maintain accurate binding records (37) Parking and sorting of consulted or used reference materials (38) Checking, making notation on binding card and assembling periodicals for pick-up by bindery (39) Checking-in periodicals and notifying users when new issues are received. (40) Assisting in preparing renewal order for periodical ordered from suppliers (41) Taking delivery of books and other Resources from the Collection Development Division (42) Checking catalogue records for accuracy before duplicating cards (43) Labeling or pasting call marks/numbers to books before transfer to the shelves (44) Listing and transferring reading materials to their appropriate sections (45) Arranging and filling of card entries according to filling rules. (46) Any other duty as may be assigned by the Head of Division.
Chief Library Assistant	06	By promotion of a Principal Library Assistant after 3 years of satisfactory service.	<ul style="list-style-type: none"> (1) Classifying and cataloguing Library books and materials (2) Taking charge of small Library (3) User education (4) Compilation of bibliographies (5) Answering user query (6) Circulation of reserved books (7) Compiling press clippings (8) Charging and discharging books (9) Shelf reading: going through the shelves and checking the arrangement to ensure that every book is in its proper position (10) Verification of bibliographic details (11) Display of current journals/books (12) Taking statistics and keeping records of activities at the section (13) Stock taking of library holdings (14) Receiving materials from the Technical Services Division (15) Assisting patrons with basic information regarding use of Library/reference facilities (16) Charging-out materials, checking - in materials, collecting fines (where permitted), maintaining accurate records, (17) Controlling reserved materials via placing on, and removal from shelves. (18) Parking and sorting of consulted or used library materials (19) Maintaining a neat and orderly periodicals collection (20) Shelving of library materials accurately and shelf reading

			<p>(21) Shelving and shelf-reading of reference material</p> <p>(22) Assisting with maintenance of rules and regulations</p> <p>(23) Rendering location assistance to users</p> <p>(24) Responsible for copy cataloguing</p> <p>(25) Taking statistics and keeping records of activities at the Section</p> <p>(26) Searching bibliographic details through card catalogue and other various sources prior to ordering material</p> <p>(27) Talking statistics of various activities</p> <p>(28) Assisting with compilation of requisition lists and preparation of orders.</p> <p>(29) Filling requisitions, order and other communications</p> <p>(30) Receiving and recording receipts of books and other resources</p> <p>(31) Preliminary processing of received materials: checking, marking, collating, stamping, accessioning</p> <p>(32) Stamping incoming periodicals "Received", and maintain accurate binding records</p> <p>(33) Parking and sorting of consulted or used reference materials</p> <p>(34) Checking, making notation on binding card and assembling periodicals for pick-up by bindery</p> <p>(35) Checking-in periodicals and notifying users when new issues are received.</p> <p>(36) Assisting in preparing renewal order for periodical ordered from suppliers</p> <p>(37) Taking delivery of books and other Resources from the Collection Development Division</p> <p>(38) Checking catalogue records for accuracy before duplicating cards</p> <p>(39) Labeling or pasting call marks/numbers to books before transfer to the shelves</p> <p>(40) Listing and transferring reading materials to their appropriate sections</p> <p>(41) Arranging and filling of card entries according to filling rules.</p> <p>(42) Any other duty as may be assigned by the Head of Division.</p>
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ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR GATEMAN CADRE

1. POSTS AND SALARIES

1.1	Gateman	CONUNASS 02
1.2	Senior Gateman	CONUNASS 03
1.3	Head Gateman	CONUNASS 04
1.4	Chief Gateman	CONUNASS 05

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Gateman	02	By direct appointment of an able bodied man/woman with 3 years experience with an ability to ready and write.	(1) Watching office buildings and Government properties. (2) Opening and locking gates of a Government Institution. (3) Any other duties assigned by a superior officer.
Senior Gateman	03	By promotion of a Gateman after 3 years of satisfactory service	(1) Gateman office buildings and Government properties. (2) Opening and locking gates of Government Institution. (3) Any other duties assigned by a superior officer.
Head Gateman	04	By promotion of a Senior Gateman after 3 years of satisfactory service.	(1) Supervising the activities of a number of Gateman. (2) Gateman office buildings and government properties. (3) Any other duties assigned by a superior officer.
Chief Gateman	05	By promotion of a Head Gateman with S.75/Class IV/ JSS 3 after 3 years of satisfactory service.	(1) Co-ordinating the activities of subordinate Gateman. (2) Gateman office buildings and government properties (3) Keeping simple records. (4) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR PATROLMAN CADRE

1. POSTS AND SALARIES

1.1	Patrolman	CONUNASS 02
1.2	Senior Patrolman	CONUNASS 03
1.3	Assistant Patrol Supervisor	CONUNASS 04
1.4	Patrol Supervisor	CONUNASS 05
1.5	Chief Patrol Supervisor	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Patrolman	02	By direct appointment of a candidate with JSS III/S.75/Class IV Certificate or Ex-Police Constable.	<ul style="list-style-type: none"> (1) Keeping records of movement of persons and vehicles under supervision (2) Searching vehicles and suspected visitors or employees under supervision (3) General Security duties to Principal Officers and the University (4) Documentation of events/security situations at the allocated beats in the absence of supervisor (5) Communicating security situations/information to Zonal Commander or other superior Officer (6) Patrolling of allocated beats within the zone (7) Other duties assigned by the Head of Department (8) Ensuring safety of lives and properties on Campus (9) Ensuring peace and tranquility on Campus (10) Information and intelligence gathering (as applicable – Special Duties) (11) Bearing of arms (as applicable – Campus Marshal) (12) Patrol Duties (13) Orderly Duties to Principal Officers (14) Ensuring maximum security of University equipments, properties and buildings against theft, burglary, fire etc. (15) Ensuring maximum security coverage of events in the Campus (16) Maintenance of law and order within the University Campus (17) Traffic control on Campus and its immediate surroundings (18) Any other duties assigned by a superior officer.
Senior Patrolman	03	<ul style="list-style-type: none"> (a) Promotion Avenue for Patrolman with at least 3 years experience. (b) By direct appointment of a candidate with JSS III/ S.75/Class IV Certificate plus 8 yrs. experience OR 5 Credits including English Language at WASC/GCE/SSCE plus 2 years experience in similar position OR Ex-Police Sergeant. 	As highlighted above

Assistant Patrol Supervisor	04	<p>(a) Promotion Avenue for Senior Patrolman with SSCE/NECO/WASC and 3 years of satisfactory service.</p> <p>(b) By direct appointment of a candidate with SSCE/WASC/GCE plus 3 years experience OR Ex-Inspector of Police or its equivalent.</p>	Same as in Patrolman
Patrol Supervisor	05	<p>(a) Promotion Avenue for Assistant Patrol Supervisor with a minimum of 3 years experience.</p> <p>(b) By direct appointment of a candidate with SSCE/WASC/GCE plus 3 years experience OR Ex-Inspector of Police or its equivalent plus 6 years experience.</p>	<p>(1) Keeping records and searching suspected vehicles and employees.</p> <p>(2) Overseeing the activities of subordinate staff</p> <p>(3) Any other duties assigned by a superior officer.</p>
Chief Patrol Supervisor	06	By promotion of a Patrol Supervisor with ND in Criminology, Sociology, Psychology, Crime Management or other relevant courses after 3 years of satisfactory service.	<p>(1) Advising on security matters</p> <p>(2) Coordinating and supervising the activities of subordinate staff.</p> <p>(3) Any other duties assigned by a superior officer.</p>

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR PORTER CADRE

1. POSTS AND SALARIES

1.1	Porter	CONUNASS 02
1.2	Senior Porter	CONUNASS 03
1.3	Chief Porter	CONUNASS 04
1.4	Assistant Supervisor (Porter)	CONUNASS 05
1.5	Supervisor (Porter)	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Porter	02	By direct appointment of a candidate with JSS 3 Certificate with 2 years post qualification.	(1) Taking charge of University buildings and controlling the entry of visitors into the building. (2) Serving as Ushers and Guides to visitors to University buildings. (3) Safe keeping of submitted office/official vehicle keys from staff and proper documentation (4) Making sure that all offices are properly locked-up at the close of work. (5) Any other duties assigned by a superior officer.
Senior Porter	03	(1) By promotion of a Porter after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/ WASC/ GCE.	(1) Performing the duties specified above. (2) Ensuring the security of inner University properties e.g. Computers, typewriters etc. (3) Any other duties assigned by a superior officer.
Chief Porter	04	(1) By promotion of a Senior Porter who holds SSCE/WASC/GCE after 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/ WASC/ GCE plus 3 years experience.	(1) Performing same duties as those of the Senior Porter. (2) Assisting in supervising a number of Porters. (3) Preparing duty rosters and vetting. (4) Any other duties assigned by a superior officer.
Assistant Supervisor (Porter)	05	(1) By promotion of a Chief Porter with 5 O'Level credits including English Language plus 3 years of satisfactory service. (2) By direct appointment of a candidate with SSCE/ WASC/ GCE plus 6 years experience.	(1) Supervising subordinate staff. (2) Vetting duty rosters. (3) Requisitioning stationery items for use by staff. (4) Any other duties assigned by a superior officer.
Supervisor (Porter)	06	By promotion of an Assistant Supervisor (Porter) with 5 O'Level credits including English Language plus 3 years of satisfactory service.	(1) Supervising subordinate staff. (2) Deploying the staff. (3) Safe keeping of lost and found items before handing them over to the security guards. (4) Reporting cases of missing items. (5) Any other duties assigned by a superior officer.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEMES OF SERVICE FOR MACHINE OPERATOR CADRE

1. POSTS AND SALARIES

1.1	Attendant Machine Operator	CONUNASS 02
1.2	Machine Operator II	CONUNASS 03
1.3	Machine Operator I	CONUNASS 04
1.4	Senior Machine Operator	CONUNASS 05
1.5	Caretaker Machine Operator	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Attendant Machine Operator	02	By direct appointment of holder of JS III or 5.75 plus relevant Training.	(1) Operating Photostating machine (2) Collation of documents (3) Perforating and stappling of bulky documents (4) Other official assignment
Machine Operator II	03	(1) Promotion avenue for a confirmed attendant Machine Operator after three [3] years of satisfactory service with Trade Test I – III. OR (2) By direct appointment of holder of O/L SSCE/WASCE plus Trade Test I – III as appropriate.	(1) Operating Photostating machine (2) Collation of documents (3) Perforating and stappling of bulky documents (4) Other official assignment
Machine Operator I	04	(1) Promotion avenue for a confirmed Machine Operator II after three [3] years of satisfactory service. OR (2) By direct appointment of holder of SSCE/WASCE plus Trade Test I – III with three [3] years relevant experience..	(1) Operating Photostating machine (2) Clean Photostating machine (3) Collation of documents (4) Perforating and stappling of bulky documents (5) Other official assignment
Senior Machine Operator	05	(1) Promotion avenue for a confirmed Machine Operator I with O/L SSCE/WASCE plus Trade Test I – III after three [3] years of satisfactory service. OR (2) By direct appointment of holder of SSCE/WAEC O/L plus NABTEB or Trade Test I – III in relevant area plus six [6] years relevant experience.	(1) Operating Photostating machine (2) Clean Photostating machine (3) Collation of documents (4) Perforating and stappling of bulky documents (5) Checks and Carries out minor maintenance of Photostating machines (6) Other official assignment
Caretaker Machine Operator	06	(1) Promotion avenue for a confirmed Senior Machine Operator with O/L SSCE/ WASCE Trade Test I – III or NABTEB after three [3] years of satisfactory service. OR (2) By direct appointment of holder of NABTEB with credit in relevant subject plus Eight [8] years relevant experience.	(1) Operating Photostating machine (2) Clean Photostating machine (3) Collation of documents (4) Perforating and stappling of bulky documents (5) Checks and Carries out minor maintenance of Photostating machines (6) Supervises other machine supervisors (7) Heads a Machine Room

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through

advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR UNIVERSITY MULTIMEDIA TECHNICAL ASSISTANT CADRE

POSTS AND SALARIES

1.1	Attendant (Graphics, Electrical & Photography)	CONUNASS 02
1.2	Technical Assistant I (Graphics, Electrical & Photography)	CONUNASS 03
1.3	Senior Technical Assistant (Graphics, Electrical & Photography)	CONUNASS 04
1.4	Assistant Technical Officer (Graphics, Electrical & Photography)	CONUNASS 05
1.5	Technical Officer (Graphics, Electrical & Photography)	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Attendant (Graphics, Electronics & Photography)	02	<ul style="list-style-type: none"> By direct appointment of a candidate possessing JSE/S.75, Trade Test III, plus 2 years experience with evidence of apprenticeship. 	<ul style="list-style-type: none"> Taking and development of photograph Repairs electrical, electronic gadgets, photograph and video camera. Organizes public address for public programmes
Technical Assistant I (Graphics, Electrical & Photography)	03	<ul style="list-style-type: none"> Promotion avenue for an attendant with Trade Test II after three (3) years of satisfactory service By direct appointment of a candidate possessing JSE/S.75, Trade Test II, plus 2 years working experience with evidence of apprenticeship years experience. 	<ul style="list-style-type: none"> Taking and development of photograph Repairs electrical and electronic gadgets. Organizes public address for public programmes Production of negatives/films
Senior Technical Assistant (Graphics, Electrical & Photography)	04	<ul style="list-style-type: none"> Promotion avenue for Technical Assistant I after three (3) years of satisfactory service. By direct appointment of a candidate possessing WASC/GCE/SSCE with credit in Mathematics, English and a Science subject, plus Trade Test IOR City and Guilds Inter-mediate plus 5 years working experience. 	<ul style="list-style-type: none"> Taking and development of photograph Repairs electrical and electronic gadgets. Organizes public address for public programmes. Proper maintenance of electrical and electronic items
Principal Technical Assistant (Graphics, Electrical & Photography)	05	<ul style="list-style-type: none"> Promotion avenue for Senior Technical Assistant possessing WASC/GCE/SSCE with 5 credits including English, Mathematics and a science subject after three (3) years of satisfactory service. By direct appointment of a candidate possessing WASC/GCE/SSCE with 5 credit including Mathematics, English and a Science subject plus, City and Guilds (Intermediate). 	<ul style="list-style-type: none"> Taking and development of photograph Repairs electrical and electronic gadgets. Organizes public address for public programmes. Proper maintenance of electrical and electronic items
Chief Technical Assistant (Graphics, Electrical & Photography)	06	By promotion of existing Principal Technical Assistant after (3) years maturation period.	<ul style="list-style-type: none"> Repairs electrical and electronic gadgets. Organizes public address for public programmes. Proper maintenance of electrical and electronic items

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR ASSISTANT TECHNOLOGIST CADRE

1. POSTS AND SALARIES

1.1 Assistant Technologist II

CONUNASS 05

1.2 Assistant Technologist I

CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Assistant Technologist II	05	By direct appointment of holder of ND or its equivalent in science. Engineering Laboratory Technology from a recognized institution plus one (1) years post qualification experience.	<ol style="list-style-type: none"> 1. Assisting the Senior Technologist in conducting practical classes. 2. Issuance of Chemicals and other consumables to students 3. Management of Instrumentation room 4. Supervision of students during practical classes 5. Supervision of contract cleaners attached to the laboratories 6. Any other duties assigned by a superior officer
Assistant Technologist I	06	<p>Promotion Avenue for a confirmed Assistant Technologist II after three (3) years of satisfactory service.</p> <p>By direct appointment of holder of ND or its equivalent in science. Engineering Laboratory Technology from a recognized institution plus four (4) years post qualification cognate experience.</p>	<ol style="list-style-type: none"> 1. Assisting the Senior Technologist in conducting practical classes. 2. Issuance of Chemicals and other consumables to students 3. Management of Instrumentation room 4. Supervision of students during practical classes 5. Supervision of contract cleaners attached to the laboratories 6. Any other duties assigned by a superior officer

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

**SCHEME OF SERVICE FOR THE TECHNICAL OFFICER CADRE (ICT/DPU/MUSIC LABORATORY/
GEOGRAPHY LABORATORY/ENGINEERING WORKSHOP/UNIVERSITY MULTIMEDIA CENTRE, ESTATE &
HORTICULTURE, PRINTING, CULTURAL)**

1. POSTS AND SALARIES

1.1 Assistant Technical Officer

CONUNASS 05

1.2 Technical Officer

CONUNASS 06

NOTE: Please refer to the respective Professional Cadre in the Senior Staff Schemes Service information on applicable relevant course

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Assistant Technical Officer	05	By direct appointment of holder of ND in related fields from accredited Polytechnic OR equivalent professional qualification plus one (1) years post qualification experience.	<ol style="list-style-type: none"> 1. <u>ICT</u> <ul style="list-style-type: none"> ▪ Maintenance of the University main website ▪ Overseeing LASU LAN administration with respect to infrastructure planning. Deployment, maintenance and support. 2. <u>DPU</u> <ul style="list-style-type: none"> ▪ Collation and processing of Results 3. <u>MUSIC LAB</u> <ul style="list-style-type: none"> ▪ Maintains simple laboratory equipment ▪ Set practical classes and assist instructors 4. <u>GEOGRAPHY LAB</u> <ul style="list-style-type: none"> ▪ Maintains simple laboratory equipment ▪ Set practical classes and assist instructors 5. <u>ENGINEERING WORKSHOP</u> <ul style="list-style-type: none"> ▪ Onsite documentation of materials requested to execute jobs ▪ General maintenance of all staff quarters and school of foundation 6. <u>UNIVERSITY MULTIMEDIA CENTRE</u> <ul style="list-style-type: none"> ▪ Graphic design ▪ Certificate design and calligraphing 7. <u>ESTATE</u> <ul style="list-style-type: none"> ▪ Recommendation of what to be repaired after inspection to the Staff Committee ▪ Determination of rent to be paid by shop owner and University Corporate Tenants 8. <u>HORTICULTURE</u> <ul style="list-style-type: none"> ▪ Supervises parks and garden works ▪ Takes charges of specific ornamented garden under supervision 9. <u>PRINTING</u> <ul style="list-style-type: none"> • Administer published works of the LASU press • Cross check and vet works 10. <u>CULTURAL</u> <ul style="list-style-type: none"> • Cleaning and maintenance of artefacts and other museum cultural materials.

			<ul style="list-style-type: none"> • Provide information on each Art item in the museum.
Technical	06	By direct appointment of holder of ND in related fields from accredited Polytechnic OR equivalent professional qualification plus three (3) years post qualification experience.	<ol style="list-style-type: none"> 1. <u>ICT</u> <ul style="list-style-type: none"> ▪ Maintenance of the University main website ▪ Overseeing LASU LAN administration with respect to infrastructure planning. Deployment, maintenance and support. 2. <u>DPU</u> <ul style="list-style-type: none"> ▪ Collation and processing of Results 3. <u>MUSIC LAB</u> <ul style="list-style-type: none"> ▪ Maintains simple laboratory equipment ▪ Set practical classes and assist instructors 4. <u>GEOGRAPHY LAB</u> <ul style="list-style-type: none"> ▪ Maintains simple laboratory equipment ▪ Set practical classes and assist instructors 5. <u>ENGINEERING WORKSHOP</u> <ul style="list-style-type: none"> ▪ Onsite documentation of materials requested to execute jobs ▪ General maintenance of all staff quarters and school of foundation 6. <u>UNIVERSITY MULTIMEDIA CENTRE</u> <ul style="list-style-type: none"> ▪ Graphic design ▪ Certificate design and calligraphing 7. <u>ESTATE</u> <ul style="list-style-type: none"> ▪ Recommendation of what to be repaired after inspection to the Staff Committee ▪ Determination of rent to be paid by shop owner and University Corporate Tenants 8. <u>HORTICULTURE</u> <ul style="list-style-type: none"> ▪ Supervises parks and garden works ▪ Takes charges of specific ornamented garden under supervision 9. <u>PRINTING</u> <ul style="list-style-type: none"> • Administer published works of the LASU press • Cross check and vet works 10. <u>CULTURAL</u> <ul style="list-style-type: none"> • Supervises cleaning and maintenance of artefacts and other museum cultural materials. • Provide information on each Art item in the museum.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR MESSENGERIAL CADRE

POSTS AND SALARIES

1.1	Messenger	CONUNASS 02
1.2	Senior Messenger	CONUNASS 03
1.3	Head Messenger	CONUNASS 04
1.4	Assistant Chief Messenger	CONUNASS 05
1.5	Chief Messenger	CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Messenger	02	<ul style="list-style-type: none">By direct appointment of a candidate possessing JS III/S.75 plus One (1) year working experience	<ul style="list-style-type: none">Running official errands in the office
Senior Messenger	03	<ul style="list-style-type: none">Promotion avenue for Messenger after three (3) years of satisfactory service.By direct appointment of a candidate possessing JS III/S.75 plus Five (5) years working experience.	<ul style="list-style-type: none">Running official errands in the office
Head Messenger	04	<ul style="list-style-type: none">Promotion avenue for Senior Messenger after four (4) years of satisfactory service.By direct appointment of a candidate possessing JS III/S.75 plus Eight (8) years working experience OR holder of O/Level plus Four (4) years working experience.	<ul style="list-style-type: none">Running official errands in the office.Handling sundry clerical assignments in the office.
Assistant Chief Messenger	05	<ul style="list-style-type: none">Promotion avenue for Head Messenger after four (4) years of satisfactory service.By direct appointment of holder of O/Level plus Seven (7) years working experience.	<ul style="list-style-type: none">Running official errands in the officeHandling sundry clerical assignments in the office
Chief Messenger	06	<ul style="list-style-type: none">Promotion avenue for Assistant Chief Messenger possessing O/Level after Four (4) years of satisfactory service.	<ul style="list-style-type: none">Running official errands in the officeHandling sundry clerical assignments in the office

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.

SCHEME OF SERVICE FOR THE LIBRARY OFFICERS CADRE

1. POSTS AND SALARIES

1.1 Assistant Library Officer

CONUNASS 05

1.2 Library Officer

CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Assistant Library Officer	05	<ul style="list-style-type: none"> By direct appointment of holder of National Diploma not lower than credit in Library Studies with evidence of computer literacy with one [1] year post qualification experience. 	<p>Receives instruction for:</p> <ul style="list-style-type: none"> Responsible for all functions of the circulation desk such as recall of overdue books, check in and check out of books and journals Lend books to users and enter the loan records in the circulation books Identify books that need repairs and binding and keep records of such materials In charge of reserved books and other reserved items shelf reading monitoring and stock maintenance Compilation of statistics relating to circulation services, reference and photocopy transactions Maintaining of journals subscribed to the library.
Library Officer	06	<ul style="list-style-type: none"> Promotion avenue for existing Assistant Library Officer with National Diploma not lower than credit in Library Studies with evidence of computer literacy after three [3] years of satisfactory service. By direct appointment of holder of National Diploma not lower than credit in Library Studies with evidence of computer literacy with three [3] year relevant post qualification experience. 	<ul style="list-style-type: none"> Responsible for all functions of the circulation desk such as recall of overdue books, check in and check out of books and journals Lend books to users and enter the loan records in the circulation books Identify books that need repairs and binding and keep records of such materials In charge of reserved books and other reserved items shelf reading monitoring and stock maintenance Compilation of statistics relating to circulation services, reference and photocopy transactions Maintaining of journals subscribed to the library.

ADVANCEMENT BEYOND THE CADRE:

Transfer of any staff on this cadre to any other cadre upon acquisition of relevant additional qualification will NOT be by promotion but by lateral conversion or appointment through advertised vacancies, EXCEPT for cadres that continue in the Senior Staff Conditions of Service.