

## ANNEXURE II

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# ANNEXURE IIA

## SCHEMES OF SERVICE FOR ACADEMIC STAFF OF THE LAGOS STATE UNIVERSITY

### SCHEMES OF SERVICE FOR ACADEMIC STAFF

#### 1. POST AND SALARIES

1.1	Graduate Assistant/ Research Assistant	CONUASS 01
1.2	Assistant Lecturer/ Assistant Research Fellow	CONUASS 02
1.3	Lecturer II/Research Fellow II	CONUASS 03
1.4	Lecturer I/Research I	CONUASS 04
1.5	Senior Lecturer/Senior Research Fellow	CONUASS 05
1.6	Associate Professor/Associate Research Professor	CONUASS 06
1.7	Professor/Research Professor	CONUASS 07

STATUS	QUALIFICATION	SALARY	DUTIES
<b>Graduate Assistant/Research Assistant</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree not below Second Class Honours [Upper Division] subject to the applicant showing adequate aptitude for teaching/ research.</li> </ul>	CONUASS 01	<ol style="list-style-type: none"> <li>Assist in teaching of students</li> <li>Assist in Conducting and supervision of research activities</li> <li>Assist in Conducting and supervision of examination</li> <li>Assist in Marking and Grading of examination scripts</li> </ol>
<b>Assistant Lecturer/Assistant Research Fellow</b>	<ol style="list-style-type: none"> <li>By direct appointment of holder of a masters degree with evidence of considerable teaching and research potential/experience</li> </ol>	CONUASS 02	<ol style="list-style-type: none"> <li>Teaching of students</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Marking and Grading of examination scripts</li> <li>Undertake administrative responsibilities in the department, faculty and University</li> </ol>
<b>Lecturer II/ Research Fellow II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Assistant Lecturer after three (3) years of satisfactory service</li> <li>By direct appointment of holder of Ph.D with evidence of research potential experience. Scholarly publication will enhance the prospects of candidates.</li> </ul>	CONUASS 03	<ol style="list-style-type: none"> <li>Teaching of students</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Marking and Grading of examination scripts</li> <li>Undertake administrative responsibilities in the department, faculty and University</li> </ol>
<b>Lecturer I/ Research Fellow I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Lecturer II after three (3) years of satisfactory service</li> </ul>	CONUASS 04	<ol style="list-style-type: none"> <li>Teaching of students</li> <li>Conducts and supervises research activities</li> </ol>

	<ul style="list-style-type: none"> <li>• By direct appointment of holder of Ph.D with three [3] years post-doctoral qualification plus experience in teaching/ research in a University. Must have reasonable scholarly publications.</li> </ul>		<ol style="list-style-type: none"> <li>3. Conducts and supervises examination</li> <li>4. Marking and Grading of examination scripts</li> <li>5. Undertake administrative responsibilities in the department, faculty and University</li> </ol>
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<b>Senior Lecturer/ Senior Research Fellow</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Lecturer I after three (3) years of satisfactory service</li> <li>• By direct appointment of holder of Ph.D with six [6] years post-doctoral qualification with experience in teaching/research in University. Candidate must possess reasonable scholarly publications, administrative experience and demonstrate ability to provide academic leadership</li> </ul>	<p>CONUASS 5</p>	<ol style="list-style-type: none"> <li>1. Teaching of students</li> <li>2. Conducts and supervises research activities</li> <li>3. Conducts and supervises examination</li> <li>4. Marking and Grading of examination scripts</li> <li>5. Undertake administrative responsibilities in the department, faculty and University</li> <li>6. Undertake any other responsibility assigned by the University</li> </ol>
<b>Associate Professor/Associate Research Professor</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Lecturer after three (3) years of satisfactory service</li> <li>• By direct appointment of holder of Ph.D with eight [8] years post-doctoral qualification experience in teaching/research in a University. Candidate must possess some years of post-qualification teaching and research experience in a University with several scholarly publications, administrative experience and demonstrate ability to provide academic leadership.</li> </ul>	<p>CONUASS 06</p>	<ol style="list-style-type: none"> <li>1. Teaching of students</li> <li>2. Conducts and supervises research activities</li> <li>3. Conducts and supervises examination</li> <li>4. Marking and Grading of examination scripts</li> <li>5. Undertake administrative responsibilities in the department, faculty and University</li> <li>6. Undertake any other responsibility assigned by the University</li> </ol>
<b>Professor/Research Professor</b>	<ol style="list-style-type: none"> <li>7. Promotion avenue for Associate Professor/Associate Research Professor Promotion avenue for Senior Lecturer after three (3) years of satisfactory service</li> <li>8. By direct appointment of holder of Ph.D with ten [10] years Post-Doctoral qualification with experience in teaching/research in a University. Candidate must possess some years of post-qualification teaching and research experience in a University with several scholarly publications, administrative experience and demonstrate ability to provide academic leadership</li> </ol>	<p>CONUASS07</p>	<ol style="list-style-type: none"> <li>1. Teaching of students</li> <li>2. Conducts and supervises research activities</li> <li>3. Conducts and supervises examination</li> <li>4. Marking and Grading of examination scripts</li> <li>5. Undertake administrative responsibilities in the Department, Faculty and University</li> <li>6. Undertake any other responsibility assigned by the University</li> </ol>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR UNIVERSITY LIBRARY

### 1. POST AND SALARIES

1.1	Assistant Librarian	CONUASS 01
1.2	Librarian II	CONUASS 02
1.3	Librarian I	CONUASS 03
1.4	Senior Librarian	CONUASS 04
1.5	Principal Librarian	CONUASS 05
1.6	Deputy University Librarian	CONUASS 06
1.7	University Librarian	CONUASS 07

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Assistant Librarian</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good degree not below Second Class Lower in Library or other related field with applicant showing adequate aptitude for a career in Librarianship</li> </ul> <p>Computer knowledge is essential.</p>	CONUASS 01	<ol style="list-style-type: none"> <li>Assist in teaching of students on use of Library</li> <li>Assist in Conducting and supervision of research activities</li> <li>Assist in Conducting and supervision of examination</li> <li>Assist in Marking and Grading of examination scripts</li> </ol>
<b>Librarian II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of Masters Degree in Library Science or related field.</li> </ul> <p>Computer knowledge is essential</p>	CONUASS 02	<ol style="list-style-type: none"> <li>Teaching of students on use of Library</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Marking and Grading of examination scripts</li> <li>Undertake administrative responsibilities in the Library and University</li> </ol>
<b>Librarian I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Librarian II after three (3) years of satisfactory service</li> </ul> <p>By direct appointment of holder of Master's Degree in Library Science or related field with three (3) years of cognate experience. Scholarly publications will enhance the prospects of candidates.</p> <p>Computer knowledge is essential.</p>	CONUASS 03	<ol style="list-style-type: none"> <li>Teaching of students on use of Library</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Marking and Grading of examination scripts</li> <li>Undertake administrative responsibilities in the Library and University</li> </ol>
<b>Senior Librarian</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Librarian I after <b>Four (4)</b> years of satisfactory service</li> </ul> <p>By direct appointment of holder of Masters Degree in Library Science</p>	CONUASS 04	<ol style="list-style-type: none"> <li>Teaching of students on use of Library</li> <li>Conducts and supervises research activities</li> </ol>

	or related field with six (6) years of cognate experience plus reasonable scholarly publications. Computer knowledge is essential.		<ol style="list-style-type: none"><li>3. Conducts and supervises examination</li><li>4. Marking and Grading of examination scripts</li><li>5. Undertake administrative responsibilities in the Library and University</li></ol>
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<b>Principal Librarian</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Librarian after <b>Four (4)</b> years of satisfactory service</li> <li>By direct appointment of holder of Masters Degree in Library Science or related field with nine (9) years of cognate experience. Candidate must possess reasonable scholarly publications, administrative experience and demonstrate ability to provide academic leadership. Computer knowledge is essential. Possession of doctorate degree is required</li> </ul>	CONUASS 05	<ol style="list-style-type: none"> <li>Teaching of students on use of Library</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Marking and Grading of examination scripts</li> <li>Undertake administrative responsibilities in the Library and the University</li> <li>Undertake any other responsibility assigned by the University</li> </ol>
<b>Deputy University Librarian</b>	<ul style="list-style-type: none"> <li><b>By appointment/Promotion Avenue for Principal Librarian only.</b></li> <li>By direct appointment of holder of Masters Degree in Library Science or related field with twelve (12) years of University experience. Must possess several scholarly publications, administrative experience and demonstrate ability to provide academic leadership. Computer knowledge is essential. Possession of doctorate degree is required</li> </ul>	CONUASS 06	<ol style="list-style-type: none"> <li>Teaching of students on use of Library</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Marking and Grading of examination scripts</li> <li>Undertake administrative responsibilities in the Library and University</li> <li>Undertake any other responsibility assigned by the University</li> <li>Collection of Library materials</li> </ol>
<b>University Librarian</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of Masters Degree in Library Science or related field with fifteen (15) years of University experience. Must possess several scholarly publications, administrative experience and demonstrate ability to provide academic leadership. Computer knowledge is essential. Possession of doctorate degree is required</li> <li><b>By appointment only, subject to vacancy.</b></li> </ul>	CONUASS 07	<ol style="list-style-type: none"> <li>Responsible to the Vice-Chancellor for the day to day administration of the University Library</li> <li>Conducts and supervises research activities</li> <li>Conducts and supervises examination</li> <li>Authorizing collection of Library materials, books, journals, articles etc</li> </ol>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## ANNEXURE IIB

### SCHEMES OF SERVICE FOR UNIVERSITY INTERNAL AUDIT PROFESSIONAL CADRE

#### 1. POST AND SALARIES

1.1	Internal Auditor II	CONUNASS 07
1.2	Internal Auditor I	CONUNASS 08
1.3	Senior Internal Auditor	CONUNASS 09
1.4	Principal Internal Auditor	CONUNASS 11
1.5	Chief Internal Auditor	CONUNASS 13
1.6	Deputy Director, Internal Audit	CONUNASS 14
1.7	Director, Internal Audit	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Internal Auditor II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree /HND in Accounting from recognized institution plus discharge NYSC certificate</li> </ul> <p><b>OR</b></p> <p>Holder of Professional Examination I (PEI) of the ICAN or ACCA or ACMA I</p>	CONUNASS 07	<ul style="list-style-type: none"> <li>Engage in examination of vouchers and posting of vouchers</li> <li>Engage in sundry verifications</li> <li>Apply relevant rules in treating specific subjects</li> <li>Processing audit reports from field.</li> </ul>
<b>Internal Auditor I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Internal Auditor II after three (3) years of satisfactory service.</li> </ul> <p>By direct appointment of holder of a good honours Degree/HND in Accounting from recognized institution plus three (3) years relevant post-qualification experience.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Holder of Professional Examination II (PE II) of ICAN or ACCA or ACMA</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Engage in examination of vouchers and posting of vouchers</li> <li>Engage in sundry verifications</li> <li>Apply relevant rules in treating specific subjects</li> <li>Processing audit reports from field state and mentioning progress register and charts.</li> <li>Assist in conducting audit enquiries.</li> <li>Supervises junior staff in the Unit</li> </ul>
<b>Senior Internal Auditor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Internal Auditor I after three (3) years of satisfactory service</li> </ul> <p>By direct appointment of holder of a good honours degree / HND in Accounting from recognized institution plus six (6) years relevant post-qualification experience.</p> <p><b>OR</b></p> <p>Holder of Final Certificate of ICAN or ACCA or ACMA</p>	CONUNASS 09	<ul style="list-style-type: none"> <li>Preparing draft audit reports</li> <li>Assist in preparing Audit guides</li> <li>Issuing audit inspection reports</li> <li>Processing financial statement and audit reports</li> <li>Prosecuting surcharge cases and</li> <li>Carry out investigations and audit enquiries</li> <li>Could oversee a unit.</li> </ul>
<b>Principal Internal Auditor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Senior Internal Auditor after <b>four (4)</b> years of satisfactory service</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Preparing draft reports</li> <li>Assist in preparing Audit guides</li> <li>Issuing audit inspection reports</li> </ul>

	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree / HND in Accounting plus nine (9) years relevant post-qualification experience.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of Final Certificate of ICAN/ACCA/ACMA plus three (3) years relevant post-qualification experience.</p>		<ul style="list-style-type: none"> <li>Processing financial statement and audit reports</li> <li>Prosecuting surcharge cases and</li> <li>Carry out high level investigations and audit enquiries</li> <li>Could oversee a unit.</li> </ul>
<b>Chief Internal Auditor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Internal Auditor after <b>four (4) years</b> of satisfactory service.</li> </ul> <p>By direct appointment of holder of a good honours degree / HND in Accounting from a recognized institution plus twelve (12) years relevant post-qualification experience plus ICAN/ACA/ACCA/ACMA</p> <p style="text-align: center;"><b>OR</b></p> <p>Holder of Final Certificate of ICAN/ACCA/ACMA plus six (6) years relevant post-qualification experience.</p>	CONUNASS 13	<ul style="list-style-type: none"> <li>Taking care of the Unit</li> <li>Processing financial statements and prepare audit reports</li> <li>Verifying retirement</li> <li>Bringing up internal audit activity report</li> <li>Checking and Authorizing payment</li> <li>Carrying out high level investigations and audit enquiries</li> <li>Taking care of the Unit</li> <li>Supervises other staff</li> <li>Assist in training of subordinates</li> </ul>
<b>Deputy Director, Internal Audit</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree / HND in Accounting from a recognized institution plus fourteen (14) years relevant post-qualification experience plus final certificate of ICAN /ACA/ACCA/ACMA with six (6) years post certificate experience.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <ul style="list-style-type: none"> <li><b>By Appointment or Promotion of a suitable Chief Internal Auditor subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Collection of data and preparation of draft audit activity reports.</li> <li>Monitoring and evaluation of projects.</li> <li>Undertake audit inspection of department assets.</li> <li>Maintenance asset registers.</li> <li>Assist in verification of contract performance.</li> <li>Advices in audit development planning.</li> <li>Assist in general administration of the Internal Audit.</li> <li>Supervises more than one Unit.</li> <li>Assist in training subordinates</li> </ul>
<b>Director, Internal Audit</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree / HND in Accounting from recognized institution plus fifteen (15) years relevant post-qualification experience plus final certificate of ICAN/ACA/ACCA/ACMA with nine (9) years post-qualification experience.</li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Responsible to the Vice-Chancellor for the day to day administration of the University's Internal Audit.</li> <li>Advices the University on financial control and expenditure policy.</li> <li>Formulate review and execute audit policy programmes.</li> </ul>

	<p><b>The possession of relevant Masters Degree is compulsory.</b></p> <p><b>By Appointment only, subject to vacancy</b></p>		<ul style="list-style-type: none"> <li>• Defining and documenting the objectives of the Directorate</li> <li>• Conduct Training for Junior colleagues and supervises various unit.</li> <li>• Prepares and submit internal audit activities reports to the University Governing Council.</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR UNIVERSITY BURSARY [ACCOUNTANT] CADRE

### 1. POST AND SALARIES

1.1	Accountant II	CONUNASS 07
1.2	Accountant I	CONUNASS 08
1.3	Senior Accountant	CONUNASS 09
1.4	Principal Accountant	CONUNASS 11
1.5	Chief Accountant	CONUNASS 13
1.6	Deputy Bursar	CONUNASS 14
1.7	Bursar	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Accountant II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree/HND from a recognized institution in Accounting with NYSC certificate</li> </ul> <b>OR</b> Holder of Professional Examination I (PEI) of the ICAN or ANAN or ACCA or ACMA	CONUNASS 07	<ul style="list-style-type: none"> <li>Computation of monthly salary</li> <li>Preparation of monthly staff salaries</li> <li>Preparation, printing, collation and submission of monthly reports on salary prepared</li> <li>Computation of salary for all category of staff</li> <li>Confirmation of signed monthly nominal roll of Staff</li> </ul>
<b>Accountant I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Accountant II after three (3) years of satisfactory service.</li> </ul> By direct appointment of holder of a good honours degree/HND from a recognized institution in Accounting plus three (3) years relevant post-qualification experience. <b>OR</b> <ul style="list-style-type: none"> <li>Holder of Professional Examination II (PE II) of ICAN or ANAN or ACCA or ACMA</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Preparation of Annual Budget for the Campus</li> <li>Enquiries/advertisement on Bank reconciliation statement</li> <li>Review of bank reconciliation statements to ensure that cash book balance and bank statement balance agree</li> </ul>
<b>Senior Accountant</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Accountant I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree/HND from a recognized institution in Accounting plus six (6) years relevant post-qualification experience.</li> </ul> <b>OR</b> Holder of Final Certificate of ICAN/ACCA/ACMA/ANAN	CONUNASS 09	<ul style="list-style-type: none"> <li>Updating Investment records on a regular basis in accordance with their bank confirmations to show the balance of principal as well as the interest earned on them</li> <li>Posting any movement in investments into the General Ledger</li> </ul>
<b>Principal Accountant</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Accountant after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree/HND from a</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Carrying out necessary corrections and adjustments in the cash books and ledgers as observed by the reconciliation and final account unit</li> </ul>

	<p>recognized institution in Accounting plus nine (9) years relevant post-qualification experience.</p> <p><b>OR</b></p> <p>Holder of Final Certificate of ICAN/ACCA/ACMA/ANAN plus three (3) years relevant post-qualification experience.</p>		<ul style="list-style-type: none"> <li>Assisting in posting of transfers and subvention</li> </ul>
<b>Chief Accountant</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Accountant after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree/HND from a recognized institution in Accounting plus twelve (12) years relevant post-qualification experience plus final certificate of ICAN/ACA/ACCA/ACMA/ANAN</li> </ul> <p><b>OR</b></p> <p>Final Certificate of ICAN/ACCA/ACMA plus six (6) years relevant post-qualification experience.</p>	CONUNASS 13	<ul style="list-style-type: none"> <li>Supervision/approval of postings of transactions to general ledger</li> <li>Reconciliation of cash books with bank statements</li> <li>Attending various committee meetings on behalf of the Bursar</li> </ul>
<b>Deputy Bursar</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree/HND from a recognized institution in Accounting plus fourteen (14) years relevant post-qualification experience plus final certificate of ICAN/ACA/ACCA/ACMA/ANAN with nine (9) years relevant post-certificate experience.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory</b></p> <ul style="list-style-type: none"> <li><b>By Appointment or Promotion of a suitable Chief Accountant subject to appropriate budgeting provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Coordination of Subordinates in various units of the department</li> <li>Act on behalf of the Bursar whenever the need arise</li> <li>Responsible to the Bursar on the general Coordination of the department.</li> </ul>
<b>Bursar</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree/HND from a recognized institution in Accounting plus(15) years relevant post-qualification experience plus final certificate of ICAN/ACA/ACCA/ACMA/ANAN with twelve (12) years relevant post-certificate experience.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <ul style="list-style-type: none"> <li><b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Responsible to the Vice-Chancellor on daily Financial Management &amp; Control of the University</li> </ul>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR WORKS AND SERVICES [ENGINEERING] CADRE

### 1. POST AND SALARIES

1.1	Pupil Engineer	CONUNASS 07
1.2	Engineer I	CONUNASS 08
1.3	Senior Engineer	CONUNASS 09
1.4	Principal Engineer	CONUNASS 11
1.5	Assistant Chief Engineer	CONUNASS 12
1.6	Chief Engineer	CONUNASS 13
1.7	Deputy Director, Works& Physical Planning	CONUNASS 14
1.8	Director, Works& Physical Planning	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Pupil Engineer</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of B.Sc./HND Engineering Registerable with an appropriate professional body plus NYSC discharge certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B.O.Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> <li>Ascertaining and confirmation of pre-BOQ</li> <li>Execution of painting jobs by direct labour</li> <li>Certification of quality control of paints on buildings on LASU campus</li> </ul>
<b>Engineer I</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of B.Sc./HND Engineering Registerable with an appropriate professional body plus three (3) years relevant post qualification experience.</li> </ul> <p>Promotion avenue for Pupil Engineer after three (3) years satisfactory service</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> </ul>



			<ul style="list-style-type: none"> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> <li>Ascertaining and confirmation of pre-BOQ</li> <li>Execution of painting jobs by direct labour</li> <li>Certification of quality control of paints on buildings on LASU campus</li> </ul>
<b>Senior Engineer</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of B.Sc./HND Engineering Registerable with an appropriate professional body plus six (6) years relevant post qualification experience.</li> </ul> <p>Promotion avenue for Engineer I after three (3) years of satisfactory service</p>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> <li>Ascertaining and confirmation of pre-BOQ</li> <li>Execution of painting jobs by direct labour</li> <li>Certification of quality control of paints on buildings on LASU campus</li> </ul>
<b>Principal Engineer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Engineer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of B.Sc./HND Engineering plus nine (9) years relevant post qualification experience candidate must be</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> </ul>

	registered with appropriate professional body.		<ul style="list-style-type: none"> <li>• General maintenance of all staff quarters and school of foundation</li> <li>• Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>• Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>• Coordination of routine maintenance in faculties, department and units</li> <li>• Drafting report on work request needing other professional contributions</li> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>
<b>Assistant Chief Engineer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Engineer after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of HND Engineering plus twelve (12) years relevant post qualification experience candidate must be registered with appropriate professional body.</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>• Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>• Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>• Onsite documentation of materials requested to execute jobs</li> <li>• General maintenance of all staff quarters and school of foundation</li> <li>• Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>• Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>• Coordination of routine maintenance in faculties, department and units</li> <li>• Drafting report on work request needing other professional contributions</li> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>
<b>Chief Engineer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for: <ul style="list-style-type: none"> <li>i. Principal Engineer with B. Sc. and</li> <li>ii. Asst. Chief Engineer with HND</li> </ul> </li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> </ul>

	<p>after three (3) years of satisfactory service.</p> <ul style="list-style-type: none"> <li>By direct appointment of holder of B.Sc. Engineering with twelve (12) years relevant post qualification experience who must be registered with appropriate professional body.</li> </ul> <p><b>OR</b></p> <p>Holder of HND Engineering with Fifteen (15) years relevant post qualification experience who must be registered with appropriate professional body.</p>		<ul style="list-style-type: none"> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> <li>Ascertaining and confirmation of pre-BOQ</li> <li>Execution of painting jobs by direct labour</li> <li>Certification of quality control of paints on buildings on LASU campus</li> <li>Supervises and training other</li> </ul>
Deputy Director, (Works)	<p>By direct appointment of holder of B.Sc. Engineering with fifteen (15) years relevant post qualification experience who must be registered with appropriate professional body.</p> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <p><b>OR</b></p> <p>Holder of HND Engineering with eighteen (18) years post qualification experience plus a Masters Degree in related field and must be registered with appropriate professional body.</p> <ul style="list-style-type: none"> <li><b>By Appointment or Promotion, subject to appropriate budgeting provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> <li>Ascertaining and confirmation of pre-BOQ</li> <li>Execution of painting jobs by direct labour</li> <li>Certification of quality control of paints on buildings on LASU campus</li> </ul>

			<ul style="list-style-type: none"> <li>• Supervises and training other</li> </ul>
<b>Director, Works and Physical Planning</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree in Engineering/Architecture/ Building Technology/Quantity Surveying/Structural Engineering/Town planning from recognized institution plus Eighteen (18) years relevant degree post qualification experience.</li> <li>• Possession of a relevant higher degree is required and candidate must be registered with appropriate professional body E.g. NSE, COREN, CORBON, NIQS, other relevant professional bodies).</li> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>• Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>• Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>• Onsite documentation of materials requested to execute jobs</li> <li>• General maintenance of all staff quarters and school of foundation</li> <li>• Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>• Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>• Coordination of routine maintenance in faculties, department and units</li> <li>• Drafting report on work request needing other professional contributions</li> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR INDUSTRIAL LIAISON UNIT - OFFICER CADRE

### 1. POST AND SALARIES

1.1	Industrial Liaison Officer	CONUNASS 08
1.2	Senior Industrial Liaison Officer II	CONUNASS 09
1.3	Senior Industrial Liaison Officer I	CONUNASS 11
1.4	Principal Industrial Liaison Officer	CONUNASS 13
1.5	Chief Industrial Liaison Officer	CONUNASS 14
1.6	Coordinator, Industrial Liaison Unit	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Industrial Liaison Officer</b>	<ul style="list-style-type: none"> <li>A good honours degree from a recognized institution in Education/Engineering and Technology/ Environmental Science or other related field with NYSC discharge certificate plus three (3) years relevant experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Coordinate and supervise the activities of SIWES Unit offices at Ojo and Epe Campuses</li> <li>Liaise with Industries/Institutions for student IT placement</li> <li>Attending SIWES Zonal Meeting</li> <li>Visit Industries/Institutions for IT students supervision</li> <li>Preparation and submission of Master/Placement lists of IT students for the processing of their allowances</li> <li>Liaise with NUC and ITF for necessary information on SIWES activities for students</li> <li>Invites ITF for student's logbooks verification</li> <li>Organizing orientation programmes at Epe and Ojo campuses for IT students</li> </ul>
<b>Senior Industrial Liaison Officer II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Industrial Liaison Officer I after three (3) years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree from recognized institution in Engineering and Technology/ Environmental Science or other related field plus six (6) years relevant Industrial experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Coordinate and supervise the activities of SIWES Unit offices at Ojo and Epe Campuses</li> <li>Liaise with Industries/Institutions for student IT placement</li> <li>Attending SIWES Zonal Meeting</li> <li>Visit Industries/Institutions for IT students supervision</li> <li>Preparation and submission of Master/Placement lists of IT students for the processing of their allowances</li> <li>Liaise with NUC and ITF for necessary information on SIWES activities for students</li> <li>Invites ITF for student's logbooks verification</li> <li>Organizing orientation programmes at Epe and Ojo campuses for IT students</li> </ul>

<b>Senior Industrial Liaison Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Industrial Liaison Officer II after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree from recognized institution in Engineering and Technology/ Environmental Science or other related field plus nine (9) years relevant Industrial experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Coordinate and supervise the activities of SIWES Unit offices at Ojo and Epe Campuses</li> <li>Liaise with Industries/Institutions for student IT placement</li> <li>Attending SIWES Zonal Meeting</li> <li>Visit Industries/Institutions for IT students supervision</li> <li>Preparation and submission of Master/Placement lists of IT students for the processing of their allowances</li> <li>Liaise with NUC and ITF for necessary information on SIWES activities for students</li> <li>Invites ITF for student's logbooks verification</li> <li>Organizing orientation programmes at Epe and Ojo campuses for IT students</li> </ul>
<b>Principal Industrial Liaison Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Industrial Liaison Officer I after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree from recognized institution in Engineering and Technology/ Environmental Science or other related field plus twelve (12) years relevant Industrial experience.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Attending SIWES Zonal Meeting</li> <li>Visit Industries/Institutions for IT students supervision</li> <li>Preparation and submission of Master/Placement lists of IT students for the processing of their allowances</li> <li>Liaise with NUC and ITF for necessary information on SIWES activities for students</li> <li>Invites ITF for student's logbooks verification</li> <li>Organizing orientation programmes at Epe and Ojo campuses for IT students</li> </ul>
<b>Chief Industrial Liaison Officer</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from recognized institution in Engineering and Technology/ Environmental Science or other related field plus fifteen (15) years relevant Industrial experience.</li> <li><b>The possession of relevant Masters Degree is compulsory.</b></li> <li><b>By appointment only subject to vacancy</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Attending SIWES Zonal Meeting</li> <li>Visit Industries/Institutions for IT students supervision</li> <li>Preparation and submission of Master/Placement lists of IT students for the processing of their allowances</li> <li>Liaise with NUC and ITF for necessary information on SIWES activities for students</li> <li>Invites ITF for student's logbooks verification</li> <li>Organizing orientation programmes at Epe and Ojo campuses for IT students</li> </ul>
<b>Coordinator, Industrial Liaison Unit</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from recognized institution in Engineering and Technology/</li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Attending SIWES Zonal Meeting</li> <li>Visit Industries/Institutions for IT students supervision</li> </ul>

	<p>Environmental Science or other related field plus eighteen (18) years relevant Industrial experience.</p> <ul style="list-style-type: none"> <li>• Possession of higher degree is required</li> <li>• <b>By appointment only subject to vacancy</b></li> </ul>		<ul style="list-style-type: none"> <li>• Preparation and submission of Master/Placement lists of IT students for the processing of their allowances</li> <li>• Liaise with NUC and ITF for necessary information on SIWES activities for students</li> <li>• Invites ITF for student's logbooks verification</li> <li>• Organizing orientation programmes at Epe and Ojo campuses for IT students</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR PROFESSIONAL PLANNING OFFICER CADRE

### 1. POST AND SALARIES

1.1	Planning Officer II	CONUNASS 07
1.2	Planning Officer I	CONUNASS 08
1.3	Senior Planning Officer	CONUNASS 09
1.4	Principal Planning Officer	CONUNASS 11
1.5	Chief Planning Officer	CONUNASS 13
1.6	Deputy Director, (Physical Planning)	CONUNASS 14
1.7	Director, (Works & Physical Planning)	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Planning Officer II</b>	<ul style="list-style-type: none"> <li>A good honours degree from a recognized University in Town planning or other related field which must be registerable with relevant professional body plus computer/ AutoCAD knowledge and NYSC discharge Certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Preparation of proposals to guide future development in accordance with the master plan</li> <li>To Co-ordinate the implementation of Lagos State University master plan</li> <li>Lagos State University layout plan updating</li> <li>Development control exercise</li> <li>Planning and preparation of layout drawings</li> </ul>
<b>Planning Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Planning Officer II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognized University in Town Planning or other related field which must be registerable with relevant professional body plus computer/ AutoCAD knowledge with three (3) years relevant post qualification experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of a good honour degree plus Master's Degree in Town Planning in registerable with relevant professional body from a recognized University with computer/ AutoCAD knowledge plus NYSC Certificate.</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Preparation of proposals to guide future development in accordance with the master plan</li> <li>To Co-ordinate the implementation of Lagos State University master plan</li> <li>Site/Project monitoring and inspection</li> <li>Lagos State University layout plan updating</li> <li>Development control exercise</li> <li>Planning and preparation of layout drawings</li> </ul>
<b>Senior Planning Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Planning Officer I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Town Planning or other related field from a</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Interpret and advise on the Master Plan of the University</li> <li>Plan and design the landscape, drainages and advise on Land</li> <li>Monitor the power survey plan of the land of the University</li> </ul>



	<p>recognized University which must be registerable with relevant professional body plus computer/ AutoCAD knowledge with Six (6) years relevant post qualification experience.</p> <p><b>OR</b></p> <p>Holder of good honours degree plus Master's degree in Town Planning or other related field from a recognized University with computer/ AutoCAD knowledge plus Three (3) years of relevant post qualification experience.</p>		<ul style="list-style-type: none"> <li>• Advise on setbacks and checkmate encroach</li> <li>• Secure approval of registration</li> <li>• Prepare Architectural Designs of Buildings</li> <li>• Assist in supervising Building construction</li> <li>• Advise on standard of equipment's</li> <li>• Supervision of ongoing projects</li> </ul>
<b>Principal Planning Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Planning Officer after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree in Town Planning from a recognized University candidate must be registered with relevant professional body plus computer/ AutoCAD knowledge with Nine (9) years relevant post qualification experience</li> </ul> <p><b>OR</b></p> <p>holder of good honour degree in Town Planning or other related field plus Master's degree in Town Planning from a recognized University with computer/ AutoCAD knowledge plus Six (6) years of relevant post qualification experience. Candidate must be registered with appropriate professional body.</p>	CONUNASS 11	<ul style="list-style-type: none"> <li>• Monitor the power survey plan of the land of the University</li> <li>• Advises on setbacks and checkmate encroach</li> <li>• Secure approval of registration</li> <li>• Prepare Architectural Designs of Buildings</li> <li>• Assist in supervising Building construction</li> <li>• Advises on standard of equipment's</li> <li>• Supervision of ongoing projects</li> </ul>
<b>Chief Planning Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Planning Officer after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree in Town Planning from a recognized University candidate must be registered with relevant professional body plus computer/ AutoCAD knowledge with twelve (12) years of relevant experience.</li> </ul> <p><b>OR</b></p> <p>Holder of good honours degree in Town Planning or other related</p>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Preparation of proposals to guide future development in accordance with the master plan</li> <li>• To Co-ordinates the implementation of Lagos State University master plan</li> <li>• Lagos State University layout plan updating</li> <li>• Development control exercise</li> </ul>

	field plus Master's degree in Town Planning from a recognized University with computer/ AutoCAD knowledge plus Nine (9) years of relevant experience.		
<b>Deputy Director, Physical Planning</b>	<p>By direct appointment of holder of a good honours degree in Town Planning or other related field from a recognized University which must be registered with relevant professional body plus computer/ AutoCAD knowledge with fifteen (15) years of relevant experience</p> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Holder of good honours degree in Town Planning or other related field plus Master's degree in Town Planning from a recognized University with computer/ AutoCAD knowledge plus Twelve (12) years of relevant experience.</li> </ul> <p>Registration with relevant professional body is required.</p> <ul style="list-style-type: none"> <li><b>By Appointment or Promotion of a suitable Chief Planning Officer subject to appropriate budgetary provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Taking of inventory before and after vacating the apartment</li> <li>Recommendation of what to be repair after inspection to the Staff Committee</li> <li>Determination of rent to be paid by shop owner and University Corporate Tenants</li> <li>Keeping of University records regarding properties of the University e.g. List of occupant in Staff Quarter, List of Corporate tenant and List of shops owner</li> </ul>

<p><b>Director, Works &amp;Physical Planning</b></p>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree in Engineering/Architecture/ Building Technology/Quantity Surveying/Structural Engineering/Town planning from recognized institution plus Eighteen (18) years relevant degree post qualification experience.</li> <li>• <b>The possession of relevant Masters Degree is compulsory</b> and candidate must be registered with appropriate professional body E.g. NSE, COREN, CORBON, NIQS, other relevant professional bodies).</li> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>	<p>CONUNASS 15</p>	<ul style="list-style-type: none"> <li>• Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>• Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>• Onsite documentation of materials requested to execute jobs</li> <li>• General maintenance of all staff quarters and school of foundation</li> <li>• Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>• Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>• Coordination of routine maintenance in faculties, department and units</li> <li>• Drafting report on work request needing other professional contributions</li> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR PROFESSIONAL QUANTITY SURVEYOR CADRE

### 1. POST AND SALARIES

1.1	Quantity Surveyor II	CONUNASS 07
1.2	Quantity Surveyor I	CONUNASS 08
1.3	Senior Quantity Surveyor	CONUNASS 09
1.4	Principal Quantity Surveyor	CONUNASS 11
1.5	Chief Quantity Surveyor	CONUNASS 13
1.6	Deputy Director(Quantity Surveyor)	CONUNASS 14
1.7	Director (Works & Physical Planning)	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Quantity Surveyor Officer II</b>	<ul style="list-style-type: none"> <li>A good honours degree in Quantity Surveying from a recognized University which must be registerable with relevant professional body plus computer/ AutoCAD knowledge and NYSC Certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Prepare bill of quantities based on Architectural/Structural Designs</li> <li>Prepares Tender documents</li> <li>Undertake project Management</li> <li>Prepare valuation report claims on projects</li> <li>Advise on variation</li> </ul>
<b>Quantity Surveyor Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Quantity Surveyor II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Quantity Surveying from a recognized University which must be registerable with relevant professional body plus computer/ AutoCAD knowledge with three (3) years relevant post qualification experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of good honours degree plus Quantity Surveying Master's degree from a recognized University (registrable with appropriate professional body) with computer/ AutoCAD knowledge plus NYSC Certificate.</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Prepare bill of quantities based on Architectural/Structural Designs</li> <li>Prepares Tender documents</li> <li>Undertake project Management</li> <li>Prepare valuation report claims on projects</li> <li>Advise on variation</li> </ul>
<b>Senior Quantity Surveyor Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for confirmed Quantity Surveyor I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Quantity Surveying from a recognized University must be registerable with relevant professional body</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Prepare bill of quantities based on Architectural/Structural Designs</li> <li>Prepares Tender documents</li> <li>Undertake Project Management</li> <li>Prepare valuation report claims on projects</li> <li>Advise on variation</li> </ul>

	<p>plus computer/ AutoCAD knowledge with Six (6) years relevant post qualification experience</p> <p><b>OR</b></p> <p>Holder of a good honour degree plus Master's degree in Quantity Surveying from a recognized University (which must be registrable with relevant professional body) with computer/ AutoCAD knowledge plus Three (3) years of relevant post qualification experience.</p>		<ul style="list-style-type: none"> <li>Supervision of ongoing projects</li> </ul>
<b>Principal Quantity Surveyor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Quantity Surveyor Officer after <b>four (4) years</b> of satisfactory service with evidence of registration with relevant professional body.</li> <li>By direct appointment of holder of a good honours degree in Quantity Surveying from a recognized University and must be registered with relevant professional body plus computer/ AutoCAD knowledge plus Nine (9) years relevant post qualification experience</li> </ul> <p><b>OR</b></p> <p>Holder of a good honour degree plus Master's degree in Quantity Surveying from a recognized University with computer/ AutoCAD knowledge plus Six (6) years of relevant post qualification experience and must be registered with recognized professional body.</p>	CONUNASS 11	<ul style="list-style-type: none"> <li>Prepare bill of quantities based on Architectural/Structural Designs</li> <li>Prepares Tender documents</li> <li>Undertake project Management</li> <li>Prepare valuation report claims on projects</li> <li>Advise on variation</li> </ul>
<b>Chief Surveyor Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Surveyor after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Quantity Surveying from a recognized University with computer/ AutoCAD knowledge plus twelve (12) years of relevant experience. Registration with relevant professional body is required</li> </ul> <p><b>OR</b></p>	CONUNASS 13	<ul style="list-style-type: none"> <li>Prepare bill of quantities based on Architectural/Structural Designs</li> <li>Prepares Tender documents</li> <li>Undertake project Management</li> <li>Prepare valuation report claims on projects</li> <li>Advise on variation</li> <li>Supervision of ongoing projects</li> </ul>

	<ul style="list-style-type: none"> <li>holder of a good honours degree plus Master's degree in Quantity Surveying from a recognized University with computer/ AutoCAD knowledge plus Nine (9) years of relevant experience and must registered with recognized professional body.</li> </ul>		
<b>Deputy Director, (Quantity Surveyor)</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Quantity Surveying from a recognized University and must be registered with relevant professional body plus computer/ AutoCAD knowledge plus fifteen (15) years of relevant experience. Registration with relevant professional body is required.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <p><b>OR</b></p> <p>holder of a good honours degree plus Master's degree in Quantity Surveying from a recognized University with computer/ AutoCAD knowledge plus Twelve (12) years of relevant experience. Registration with relevant professional body is required.</p> <ul style="list-style-type: none"> <li><b>By Appointment or Promotion of a suitable Chief Quantity Surveyor subject to appropriate budgetary provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Prepare bill of quantities based on Architectural Designs</li> <li>Prepares Tender documents</li> <li>Undertake project Management</li> <li>Prepare valuation report project</li> <li>Advise on variations</li> <li>Supervision of ongoing projects</li> </ul>
<b>Director, (Works &amp; Physical Physical)</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Engineering/Architecture/ Building Technology/Quantity Surveying/Structural Engineering/Town planning from recognized institution plus Eighteen (18) years relevant degree post qualification experience.</li> </ul> <ul style="list-style-type: none"> <li><b>The possession of relevant Masters Degree is compulsory</b> and candidate must be registered with appropriate professional body E.g. NSE, COREN, CORBON, NIQS, other relevant professional bodies).</li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>		<ul style="list-style-type: none"> <li>• Coordination of routine maintenance in faculties, department and units</li> <li>• Drafting report on work request needing other professional contributions</li> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR ARCHITECT CADRE

### 1. POST AND SALARIES

1.1	Architect II	CONUNASS 07
1.2	Architect I	CONUNASS 08
1.3	Senior Architect	CONUNASS 09
1.4	Principal Architect	CONUNASS 11
1.5	Chief Architect	CONUNASS 13
1.6	Deputy Director(Architecture)	CONUNASS 14
1.7	Director(Works & Physical Planning)	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Architect II</b>	<ul style="list-style-type: none"> <li>A good honours degree in Architecture from a recognized University which must be registrable with relevant professional body plus computer/ AutoCAD knowledge and NYSC Certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Reproducing Building to softcopy i.e. autocad</li> <li>Attending to various site meeting of all projects</li> <li>Inspection and full engaged in Arc Drawing and designs.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Architect I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Architect II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Architecture from a recognized University which must be registrable with relevant professional body plus computer/ AutoCAD knowledge with three (3) years relevant post qualification experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>holder of a good honours degree plus Master's degree in Architecture (registrable with relevant professional body) from a recognized University with computer/ AutoCAD knowledge plus NYSC Certificate.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Reproducing Building to softcopy i.e. autocad</li> <li>Attending to various site meeting of all projects</li> <li>Inspection and full engaged in Arc Drawing and designs.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Senior Architect</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Architect I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Architecture from a recognized University and must be registered with relevant professional body plus computer/ AutoCAD knowledge with Six (6)</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Reproducing Building to softcopy i.e. autocad</li> <li>Attending to various site meeting of all projects</li> <li>Inspection and full engagement in Arc Drawing and designs.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>



	<p>years relevant post qualification experience</p> <p><b>OR</b></p> <p>holder of a good honours degree plus Master's degree in Architecture from a recognized University with computer/ AutoCAD knowledge plus Three (3) years of relevant post qualification experience.</p> <p>Candidate must be registered with relevant professional body.</p>		
<b>Principal Architect</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Architect after <b>four (4) years</b> of satisfactory service with evidence of registration with relevant professional body.</li> <li>By direct appointment of holder of a good honours degree in Architecture from a recognized University and must be registered with relevant professional body plus computer/ AutoCAD knowledge plus Nine (9) years relevant post qualification experience.</li> </ul> <p><b>OR</b></p> <p>holder of a good honours degree plus Master's degree in Architecture from a recognized University with computer/ AutoCAD knowledge plus Six (6) years of relevant post qualification experience and must be registered with relevant recognized professional body.</p>	CONUNASS 11	<ul style="list-style-type: none"> <li>Reproducing Building to softcopy i.e. autocad</li> <li>Attending to various site meeting of all projects</li> <li>Inspection and full engagement in Arc Drawing and designs.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Chief Architect</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Architect after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Architecture from a recognized University plus computer/ AutoCAD knowledge twelve (12) years of relevant experience. Registration with relevant professional body is required</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>holder of a good honours degree plus Master's degree in Architecture from a recognized University with computer/ AutoCAD knowledge plus Nine (9) years of relevant experience and must be registered with</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Reproducing Building to softcopy i.e. autocad</li> <li>Attending to various site meeting of all projects</li> <li>Inspection and full engaged in Arc Drawing and designs.</li> <li>Carrying out detailing and specification writing for all building projects.</li> <li>Supervision ongoing projects</li> </ul>

	relevant recognized professional body.		
<b>Deputy Director, Architecture</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Architecture from a recognized University plus computer/ AutoCAD knowledge plus fifteen (15) years of relevant experience. Registration with relevant professional body is required.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>holder of a good honours degree plus Master's degree in Architecture from a recognized University with computer/ AutoCAD knowledge plus Twelve (12) years of relevant experience.</li> </ul> <p>Registration with relevant professional body is required.</p> <ul style="list-style-type: none"> <li><b>By Appointment or Promotion of a suitable Chief Architect subject to appropriate budgetary provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Reproducing Building to softcopy i.e. autocad</li> <li>Attending to various site meeting of all projects</li> <li>Inspection and full engaged in Arc Drawing and designs.</li> <li>Carrying out detailing and specification writing for all building projects.</li> <li>Supervision ongoing projects</li> </ul>
<b>Director (Works &amp; Physical Planning)</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Engineering/Architecture/ Building Technology/Quantity Surveying/Structural Engineering/Town planning from recognized institution plus Eighteen (18) years relevant degree post qualification experience.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory</b> and candidate must be registered with appropriate professional body (e.g. NSE, COREN, CORBON, NIQS, other relevant professional bodies).</p> <ul style="list-style-type: none"> <li><b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> </ul>

			<ul style="list-style-type: none"> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR STRUCTURAL ENGINEERING CADRE

### 1. POST AND SALARIES

1.1	Structural Engineer II	CONUNASS 07
1.2	Structural Engineer I	CONUNASS 08
1.3	Senior Structural Engineer	CONUNASS 09
1.4	Principal Structural Engineer	CONUNASS 11
1.5	Chief Structural Engineer	CONUNASS 13
1.6	Deputy Director(Structural Engineer)	CONUNASS 14
1.7	Director (Works & Physical Planning)	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Structural Engineer II</b>	<ul style="list-style-type: none"> <li>A good honours degree in Structural Engineering from a recognized University which must be registrable with relevant professional body plus computer/ AutoCAD knowledge and NYSC Certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Civil/structure design of structures and working drawings.</li> <li>Site/Project monitoring and inspection</li> <li>Attending to various site meetings of all projects.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Structural Engineer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Structural Engineer II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Structural Engineering from a recognized University and must be registrable with relevant professional body plus computer/ AutoCAD knowledge with three (3) years relevant post qualification experience</li> </ul> <p><b>OR</b></p> <p>holder of a good honours degree or a Master's degree in Structural Engineering (registrable with relevant professional body) from a recognized University with computer/ AutoCAD knowledge plus NYSC Certificate.</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Civil/structure design of structures and working drawings.</li> <li>Site/Project monitoring and inspection</li> <li>Attending to various site meetings of all projects.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Senior Structural Engineer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Structural Engineer I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Structural Engineering from a recognized University and must be registrable with relevant professional body plus computer/ AutoCAD knowledge with Six (6)</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Civil/structure design of structures and working drawings.</li> <li>Site/Project monitoring and inspection</li> <li>Attending to various site meetings of all projects.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>

	<p>years relevant post qualification experience</p> <p><b>OR</b></p> <p>holder of a good honours degree or Master's degree in Structural Engineering (registrable with relevant professional body) with from a recognized University with computer/ AutoCAD knowledge plus Three (3) years of relevant post qualification experience. Candidate must be registered with relevant professional body.</p>		
<b>Principal Structural Engineer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Structural Engineer after <b>four (4) years</b> of satisfactory service plus evidence of registration with relevant professional body.</li> <li>By direct appointment of holder of a good honours degree in Structural Engineering from a recognized University and must be registered with relevant professional body plus computer/ AutoCAD knowledge plus Nine (9) years relevant post qualification experience</li> </ul> <p><b>OR</b></p> <p>holder of a good honours degree plus Masters degree in Structural Engineering from a recognized University with computer/ AutoCAD knowledge plus Six (6) years of relevant post qualification experience and must be registered with recognized professional body.</p>	CONUNASS 11	<ul style="list-style-type: none"> <li>Civil/structure design of structures and working drawings.</li> <li>Site/Project monitoring and inspection</li> <li>Attending to various site meetings of all projects.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Chief Structural Engineer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Structural Engineer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Structural Engineering from a recognized University plus computer/AutoCAD knowledge plus twelve (12) years of relevant experience. Registration with relevant professional body is required</li> </ul> <p><b>OR</b></p> <p>holder of a good honours degree plus Masters degree in Structural Engineering from a recognized University with computer/</p>	CONUNASS 13	<ul style="list-style-type: none"> <li>Civil/structure design of structures and working drawings.</li> <li>Site/Project monitoring and inspection</li> <li>Attending to various site meetings of all projects.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>

	AutoCAD knowledge plus Nine (9) years of relevant experience and must be registered with recognized professional body.		
<b>Deputy Director, (Structural Engineer)</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Structural Engineering from a recognized University plus computer/ AutoCAD knowledge plus fifteen (15) years of relevant experience. Registration with relevant professional body is required.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <p><b>OR</b></p> <p>holder of a good honours degree plus Masters degree in Structural Engineering from a recognized University with computer/ AutoCAD knowledge plus Twelve (12) years of relevant experience. Registration with relevant professional body is required.</p> <p><b>By Appointment or Promotion of a suitable Chief Structural Engineer subject to appropriate budgetary provision</b></p>	CONUNASS 14	<ul style="list-style-type: none"> <li>Civil/structure design of structures and working drawings.</li> <li>Site/Project monitoring and inspection</li> <li>Attending to various site meetings of all projects.</li> <li>Carrying out detailing and specification writing for all building projects.</li> </ul>
<b>Director, (Works &amp; Physical Planning)</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Engineering/Architecture/ Building Technology/Quantity Surveying/Structural Engineering/Town planning from recognized institution plus Eighteen (18) years relevant degree post qualification experience.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory</b> and candidate must be registered with appropriate professional body E.g. NSE, COREN, CORBON, NIQS, other relevant professional bodies).</p> <ul style="list-style-type: none"> <li><b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on</li> </ul>

			<p>campus from foundation to completion stage</p> <ul style="list-style-type: none"> <li>• Coordination of routine maintenance in faculties, department and units</li> <li>• Drafting report on work request needing other professional contributions</li> <li>• Ascertaining and confirmation of pre-BOQ</li> <li>• Execution of painting jobs by direct labour</li> <li>• Certification of quality control of paints on buildings on LASU campus</li> <li>• Supervises and training other</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR BUILDING OFFICER (PROFESSIONAL) CADRE

### 1. POST AND SALARIES

1.1	Builder Grade II	CONUNASS 07
1.2	Builder Grade I	CONUNASS 08
1.3	Senior Builder	CONUNASS 09
1.4	Principal Builder	CONUNASS 11
1.5	Chief Builder	CONUNASS 13
1.6	Deputy Director, Building	CONUNASS 14
1.7	Director (Works& Physical Planning)	CONUNASS15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Builder Grade II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Building or Building Technology registrable with the Council of Registered Builders of Nigeria (CORBON) plus NYSC Certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Advices in building maintenance, carpentry works and plumbing works</li> <li>Bring up report of structural defect and maintenance costs.</li> </ul>
<b>Builder Grade I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Builder Grade II after three (3) years of satisfactory services.</li> <li>By direct appointment of holder of a good honours degree in Building or Building Technology registrable with the Council of Registered Builders of Nigeria (CORBON plus at least three (3) years post-qualification cognate experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Advices in building maintenance, carpentry works and plumbing works</li> <li>Bring up report of structural defects and maintenance costs.</li> <li>Supervision of Builder II</li> </ul>
<b>Senior Builder</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Builder Grade I, with three (3) years of satisfactory service.</li> <li>By direct of appointment of a good honours degree in Building or Building Technology with evidence of registration with the Council of Registered Builders of Nigeria (CORBON plus at least six (6) years post-qualification cognate experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Maintain a University building register and register and furniture.</li> <li>Supervision of Builders I and other junior staff.</li> </ul>
<b>Principal Builder</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Builder after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Building or Building Technology with evidence of registration with the Council of Registered Builders of Nigeria (CORBON plus at least Nine (9) years post-qualification cognate experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Maintain a University building register and register and furniture.</li> <li>Supervises junior builders</li> </ul>
<b>Chief Builder</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Builder after <b>four (4) years</b> satisfactory service.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Provides technical advises and activities reports on structural defects and supervises corrective measure.</li> </ul>



	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Building or Building Technology with evidence of registration with the Council of Registered Builders of Nigeria (CORBON plus at least ten (10) years post-qualification cognate experience.</li> </ul>		<ul style="list-style-type: none"> <li>Undertake project management.</li> <li>Oversees the maintenance of University Building Assets and provide periodic report to the University.</li> </ul>
<b>Deputy Director, Building</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Building or Building Technology with evidence of registration with the Council of Registered Builders of Nigeria (CORBON) plus M.sc in Project Management plus at least twelve (12) years post-qualification cognate experience.</li> <li><b>By Appointment or Promotion of a suitable Chief Builder subject to appropriate budgetary provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Supervises the activities of colleagues.</li> <li>Project supervision and management.</li> </ul>
<b>Director of Works</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Engineering/Architecture/ Building Technology/Quantity Surveying/Structural Engineering/Town planning from recognized institution plus Eighteen (18) years relevant degree post qualification experience.</li> </ul> <p><b>The possession of relevant Masters Degree is compulsory</b> and candidate must be registered with appropriate professional body E.g. NSE, COREN, CORBON, NIQS, other relevant professional bodies).</p> <ul style="list-style-type: none"> <li><b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Supervising and co-coordinating the carpentry unit, painting unit, masonry unit and tilling unit</li> <li>Carry out routine checks on the University infrastructure and other properties owned by the University</li> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> <li>Responsible for preparing of Builders estimate or B. O. Q for minor project on Civil work on campus</li> <li>Responsible for construction of gate house/operator office on campus from foundation to completion stage</li> <li>Coordination of routine maintenance in faculties, department and units</li> <li>Drafting report on work request needing other professional contributions</li> <li>Ascertaining and confirmation of pre-BOQ</li> <li>Execution of painting jobs by direct labour</li> <li>Certification of quality control of paints on buildings on LASU campus</li> <li>Supervises and training other</li> </ul>

#### ADVANCEMENT BEYOND THE CADRE:

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR UNIVERSITY SPORTS CENTRE DIRECTORATE (COACH CADRE)

### 1. POST AND SALARIES

1.1	Assistant Coach	CONUNASS 06
1.2	Coach II	CONUNASS 07
1.3	Coach I	CONUNASS 08
1.4	Senior Coach	CONUNASS 09
1.5	Principal Coach	CONUNASS 11
1.6	Chief Coach	CONUNASS 13
1.7	Deputy Director, Sports	CONUNASS 14
1.8	Director, Sports	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Assistant Coach</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Coach-in-training after three (3) of satisfactory service.</li> <li>By direct appointment of holder of a Nigerian Institute of Sports (NIS) Certificate in Grade II/Diploma in Physical and Health Education (PHE)/ Nigerian Certificate in Education (NCE) in Physical &amp; Health Education with three (3) years post-qualification experience.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>To assist in training students in all championship such as NUGA, WAUG and FASU and other extra moral sporting activities.</li> <li>To train students for both intra and extra moral sporting activities both within and outside the University.</li> </ul>
<b>Coach II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Assistant Coach after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in PHE with NYSC certificate.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>NIS Grade I Certificate/ NCE in PHE/Diploma in PHE not below credit level with six (6) years relevant experience.</p>	CONUNASS 07	<ul style="list-style-type: none"> <li>To assist in training students in all championship such as NUGA, WAUG and FASU and other extra moral sporting activities.</li> <li>To train students for both intra and extra moral sporting activities both within and outside the University</li> </ul>
<b>Coach I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Coach II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in PHE from a recognized University with three (3) years post qualification experience.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>NIS Grade I Certificate / Diploma in PHE not below credit level with nine (9) years relevant post qualification experience.</li> </ul> <p style="text-align: center;"><b>OR</b></p>	CONUNASS 08	<ul style="list-style-type: none"> <li>To train and develop students sporting abilities in the University.</li> <li>To coordinate any other sporting events assigned by the directorate.</li> <li>To teach practical skills when assigned by PHE department.</li> </ul>

	<ul style="list-style-type: none"> <li>Diploma in PHE not below credit level with at least nine (9) years relevant experience</li> </ul>		
<b>Senior Coach</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Coach I with relevant first Degree after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in PHE from a recognized University with Six (6) years relevant post qualification experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>To coordinate both intra and extra moral sporting activities among students and staff.</li> <li>To teach practical skills in sports when assigned by PHE department.</li> </ul>
<b>Principal Coach</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Coach after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in PHE from a recognized institution with nine (9) years relevant post qualification experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>To develop and train students for extra moral sporting events.</li> <li>To coordinate other technical staff in organized sporting events for both students and staff.</li> </ul>
<b>Chief Coach</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Coach after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in PHE from a recognized institution is required with Twelve (12) years relevant post qualification experience.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Assisting in supervising the implementation of Sports programme and activities.</li> <li>Supervising the activities of a number of subordinates.</li> </ul>
<b>Deputy Director, Sports</b>	<ul style="list-style-type: none"> <li>A good honours degree in PHE with fourteen (14) years relevant experience.</li> <li><b>The possession of relevant Masters Degree is compulsory.</b></li> <li><b>By Appointment or Promotion of a suitable Chief Coach subject to appropriate budgetary provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Assist in overseeing the implementation of sport project programmes/activities.</li> </ul>
<b>Director, Sports</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in PHE from recognized institution with Fifteen (15) years post-qualification experience which must have been acquired in the University and <b>the possession of relevant Masters Degree is compulsory.</b></li> <li><b>Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Administrative Head coordinating the activities of sport development training program.</li> <li>Coordinating the activities of a number of subordinate.</li> <li>To draw up annual sports calendar for the University.</li> </ul>

#### ADVANCEMENT BEYOND THE CADRE:

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR TEACHERS CADRE

### 1. POST AND SALARIES

1.1	Master Grade III	CONUNASS 06
1.2	Master Grade II	CONUNASS 07
1.3	Master Grade I	CONUNASS 08
1.4	Senior Master II	CONUNASS 09
1.5	Senior Master I	CONUNASS 11
1.6	Assistant Principal Master	CONUNASS 13
1.7	Principal Master	CONUNASS 14

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Master Grade III</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of Five (5) credits including Mathematics and English in WAEC, NECO/GCE plus NCE Teacher Certificate with three (3) years experience. Computer literacy will be an added advantage.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Teaching of Preparatory and Nursery Classes</li> <li>Teaching of assigned subjects in Primary 1 and two</li> <li>Any other assignment.</li> </ul>
<b>Master Grade II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Master Grade III after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognized institution in Education with oneyear post qualification experience. Computer literacy will be added advantage</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of NCE Teacher Certificate with Five (5) credits including Mathematics and English in WAEC, NECO/GCE plus Four (4) years experience computer literacy will be an added advantage</p>	CONUNASS 07	<ul style="list-style-type: none"> <li>Teaching of all subject in Nursery 1 and 2 classes.</li> <li>Teaching primary 2, 3 or 4 classes in specialized subject.</li> <li>Class Teacher of Nursery and Junior Primaries Classes.</li> </ul>
<b>Master Grade I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Master Grade II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Education with Four (4) years post qualification experience. Computer literacy will be added advantage.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of a NCE Teacher Certificate with Five (5) credits including Mathematics and English in WAEC, NECO/GCE plus seven (7) years' experience. Computer literacy will be added advantage.</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Teaching of Nursery and Primary Classes.</li> <li>Class Teacher for Nursery, Junior, Primary classes.</li> <li>Teach specialized subjects.</li> <li>Handles other assignments.</li> </ul>

<b>Senior Master II</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Master Grade I after three (3) years of satisfactory service. Computer literacy is required</li> <li>• By direct appointment of holder of a good honours degree in Education from a recognized institution with at least seven (7) years' experience. Computer literacy is required.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>• Teaching of specialized subjects in Primary 3, 4, 5 &amp; 6 classes.</li> <li>• Class Teacher for primary classes.</li> <li>• Coordinate quiz competition and other assignments.</li> </ul>
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<b>Senior Master I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Master II with First Degree plus computer literacy after <b>four (4) years</b> of satisfactory service. Computer literacy is required.</li> <li>By direct appointment of holder of a good honours degree from recognized institution in Education with at least ten (10) years' experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Teaching of specialized subjects in Primary 3, 4, 5 &amp; 6 classes.</li> <li>Class Teacher for primary classes.</li> <li>Coordinate quiz competition and other assignments.</li> </ul>
<b>Assistant Principal Master</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Master I after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Education from recognized institution is required with at least Fifteen (15) years experience. Computer literacy is required.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Marks the register, diaries signs-report sheets</li> <li>Assisting the Head Teacher in Administration of the School</li> <li>Class teacher for Primary 5 and 6 classes.</li> <li>Teaches specialized subjects and handle other administrative assignments.</li> </ul>
<b>Principal Master/Head Teacher</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Education from a recognized University, with at least Fifteen (15) years experience in Staff School.</li> <li>Possession of a Master's degree in Education compulsory.</li> <li><b>By Appointment or Promotion subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Treating of all correspondences inward &amp; outward</li> <li>Coordination &amp; Supervision of the Teachers &amp; infrastructures</li> <li>Responsible to the Chairman Staff School Management Board on day to day running of the School</li> <li>Oversees the Administrative and Academic activities of the School</li> <li>Attend meetings</li> </ul>

- Head Teachers should be tenured for a period of four (4) years, after which he/she shall relinquish his/her position and be assigned other duties in the staff school.

#### **ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**



**SCHEMES OF SERVICE FOR ACADEMIC TECHNOLOGIST (LABORATORY/ENGINEERING WORKSHOP) CADRE**

**1. POST AND SALARIES**

1.1	Technologist II	CONUNASS 07
1.2	Technologist I	CONUNASS 08
1.3	Senior Technologist	CONUNASS 09
1.4	Principal Technologist	CONUNASS 11
1.5	Assistant Chief Technologist	CONUNASS 12
1.6	Chief Technologist	CONUNASS 13
1.7	Senior Chief Technologist	CONUNASS 14
1.8	Principal Chief Technologist	CONUNASS 15

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Technologist II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree/Final Diploma in Laboratory Technology/HND/IMLT in relevant field registrable with the relevant Institute (COREN, NIST, IMLT, etc) plus NYSC certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Maintains simple laboratory equipment</li> <li>Set practical classes and assist instructors</li> <li>Supervise Laboratory Assistants and Attendants</li> <li>Conduct laboratory researches collaboratively with lecturers in the department</li> </ul>
<b>Technologist I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Technologist II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree/Final Diploma in Laboratory Technology/HND/IMLT in relevant field plus four (4) years post qualification cognate experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Check specifications of equipments and ensure compliance with specifications.</li> <li>Procure technical materials</li> <li>Maintains simple laboratory equipment.</li> <li>Set practical classes and assist instructors</li> <li>Supervises Technologist II, Laboratory Assistants and Attendants</li> <li>Conduct laboratory researches collaboratively with lecturers in the department</li> </ul>
<b>Senior Technologist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Technologist I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree/Final Diploma in Laboratory Technology/HND/IMLT in relevant fields with six (6) years post qualification cognate experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Organise a team of workers.</li> <li>Carry out preventive maintenance of equipment and take prompt action when a breakdown occurs.</li> <li>Write technical report and quality control on the equipment and samples for students practical</li> <li>Control subordinate staff.</li> <li>Assess and select the type of materials required.</li> <li>Conduct laboratory researches collaboratively with lecturers in the department and independently</li> </ul>
<b>Principal Technologist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Technologist after <b>four (4) years</b> of satisfactory service.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Organise a team of workers.</li> </ul>

	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree/Final Diploma in Laboratory Technology/HND/IMLT in relevant fields with nine (9) years post qualification cognate experience and evidence of registration with relevant professional body.</li> </ul>		<ul style="list-style-type: none"> <li>• Supervises preventive maintenance of equipment and take prompt action when a breakdown occurs.</li> <li>• Plan a strategy of operation.</li> <li>• Prepare cost estimate for a projects.</li> <li>• Train subordinate staff.</li> <li>• Conduct laboratory researches collaboratively with lecturers in the department and independently</li> </ul>
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<b>Assistant Chief Technologist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Technologist after three years of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree/Final Diploma in Laboratory Technology/HND/IMLT in relevant fields and twelve (12) years post qualification cognate experience with evidence of registration with relevant professional body.</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>• Coordinate a team of workers.</li> <li>• Plan a strategy of operation.</li> <li>• Prepare cost estimate for a project.</li> <li>• Train subordinate staff.</li> <li>• Conduct laboratory researches collaboratively with lecturers in the department and independently</li> <li>• Undertake any responsibility assigned by the Department, Faculty and University</li> </ul>
<b>Chief Technologist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Technologist after three (3) year of satisfactory service with relevant professional body.</li> <li>• By direct appointment of holder of a good honours degree/Final Diploma in Laboratory Technology/HND/IMLT in relevant fields with fifteen (15) years post qualification cognate experience and evidence of registration with relevant professional body</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Coordinate a team of workers.</li> <li>• Plan a strategy of operation.</li> <li>• Prepare cost estimate for a project.</li> <li>• Train subordinate staff.</li> <li>• Conduct laboratory researches collaboratively with lecturers in the department and independently</li> <li>• Undertake any responsibility assigned by the Department, Faculty and University</li> </ul>
<b>Senior Chief Technologist</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree in relevant fields with eighteen (18) years post qualification cognate experience plus M.Sc. degree in relevant area.</li> <li>• A Doctorate degree will be an added advantage</li> <li>• <b>By Appointment /Promotion Avenue for Chief Technologist with First Degree</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Oversee and coordinate the smooth running of the laboratory as well as other administrative, supervisory and technical assignments.</li> <li>• Coordinates laboratory researches collaboratively with lecturers in the department and independently</li> <li>• Undertake any responsibility assigned by the Department, Faculty and University</li> </ul>
<b>Principal Chief Technologist</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree in relevant fields with twenty (20) years post qualification cognate experience</li> <li>• M.Sc. degree in relevant field is required</li> <li>• A Doctorate degree will be an added advantage.</li> <li>• <b>By Appointment only, subject to vacancy.</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>• Oversee and coordinate the smooth running of the laboratory as well as other administrative, supervisory and technical assignments.</li> <li>• Coordinates laboratory researches collaboratively with lecturers in the department and independently</li> <li>• Undertake any responsibility assigned by the Department, Faculty and University</li> </ul>

*Please NOTE that these positions are subject to available vacancy.*

#### **ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR UNIVERSITY REGISTRY PROFESSIONAL CADRE

### 1. POST AND SALARIES

1.1	Administrative Officer II	CONUNASS 07
1.2	Administrative Officer I	CONUNASS 08
1.3	Assistant Registrar	CONUNASS 09
1.4	Senior Assistant Registrar	CONUNASS 11
1.5	Principal Assistant Registrar	CONUNASS 13
1.6	Deputy Registrar	CONUNASS 14
1.7	Registrar	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Administrative Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of candidate possessing a good honours degree from a recognized institution plus NYSC discharge certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Attending meetings and sharing in taking notes on the proceedings of the meetings</li> <li>Serving as Secretaries to Ad-hoc Committee or minor Committee</li> <li>Provide support in preparing papers for meetings</li> <li>Assist in servicing of meetings</li> <li>Treating of mails as directed</li> <li>Keeping of records and offering of general administrative support</li> <li>In attendance at interview session and drafting of interview reports</li> </ul>
<b>Administrative Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Administrative Officer II after Three (3) years of satisfactory service.</li> <li>By direct appointment of candidate possessing a good honours degree from a recognized institution plus three (3) years relevant administrative experience in a tertiary institution.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Attending meetings and sharing in taking notes on the proceedings of the meetings</li> <li>Serving as Secretaries to Committee</li> <li>Provide support in preparing papers for meetings</li> <li>Assist in servicing of meetings</li> <li>Treating of mails as directed</li> <li>Keeping of records and offering of general administrative support</li> <li>In attendance at interview session and drafting of interview reports</li> </ul>
<b>Assistant Registrar</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Administrative Officer I after three (3) years of satisfactory service.</li> <li>By direct appointment of candidate possessing a good honours degree from a recognized institution plus six (6) years relevant administrative experience in a tertiary institution.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Organizing and servicing of Statutory/Ad-Hoc Committee meetings, including the writing of minutes/briefs and issuance of decision extracts as deemed appropriate</li> <li>Handling issues relating to training leave, study leave, leave of absence, sabbatical leave and annual leave of members of staff</li> <li>Interpret, guide and advise appropriate body on the regulations of the University as contained in the conditions of</li> </ul>

			service guiding Senior/Junior Staff on issues relating to promotions, appointment, transfer, confirmation of appointment, welfare and staff discipline
<b>Senior Assistant Registrar</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Assistant Registrar after <b>four (4) years</b> of satisfactory service.</li> <li>By appointment of holder of a good honours degree from a recognized institution plus nine (9) years relevant administrative experience in a tertiary institution. Possession of relevant higher relevant degree will be added advantage. Membership of ANUPA and other Professional association(s) essential.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Organizing the placement of advertisement for vacant Academic/Administrative positions</li> <li>Organizing interview session for appointments into various academic/administrative positions, including the preparation of interview reports</li> <li>Servicing of Management/Ad-Hoc/Statutory Committees meetings of the University</li> <li>Providing guidance services to staff and students in need of guidance in their career and course of studies</li> </ul>
<b>Principal Assistant Registrar</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Assistant Registrar after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of candidate possessing a good honours degree from a recognized institution plus twelve (12) years relevant administrative experience in a tertiary institution. Possession of higher relevant degree will be an added advantage. Membership of ANUPA <b>OR</b> other relevant Professional Associations is required.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Treating mails and correspondences that emanate from the Vice-Chancellor, Registrar, Deans and Faculty Officers on issues relating to members of Staff/students</li> <li>Initiating disciplinary process as it relates to members of Staff/students</li> <li>Preparation of Appointments and Promotions (Academic) Committee reports for the approval of Governing Council</li> <li>Conveying Council's decision extract as it relates to members of Staff</li> <li>Effective and efficient management of the human and materials resources to ensure good administration</li> </ul>
<b>Deputy Registrar</b>	<ul style="list-style-type: none"> <li>By appointment of candidate possessing a good honours degree from a recognized institution plus fourteen (14) years relevant administrative experience in a tertiary institution. <b>The possession of relevant Masters Degree is compulsory.</b> Membership of ANUPA or other Professional Association(s) is required.</li> <li><b>By Appointment or Promotion Principal Assistant Registrar</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Treating mails and correspondences that emanate from the Vice-Chancellor, Registrar, Deans and Faculty Officers on issues relating to members of Staff/students</li> <li>Initiating disciplinary process as it relates to members of Staff/students</li> <li>Preparation of Appointments and Promotions (Academic) Committee reports for the approval of Governing Council</li> </ul>

	<p><b>subject to appropriate budgetary provision.</b></p>		<ul style="list-style-type: none"> <li>• Conveying Council's decision extract as it relates to members of Staff</li> <li>• Effective and efficient management of the human and materials resources to ensure good administration <ul style="list-style-type: none"> <li>▪ Organizing and servicing of Statutory/Ad-Hoc Committee meetings, including the writing of minutes/briefs and issuance of decision extracts as deemed appropriate</li> <li>▪ Handling issues relating to training leave, study leave, leave of absence, sabbatical leave and annual leave of members of staff</li> <li>▪ Interpret, guide and advise appropriate body on the regulations of the University as contained in the conditions of service guiding Senior/Junior Staff on issues relating to promotions, appointment, transfer, confirmation of appointment, welfare and staff discipline</li> <li>▪ Organizing the placement of advertisement for vacant Academic/Administrative positions</li> <li>▪ Organizing interview session for appointments into various academic/administrative positions, including the preparation of interview reports</li> </ul> </li> </ul>
Registrar	<p>By appointment of candidate possessing a good honours degree from a recognized institution plus fifteen (15) years relevant administrative experience in University Administration. <b>The possession of relevant Masters Degree is compulsory.</b></p> <ul style="list-style-type: none"> <li>• Membership of <b>ANUPA</b> and other relevant Professional Association(s) is required.</li> <li>• <b>By appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>• Conveying Council's decision extract as it relates to members of Staff</li> <li>• Effective and efficient management of the human and materials resources to ensure good administration <ul style="list-style-type: none"> <li>▪ Organizing and servicing of Statutory/Ad-Hoc Committee meetings, including the writing of minutes/briefs and issuance of decision extracts as deemed appropriate</li> <li>▪ Serves as secretary to Council Senate congregation and convocation.</li> <li>▪ Serve as Secretary to the Appointment and Promotion (Academic) Committee</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>▪ Responsible to the Vice-Chancellor for the day-to-day administration of the Registry.</li> <li>▪ Handling issues relating to training leave, study leave, leave of absence, sabbatical leave and annual leave of members of staff</li> <li>▪ Interpret, guide and advise appropriate body on the regulations of the University as contained in the conditions of service guiding Senior/Junior Staff on issues relating to promotions, appointment, transfer, confirmation of appointment, welfare and staff discipline</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR REGISTRY (LEGAL) UNIT

### 1. POST AND SALARIES

1.1	Administrative Officer I	CONUNASS 08
1.2	Assistant Registrar, (Legal)	CONUNASS 09
1.3	Senior Assistant Registrar, (Legal)	CONUNASS 11
1.4	Principal Assistant Registrar (Legal)	CONUNASS 13
1.5	Deputy Registrar (Legal)	CONUNASS 14

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Administrative Officer I</b>	<ul style="list-style-type: none"> <li>By direct appointment of candidate possessing LL.B honours Degree from a recognised University, who is legally qualified to practice as a Barrister and Solicitor in Nigeria, Possessing LLB and BL with NYSC discharge Certificate plus two (2) years post call experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Undergoing a one year pupillage programme and performing the following under supervision.</li> <li>Preparing legal documents and files for consideration for committee meetings as well as other Adhoc committees by the legal Unit.</li> <li>Writing minutes of meeting and other Ad-hoc committee serviced by the legal Unit.</li> <li>Drafting and preparing legal documents.</li> <li>Handling administrative duties.</li> <li>Any other duties as they be assigned by the Deputy Registrar (Legal).</li> </ul>
<b>Assistant Registrar, (Legal)</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Administrative Officer I (Legal) after three (3) years of satisfactory service.</li> </ul> <p>By direct appointment candidate who is legally qualified to practices as a Barrister and Solicitor in Nigeria, Possessing LLB and BL with NYSC discharge Certificate, plus six (6) years cognate post call experience</p>	CONUNASS 09	<ul style="list-style-type: none"> <li>Representing the University in matters of litigation in court(s)</li> <li>Preparing legal opinions on matters affecting staff and students.</li> <li>Attending committee meeting as required by the Deputy Registrar legal and other administrative duties.</li> <li>Providing documentation for filing of court processes</li> <li>Any other duties assigned by the Deputy Registrar (Legal)</li> </ul>
<b>Senior Assistant Registrar, (Legal)</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Assistant Registrar (Legal) after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of Candidate who is legally qualified to practices as a Barrister and Solicitor in Nigeria, Possessing LLB and BL with NYSC discharge Certificate, plus nine (9) years cognate post call experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Assisting in the implementation of statutory and regulations in the University.</li> <li>Assisting in writing legal reports and opinion as they affect staff and student matters.</li> <li>Ensuring compliance with rules of natural justices in all</li> </ul>



	Possession of postgraduate degree/qualification in relevant field may be an added advantage		<p>administrative tribunal in the University.</p> <ul style="list-style-type: none"> <li>• Attend committee meetings as required by the Deputy Registrar (Legal)</li> <li>• Any other duties as may be assigned by the Deputy Registrar (Legal)</li> </ul>
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<b>Principal Assistant Registrar (Legal)</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Assistant Registrar (Legal) after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of Candidate who is legally qualified to practice as a Barrister and Solicitor in Nigeria, Possessing of LLB and BL with NYSC discharge Certificate, plus twelve (12) years post call cognate experience. Possession of relevant higher degree or Postgraduate qualification in appropriate field will be an added advantage. Membership of relevant Professional Association(s) is required.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Advising the University as all aspects of legal matters</li> <li>Taking charge of the general administration of the Legal Unit.</li> <li>Drafting linkage agreement with international and the local institutions and preparing contract agreements with Corporate bodies</li> <li>Initiating review of laws</li> <li>Producing reports and opinions</li> <li>Performing all statutory duties assigned by the University Management.</li> <li>Any other duties as may be assigned by the Vice-Chancellor and Registrar.</li> </ul>
<b>Deputy Registrar (Legal)</b>	<ul style="list-style-type: none"> <li>By direct appointment of Candidate who is legally qualified to practice as a Barrister and Solicitor in Nigeria, Possessing of LL.B and BL with NYSC discharge Certificate, plus fifteen (15) years cognate experience. <b>The possession of relevant Masters Degree is compulsory.</b></li> <li><b>By Appointment or Promotion Principal Assistant Registrar (Legal) subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Advising the University as all aspects of legal matters</li> <li>Taking charge of the general administration of the Legal Unit.</li> <li>Drafting linkage agreement with international and the local institutions and preparing contract agreements with Corporate bodies</li> <li>Initiating review of laws</li> <li>Producing reports and opinions</li> <li>Performing all statutory duties assigned by the University Management.</li> <li>Any other duties as may be assigned by the Vice-Chancellor and Registrar.</li> </ul>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR PHARMACIST PROFESSIONAL CADRE

### 1. POST AND SALARIES

1.1	Pupil Pharmacist	CONUNASS 08
1.2	Pharmacist	CONUNASS 09
1.3	Senior Pharmacist I	CONUNASS 11
1.4	Principal Pharmacist	CONUNASS 12
1.5	Deputy Pharmacist	CONUNASS 13
1.6	Chief Pharmacist	CONUNASS 14

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Pupil Pharmacist</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of candidate possessing Bachelor Degree Pharmacy registrable with the Pharmacy Registration Board of Nigeria (PRBN) plus NYSC discharge certificate</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Undertaking internship training under the supervision of a registered pharmacist.</li> <li>This entails in understanding the duties of a registered pharmacist in order to acquired necessary practical experience.</li> </ul>
<b>Pharmacist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Pupil Pharmacist after three (3) years of satisfactory service.</li> <li>By direct appointment of candidate possessing Bachelor Degree in Medicine registrable with the Pharmacy Registration Board of Nigeria (PRBN) plus three (3) years relevant post qualification experience</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Carrying out inspection duties as provided for under the poisons and pharmacist's Act, the Dangerous Drugs Act and the Food and Drug and other operational legislations.</li> <li>Dispensing prescription to in-and-outpatient, counseling and keeping the prescription records as required by law.</li> <li>Undertaking regular monitoring of drug stock levels in hospitals and medical stores.</li> <li>Maintaining stores and keeping relevant store records.</li> <li>Preparing extemporaneous medicaments such as mixtures, lotions, ointments, syrups, etc</li> <li>Provide technical information and advice to professional staff of a hospital, medical institution or regulatory body.</li> <li>Ensuring proper storage and issuance of drugs in Hospitals, drug stores and central medical store.</li> <li>Carrying out relevant activities in the various processes of drug production, analysis and quality control in pharmaceutical and manufacturing laboratories.</li> </ul>

			<ul style="list-style-type: none"> <li>• Carrying out routine analysis of samples of drugs and cosmetics in quality control laboratories.</li> <li>• Counseling patients on proper drug usage.</li> <li>• Collating pharmaceutical and medical data on drugs to be registered for sales.</li> </ul>
<b>Senior Pharmacist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for a confirmed Pharmacist after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment candidate possessing Bachelor of Pharmacy degree and registered with the Pharmacist Registration Boards of Nigeria (PRBN) plus six (6) years post qualification experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>• Giving advice on the issue of certain license under pharmacy law.</li> <li>• Taking charge of the activities of Zonal Medical Stores.</li> <li>• Controlling and supervising the pharmacy in a Government Hospital.</li> <li>• Assisting in the supervision of intern pharmacist in their day-to-day duties.</li> <li>• Dispensing prescriptions to in-and-out patients, counseling to patients.</li> <li>• Preparing quality control of extemporaneous medicaments such as-mixtures, lotions, etc in hospitals.</li> <li>• Maintaining stores and keeping relevant inventory and records of drugs in the stores.</li> <li>• Maintaining quality assurance in the medical store.</li> <li>• Providing technical information and advice on drugs to relevant professional staff.</li> <li>• Controlling and issuing drugs.</li> <li>• Carrying out under supervision routine analysis in pharmaceutical and manufacturing laboratory.</li> <li>• Co-ordinating execution and implementation of drug revolving fund.</li> <li>• Controlling and costing drugs to patients.</li> <li>• Performing inspection duties as provided under the Poisons and Pharmacy Act, the dangerous drugs Act, and the food and drugs Decree and the other operational legislations.</li> </ul>

			<ul style="list-style-type: none"> <li>• Carrying out sample drug analysis and making the result available to the police for prosecution purpose.</li> <li>• Carrying out under supervision routine analysis of sample of drugs, cosmetic and medical devices in quality control laboratories.</li> <li>• Controlling and supervising services rendered in pharmacy department in comprehensive health Centres and Hospitals.</li> <li>• Ensuring proper storage of drug stores and central medical stores.</li> <li>• Taking charge of the activities of zones medical stores.</li> </ul>
<b>Principal Pharmacist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for a confirmed Senior Pharmacist after three (3) years of satisfactory service.</li> <li>• By direct appointment of candidate possessing Bachelor of Pharmacy degree and registered with the Pharmacist Registration Boards of Nigeria (PRBN) plus nine (9) years post qualification experience</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>• Controlling and issuing drugs.</li> <li>• Carrying out under supervision routine analysis in pharmaceutical and manufacturing laboratory.</li> <li>• Co-ordinating execution and implementation of drug revolving fund.</li> <li>• Controlling and costing drugs to patients.</li> <li>• Performing inspection duties as provided under the Poisons and Pharmacy Act, the dangerous drugs Act, and the food and drugs Decree and the other operational legislations.</li> <li>• Carrying out sample drug analysis and making the result available to the police for prosecution purpose.</li> <li>• Carrying out under supervision routine analysis of sample of drugs, cosmetic and medical devices in quality control laboratories.</li> <li>• Controlling and supervising services rendered in pharmacy department in comprehensive health Centres and Hospitals.</li> </ul>

<b>Deputy Chief Pharmacist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Pharmacist after three (3) years of satisfactory service plus Certificate/Registration by relevant Professional body(s) is essential.</li> <li>• By direct appointment of a candidate possessing Bachelor of Pharmacy degree with evidence of registration with the Pharmacist Registration Board of Nigeria (PRBN) plus twelve (12) years relevant post qualification experience.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Supervising of intern pharmacists in his day-to-day duties.</li> <li>• Taking charge of some aspects of the procedures in preparation of such sterile products as infusion fluids, eye drops and injectable.</li> <li>• Assembling relevant information for the preparation of indents for drug requirements in hospital and medical stores.</li> <li>• Taking charge of the records of receipts, supplies and stock of dangerous drugs in the medical stores.</li> <li>• Developing briefs necessary for formation and update of regulations.</li> <li>• Undertaking preliminary assessment of dossiers submitted for registrations.</li> <li>• Undertaking preliminary assessment of materials submitted for advertisement of drugs, cosmetic and medical devices.</li> <li>• Conducting routine inspection of the disposal of narcotic drugs supplied to approve health Institutions.</li> <li>• Undertaking regular checks on the disposal and Utilization of psychotropic drugs and other control substances imported into the country.</li> <li>• Collating and disseminating information on drugs to other health professionals.</li> <li>• Participating in the collation of data for hospital formulary.</li> <li>• Collating statistical records of drugs, industrial chemicals, cosmetics, medical devices etc.</li> <li>• Taking charge of activities of zonal medical stores.</li> </ul>
<b>Chief Pharmacist</b>	<ul style="list-style-type: none"> <li>• By appointment of a candidate possessing Bachelor of Pharmacy Degree and registered with the Pharmacist Registration Board of Nigeria (PRBN) plus fifteen (15 years cognate post qualification experience.</li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Taking charge of the activities of a large pharmaceutical Unit.</li> <li>• Taking responsibility for operations in sections of pharmaceutical manufacturing laboratory.</li> </ul>

	<p><b>The possession of relevant Masters Degree is compulsory.</b></p> <ul style="list-style-type: none"> <li>• <b>By Appointment or promotion a Chief Pharmacist subject to appropriate budgetary provision.</b></li> </ul>		<ul style="list-style-type: none"> <li>• Preparing protocols for clinical trials of drugs for purpose of registration.</li> <li>• Supervising the University Pharmacy Unit.</li> <li>• Training pharmacy interns and pharmacy aids.</li> <li>• Controlling, co-ordinating and stimulating operational activities.</li> <li>• Participating in the formation and execution of training programmes.</li> <li>• Undertaking regular monitoring of drug stock levels in hospitals and medical stores.</li> <li>• Undertaking inspection of pharmaceutical manufacturing establishments to ensure compliance with current good manufacturing practices.</li> <li>• Participating in enlightenment campaign on drugs abuse control programmes.</li> <li>• Collating data in drug utilization patterns towards assisting in quantification of drugs requirements and rational usage.</li> <li>• Participating in cost recovery programmes under the drugs revolving fund scheme.</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

**SCHEMES OF SERVICE FOR MEDICAL DOCTORS CADRE (DIRECTORATE)**

**1. POST AND SALARIES**

1.1	Medical Officer	CONUNASS 09
1.2	Senior Medical Officer II	CONUNASS 11
1.3	Senior Medical Officer I	CONUNASS 12
1.4	Principal Medical Officer	CONUNASS 13
1.5	Deputy Director, Health Centre	CONUNASS 14
1.6	Director, Health Centre	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
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<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>By direct appointment of candidate possessing Full registration with the Medical and Dental Council of Nigeria (MDCN) as a medical Practitioner with a minimum of one year post qualification experience in medical practice</li> </ul>	CONUNASS 9 Step 4	Carrying out General Medical duties. Attending to patients in the out patients Department as well as the accident and emergency centre answerable to a Senior Medical Officer.
<b>Senior Medical Officer II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Medical Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of candidate possessing full registration with the Medical and Dental Council of Nigeria (MDCN) as a Medical Practitioner plus (3) years' experience as a Medical Officer in a Government Hospital</li> </ul>	CONUNASS 11	Depending on the exposure gained he can undertake medical procedures. Can admit and treat patients under the supervision of a Senior Medical Officer or Principal Medical Officer.
<b>Senior Medical Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Medical Officer II after three (3) years of satisfactory service.</li> <li>By direct appointment of candidate possessing full registration with the Medical and Dental Council of Nigeria (MDCN) as a Medical Practitioner plus at least six (6) years in the grade of Senior Medical Officer II in a Government Hospital.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Registered Medical Practitioner with seven (7) years post qualification experience in a Government Hospital</p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>A Fellow in Public Health recognized by MDCN</li> </ul>	CONUNASS 12	An experienced medical officer who undertakes a higher responsibility than the Medical Officer
<b>Principal Medical Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Medical Officer I after three (3) years of satisfactory service.</li> <li>By direct appointment of Registered Medical Practitioner with ten (10) years post qualification experience with MDCN recognized postgraduate qualification.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Fellowship in Public Health with three (3) years experience as Consultant II in a Government Hospital recognized by MDCN</li> </ul>	CONUNASS 13	A higher skilled medical Officer is most cases can work alone and not under any supervision of a Superior Officer
Deputy Director, Health Centre	<ul style="list-style-type: none"> <li>By appointment of candidate with three (3)years experience as Principal Medical Officer or Consultant with at least fourteen (14)</li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Assisting in the general administration of the Health Centre</li> </ul>



	years post qualification experience of MBBS <ul style="list-style-type: none"> <li>• <b>By Appointment or promotion of a Principal Medical Officer subject to adequate budgetary provision.</b></li> </ul>		<ul style="list-style-type: none"> <li>• Assisting in giving professional advice on health matters</li> <li>• Assisting in Coordinating the preventive and curative health services</li> <li>• Attend to staff and students emergencies</li> <li>• Attend to other patients</li> <li>• Prescribe medication and therapy</li> <li>• Undertake other medical services to staff and students</li> </ul>
<b>Director, Health Centre</b>	<ul style="list-style-type: none"> <li>• By appointment of holder of Fellowship in Public Health recognized by MDCN and registered Medical Practitioner with at least fifteen (15) years post qualification experience of MBBS</li> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>• Assisting in the formulation and execution of health policies/Programme</li> <li>• Giving professional advice on health matters</li> <li>• Taking charge of a Department</li> <li>• Attend to other patients</li> <li>• Prescribe medication and therapy</li> <li>• Undertake other medical services to staff and students</li> <li>• Responsible to the Vice-Chancellor for the day to day administration of the University Health Centre</li> <li>• Supervises the several health services of the University.</li> </ul>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR NURSING CADRE

### 1. POST AND SALARIES

1.1	Nursing Officer II	CONUNASS 07
1.2	Nursing Officer I	CONUNASS 08
1.3	Senior Nursing Officer II	CONUNASS 09
1.4	Principal Nursing Officer	CONUNASS 11
1.5	Assistant Chief Nursing Officer	CONUNASS 12
1.6	Chief Nursing Officer	CONUNASS 13

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Nursing Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of a holder of good honours degree in Nursing from a recognized institution with NYSC certificate.</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>A Registered Nurse [RN] and Registered Midwife [RM] from the Nursing and Midwife Council of Nigeria (NMCN) with at least one (1) year post qualification experience.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Carrying out examination on the patient utilizing all senses, aids &amp; equipment's</li> <li>Informing doctors about the patient health status indicates the need for medical diagnosis and Management</li> <li>Creating a therapeutic environment</li> <li>Providing technical nursing care eg. Injection, round dressing, Medication etc</li> <li>Keeping adequate records of patients, drug.</li> </ul>
<b>Nursing Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Nursing Officer II after three (3) years satisfactory service.</li> <li>By direct appointment of a holder of good honours degree in Nursing from a recognized institution with three (3) years relevant post qualification experience.</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>An RN and RM by the Nursing and Midwife Council of Nigeria (NMCN) with at least four (4) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Providing technical nursing care as injection, wound dressing, medication, etc</li> <li>Identifying and documenting charges in health states</li> <li>Establishing a nursing diagnosis based on clients needs.</li> <li>Drug supervising junior staff e.g. cleaners, ward aids</li> </ul>
<b>Senior Nursing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Nursing Officer I after three (3) of years of satisfactory service</li> <li>By appointment of holder of a good honours degree in Nursing from a recognized institution with six (6) years relevant post qualification experience.</li> </ul> <b>OR</b>	CONUNASS 09	<ul style="list-style-type: none"> <li>Coordinating the activities of subordinate nurses</li> <li>Ensuring that proper care is given to patients</li> <li>Ensuring availability and proper use of equipment and instrument</li> <li>Counseling and giving psychotherapy care to patients, clients and relatives</li> </ul>

	<ul style="list-style-type: none"> <li>• a RN and RM by the Nursing and Midwife Council of Nigeria (NMCN) with at least seven (7) years relevant post qualification experience.</li> </ul>		<ul style="list-style-type: none"> <li>• Supervising the activities of subordinates</li> </ul>
<b>Principal Nursing Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Nursing Officer after <b>four (4) years</b> of satisfactory service</li> <li>• By appointment of holder of a good honours degree in Nursing from a recognized institution with nine (9) years relevant post qualification experience.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• a RN and RM by the Nursing and Midwife Council of Nigeria (NMCN) with at least ten (10) years relevant post qualification experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>• Assisting in supervising the Junior Staff</li> <li>• Counseling and giving psychotherapy care to patients, clients and relatives</li> <li>• Supervising the activities of subordinates</li> </ul>
<b>Assistant Chief Nursing Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Nursing Officer after three (3) years of satisfactory service [holders of RN/RM only]</li> <li>• By appointment of holder of a good honours degree in Nursing from a recognized institution with twelve (12) years relevant post qualification experience.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• a RN and RM by the Nursing and Midwife Council of Nigeria (NMCN) with at least ten (10) years relevant post qualification experience.</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>• Assisting in identifying and making recommendations for the procurement of medical equipment</li> <li>• Supervising general nursing activities.</li> </ul>
<b>Chief Nursing Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for: <ul style="list-style-type: none"> <li>i. Principal Nursing Officer who holds good honours degree in Nursing; and</li> <li>ii. Assistant Chief Nursing Officer who are RN/RM</li> </ul> after three (3) years of satisfactory service</li> <li>• By appointment of holder of degree in Nursing from a recognized institution with fourteen (14) years relevant post qualification experience. RN plus RM from the Nursing and Midwife Council of Nigeria (NMCN)</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Supervising general nursing activities.</li> <li>• Assisting in the administration of nursing service</li> <li>• Taking charge of the Nursing section</li> <li>• Supervising the subordinate staff</li> </ul>

#### **ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR STORES OFFICER PROFESSIONAL CADRE

### 1. POST AND SALARIES

1.1	Stores Officer II	CONUNASS 07
1.2	Stores Officer I	CONUNASS 08
1.3	Senior Stores Officer	CONUNASS 09
1.4	Principal Stores Officer	CONUNASS 11
1.5	Assistant Chief Stores Officer	CONUNASS 12
1.6	Chief Stores Officer	CONUNASS 13

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Stores Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of good honours Degree from recognized institution in Business related field with NYSC discharge certificate registerable with the institute of Purchasing &amp; Supply</li> </ul>	CONUNASS 07	Coding and labelling of all furniture/ equipment items
<b>Stores Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Stores Officer II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of good honours Degree from recognized institution in Business related field registerable with the Institute of Purchasing &amp; Supply with four (4) years relevant post qualification experience</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Coding and labelling of all furniture/ equipment items</li> <li>Ensure that all goods bought by the University are well documented and payment authorized prepared for the Bursar's signature</li> </ul>
<b>Senior Stores Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Stores Officer I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of good honours Degree from a recognized Institution in Business related field registerable with the Institute of Purchasing &amp; Supply plus seven (7) years relevant post qualification experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>In charge of implementing University's Inventory control policy as contained in the financial manual</li> <li>Ensure that all goods bought by the University are well documented and payment authorized prepared for the Bursar's signature</li> <li>Taking charge of the stationeries store and accounting, receiving and issuing of stock</li> </ul>
<b>Principal Stores Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Stores Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of good honours Degree from recognized institution in Business related field plus Registration with the Institute of Purchasing &amp; Supply with ten (10) years relevant post qualification experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Supervising the issuance of I.C.T. and Computer related materials</li> <li>Taking charge of the stationeries store and accounting, receiving and issuing of stock</li> </ul>
<b>Assistant Chief Stores Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Stores Officer after three (3) years of satisfactory service</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>Smooth organization of stocktaking exercise to ensure an internal control via</li> </ul>

	<ul style="list-style-type: none"> <li>• A good honours Degree from a recognized institution in Business related field plus thirteen (13) years relevant post qualification experience. Registration with the Institute of Purchasing&amp; Supply is compulsory</li> </ul>		<p>ensuring effective/efficient inventory control</p> <ul style="list-style-type: none"> <li>▪ Relate with other departments in the University to ensure that user's needs are met and control inventory is maintained</li> </ul>
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<b>Chief Stores Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Stores Officer after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of good honours Degree from a recognized institution in Business related field with sixteen (16) years relevant post qualification experience. Possession of relevant postgraduate degree will be an added advantage</li> <li>• Registration with the Institute of Purchasing &amp; Supply is compulsory</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>▪ General Administration of the University Central Store to ensure effective and efficient of both the system and staff</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR FARM OFFICERS CADRE

### 1. POST AND SALARIES

1.1	Farm Officer Grade II	CONUNASS 07
1.2	Farm Officer Grade II	CONUNASS 08
1.3	Senior Farm Officer	CONUNASS 09
1.4	Principal Farm Officer	CONUNASS 11
1.5	Assistant Farm Manager	CONUNASS 13
1.6	Farm Manager	CONUNASS 14

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Farm Officer Grade II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of Good Honours degree from a recognized institution in Agriculture or related discipline plus one year experience in management of an experimental farm in a higher institution or an Agricultural Research Institute with NYSC certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Taking charge of the University farms (small scale)</li> <li>Collects seeds and Fertilizers</li> <li>Supervises application of fertilizer, insecticides and pesticides</li> <li>Supervision and monitoring animal feeds distribution in the farm</li> <li>Undertake Feeds delivery and administration</li> </ul>
<b>Farm Officer Grade I</b>	<ul style="list-style-type: none"> <li>Promotion Avenue for a confirmed Farm Officer Grade II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of Good Honours degree from a recognized institution in Agriculture or related discipline plus at least three (3) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Taking charge of the University farms (small scale)</li> <li>Collects seeds and animal feeds, Fertilizers and new species</li> <li>Supervises application of fertilizers, herbicide and pesticides</li> <li>Other duties assigned</li> </ul>
<b>Senior Farm Officer</b>	<ul style="list-style-type: none"> <li>Promotion Avenue for a confirmed Farm Officer Grade I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of Good Honours degree from a recognized Institution in Agriculture or related discipline plus at least six (6) six years relevant post qualification experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Taking charge of the University farms (small scale)</li> <li>Collects seeds and animal feeds</li> <li>Fertilizers and new species</li> <li>Supervises application of fertilizers, herbicide and pesticide.</li> <li>Other duties assigned</li> </ul>
<b>Principal Farm Officer</b>	<ul style="list-style-type: none"> <li>Promotion Avenue for a confirmed Senior Farm Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of Good Honours degree from a recognized institution in Agriculture or related discipline plus at least nine (9) nine years relevant post qualification experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Taking charge of large University farms</li> <li>Collects seeds and animal feeds and new spices</li> <li>Fertilizers</li> <li>Supervises application of fertilizers, herbicide and pesticide</li> <li>Supervises veterinary services on livestock</li> <li>Other duties assigned</li> </ul>



<b>Assistant Farm Manager</b>	<ul style="list-style-type: none"> <li>• Promotion Avenue for a confirmed Principal Farm Officer after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of Good Honours degree from a recognized institution in Agriculture or related discipline plus at least nine (12) twelve years relevant post qualification experience.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Taking charge of large University farms</li> <li>• Collects seeds and animal feeds and new spices</li> <li>• Fertilizers distribution and administration</li> <li>• Supervises application of fertilizers, herbicide and pesticide</li> <li>• Keeps farm records and farm reports</li> <li>• Undertake farm inventory</li> </ul>
<b>Farm Manager</b>	<ul style="list-style-type: none"> <li>▪ By direct appointment holder of Good Honours degree from a recognized institution in Agriculture or related discipline plus at least fifteen (15) years relevant post qualification experience. <b>The possession of relevant Masters Degree is compulsory.</b></li> <li>• <b>By Appointment or Promotion of a suitable Assistant Farm Manager, subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Taking charge of large University farms</li> <li>• Collects seeds and animal feeds, new spices and Fertilizers</li> <li>• Supervises other subordinates</li> <li>• Liaises with the state and federal Ministries of Agriculture on development in agriculture</li> <li>• Visitation Research and development departments of the Federal Ministry of Agriculture and advises the University.</li> <li>• Produces periodic farm reports.</li> </ul>

**ADVANCEMENT BEYOND THE CADRE:**

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

## SCHEMES OF SERVICE FOR PRINTING OFFICER CADRE (Professional)

### 1. POST AND SALARIES

1.1	Printing Officer II	CONUNASS 07
1.2	Printing Officer I	CONUNASS 08
1.3	Senior Printing Officer	CONUNASS 09
1.4	Principal Printing Officer	CONUNASS 11
1.5	Assistant Chief Printing Officer	CONUNASS 13
1.6	Chief Printing Officer	CONUNASS 14

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Printing Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognized institution in printing related field; Fine Arts, Graphics etc plus NYSC discharge certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Administer published works of the LASU press</li> <li>Cross check and vet works</li> </ul>
<b>Printing Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Printing Officer II after three (3) years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in printing related field; Fine Arts, Graphics etc plus three (3) years relevant post qualification experience</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Administer published works of the LASU press</li> <li>Cross check and vet works</li> </ul>
<b>Senior Printing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Printing Officer I after three (3) years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in printing related field; Fine Arts, Graphics etc plus six (6) years relevant post qualification experience</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Oversees and handle book publications and printing</li> <li>Supervision of subordinate</li> </ul>
<b>Principal Printing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Senior Printing Officer after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in printing related field; Fine Arts, Graphics etc, plus nine (9) years relevant post qualification experience</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Supervises printing job</li> <li>Administer allocation of printing materials</li> <li>Head of section</li> <li>Supervises book publication and processing of ISBN number</li> </ul>
<b>Assistant Chief Printing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Principal Printing Officer after <b>four (4) years</b> of satisfactory service Possession of higher degree will be an added advantage</li> <li>By direct appointment of holder of a good honours degree in printing related field; Fine Arts, Graphics etc, plus twelve (12) years relevant post qualification experience</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Supervises printing job</li> <li>Administer allocation of printing materials</li> <li>Head of section</li> <li>Supervises book publication and processing of ISBN number</li> </ul>

<b>Chief Printing Officer</b>	<ul style="list-style-type: none"> <li>• Possession of relevant higher degree will be an added advantage By appointment of holder of a good honours degree in printing related field; Fine Arts, Graphics etcplus twelve (14) years post qualification experience. <b>The possession of relevant Masters Degree is compulsory.</b></li> <li>• <b>By Appointment or promotion of suitable Assistant Chief Printing Officer subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Supervises printing job</li> <li>• Administer allocation of printing materials</li> <li>• Head of section</li> <li>• Supervises book publication and processing of ISBN number</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

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

**SCHEMES OF SERVICE FOR TECHNICAL CADRE – WORKS AND PHYSICAL PLANNING:  
(PLANNING, ARCHITECTURE, QUANTITY SURVEYOR, STRUCTURAL ENGINEERING, MECHANICAL  
ENGINEERING, ELECTRICAL ENGINEERING, CIVIL ENGINEERING, UNIVERSITY MULTIMEDIA CENTRE)**

**To be distinguished by their Respective Designations**

<b>1. POST AND SALARIES</b>	
1.1 Technical Officer	CONUNASS 06
1.2 Higher Technical Officer	CONUNASS 07
1.3 Higher Technical Officer I	CONUNASS 08
1.4 Senior Technical Officer	CONUNASS 09
1.5 Principal Technical Officer	CONUNASS 11
1.6 Assistant Chief Technical Officer	CONUNASS 12
1.7 Chief Technical Officer	CONUNASS 13

**NOTE: Refer to the Respective Professional Cadres for the Relevant Courses**

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Technical Officer</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of ND in relevant field from an accredited college or polytechnic with three (3) years relevant post-qualification experience.</li> </ul>	CONUNASS 06	<p><b>1. <u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>Undertake routine checks on drainages under supervision.</li> <li>Advise on environmental planning deflooding and landscaping.</li> <li>Routine inspection of the environment.</li> </ul> <p><b>2. <u>ARCHITECTURE</u></b></p> <ul style="list-style-type: none"> <li>Sketch drawing for minor project computation of cost.</li> </ul> <p><b>3. <u>QUANTITY SURVEYOR</u></b></p> <ul style="list-style-type: none"> <li>Assist to bring up cost of material/project evaluation.</li> </ul> <p><b>4. <u>STRUCTURAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Carrying out detailing and specification writing for all building projects.</li> <li>Attending to various site meeting of all projects</li> </ul> <p><b>5. <u>MECHANICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Supervises the transport section</li> <li>Supervises the maintenance of the University machineries.</li> </ul> <p><b>6. <u>ELECTRICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Maintenance of all electrical alliance in the University.</li> <li>Supervision of electrical works.</li> </ul> <p><b>7. <u>CIVIL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Supervision of plumbing works</li> </ul>

			<ul style="list-style-type: none"> <li>Supervision of construction works</li> </ul> <p>8. <b><u>MULTIMEDIA</u></b></p> <ul style="list-style-type: none"> <li>Supervises junior staff.</li> <li>Supervises photography and electronic works.</li> <li>Carrying out minor graphic design under supervision.</li> </ul>
<b>Higher Technical Officer</b>	<ul style="list-style-type: none"> <li>Promotion Avenue for confirmed Technical Officer after three (3) years of satisfactory service</li> <li>By direct appointment of holder of ND in cognate field from an accredited college or polytechnic with six (6) years relevant post-qualification experience. <b>OR</b> holder of HND in cognate field from an accredited college or polytechnic with computer/AutoCAD knowledge plus NYSC Certificate.</li> </ul>	CONUNASS 07	<p>1. <b><u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>Undertake routine checks on drainages under supervision.</li> <li>Advises on environmental planning deflooding and landscaping.</li> <li>Routine inspection of the environment.</li> </ul> <p>2. <b><u>ARCHITECTURE</u></b></p> <ul style="list-style-type: none"> <li>Sketch drawing for minor project computation of cost.</li> </ul> <p>3. <b><u>QUANTITY SURVEYOR</u></b></p> <ul style="list-style-type: none"> <li>Assist to bring up cost of material/project evaluation.</li> </ul> <p>4. <b><u>STRUCTURAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Carrying out detailing and specification writing for all building projects.</li> <li>Attending to various site meeting of all projects</li> </ul> <p>5. <b><u>MECHANICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Supervises the transport section</li> <li>Supervises the maintenance of the University machineries.</li> </ul> <p>6. <b><u>ELECTRICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Maintenance of all electrical alliance in the University.</li> <li>Supervision of electrical works.</li> </ul> <p>7. <b><u>CIVIL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>Supervision of plumbing works</li> <li>Supervision of construction works</li> </ul> <p>8. <b><u>MULTIMEDIA</u></b></p> <ul style="list-style-type: none"> <li>Undertake linear and non-linear editing of video and audio footage</li> </ul>

			<ul style="list-style-type: none"> <li>Carry out minor graphic designs</li> </ul>
Senior Technical Officer	<ul style="list-style-type: none"> <li>Promotion avenue for Higher Technical Officer after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of ND from an accredited college or polytechnic with nine (9) years relevant post-qualification experience. <b>OR</b> holder of HND in cognate field from an accredited college or polytechnic with computer/AutoCAD knowledge and at least Three (3) years relevant post-qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>1. <b><u>PLANNING</u></b> <ul style="list-style-type: none"> <li>Undertake routine checks on drainages under supervision.</li> <li>Advise on environmental planning deflooding and landscaping.</li> <li>Routine inspection of the environment.</li> </ul> </li> <li>2. <b><u>ARCHITECTURE</u></b> <ul style="list-style-type: none"> <li>Sketch drawing for minor project computation of cost.</li> </ul> </li> <li>3. <b><u>QUANTITY SURVEYOR</u></b> <ul style="list-style-type: none"> <li>Assist to bring up cost of material/ project evaluation.</li> </ul> </li> <li>4. <b><u>STRUCTURAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>Carrying out detailing and specification writing for all building projects.</li> <li>Attending to various site meeting of all projects</li> </ul> </li> <li>5. <b><u>MECHANICAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>Supervises the transport section</li> <li>Supervises the maintenance of the University machineries.</li> </ul> </li> <li>6. <b><u>ELECTRICAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>Maintenance of all electrical alliance in the University.</li> <li>Supervision of electrical works.</li> </ul> </li> <li>7. <b><u>CIVIL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>Supervision of plumbing works</li> <li>Supervision of construction works</li> </ul> </li> <li>8. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>Undertake linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>Supervises junior staff.</li> <li>Supervises electronic maintenance.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>• Advises on photographic and electronic maintenance.</li> </ul>
Principal Technical Officer II	<ul style="list-style-type: none"> <li>• Promotion Avenue for Senior Technical Officer after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of HND in cognate field from an accredited college or polytechnic with computer/AutoCAD knowledge and at least Six (6) years of relevant experience. Registration with appropriate professional body will be an added advantage.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>• Undertake routine checks on drainages under supervision.</li> <li>• Advises on environmental planning deflooding and landscaping.</li> <li>• Routine inspection of the environment.</li> </ul> <p><b>1. <u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>• Undertake routine checks on drainages under supervision.</li> <li>• Advises on environmental planning deflooding and landscaping.</li> <li>• Routine inspection of the environment.</li> </ul> <p><b>2. <u>ARCHITECTURE</u></b></p> <ul style="list-style-type: none"> <li>• Sketch drawing for minor project computation of cost.</li> </ul> <p><b>3. <u>QUANTITY SURVEYOR</u></b></p> <ul style="list-style-type: none"> <li>• Assist to bring up cost of material/project evaluation.</li> </ul> <p><b>4. <u>STRUCTURAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>• Carrying out detailing and specification writing for all building projects.</li> <li>• Attending to various site meeting of all projects</li> </ul> <p><b>5. <u>MECHANICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervises the transport section</li> <li>▪ Supervises the maintenance of the University machineries.</li> </ul> <p><b>6. <u>ELECTRICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Maintenance of all electrical alliance in the University.</li> <li>▪ Supervision of electrical works.</li> </ul> <p><b>7. <u>CIVIL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervision of plumbing works</li> <li>▪ Supervision of construction works</li> </ul> <p><b>8. <u>UNIVERSITY MULTIMEDIA CENTRE</u></b></p> <ul style="list-style-type: none"> <li>• Undertake linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>• Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after</li> </ul>

			effect, Adobe illustrators, and macromedia flash.
<b>Principal Technical Officer I</b>	<ul style="list-style-type: none"> <li>• Promotion Avenue for Principal Technical Officer II after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of HND in cognate field from an accredited college or polytechnic with computer/AutoCAD knowledge and at least Nine (9) years of relevant experience. Registration with relevant professional body is required.</li> </ul>	CONUNASS 11	<p>effect, Adobe illustrators, and macromedia flash.</p> <ol style="list-style-type: none"> <li><b><u>1. PLANNING</u></b> <ul style="list-style-type: none"> <li>• Undertake routine checks on drainages under supervision.</li> <li>• Advises on environmental planning deflooding and landscaping.</li> <li>• Routine inspection of the environment.</li> </ul> </li> <li><b><u>2. ARCHITECTURE</u></b> <ul style="list-style-type: none"> <li>• Sketch drawing for minor project computation of cost.</li> </ul> </li> <li><b><u>3. QUANTITY SURVEYOR</u></b> <ul style="list-style-type: none"> <li>• Assist to bring up cost of material/project evaluation.</li> </ul> </li> <li><b><u>4. STRUCTURAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Carrying out detailing and specification writing for all building projects.</li> <li>• Attending to various site meeting of all projects</li> </ul> </li> <li><b><u>5. MECHANICAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Supervises the transport section</li> <li>• Supervises the maintenance of the University machineries.</li> </ul> </li> <li><b><u>6. ELECTRICAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Maintenance of all electrical alliance in the University.</li> <li>• Supervision of electrical works.</li> </ul> </li> <li><b><u>7. CIVIL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Supervision of plumbing works</li> <li>• Supervision of construction works</li> </ul> </li> <li><b><u>8. UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>• Handles linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>• Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> </ul> </li> </ol>



<p><b>Assistant Chief Technical Officer</b></p>	<ul style="list-style-type: none"> <li>• Promotion Avenue for Principal Technical Officer I after (3) three years of satisfactory service with evidence of registration with relevant professional body.</li> <li>• By direct appointment of holder of HND from an accredited college or polytechnic with computer/AutoCAD knowledge and at least Twelve (12) years of relevant experience. Candidate must be registered with relevant professional body.</li> </ul>	<p>CONUNASS 12</p>	<ol style="list-style-type: none"> <li><b><u>1. PLANNING</u></b> <ul style="list-style-type: none"> <li>• Undertake routine checks on drainages under supervision.</li> <li>• Advises on environmental planning deflooding and landscaping.</li> <li>• Routine inspection of the environment.</li> </ul> </li> <li><b><u>2. ARCHITECTURE</u></b> <ul style="list-style-type: none"> <li>• Sketch drawing for minor project computation of cost.</li> </ul> </li> <li><b><u>3. QUANTITY SURVEYOR</u></b> <ul style="list-style-type: none"> <li>• Assist to bring up cost of material/project evaluation.</li> </ul> </li> <li><b><u>4. STRUCTURAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Carrying out detailing and specification writing for all building projects.</li> <li>• Attending to various site meeting of all projects</li> </ul> </li> <li><b><u>5. MECHANICAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Supervises the transport section</li> <li>• Supervises the maintenance of the University machineries.</li> </ul> </li> <li><b><u>6. ELECTRICAL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Maintenance of all electrical alliance in the University.</li> <li>• Supervision of electrical works.</li> </ul> </li> <li><b><u>7. CIVIL ENGINEERING</u></b> <ul style="list-style-type: none"> <li>• Supervision of plumbing works</li> <li>• Supervision of construction works</li> </ul> </li> <li><b><u>8. UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>• Handles linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> </ul> </li> </ol>
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			<ul style="list-style-type: none"> <li>• Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> <li>• Undertakes video streaming to the web and motion graphic designs</li> <li>• Supervises photography and electronic staff.</li> </ul>
<b>Chief Technical Officer</b>	<ul style="list-style-type: none"> <li>• Promotion Avenue for Assistant Chief Technical Officer (3) three years of satisfactory service.</li> <li>• By direct appointment of holder of HND from an accredited college or polytechnic with computer/ AutoCAD knowledge and at least Fifteen (15) years of relevant experience. Candidate must be registered with relevant professional body.</li> </ul>	CONUNASS 13	<p><b>1. <u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>• Undertake routine checks on drainages under supervision.</li> <li>• Advises on environmental planning deflooding and landscaping.</li> <li>• Routine inspection of the environment.</li> </ul> <p><b>2. <u>ARCHITECTURE</u></b></p> <ul style="list-style-type: none"> <li>• Sketch drawing for minor project computation of cost.</li> </ul> <p><b>3. <u>QUANTITY SURVEYOR</u></b></p> <ul style="list-style-type: none"> <li>• Assist to bring up cost of material/project evaluation.</li> </ul> <p><b>4. <u>STRUCTURAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>• Carrying out detailing and specification writing for all building projects.</li> <li>• Attending to various site meeting of all projects</li> </ul> <p><b>5. <u>MECHANICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>• Supervises the transport section</li> <li>• Supervises the maintenance of the University machineries.</li> </ul> <p><b>6. <u>ELECTRICAL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>• Maintenance of all electrical alliance in the University.</li> </ul>

			<ul style="list-style-type: none"> <li>• Supervision of electrical works.</li> </ul> <p><b>7. <u>CIVIL ENGINEERING</u></b></p> <ul style="list-style-type: none"> <li>• Supervision of plumbing works</li> <li>• Supervision of construction works</li> </ul> <p><b>8. <u>UNIVERSITY MULTIMEDIA CENTRE</u></b></p> <ul style="list-style-type: none"> <li>• Carry out linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>• Uses editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> <li>• Undertakes video streaming to the web and motion graphic designs.</li> <li>• Supervises photography and electronic section.</li> <li>• Supervises general maintenance of equipment</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

**SCHEMES OF SERVICE FOR EXECUTIVE CADRE: (AUDIT, BURSARY [ACCOUNTS], LEGAL,  
STORE, PURCHASING & PROCUREMENT, REGISTRY, ACADEMIC PLANNING, PUBLIC  
RELATIONS, CATERING)**

**To be distinguished by their Respective Designations**

**1. POST AND SALARIES**

1.1	Executive Officer	CONUNASS 06
1.2	Higher Executive Officer	CONUNASS 07
1.3	Senior Executive Officer	CONUNASS 08
1.4	Principal Executive Officer	CONUNASS 09
1.5	Principal Executive Officer I	CONUNASS 11
1.6	Assistant Chief Executive Officer	CONUNASS 12
1.7	Chief Executive Officer	CONUNASS 13

**NOTE: Refer to the Respective Professional Cadres for the Relevant Courses**

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
Executive Officer	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Assistant Executive Officer after three [3] years of satisfactory services</li> <li>By direct appointment of holder of ND/NCE in relevant field from a recognized institution with three (3) years relevant post-qualification experience.</li> </ul>	CONUNASS 06	<p><b>1. <u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>Supervising the activities of a number of Junior Officers engaged in routine audit duties.</li> <li>Applying under supervision, the conditions of service, financial regulations, guidelines, etc in reading specified subjects assigned in the field of administration.</li> <li>Engaging in sundry verification.</li> </ul> <p><b>2. <u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>Applying under supervision, the conditions of service, financial regulations, guidelines, etc in reading specified subjects assigned in the field of administration.</li> <li>Submission of letters of salary stoppages to banks and all follow-up steps to retrieve the money.</li> <li>Collection of Electronic Tax Clearance certificate forms and H2 Forms from Lagos State Internal Revenue office for staff.</li> </ul> <p><b>3. <u>LEGAL</u></b></p>

			<ul style="list-style-type: none"> <li>• Handling, under supervision, routine correspondence on subjects within his schedule of duties.</li> <li>▪ Making submission to appropriate Senior Officers on matters within his schedule of duties.</li> </ul> <p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>• Handling, under supervision, routine correspondence on subjects within his schedule of duties.</li> <li>• Making submission to appropriate Senior Officers on matters within his schedule of duties.</li> </ul> <p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ In charge of implementing University's Inventory control policy as contained in the financial manual.</li> <li>• Applying under supervision, the conditions of service, financial regulations, guidelines, etc in reading specified subjects assigned in the field of administration.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>• Handling, under supervision, routine correspondence on subjects within his schedule of duties.</li> <li>• Making submission to appropriate Senior Officers on matters within his schedule of duties.</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>• Handling, under supervision, routine correspondence on subjects within his schedule of duties.</li> <li>• Making submission to appropriate Senior Officers</li> </ul>
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			<p>on matters within his schedule of duties.</p> <p>8. <b><u>PUBLIC RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Handling, under supervision, routine correspondence on subjects within his schedule of duties.</li> <li>• Making submission to appropriate Senior Officers on matters within his schedule of duties.</li> </ul> <p>9. <b><u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervises cooks/stewards</li> <li>▪ Assigns duties in the kitchen</li> </ul>
<p><b>Higher Executive Officer</b></p>	<ul style="list-style-type: none"> <li>• Promotion avenue for Executive Officer after three (3) years of satisfactory service</li> <li>• By direct appointment of holder of ND/NCE in relevant field from recognized institution with six (6) relevant post qualification experience. <b>OR</b> holder of HND/First Degree in relevant course plus NYSC certificate.</li> </ul>	<p>CONUNASS 07</p>	<p>1. <b><u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the activities of a number of Junior Officers engaged in routine audit duties.</li> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of the field of Administrator and Human Resources Management.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>2. <b><u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of the field of Administrator and Human Resources Management.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> <li>▪ Collection of Electronic Tax Clearance certificate forms and H2 Forms from Lagos State Internal Revenue office for staff.</li> </ul> <p>3. <b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of</li> </ul>

			<p>the field of Administrator and Human Resources Management.</p> <ul style="list-style-type: none"> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of the field of Administrator and Human Resources Management.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ In charge of implementing University's Inventory control policy as contained in the financial manual.</li> <li>▪ Ensuring that all goods bought by the University are well documented and payment authorized prepared for the Bursar's signature.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of the field of Administrator and Human Resources Management.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>▪ Undertake data and project analysis</li> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of the field of Administrator and Human Resources Management.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>8. <b><u>PUBLIC RELATIONS</u></b></p>
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			<ul style="list-style-type: none"> <li>▪ Taking charge, under supervision of specified subject and applying the Conditions of Service in treating matters in any of the field of Administrator and Human Resources Management.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> <li>▪ Proofreading of articles under supervision.</li> </ul> <p><b>9. <u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Assigns duties in the kitchen</li> <li>▪ Responsible for drawing market list of items for cooking for meetings</li> </ul>
<b>Senior Executive Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for confirmed Higher Executive Officer after three (3) years of satisfactory service</li> <li>• By direct appointment of holder of ND/NCE in relevant field from recognized institution with nine (9) years relevant post qualification experience <b>OR</b> holder HND/First Degree in relevant course plus NYSC three [3] years relevant post qualification experience.</li> </ul>	CONUNASS 08	<p>1. <b><u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the activities of a number of Junior Officers engaged in routine audit duties.</li> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>2. <b><u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> <li>▪ Collection of Electronic Tax Clearance certificate forms and H2 Forms from Lagos State Internal Revenue office for staff.</li> </ul> <p>3. <b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>▪ Process proposals for the creation of new Departments and introduction of new programmes.</li> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul>



			<p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ In charge of implementing University's Inventory control policy as contained in the financial manual.</li> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> <li>▪ Collect and collate student and studying data required for analysis</li> </ul> <p>8. <b><u>PUBLIC RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking charge of specified subject within the Unit.</li> <li>▪ Supervising the work of all number officers in the Unit.</li> <li>▪ University bulletin</li> <li>▪ Proofreading of articles.</li> </ul> <p>9. <b><u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Assigns duties in the kitchen</li> <li>▪ Responsible for drawing market list of items for cooking for meetings</li> </ul>
<b>Principal Executive Officer II</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Executive Officer after three (3) years of satisfactory service</li> <li>• By direct appointment of holder of HND / First Degree in relevant field plus six (6) years relevant post qualification experience.</li> </ul>	CONUNASS 09	<p>1. <b><u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the activities of a number of Junior Officers engaged in routine audit duties.</li> <li>▪ Assisting in the Establishment and maintenance of accurate staff information system.</li> <li>▪ Assisting the Head of section in the supervision and development of Junior.</li> </ul> <p>2. <b><u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>▪ Assisting in the Establishment and</li> </ul>

			<p>maintenance of accurate staff information system.</p> <ul style="list-style-type: none"> <li>▪ Collection of Electronic Tax Clearance certificate forms and H2 Forms from Lagos State Internal Revenue office for staff.</li> </ul> <p>3. <b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>▪ Assisting in the Establishment and maintenance of accurate staff information system.</li> <li>▪ Assisting the Head of section in the supervision and development of Junior.</li> </ul> <p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>▪ Assisting in the Establishment and maintenance of accurate staff information system.</li> <li>▪ Assisting the Head of section in the supervision and development of Junior.</li> </ul> <p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ In charge of implementing University's Inventory control policy as contained in the financial manual.</li> <li>▪ Assisting in the Establishment and maintenance of accurate staff information system.</li> <li>▪ Assisting the Head of section in the supervision and development of Junior.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>▪ Assisting in the Establishment and maintenance of accurate staff information system.</li> <li>▪ Assisting the Head of section in the supervision and development of Junior.</li> <li>▪ Application of rules under supervision</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>▪ Undertake data and project analysis</li> </ul>
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			<ul style="list-style-type: none"> <li>Collect and collate student and studying data required for analysis</li> </ul> <p>8. <b><u>PUBLIC RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the Establishment and maintenance of accurate staff information system.</li> <li>Assisting the Head of section in the supervision and development of Junior.</li> </ul> <p>9. <b><u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>Assigns duties in the kitchen</li> <li>Responsible for drawing market list of items for cooking for meetings</li> </ul>
Principal Executive Officer I	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Executive Officer II possessing HND/First degree after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of HND / first Degree in relevant field with nine (9) years relevant post qualification experience.</li> </ul>	CONUNASS 11	<p>1. <b><u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> <li>Assisting the Head of section in the collation of data for the preparation of manpower budget.</li> </ul> <p>2. <b><u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> <li>Assisting the Head of section in the collation of data for the preparation of manpower budget.</li> </ul> <p>3. <b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> </ul> <p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> </ul>

			<ul style="list-style-type: none"> <li>Assisting in the planning, executive and supervision of specific programmes.</li> </ul> <p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> <li>Assisting the Head of section in the collation of data for the preparation of manpower budget.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> </ul> <p>8. <b><u>PUBLIC RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>Assisting in the supervision of defined functions.</li> <li>Assisting in the planning, executive and supervision of specific programmes.</li> </ul> <p>9. <b><u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>Assigns duties in the kitchen</li> <li>Responsible for drawing market list of items for cooking for meetings</li> </ul>
<b>Assistant Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Executive Officer I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of HND / first Degree in relevant field with twelve (12) years relevant post qualification experience.</li> </ul>	CONUNASS 12	<p>1. <b><u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>Supervising the activities of a number of Junior Officers engaged in routine audit duties.</li> <li>Supervising the Execution of specific programmed in the section.</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>2. <b><u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>3. <b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>▪ Undertake data and project analysis</li> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul>
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			<p>8. <b><u>PUBLIC RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising the Execution of specific programmed in the section.</li> <li>▪ Assisting the Head of Management Information system.</li> </ul> <p>9. <b><u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>▪ Supervises arrangement/decoration of event venues</li> </ul>
<p><b>Chief Executive Officer</b></p>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Executive Officer after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of HND / first Degree in relevant field with fifteen (15) years relevant post qualification experience.</li> </ul>	<p>CONUNASS 13</p>	<p>1. <b><u>AUDIT</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>2. <b><u>BURSARY [ACCOUNTS]</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>3. <b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul>

			<p>4. <b><u>STORE</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>5. <b><u>PURCHASING &amp; PROCUREMENT</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>6. <b><u>REGISTRY</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>7. <b><u>ACADEMIC PLANNING</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>8. <b><u>PUBLIC RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of Junior Staff.</li> </ul>
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			<ul style="list-style-type: none"> <li>▪ Assisting in the training of Junior Staff.</li> <li>▪ Taking charge of specific programmed.</li> <li>▪ Assisting in the Development of Junior Staff.</li> </ul> <p>9. <b><u>CATERING</u></b></p> <ul style="list-style-type: none"> <li>▪ Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>▪ Direct and co-ordinates activities of the Catering Unit.</li> </ul>
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**



## **SCHEMES OF SERVICE FOR CATERING OFFICER CADRE**

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

1.1	Catering Officer	CONUNASS 06
1.2	Higher Catering Officer	CONUNASS 07
1.3	Senior Catering Officer	CONUNASS 08
1.4	Principal Catering Officer II	CONUNASS 09
1.5	Principal Catering Officer I	CONUNASS 11
1.6	Chief Catering Officer	CONUNASS 13

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Catering Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Assistant Catering Officer after three [3] years of satisfactory service.</li> <li>By direct appointment of holders of ND in Catering and Hotel Management, Food Technology/Home Economics with three [3] post qualification experience</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Supervises cooks/stewards</li> <li>Assigns duties in the kitchen</li> <li>Responsible for drawing market list of items</li> <li>Responsible for preparation and cooking of food to be served at meetings</li> <li>Responsible for serving when necessary</li> </ul>
<b>Higher Catering Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Catering Officer after 3 years of satisfactory service</li> <li>By direct appointment of holders of B. Sc. or HND from a recognized institution in Food Technology, Home-Economics or Catering &amp; Hotel Management</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>ND from a recognized institution plus six [6] years post qualification relevant experience.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Supervises cooks/stewards</li> <li>Assigns duties in the kitchen</li> <li>Responsible for drawing market list of items for cooking for meetings</li> <li>Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>Responsible for serving when necessary</li> </ul>
<b>Senior Catering Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Higher Catering Officer after 3 years of satisfactory service</li> <li>By direct appointment of holders of B. Sc. or HND from a recognized institution in Food Technology, Home-Economics or Catering &amp; Hotel Management plus three (3) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Supervises cooks/stewards</li> <li>Assigns duties in the kitchen</li> <li>Responsible for drawing market list of items</li> <li>Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>Supervises serving when necessary</li> </ul>
<b>Principal Catering Officer II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Catering Officer after 3 years of satisfactory service</li> <li>By direct appointment of holders of B. Sc. or HND from a recognized institution in Food Technology, Home-Economics or Catering &amp; Hotel Management plus six (6) years relevant post qualification experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervises several activities</li> <li>Assigns duties in the kitchen</li> <li>Responsible for drawing market list of items</li> <li>Responsible for preparation and cooking of food to be served at meetings and other University functions</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Supervises arrangement/decoration of event venues</li> </ul>
<b>Principal Catering Officer I</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for a Principal Catering Officer II with B.Sc. or HND after <b>four (4) years</b> of satisfactory service</li> <li>• By direct appointment of holders of B. Sc. or HND from a recognized institution in Food Technology, Home-Economics or Catering &amp; Hotel Management plus nine (9) years relevant post qualification experience.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>• Supervises several activities</li> <li>▪ Assigns duties in the kitchen</li> <li>▪ Responsible for drawing market list of items</li> <li>▪ Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>▪ Supervises arrangement/decoration of event venues</li> </ul>
<b>Assistant Chief Catering Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Catering Officer I after 3 years of satisfactory service</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>• Supervises several activities</li> <li>▪ Assigns duties in the kitchen</li> <li>▪ Responsible for drawing market list of items</li> <li>▪ Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>▪ Supervises arrangement/decoration of event venues</li> </ul>
<b>Chief Catering Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Catering Officer after three [3] years of satisfactory service</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Supervises several catering activities</li> <li>▪ Assigns duties in the kitchen</li> <li>▪ Responsible for drawing market list of items</li> <li>▪ Responsible for preparation and cooking of food to be served at meetings and other University functions</li> <li>▪ Direct and co-ordinates activities of the Catering Unit.</li> </ul>

**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.**

## **SCHEMES OF SERVICE FOR SECURITY OFFICER CADRE**

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

1.1	Assistant Security Officer	CONUNASS 06
1.2	Security Officer	CONUNASS 07
1.3	Senior Security Officer	CONUNASS 08
1.4	Principal Security Officer II	CONUNASS 09
1.5	Principal Security Officer I	CONUNASS 11
1.6	Assistant Chief Security Officer	CONUNASS 12
1.7	Deputy Chief Security Officer	CONUNASS 13
1.8	Chief Security Officer	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Assistant Security Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Patrol supervisor with five O/L Credits plus Diploma in Crime Management/Security Operations or other security related fields from a recognized institution after three [3] years of satisfactory service</li> <li>By direct appointment of holders of Diploma in Crime Management, Security Operations or in other security related fields from a recognized institution with three [3] years post qualification experience.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>An Ex-Police Inspector/equivalent rank in the Armed Forces with Four (4) years experience</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>General Administration of Security Unit</li> <li>Assists the Chief Security Officer in the day-to-day administration and co-ordination of the Security Unit</li> <li>Assists in the Planning and execution of Security activities and security personnel</li> <li>Maintains Law and Order in the University</li> <li>Assist in the implementation and enforcement of University Management Policies and Rules on security</li> <li>Performs all other duties as may be assigned by the Chief Security Officer</li> <li>Acts in the Absence of the Chief Security Officer</li> </ul>
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Assistant Security Officer after 3 years of satisfactory service.</li> <li>By direct appointment of holders of Diploma in Security Operations Management, Crime Management or other Security related fields from a recognized institution plus Five O/L credits with Six (6) years relevant experience</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>holder of a good honours degree in Sociology, Psychology or Criminology with NYSC discharge certificate plus One (1) year experience</li> </ul> <p><b>OR</b></p>	CONUNASS 07	<ul style="list-style-type: none"> <li>Detailing and supervision of Security Staff</li> <li>General Security duties</li> <li>Training and disciplining of security staff</li> <li>Information and Intelligence gathering</li> <li>Assisting Zonal Commander</li> <li>General Supervision of Junior Security Personnel</li> <li>Maintenance of law and order on the campus</li> </ul>

	<ul style="list-style-type: none"><li>• An Ex-Police Inspector / equivalent rank in the Armed Forces with Seven (7) years experience</li></ul>		
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<b>Senior Security Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Security Officer after 3 years of satisfactory service.</li> <li>• By direct appointment of holders of Diploma in Security Operations and Diploma in Security Operations Management, Crime Management or other Security related fields from a recognized institution with Five O/L credits plus nine (9) years relevant experience <b>OR</b></li> <li>• Holder of a good honours degree in Sociology, Psychology or Criminology plus NYSC discharge certificate with a minimum of Five (5) years experience <b>OR</b></li> <li>• Ex-Police Inspector / equivalent rank in the Armed Forces with Ten (10) years experience</li> </ul>	<p>CONUNASS 08</p>	<ul style="list-style-type: none"> <li>▪ Carrying out security details in according to the approved guidelines by the University.</li> <li>▪ General information and intelligence gathering in the University campuses</li> <li>▪ Assist in the planning and execution of security details</li> <li>▪ Maintenance law and order in the University.</li> <li>▪ General Security duties</li> <li>▪ Training and disciplining of security staff</li> <li>▪ Information and Intelligence gathering</li> <li>▪ Assisting Zonal Commander</li> <li>▪ General Supervision of Junior Security Personnel</li> <li>▪ Enforcing University Managements Policies and rules</li> <li>▪ Liaising with other Security Agencies in the Maintenance of law and order on all the campuses</li> <li>▪ Any other security duties assigned</li> </ul>
<b>Principal Security Officer II</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Security Officer after 3 years of satisfactory service.</li> <li>• By direct appointment of holders of a good honours degree from a recognized institution in Sociology, Psychology or Criminology with a minimum of Seven (7) years experience</li> <li>• An Ex-Police ACP OR equivalent rank in the Armed Forces with Nine (9) years experience</li> <li>• Advance Diploma in Security Operations/Crime Management or other Security related fields from a recognized institution with nine (9) years relevant experience.</li> </ul>	<p>CONUNASS 09</p>	<ul style="list-style-type: none"> <li>▪ Assist in the enforcement of Security policy and rules in the University.</li> <li>▪ Co-ordinating the activities of Junior Security staff.</li> <li>▪ Take responsibility for all security matters in the absence of the superior officer.</li> <li>▪ Detailing and supervision of Security Staff</li> <li>▪ General Security duties</li> <li>▪ Training and disciplining of security staff</li> <li>▪ Information and Intelligence gathering</li> <li>▪ Assisting Zonal Commander</li> <li>▪ General Supervision of Junior Security Personnel</li> <li>▪ Enforcing University Managements Policies and rules</li> <li>▪ Liaising with other Security Agencies in the Maintenance of law and order on all the campuses</li> <li>▪ Head Zonal Commands and Special Investigation</li> </ul>

<p><b>Principal Security Officer I</b></p>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Security Officer II with minimum of Advance Diploma in Security Operations Management, Crime Management or other Security related fields and those who are Ex-ACP/ equivalent in Armed forces after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of Advanced Diploma in Security Operations and Management/ Crime Management from a recognized institution with at least Twelve (12) years relevant experience</li> <li><b>OR</b></li> <li>• Holder of a good honours degree in Sociology, Psychology or Criminology with a minimum of Ten (10) years experience</li> <li>• An Ex-Police ACP / equivalent rank in the Armed Forces with Twelve (12) years experience</li> </ul>	<p>CONUNASS 11</p>	<ul style="list-style-type: none"> <li>▪ Training of Junior Security Personnel</li> <li>▪ Co-ordinating the work of a number of Junior officers.</li> <li>▪ Assisting in the Administration and Management of the security section</li> <li>▪ Taking charge of specified assignments within the Department.</li> <li>▪ Detailing and supervision of Security Staff</li> <li>▪ General Security duties</li> <li>▪ Training and disciplining of security staff</li> <li>▪ Information and Intelligence gathering</li> <li>▪ Assisting Zonal Commander</li> <li>▪ General Supervision of Junior Security Personnel</li> <li>▪ Enforcing University Managements Policies and rules</li> <li>▪ Liaising with other Security Agencies in the Maintenance of law and order on all the campuses</li> </ul>
<p><b>Assistant Chief Security Officer</b></p>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Security Officer I [who are not first degree holders] after 3 years of satisfactory service.</li> <li>• By direct appointment of holder of a good honour first degree in Sociology, Criminology or psychology plus thirteen year relevant experience or an Ex-Police ACP / equivalent rank in the Armed Forces with Fourteen (14) years experience</li> </ul>	<p>CONUNASS 12</p>	<ul style="list-style-type: none"> <li>• Assist in the General Administration of Security Unit</li> <li>• Assists the Chief Security Officer in the day-to-day administration and co-ordination of the Security Unit</li> <li>• Assists in the Planning and execution of Security activities and security personnel</li> <li>• Maintains Law and Order in the University</li> <li>• Assist in the implementation and enforcement of University Management Policies and Rules</li> <li>• Performs all other duties as may be assigned by the Chief Security Officer</li> </ul>

<b>Deputy Chief Security Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Security Officer possessing a relevant first degree after 3 years of satisfactory service.</li> <li>• By direct appointment of holder of a good honour first degree in Sociology, Criminology or Psychology plus thirteen year relevant experience or an Ex-Police ACP / equivalent rank in the Armed Forces with Sixteen (16) years experience</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• General Administration of Security Unit</li> <li>• Assists the Chief Security Officer in the day-to-day administration and co-ordination of the Security Unit</li> <li>• Assists in the Planning and execution of Security activities and security personnel</li> <li>• Maintains Law and Order in the University</li> <li>• Assist in the implementation and enforcement of University Management Policies and Rules</li> <li>• Performs all other duties as may be assigned by the Chief Security Officer</li> <li>• Acts in the Absence of the Chief Security Officer</li> </ul>
<b>Chief Security Officer</b>	<ul style="list-style-type: none"> <li>• A good honours degree in Sociology, Psychology or Criminology <b>plus relevant Masters Degree</b> with a minimum of Sixteen (16) years cognate experience in management of Security in a Higher Institution.</li> <li>• Ex-Police ACP/equivalent rank in the Armed Forces with Eighteen (18) years experience</li> <li>• <b>By Appointment or Promotion Deputy Chief Security Officer subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Taking charge of the general Administration of the security department</li> <li>• Advising on the formulation, execution and review of policies and programmes relating to simple operation of the security department</li> <li>• Designing in-service training for the security personnel</li> <li>• Taking full responsibility for the running of the security department.</li> <li>• Ensuring safe and conducive environment in the University.</li> </ul>

**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.**

**SCHEMES OF SERVICE FOR DRIVER/TRANSPORT SUPERVISOR CADRE**

**1. POSTS AND SALARIES**

1.1	Chief Driver	CONUNASS 06
1.2	Transport Supervisor	CONUNASS 07
1.3	Senior Transport Supervisor	CONUNASS 08
1.4	Chief Transport Supervisor	CONUNASS 09

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Chief Driver</b>	<ul style="list-style-type: none"> <li>Promotion avenue for an Assistant Chief Driver/Assistant Chief Mechanic possessing Trade Test Grade I Certificate with 5.75 after 3 years of satisfactory service.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Supervises drivers/mechanic and advises in specific pools.</li> <li>Assisting in ensuring security of vehicles in the university</li> </ul>
<b>Transport Supervisor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Chief Driver with Trade Test I and NABTEB intermediate after 3 years of satisfactory service.</li> <li>Direct employment of holders of Trade Test Grade I plus NABTEB or its equivalent plus six [6] years post qualification experience.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Supervises drivers/mechanic and advises in specific pools.</li> <li>Ensuring security of vehicles</li> <li>Taking prompt action on accident cases.</li> </ul>
<b>Senior Transport Supervisor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Transport Supervisor with Advance NABTEB and Trade Test Grade I plus Five O/L credits after 3 years of satisfactory service.</li> <li>Driver / Mechanic Trade Test Grade I Certificate/NABTEB plus fourteen (14) years experience</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Assist in maintaining University vehicles and auto maintenances.</li> <li>Ensuring security of vehicles</li> <li>Taking prompt action on accident cases.</li> </ul>
<b>Chief Transport Supervisor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Transport Supervisor after 3 years of satisfactory service.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Responsible to the Director, Works and Physical Planning for the Management of transport section.</li> <li>Manages University's Register of Vehicles.</li> <li>Keep records of vehicle documents registered.</li> <li>Registered newly procured vehicles</li> <li>Supervises Drivers</li> </ul>

**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.**



### **SCHEMES OF SERVICE FOR DISPATCH RIDERS CADRE**

**1. POSTS AND SALARIES**

1.1 Assistant Chief Dispatch Rider

CONUNASS 06

1.2 Chief Dispatch Rider

CONUNASS 07

POST	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Assistant Chief Dispatch Rider</b>	<ul style="list-style-type: none"> <li>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</li> <li>By direct appointment of a candidate with OND/ADV. NABTEB with Trade Test I and Rider's License.</li> </ul>	06	<ul style="list-style-type: none"> <li>Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University</li> <li>Collection of mails from Apapa and Festac for Onward dispatch</li> <li>Receiving of mails from the Directorate of External System and within the campus</li> <li>Recording of mails</li> <li>Any other duty assigned by the superior officers</li> </ul>
<b>Chief Dispatch Rider</b>	Promotion Avenue for Assistant Chief Dispatch Rider with NABTEB intermediate plus 3years working experience.	07	<ul style="list-style-type: none"> <li>Dispatching of Official letters/mails of Vice-Chancellor's Office/Registrar's Office/Bursars Office/Directorate of External System within and outside the University</li> <li>Collection of mails from Apapa and Festac for Onward dispatch</li> <li>Receiving of mails from the Directorate of External System and within the campus</li> <li>Recording of mails</li> <li>Any other duty assigned by the superior officers</li> </ul>

**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.**

## **SCHEMES OF SERVICE FOR COMPUTER OPERATOR CADRE**

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

1.1	Computer Operator I	CONUNASS 06
1.2	Senior Computer Operator	CONUNASS 07
1.3	Principal Computer Operator	CONUNASS 08
1.4	Assistant Chief Computer Operator	CONUNASS 09
1.5	Chief Computer Operator	CONUNASS 11
1.6	Computer Operations Manager	CONUNASS 12

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Computer Operator I</b>	<ul style="list-style-type: none"> <li>By promotion of an existing Computer Operator II after 3 years of satisfactory service.</li> <li>By direct appointment of a candidate with ND in Computer Studies or candidates possessing CPN Foundation Certificate II (CFC II) with 3years experience.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Undertaking the duties specified in above.</li> <li>Supervising and training subordinate staff.</li> <li>Assisting in writing Computer Programmes.</li> <li>Any other duties assigned by a superior officer.</li> </ul>
<b>Senior Computer Operator</b>	<ul style="list-style-type: none"> <li>By promotion of an existing Computer Operator I with ND in Computer studies or other relevant fields from a recognised institution or holder of CPN Foundation Certificate II (CFC II) after 3 years of satisfactory service.</li> <li>By direct appointment of a candidate with ND in Computer Operation or other relevant fields from a recognized institution. Plus six (6) years experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of CPN Professional Certificate II (CPC II) with 3 years experience.</p>	CONUNASS 07	<ul style="list-style-type: none"> <li>Electronically processing original documents and checking accuracy of the end products</li> <li>Undertaking data analysis as may be required.</li> <li>Guiding internet users</li> <li>Typing of official correspondences</li> <li>Processing of transcript</li> <li>Issuance of Notification of Result</li> <li>Typing of Results, Memos, Minutes of Meetings, Any other jobs assigned by Superior officers, and typing of Questions during examinations.</li> <li>Any other duties assigned by a superior officer.</li> </ul>
<b>Principal Computer Operator</b>	<ul style="list-style-type: none"> <li>By promotion of an existing Senior Computer Operator after 3 years of satisfactory service with relevant ND or CPC II.</li> <li>By direct appointment of a candidate with ND in Computer Studies or other relevant fields from a recognized institution plus nine (9) years experience</li> </ul> <p style="text-align: center;"><b>OR</b></p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Electronically processing original documents and checking accuracy of the end products</li> <li>Undertaking data analysis as may be required.</li> <li>Guiding internet users</li> <li>Typing of official correspondences</li> <li>Processing of transcript</li> </ul>

	<p>Holders of CPC II with six (6) years experience</p> <p><b>OR</b></p> <p>Holders of CPC III with one (1) year experience</p>		<ul style="list-style-type: none"> <li>• Issuance of Notification of Result</li> <li>• Typing of Results, Memos, Minutes of Meetings, Any other jobs assigned by Superior officers, and typing of Questions during examinations.</li> <li>• Any other duties assigned by a superior officer.</li> </ul>
<b>Assistant Chief Computer Operator</b>	<ul style="list-style-type: none"> <li>• By promotion of an existing Principal Computer Operator after 3 years of satisfactory service.</li> <li>• By direct appointment of a candidate with ND in Computer Studies or other relevant fields from a recognized institution with twelve (12) years experience.</li> </ul> <p><b>OR</b></p> <p>Candidates holding CPC III plus four (4) years experience</p>	CONUNASS 09	<ul style="list-style-type: none"> <li>• Undertaking the duties specified above.</li> <li>• Assisting in supervising subordinate staff.</li> <li>• Preparing operating instruction.</li> <li>• Any other duties assigned by a superior officer</li> </ul>
<b>Chief Computer Operator</b>	<ul style="list-style-type: none"> <li>• By promotion of an existing Assistant Chief Computer Operator possessing B.Sc. or equivalent in Computer Studies or other relevant fields, after <b>four (4) years</b> of satisfactory services</li> </ul> <p><b>OR</b></p> <p>Holders of CPC III after 3 years of satisfactory service</p> <p>By direct appointment of a candidate hold B.Sc./HND or equivalent in Computer Studies or other relevant fields from a recognised institution with fourteen [14] years experience.</p> <p><b>OR</b></p> <p>Candidates holding CPC III plus six years cognate experience.</p>	CONUNASS 11	<ul style="list-style-type: none"> <li>• Undertaking the duties specified in above.</li> <li>• Supervising and training subordinate staff.</li> <li>• Assisting in writing Computer Programmes.</li> <li>• Any other duties assigned by a superior officer.</li> </ul>
<b>Computer Operations Manager</b>	<ul style="list-style-type: none"> <li>• By promotion of an existing Chief Computer Operator possessing HND/B.Sc. or equivalent in Computer Studies or other relevant fields</li> </ul> <p><b>OR</b></p> <p>CPC III after 3 years of satisfactory service</p> <p>Certification by relevant professional body is required</p>	CONUNASS 12	<ul style="list-style-type: none"> <li>• Coordinate the Computer room</li> <li>• Supervise computer operators</li> <li>• Develop programmes suitable for effective performance of computer related duties in respective offices</li> <li>• Handle minor hardware issues and maintenance of computers</li> </ul>

**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.**

## **SCHEMES OF SERVICE FOR COUNSELLING UNIT - PROFESSIONAL CADRE**

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

1.1	Assistant Counsellor	CONUNASS 07
1.2	Counsellor II	CONUNASS 08
1.3	Counsellor I	CONUNASS 09
1.4	Senior Counsellor	CONUNASS 11
1.5	Principal Counsellor	CONUNASS 13
1.6	Chief Counsellor	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Assistant Counsellor</b>	By direct appointment of holders of good honours degree [not less than third class] from a recognized institution in Psychology or Guidance and Counselling plus NYSC discharge Certificate.	CONUNASS 07	<ul style="list-style-type: none"> <li>• Rendering of Counselling services to students and staff in educational, vocational and socio-personal areas.</li> <li>• Rendering of guidance services to students and staff.</li> <li>• Writing and documentation of clients' records.</li> <li>• Updating of clients' files.</li> <li>• Administrative duties such as writing of memos, counselling reports on clients, updating of clients' register.</li> <li>• Writing and presentation of seminar papers at Counselling Unit's arranged seminar for Students.</li> <li>• Counselling visitation to Lagos State University Campuses.</li> <li>• Creation of counselling awareness through prepared fliers and hand bills.</li> <li>• Referral of clients.</li> </ul>
<b>Counsellor II</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for a confirmed Assistant Counsellor after three [3] years satisfactory service.</li> <li>• By direct appointment of holders of Good honours degree from a recognized institution in Psychology/Guidance and Counselling plus NYSC discharge Certificate and three (3) years post qualification experience.</li> <li>• <b>Registration with Relevant Professional Body will be an added advantage</b></li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>• Rendering of Counselling services to students and staff in educational, vocational and socio-personal areas.</li> <li>• Rendering of guidance services to students and staff.</li> <li>• Writing and documentation of clients' records.</li> <li>• Updating of clients' files.</li> <li>• Administrative duties such as writing of memos, counselling reports on clients, updating of clients' register.</li> <li>• Writing and presentation of seminar papers at Counselling</li> </ul>

			<p>Unit's arranged seminar for Students.</p> <ul style="list-style-type: none"> <li>• Counselling visitation to Lagos State University Campuses.</li> <li>• Creation of counselling awareness through prepared fliers and hand bills.</li> <li>• Referral of clients.</li> </ul>
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<b>Counsellor I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Counsellor II after three [3] years satisfactory service.</li> <li>By direct appointment of holders of Good honours degree from a recognized institution in Psychology/Guidance and Counselling plus NYSC discharge Certificate with six (6) years post qualification experience.</li> <li>Possession of Masters degree in Counselling Psychology/Guidance and Counselling</li> <li><b>Registration with Relevant Professional Body will be an added advantage</b></li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Rendering of Counselling services to students and staff in educational, vocational and socio-personal areas.</li> <li>Rendering of guidance services to students and staff.</li> <li>Writing and documentation of clients' records.</li> <li>Updating of clients' files.</li> <li>Administrative duties such as writing of memos, counselling reports on clients, updating of clients' register.</li> <li>Writing and presentation of seminar papers at Counselling Unit's arranged seminar for Students.</li> <li>Counselling visitation to Lagos State University Campuses.</li> <li>Creation of counselling awareness through prepared fliers and hand bills.</li> <li>Referral of clients.</li> </ul>
<b>Senior Counsellor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Counsellor I who is registered with relevant professional body <b>four (4) years</b> satisfactory service.</li> <li>By direct appointment of holders of Good honours degree from a recognized institution in Psychology/Guidance and Counselling plus a Masters degree in Counselling Psychology/Guidance and Counselling with (7) seven years cognate experience as practicing Counsellor or</li> <li><b>Registration with Relevant Professional Body is required.</b></li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Rendering of Counselling services to students and staff in educational, vocational and socio-personal areas.</li> <li>Rendering of guidance services to students and staff.</li> <li>Writing and documentation of clients' records.</li> <li>Updating of clients' files.</li> <li>Administrative duties such as writing of memos, counselling reports on clients, updating of clients' register.</li> <li>Writing and presentation of seminar papers at Counselling Unit's arranged seminar for Students.</li> <li>Counselling visitation to Lagos State University Campuses.</li> <li>Creation of counselling awareness through prepared fliers and hand bills.</li> <li>Referral of clients.</li> </ul>
<b>Principal Counsellor</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Counsellor after <b>four (4) years</b> satisfactory service.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Rendering of Counselling services to students and staff in educational, vocational and socio-personal areas.</li> </ul>

	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a Masters degree in Counselling Psychology/Guidance and Counselling with (10) Ten years cognate experience as practicing Counselor.</li> <li>• <b>Registration with Relevant Professional Body is required</b></li> </ul>		<ul style="list-style-type: none"> <li>• Rendering of guidance services to students and staff.</li> <li>• Writing and documentation of clients' records.</li> <li>• Updating of clients' files.</li> <li>• Administrative duties such as writing of memos, counselling reports on clients, updating of clients' register.</li> <li>• Writing and presentation of seminar papers at Counselling Unit's arranged seminar for Students.</li> <li>• Counselling visitation to Lagos State University Campuses.</li> <li>• Creation of counselling awareness through prepared fliers and hand bills.</li> <li>• Referral of clients.</li> </ul>
<b>Chief Counsellor</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holders of Good honours degree from a recognized institution in Psychology/ Guidance and Counselling plus a Masters degree in Counselling Psychology/Guidance and Counselling with (13) Thirteen years cognate experience as practicing Counselor.</li> <li>• <b>Registration with Relevant Professional Body is required</b></li> <li>• Possession of a doctorate degree will be an added advantage.</li> <li>• <b>By Appointment or Promotion Principal Counsellor subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Attends to clients, both staff and students counselling psychology requirements i.e. Socio-personal and emotional distress, vocational challenges, life style and career development of clients.</li> <li>• Co-ordinate and supervise the work and schedule of duty of the Counsellors in the Unit.</li> <li>• Write counselling reports.</li> <li>• Arrange and supervise counselling working visits to Lagos State University Campuses and Departmental visitations.</li> <li>• Performs administrative duties, sending and responding to all official memos.</li> <li>• Supervise the work of the administrative staff of the Unit.</li> <li>• Writing and preparing handbills and fliers on counselling tips.</li> <li>• Planning/Involvement in fresher's orientation programmes.</li> <li>• Organizing and participating in seminars for Students.</li> <li>• Organizing and participating in referral services for staff and students.</li> </ul>

*Please NOTE that whoever is to be employed must be a practicing Counsellor*

#### **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.**

**SCHEMES OF SERVICE FOR PURCHASING/PROCUREMENT OFFICER PROFESSIONAL CADRE**

**1. POSTS AND SALARIES**

1.1	Purchasing Officer II	CONUNASS 07
1.2	Purchasing Officer I	CONUNASS 08
1.3	Senior Purchasing Officer	CONUNASS 09
1.4	Principal Purchasing Officer	CONUNASS 11
1.5	Chief Purchasing Officer	CONUNASS 13

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Purchasing Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a honours Degree from a recognized institution in Business related field registrable with Institute of Purchasing &amp; Supply plus NYSC certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>In charge of implementing University's Inventory control policy as contained in the financial manual</li> <li>Ensure that all goods bought by the University are well documented and payment authorized prepared for the Bursar's signature</li> <li>Taking charge of the stationeries store and accounting, receiving and issuing of stock</li> </ul>
<b>Purchasing Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Purchasing Officer II after three (3) years of satisfactory Service</li> <li>By direct appointment of holder of a good honours Degree from a recognized institution in Business related field registrable with Institute of Purchasing &amp; Supply plus three (3) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>In charge of implementing University's Inventory control policy as contained in the financial manual</li> <li>Ensure that all goods bought by the University are well documented and payment authorized prepared for the Bursar's signature</li> <li>Taking charge of the stationeries store and accounting, receiving and issuing of stock</li> </ul>
<b>Senior Purchasing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Purchasing Officer I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours Degree from a recognized Institution in Business related field registrable with institute of Purchasing &amp; Supply plus six (6) years relevant post qualification experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervising the issuance of I.C.T. and Computer related materials</li> </ul>
<b>Principal Purchasing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Purchasing Officer after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours Degree from a recognized institution in Business</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Smooth organization of stocktaking exercise to ensure an internal control via ensuring effective/efficient inventory control</li> </ul>

	related field plus nine (9) years relevant post qualification experience plus evidence of Registration/Certification by the Nigeria Institute of Purchasing & Supply		<ul style="list-style-type: none"> <li>Relate with other departments in the University to ensure that user's needs are met and control inventory is maintained</li> </ul>
<b>Chief Purchasing Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Purchasing Officer after three (3) years of satisfactory service plus Registration with the Nigeria Institute of Purchasing &amp; supply.</li> <li>By direct appointment of holder of a good honours Degree in Business related field plus fifteen (15) years relevant post qualification experience.</li> <li>Possession of relevant higher degree will be an added advantage</li> <li>Possession of higher degree will be an added advantage</li> <li>Registration with Institute of Purchasing &amp; Supply is required</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>General Administration of the University Central Store to ensure effective and efficient of both the system and staff</li> </ul>

**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.**

## **SCHEMES OF SERVICE FOR SYSTEMS ANALYST (ICT) CADRE**

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

1.1	Systems Analyst II	CONUNASS 07
1.2	Systems Analyst I	CONUNASS 08
1.3	Senior Systems Analyst	CONUNASS 09
1.4	Principal Systems Analyst	CONUNASS 11
1.5	Chief Systems Analyst	CONUNASS 13
1.6	Deputy Director, Analyst	CONUNASS 14
1.7	Director, ICT	CONUNASS 15

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Systems Analyst II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or other related fields from a recognized institution plus NYSC Certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Application design, development, management, maintenance, voucher PIN generation, website development, and web support services</li> <li>Attending to students registration problems</li> <li>Maintenance of the University main website</li> <li>Pre-studentship registration planning and management in consultation with Test Development &amp; Administration, Admissions, Postgraduate School and LASU Foundation</li> <li>Resolution of students' (Undergraduate &amp; Postgraduate) registration issues</li> <li>Supply of data to the components units of the University as may be needed and authorized in respect of all the above duties</li> <li>Total maintenance of the current application used for the online student's registration and ADD/DELETE applications</li> <li>Development of other online applications as need arises by the university which include the post-graduate application</li> <li>Write codes for the generation of registration vouchers used for all online registration processes</li> <li>Overseeing LASU LAN administration with respect to infrastructure planning. Deployment, maintenance and support</li> </ul>

<b>Systems Analyst I</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for a confirmed Systems Analyst II after three [3] years of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or other related fields from a recognized institution plus three (3) years relevant post qualification experience [Certifications in any of the following: Cisco, Oracle, Comptia, Microsoft, Juniper, and DLink will be an added advantage.]</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>▪ Application design, development, management, maintenance, voucher PIN generation, website development, and web support services</li> <li>▪ Attending to students registration problems</li> <li>▪ Maintenance of the University main website</li> <li>▪ Pre-studentship registration planning and management in consultation with Test Development &amp; Administration, Admissions, Postgraduate School and LASU Foundation</li> <li>▪ Resolution of students' (Undergraduate &amp; Postgraduate) registration issues</li> <li>▪ Supply of data to the components units of the University a may be needed and authorized in respect of all the above duties</li> <li>▪ Total maintenance of the current application used for the online student's registration and ADD/DELETE applications</li> <li>▪ Development of other online applications as need arises by the university which include the post-graduate application</li> <li>▪ Write codes for the generation of registration vouchers used for all online registration processes</li> <li>▪ Overseeing LASU LAN administration with respect to infrastructure planning. Deployment, maintenance and support</li> </ul>
<b>Senior Systems Analyst</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Systems Analyst I after three [3] years of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or other related fields from a recognized institution plus six (6) years relevant post qualification experience [Certifications in any of the following: Cisco, Oracle, Comptia, Microsoft, Juniper, and DLink will be an added advantage.]</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>▪ Repairs and maintenance of computer systems, printers and UPS</li> <li>▪ Provision of support services regarding hardware</li> <li>▪ Give specification of systems required when input of the ICT is needed by other departments/Units of the University</li> <li>▪ Attending to students' complaints</li> </ul>

<b>Principal Systems Analyst</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Systems Analyst after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or other related fields plus nine (9) years relevant post qualification experience [Certifications in any of the following Cisco, Oracle, Comptia, Microsoft, Juniper, and DLink will be an added advantage.]</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Repairs and maintenance of computer systems, printers and UPS</li> <li>Provision of support services regarding hardware</li> <li>Give specification of systems required when input of the ICT is needed by other departments/Units of the University</li> <li>Attending to students' complaints</li> </ul>
<b>Chief Systems Analyst</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Systems Analyst after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or other related fields plus twelve (12) years relevant post qualification experience with Possession of Higher Degree will be an added advantage [Certifications in any of the following Cisco, Oracle, Comptia, Microsoft, Juniper, and DLink]</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Repairs and maintenance of computer systems, printers and UPS</li> <li>Provision of support services regarding hardware</li> <li>Give specification of systems required when input of the ICT is needed by other departments/Units of the University</li> <li>Attending to students' complaints</li> </ul>
<b>Deputy Director, Analyst</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or other related fields plus fifteen (15) years relevant post qualification experience with Certification in any of the following: Cisco, Oracle, Comptia, Microsoft, Juniper, and DLink.</li> </ul> <p>The specialized professional experience should be in TWO of the following areas: Software-System Language and Compilers, Scientific Application, Information Management System; Commercial Application</p> <p><b>The possession of relevant Masters Degree is compulsory.</b></p> <ul style="list-style-type: none"> <li><b>By Appointment or promotion, subject to appropriate Budgetary Provision</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Recommends and certify Repairs and maintenance of computer systems, printers and UPS</li> <li>Give specification of systems required when input of the ICT is needed by other departments/Units of the University</li> <li>Assist the Director in directing the ICT Centre</li> <li>Assist the Director to supervise the various Units under the ICT Centre</li> </ul>
<b>Director, ICT</b>	<ul style="list-style-type: none"> <li>A masters degree in Computer Science/ Computer Engineering or other related fields plus eighteen (18) years relevant post qualification experience with</li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Directs on procurement of hardware</li> <li>Repairs and maintenance of computer systems, printers and UPS</li> </ul>

	<ul style="list-style-type: none"> <li>• Certification in any of the following Cisco, Oracle, Comptia, Microsoft, Juniper, and DLink</li> <li>• The specialized professional experience should in TWO of the following areas: Software-System Language and Compilers, Scientific Application, Information Management System; Commercial Application</li> <li>• A doctorate degree will be an added advantage</li> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>		<ul style="list-style-type: none"> <li>▪ Coordinates/Supervises all Units in the ICT Centre</li> <li>▪ Give specification of systems required when input of the ICT is needed by other departments/Units of the University</li> <li>▪ Recommends applicable software for the everyday need of the university both for administrative of students and staff of the University</li> <li>▪ Supervise over the Management of the University's website</li> </ul>
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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.**

## **SCHEMES OF SERVICE FOR SYSTEMS PROGRAMMER (ICT) CADRE**

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

1.1	Systems Programmer II	CONUNASS 07
1.2	Systems Programmer I	CONUNASS 08
1.3	Senior Systems Programmer	CONUNASS 09
1.4	Principal Systems Programmer	CONUNASS 11
1.5	Chief Systems Programmer	CONUNASS 13
1.6	Deputy Director, Programmer	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Systems Programmer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or related discipline from recognized institution OR equivalent professional qualification</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Design and develop software Programmes under supervision</li> <li>Hard Disk/Drives formatting</li> <li>Other duties assigned</li> </ul>
<b>Systems Programmer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Systems Programmer II after 3 years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or related discipline from recognized institution OR equivalent professional qualification plus three (3) years relevant post qualification experience.</li> <li>The candidate must show specialized professional experience in ONE of the following areas: Software-System Language and Compilers, Scientific Application, Information Management System; Commercial Application</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Development of software Programme for specific needs</li> <li>Demonstration of software Programme under supervision</li> <li>Application design, development, management, maintenance, voucher PIN generation, website development, and web support services</li> <li>Provision of support services regarding hardware</li> </ul>
<b>Senior Systems Programmer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Systems Programmer I after 3 years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in Computer Science/ Computer Engineering or related discipline from a recognized institution OR equivalent professional qualification plus six (6) years relevant post qualification experience in computer programming.</li> <li>The candidate must show specialized professional experience in ONE of the following areas: Software-System Language and Compilers, Scientific</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Development of software Programme for specific needs</li> <li>Demonstration of software Programme under supervision</li> <li>Application design, development, management, maintenance, voucher PIN generation, website development, and web support services</li> <li>Provision of support services regarding hardware</li> </ul>



	Application, Information Management System; Commercial Application		
<b>Principal Systems Programmer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Systems Programmer after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in Computer Science / Computer Engineering or related discipline from a recognized institution or equivalent professional qualification plus nine (9) years relevant post qualification experience in computer programming.</li> <li>The candidate must show specialized professional experience in ONE of the following areas: Software-System Language and Compilers, Scientific Application, Information Management System; Commercial Application</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Development of software Programme for specific needs</li> <li>Demonstration of software Programme under supervision</li> <li>Application design, development, management, maintenance, voucher PIN generation, website development, and web support services</li> <li>Provision of support services regarding hardware</li> </ul>
<b>Chief Systems Programmer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Systems Programmer after three [3] years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in Computer Science / Computer Engineering or related discipline from a recognized institution or equivalent professional qualification plus twelve (12) years relevant post qualification experience in computer programming</li> <li>Possession of higher degree in Computer Science/Computer Engineering or related discipline will be an added advantage.</li> <li>The candidate must show specialized professional experience in TWO of the following areas: Software-System Language and Compilers, Scientific Application, Information Management System; Commercial Application</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Development of software Programme for specific needs</li> <li>Demonstration of software Programme under supervision</li> <li>Application design, development, management, maintenance, voucher PIN generation, website development, and web support services</li> <li>Provision of support services regarding hardware</li> </ul>
<b>Deputy Director, Programmer</b>	<ul style="list-style-type: none"> <li>By appointment of holder of a good honours degree in Computer Science / Computer Engineering or related discipline or equivalent professional qualification plus fifteen (15) years relevant post qualification experience in computer programming</li> <li>The candidate must show specialized professional experience in TWO of the following areas: Software-System</li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Responsible to the Director of ICT on Software Programme writing, development, demonstration and implementation</li> <li>Coordinates other subordinates in the day to day activities of the system Programmes</li> </ul>

	<p>Language and Compilers, Scientific Application, Information Management System; Commercial Application</p> <ul style="list-style-type: none"> <li>• Possession of Master degree in Computer Science/Computer Engineering or related discipline <b>is compulsory.</b></li> <li>• <b>By Appointment or Promotion Chief Systems Programmer subject to appropriate budgetary provision.</b></li> </ul>		
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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.**

## **SCHEMES OF SERVICE FOR RADIOGRAPHER/MEDICAL IMAGING SCIENTIST CADRE**

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

1.1	Radiographer/Medical Imaging Scientist II	CONUNASS 07
1.2	Radiographer I/Medical Imaging Scientist I	CONUNASS 08
1.3	Senior Radiographer/Medical Imaging Scientist	CONUNASS 09
1.4	Principal Radiographer/Medical Imaging Scientist	CONUNASS 11
1.5	Asst. Chief Radiographer/Medical Imaging Scientist	CONUNASS 13
1.6	Chief Radiographer/Chief Medical Imaging Scientist	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Radiographer/ Medical Imaging Scientist II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a Second Class honours degree in Radiography from recognized institution or equivalent qualification plus NYSC discharge certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Carrying out radiographic examination such as intravenous urogram up and cholecystography the gastro-intestinal tract, blood vessels of neuro investigations.</li> <li>Participating in special radiological procedures</li> </ul>
<b>Radiographer I/ Medical Imaging Scientist I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Radiographer / Medical Imaging Scientist II after three (3) years of satisfactory service</li> <li>By direct appointment of holder of a Second Class honours degree in Radiography from recognized institution or equivalent qualification plus three (3) years relevant experience</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Determining the radiation those required in producing diagnostically acceptable radiographs</li> <li>Taking care of X-ray equipment</li> <li>Developing &amp; Filling radiographic examination for record purposes</li> <li>Undertaking radionuclide imaging investigations.</li> <li>Participating in ultra sonography examination</li> <li>Checking and sorting X-Ray films or Radiographs</li> </ul>
<b>Senior Radiographer/ Medical Imaging Scientist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Radiographer I / Medical Imaging Scientist I after three (3) years of satisfactory service</li> <li>By direct appointment of holder of a Second Class honours degree in Radiography from a recognized institution or equivalent qualification plus six (6) years relevant experience.</li> <li>Certification by relevant professional body will be an added advantage.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Ensuring, maintenance, servicing and storage of X-Ray apparatus and accessories</li> <li>Training Darkroom Technicians &amp; Assistants</li> <li>Taking charge of X-Ray Service in an area, Mobile and static Mass Radiographic Unit</li> <li>Participating in special radiological procedures</li> </ul>
<b>Principal Radiographer/ Medical Imaging Scientist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Radiographer / Medical Imaging Scientist after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a Second Class honours degree in</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Taking charge of X-Ray service in a section of the hospital</li> <li>Training darkroom technicians &amp; assistants</li> </ul>

	<p>Radiography from a recognized institution or equivalent qualification plus nine (9) years relevant experience.</p> <ul style="list-style-type: none"> <li>• Certificate by relevant professional body is essential.</li> </ul>		<ul style="list-style-type: none"> <li>• Identifying X-Ray equipments chemicals, films, contrast media etc</li> <li>• Supervising the activities of a number of Junior Radiographers</li> </ul>
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<b>Assistant Chief Radiographer / Medical Imaging Scientist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Radiographer / Medical Imaging Scientist after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a Second Class honours degree in Radiography from a recognized institution or equivalent qualification related fields plus twelve (12) years relevant experience.</li> <li>• Certification by relevant professional body is required.</li> </ul>	CONUNASS 13	<p>Supervising Radiographic activities in the University</p> <p>Organizing lectures for student radiographers, nurses and Junior staff in the X-Ray Unit.</p>
<b>Chief Radiographer / Chief Medical Imaging Scientist</b>	<ul style="list-style-type: none"> <li>• By appointment of holder of a Second Class honours degree in Radiography from a recognized institution or related fields plus fifteen (15) years relevant experience and Certification by relevant professional body. <b>The possession of relevant Masters Degree is compulsory.</b></li> <li>• <b>By Appointment or Promotion Assistant Chief Radiographer/Medical Imaging Scientist, subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Taking charge of a specialized Unit of the Department such as neurological or cardiovascular Units</li> <li>• Initiating and ensuring compliance with quality control measures</li> <li>• Preparing annual reports and yearly estimates for the Radiology section</li> <li>• Co-ordinating radiographic activities in the University.</li> </ul>

**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.**

**SCHEMES OF SERVICE FOR TECHNICIAN CADRE**  
**(MEDICAL LABORATORY/PHARMACY/ HEALTH/X-RAY/RADIOLOGY)**

To be distinguished by the respective Designation

**1. POSTS AND SALARIES**

1.1	Technician	CONUNASS 06
1.2	Higher Technician	CONUNASS 07
1.3	Senior Technician	CONUNASS 08
1.4	Principal Technician II	CONUNASS 09
1.5	Principal Technician I	CONUNASS 11
1.6	Asst. Chief Technician	CONUNASS 12
1.7	Chief Technician	CONUNASS 13

**NOTE:** Refer to the respective professional Cadres for information on applicable relevant courses.

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Technician</b>	<ul style="list-style-type: none"> <li>By Direct appointment of holder of ND from recognized institution in related field or equivalent professional qualification plus three (3) years relevant experience.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Assisting the medical lab scientist</li> <li>Collecting and examining of medical laboratory samples for pathogens</li> <li>Preparing chemical solution and reagents for use in the laboratory</li> <li>Loading and off loading of radiographic films</li> <li>Processing of radiographic images</li> <li>Mixing and processing of chemicals</li> <li>Cleaning of cassettes and processing materials</li> <li>Carrying and maintain laboratory equipment</li> </ul>
<b>Higher Technician</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Technician with cognate relevant qualification in his field/designation after 3 years of satisfactory service.</li> <li>By direct appointment of holder of ND from recognized institution</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Holders of HND from a recognized institution in related fields with NYSC discharge certificate or relevant equivalent professional qualification.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Collecting and examining of medical laboratory samples for pathogens</li> <li>Preparing chemical solution and reagents for use in the laboratory</li> <li>Loading and off loading of radiographic films</li> <li>Any other duties assigned</li> </ul>
<b>Senior Technician</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Higher Technician with cognate relevant qualification in his field/designation after 3 years of satisfactory service.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Loading and off loading of radiographic films</li> <li>Processing of radiographic images</li> <li>Any other duties assigned</li> </ul>

	<ul style="list-style-type: none"> <li>By direct appointment of holder of ND from a recognized institution in related field or equivalent (relevant)/ professional qualification with nine (9) years relevant experience.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Holders of HND from a recognized institution in related field or equivalent relevant professional qualification plus NYSC discharge Certificate with three (3) years cognate experience</li> </ul>		
<b>Principal Technician II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Technician with cognate relevant qualification in his field/designation after 3 years of satisfactory service.</li> <li>By direct appointment of holder of HND from a recognized institution in related field plus NYSC discharge Certificate or equivalent relevant professional qualification with six (6) years cognate experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Collecting and examining of medical laboratory samples for pathogens</li> <li>Preparing chemical solution and reagents for use in the laboratory</li> <li>Loading and off loading of radiographic films</li> <li>Processing of radiographic images</li> <li>Supervision of other subordinates</li> <li>Any other duties assigned</li> </ul>
<b>Principal Technician I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Technician II possessing HND or equivalent professional qualification relevant to his designation <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holders of HND from recognized institution in related field plus NYSC discharge certificate or equivalent (relevant) professional qualification with nine (9) years cognate experience certification.</li> <li>Certification/Registration by relevant professional body is required</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Preparing chemical solution and reagents for use in the laboratory</li> <li>Loading and off loading of radiographic films</li> <li>Processing of radiographic images</li> <li>Mixing and processing of chemicals</li> <li>Training of subordinates</li> <li>Supervision of Laboratory Technicians</li> <li>Any other duties assigned</li> </ul>
<b>Assistant Chief Technician</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Technician I with cognate relevant qualification in his field/designation after 3 years of satisfactory service.</li> <li>Certification/Registration by relevant professional body is essential</li> <li>By direct appointment of holder of HND from recognized institution in related field or equivalent relevant professional qualification with twelve (12) years experience plus</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>Preparing chemical solution and reagents for use in the laboratory</li> <li>Loading and off loading of radiographic films</li> <li>Processing of radiographic images</li> <li>Mixing and processing of chemicals</li> <li>Training of subordinates</li> <li>Supervision of Laboratory Technicians</li> </ul>

	NYSC discharge certificate PLUS certification/registration by relevant professional bod(ies)		<ul style="list-style-type: none"> <li>▪ Assist the Chief Technologist in identifying and procurement of materials apparatus</li> <li>▪ Any other duties assigned</li> </ul>
<b>Chief Technician</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Technician with cognate qualification in his field/designation and certification/Registration by relevant professional bodies after 3 years of satisfactory service.</li> <li>• HND Radiography or equivalent in related fields with fifteen (15) years experience</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>▪ Undertake periodic inspection of materials apparatus and make appropriate recommendation for procurement</li> <li>▪ Responsible for training of subordinate technical staff</li> <li>▪ Reports on the activities of the Laboratory</li> </ul>

**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.**



## **SCHEMES OF SERVICE FOR MEDICAL LABORATORY SCIENTIST CADRE**

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

1.1	Medical Laboratory Scientist II	CONUNASS 07
1.2	Medical Laboratory Scientist I	CONUNASS 08
1.3	Senior Medical Laboratory Scientist	CONUNASS 09
1.4	Principal Medical Laboratory Scientist	CONUNASS 11
1.5	Assistant Chief Medical Laboratory Scientist	CONUNASS 13
1.6	Chief Medical Laboratory Scientist	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Medical Laboratory Scientist II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognized institution with NYSC discharge Certificate in Medical Laboratory Science / Associate or Medical Laboratory Science Council of Nigeria will be an added advantage.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Preparing stains, reagents, and simple media; compatibility tests of blood for blood transfusion and simple serological tests.</li> <li>Carry out quantitative simple chemical analysis of food, drugs, cosmetics and medical devices</li> <li>Maintains simple laboratory equipments</li> <li>Set practical classes and assist</li> <li>Check equipments specifications and ensure compliance.</li> <li>Supervise works of a number of laboratory staff in his Unit.</li> </ul>
<b>Medical Laboratory Scientist I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for confirmed Medical Laboratory Scientist II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognized institution in Medical Laboratory Science / Associate or Medical Laboratory Science Council of Nigeria with three (3) years relevant post qualification experience will be an added advantage.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Performs advanced test in fields of Medical Laboratory Sciences such as Medical Microbiology, Histopathology, Hematology, Chemical Pathology, Parasitological and Blood transfusion.</li> <li>Maintains and carry out minor repairs of laboratory equipment.</li> <li>Indenting for stores and Medical equipment</li> <li>Take Charge of large Hospital</li> <li>Assist in the training and supervision of Junior Staff in the Laboratory.</li> </ul>
<b>Senior Medical Laboratory Scientist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Medical Laboratory Scientist I after three (3) years of satisfactory service</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Prepare and produce special media for vaccines and diagnostic work</li> </ul>

	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree in Medical Laboratory Science/Associate of Medical Laboratory Science Council of Nigeria with six (6) years relevant post qualification experience</li> </ul>		<ul style="list-style-type: none"> <li>• Taking charge of a number of Sub Units of a research Laboratory or a number of other specialized laboratories</li> <li>• Organize training for laboratory technologists and Junior Staff</li> <li>• Any other duties assigned</li> </ul>
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<b>Principal Medical Laboratory Scientist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Medical Laboratory Scientist after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree in Medical Laboratory Science plus Associate of Medical Laboratory Science Council of Nigeria with nine (9) years relevant post qualification experience</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Assisting in supervising and Co-coordinating the activities of Junior Officers in the various of the Laboratory.</li> <li>Any other duties assigned</li> </ul>
<b>Assistant Chief Medical Laboratory Scientist</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognized institution in Medical Laboratory Science / Associate of Medical Laboratory Science Council of Nigeria with twelve (12) years relevant post qualification experience.</li> <li>Possession of higher and relevant qualification will be an added advantage</li> <li>Promotion avenue for Principal Medical Laboratory Scientist after <b>four (4) years</b> of satisfactory service (Possession of additional higher relevant qualification will be an added advantage.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Assisting the Administration of Laboratories in the section</li> <li>Assisting in rendering appropriate reports on the activities of the laboratories</li> <li>Assisting in Co-ordinating the training programmes for laboratory staff.</li> </ul>
<b>Chief Medical Laboratory Scientist</b>	<ul style="list-style-type: none"> <li>By appointment of holders of good honours degree from a recognized institution in Medical Laboratory Science plus Associate of Medical Laboratory Science Council of Nigeria with fifteen (15) years relevant post qualification experience <b>The possession of relevant Masters Degree is compulsory.</b></li> <li><b>By Appointment or Promotion Assistant Chief Medical Laboratory Scientist, subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Taking charge of the general administration of laboratory services in a section</li> <li>Organizing, planning and executing training of Programmes for Laboratory personnel.</li> <li>Advising on policy/matters relating to Medical Laboratory Technology.</li> <li>Rendering appropriate reports on the activities of the laboratories.</li> <li>Maintaining technical data and records in the service laboratories</li> <li>Budgeting and ordering for laboratory equipment and Chemical reagents.</li> <li>Train Laboratory scientists on post.</li> </ul>

**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.**

## SCHEMES OF SERVICE FOR MEDICAL RECORDS OFFICER CADRE

### 1. POSTS AND SALARIES

1.1	Medical Records Officer	CONUNASS 06
1.2	Higher Medical Records Officer	CONUNASS 07
1.3	Senior Medical Records Officer	CONUNASS 08
1.4	Principal Medical Records Officer II	CONUNASS 09
1.5	Principal Medical Records Officer I	CONUNASS 11
1.6	Asst. Chief Medical Records Officer	CONUNASS 12
1.7	Chief Medical Records Officer	CONUNASS 13

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Medical Records Officer</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of ND from a recognized institution in Health Information Management/Medical Librarianship or other equivalent relevant qualification plus three (3) years post qualification experience</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Coding &amp; indexing of diagnosed disease</li> <li>Compilation of all medical statistics for reports</li> <li>Preparation of referrals</li> <li>Retrieval &amp; filling of coded case-notes</li> <li>Preparation of staff &amp; student case-note for medical registration</li> <li>Computation of daily and monthly statistics</li> <li>Medical registration of staff and students</li> <li>Computing of index cards</li> </ul>
<b>Higher Medical Records Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for confirmed Medical Records Officer after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of ND from a recognized institution in Health Information Management/Medical Librarianship or other equivalent relevant qualification plus six (6) years relevant post qualification experience</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Holder of HND from a recognized institution in Health Information Management/Medical Record/ Librarianship plus NYSC discharge certificate OR other relevant equivalent qualification</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Arranging and managing Medical Records</li> <li>Producing an enlarged record of all the social, demographic, occupational and other medically relation factors concerning the patients normal environments and past Medical problems</li> <li>Assisting in the training of Junior Staff</li> </ul>
<b>Senior Medical Records Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for confirmed Higher Medical Records Officer after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of ND from a recognized institution ND in Health Information Management/</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Arranging and managing Medical Records</li> <li>Producing an enlarged record of all the social, demographic, occupational and other medically relation factors</li> </ul>

	<p>Medical Librarianship or other relevant equivalent qualification plus nine (9) years relevant post qualification experience</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Holder of HND from a recognized institution in Health Information Management/ Medical Records / Librarianship plus three (3) years relevant post qualification experience</li> </ul>		<p>concerning the patients normal environments and past Medical problems</p> <ul style="list-style-type: none"> <li>Assisting in the training of Junior Staff</li> <li>Any other duties assigned</li> </ul>
<b>Principal Medical Records Officer II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Medical Records Officer after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of HND from a recognized institution ND in Health Information Management/Medical Records / Librarianship or other related field plus six (6) years relevant post qualification experience</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Arranging and managing Medical Records</li> <li>Producing an enlarged record of all the social, demographic, occupational and other medically relation factors concerning the patients normal environments and past Medical problems</li> <li>Assisting in the training of Junior Staff</li> <li>Any other duties assigned</li> </ul>
<b>Principal Medical Records Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Medical Records Officer II possessing relevant HND or its equivalent after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of HND from a recognized institution ND in Health Information Management/Medical Records / Librarianship or other related field plus nine (9) years post qualification experience</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Arranging and managing Medical Records</li> <li>Producing an enlarged record of all the social, demographic, occupational and other medically relation factors concerning the patients normal environments and past Medical problems</li> <li>Assisting in the training of Junior Staff</li> <li>Any other duties assigned</li> </ul>
<b>Assistant Chief Medical Records Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Medical Records Officer I after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of HND from a recognized institution ND in Health Information Management/Medical Records / Librarianship or other related field plus twelve (12) years relevant post qualification experience</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>Supervise Health Information/Data Management of staff and students.</li> <li>Overseas health information report, statistics and analysis</li> <li>Co-ordinate the medical record unit of the Health Centre</li> <li>Training of others in the Unit F</li> </ul>
<b>Chief Medical Records Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Assistant Chief Medical Records Officer after three [3] years of satisfactory service.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Supervise Health Information/Data Management of staff and students.</li> <li>Overseas health information report, statistics and analysis</li> <li>Co-ordinate the medical record unit of the Health Centre</li> <li>Training of others in the Unit</li> </ul>

			<ul style="list-style-type: none"> <li>• Responsible to the Director of Health Services for the day to day</li> <li>• Administration of the Medical record of staff and students</li> </ul>
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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.**

## **SCHEMES OF SERVICE FOR ACADEMIC PLANNING CADRE**

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

1.1	Academic Planning Officer II	CONUNASS 07
1.2	Academic Planning Officer I	CONUNASS 08
1.3	Senior Academic Planning Officer	CONUNASS 09
1.4	Principal Academic Planning Officer	CONUNASS 11
1.5	Chief Academic Planning Officer	CONUNASS 13
1.6	Deputy Director, Academic Planning	CONUNASS 14
1.7	Director, Academic Planning	CONUNASS 15

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Academic Planning Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognized institution in any of the following: Mathematics, Statistics, Economics, Business Administration, Computer Science, Educational Management or related discipline with NYSC certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Undertake data and project analysis</li> <li>Collect and collate student and studying data required for analysis</li> </ul>
<b>Academic Planning Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Academic Planning Officer II after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognized institution in any of the following: Mathematics, Statistics, Economics, Business Administration, Computer Science, Educational Management or related discipline with 3 years relevant post qualification experience</li> <li>Possession of a relevant Master degree will be an added advantage</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Analysis and interprets statistical of data.</li> <li>Educates and advises on computation of NUC parameters for Teacher/Students ratio for full-time and part-time studies.</li> </ul>
<b>Senior Academic Planning Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Academic Planning Officer I after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognized institution in any of the following: Mathematics, Statistics, Economics, Business Administration, Computer Science, Educational Management or related discipline with 6 years relevant post qualification experience in a University.</li> <li>Possession of a relevant Master degree will be an added advantage</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>determine carrying capacity and advise the University</li> <li>Advises on recruitment of both Academic and Non Academic Staff available data.</li> <li>Advises and supervises preparation for NUC Accreditation guidelines.</li> <li>Undertakes general needs assessment analysis.</li> </ul>
<b>Principal Academic Planning Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Academic Planning Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Determine full-time Equivalent based on NUC parameters</li> <li>Supervises other junior staffs</li> <li>Heads of Unit</li> </ul>



	<p>recognized institution in any of the following: Mathematics, Statistics, Economics, Business Administration, Computer Science, Educational Management or related discipline with 9 years relevant post qualification experience in a University plus relevant Master degree.</p>		
<b>Chief Academic Planning Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Academic Planning Officer after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree from a recognized institution in any of the following: Mathematics, Statistics, Economics, Business Administration, Computer Science, Educational Management or related discipline plus a master's degree in relevant field and 12 years relevant post qualification experience in a University.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Determine full-time Equivalent based on NUC parameters</li> <li>• Supervises other junior staffs And Heads of Unit</li> </ul>
<b>Deputy Director, Academic Planning</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree in any of the following: Mathematics, Statistics, Economics, Business Administration, Computer Science, Educational Management or related discipline plus a master's degree in relevant field and fourteen (14) years relevant post qualification experience in a University. A relevant doctorate degree will be an added advantage.</li> <li>• <b>By Appointment or promotion, subject to budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Determine full-time Equivalent based on NUC parameters</li> <li>• Supervises other junior staffs</li> <li>• Heads of Unit</li> </ul>
<b>Director, Academic Planning</b>	<ul style="list-style-type: none"> <li>• A good honours degree in any of the following: Mathematics, Statistics, Computer Science, Business Administration Economics, Educational Management or related discipline plus a master's degree in relevant field and fifteen (15) years cognate post qualification experience in a University. A doctorate degree will be an added advantage.</li> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>• Give periodic report to the Vice-Chancellor on the needs assessment of the University and recommendations for NUC accreditation</li> <li>• Supervises implementation activities for NUC accreditation</li> <li>• Responsible to the Vice-Chancellor for the day-to day administration of the APU</li> <li>• Training subordinate staff on the roles and objectives of the APU needs</li> <li>• Serve as Secretary University accreditation Committee</li> <li>• Coordinates NUC accreditation of academic performances in the University.</li> </ul>

**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.

## **SCHEMES OF SERVICE FOR PROFESSIONAL ESTATE OFFICERS CADRE**

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

1.1	Estate Officer II	CONUNASS 07
1.2	Estate Officer I	CONUNASS 08
1.3	Senior Estate Officer	CONUNASS 09
1.4	Principal Estate Officer	CONUNASS 11
1.5	Assistant Chief Estate Officer	CONUNASS 13
1.6	Chief Estate Officer	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Estate Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognised institution in Building / Estate Management registerable with Nigerian Institute of Surveyors and Valuers (NIESV) with NYSC certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Architect Prepare sketch drawings fir minor projects, under supervision Survey</li> <li>Prepare and collate BOQS and assist the QS in minor computation of cost</li> <li>Assist to bring up cost of material/project evaluation</li> <li>Prepare draft of structural designs of minor projects under supervision</li> </ul>
<b>Estate Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Estate Officer II after three [3] years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Building / Estate Management registerable with Nigerian Institute of Surveyors and Estate Valuers plus three (3) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Architect Prepare sketch drawings fir minor projects, under supervision Survey</li> <li>Supervises the Technical officers</li> <li>Prepare and collate BOQS and assist the QS in minor computation of cost</li> <li>Assist to bring up cost of material/project evaluation</li> <li>Prepare draft of structural designs of minor projects under supervision</li> </ul>
<b>Senior Estate Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Estate Officer I after three [3] years of satisfactory service</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Building / Estate Management registerable with Nigerian Institute of Surveyors and Estate Valuers plus six (6) years post qualification relevant experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervises the Technical officers</li> <li>Prepare and collate BOQS and assist the QS in minor computation of cost</li> <li>Assist to bring up cost of material/project evaluation</li> <li>Prepare draft of structural designs of minor projects under supervision</li> </ul>
<b>Principal Estate Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Estate Officer after <b>four (4) years</b> of satisfactory service</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Building /</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Supervises the Technical officers</li> <li>Prepare and collate BOQS and assist the QS in minor computation of cost</li> </ul>

	<p>Estate Management plus nine (9) years post qualification relevant experience.</p> <ul style="list-style-type: none"> <li>• Registration with Nigerian Institute of Surveyors and Estate Valuers is required.</li> </ul>		<ul style="list-style-type: none"> <li>• Assist to bring up cost of material/project evaluation</li> <li>• Prepare draft of structural designs of minor projects under supervision</li> </ul>
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<b>Assistant Chief Estate Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Estate Officer after <b>four (4) years</b> of satisfactory service</li> <li>• By direct appointment of holder of a good honours degree from a recognised institution in Building / Estate Management plus twelve (12) years post qualification relevant experience.</li> <li>• Registration with Nigerian Institute of Surveyors and Estate Valuers is required.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Supervises the Technical officers</li> <li>• Prepare and collate BOQS and assist the QS in minor computation of cost</li> <li>• Assist to bring up cost of material/project evaluation</li> <li>• Prepare draft of structural designs of minor projects under supervision</li> </ul>
<b>Chief Estate Officer</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree from a recognised institution in Building / Estate Management plus fifteen (15) years post qualification relevant experience.</li> <li>• Registration with Nigerian Institute of Surveyors and Estate Valuers is required. <b>The possession of relevant Masters Degree is compulsory.</b></li> <li>• <b>By Appointment or Promotion Assistant Chief Estate Officer, subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Supervises the Technical officers</li> <li>• Prepare and collate BOQS and assist the QS in minor computation of cost</li> <li>• Assist to bring up cost of material/project evaluation</li> <li>• Prepare draft of structural designs of minor projects under supervision</li> </ul>

**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.**

## **SCHEMES OF SERVICE FOR CULTURAL OFFICER CADRE**

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

1.1	Cultural Officer II	CONUNASS 07
1.2	Cultural Officer I	CONUNASS 08
1.3	Senior Cultural Officer	CONUNASS 09
1.4	Principal Cultural Officer	CONUNASS 11
1.5	Chief Cultural Officer	CONUNASS 13
1.6	Deputy Director	CONUNASS 14
1.7	Director	CONUNASS 15

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Cultural Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognised institution not below Second Class Lower Division in Museum Study/ Cultural Science or related discipline to Museum mission and collections (Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology, etc). A Diploma or experience in Museum work will be an advantage</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Supervises the clearing and maintenance of artefacts and other museum cultural materials.</li> <li>Provide information on each Art item in the museum.</li> </ul>
<b>Cultural Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Cultural Officer II after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution not below Second Class Lower Division in Cultural science/ Museum Study or related discipline(Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology, etc) plus three (3) years relevant post qualification work.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Supervises the clearing and maintenance of artefacts and other museum cultural materials.</li> <li>Provide information on each Art item in the museum.</li> </ul>
<b>Senior Cultural Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Higher Cultural Officer after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution not below Second Class Lower Division in Cultural Science / Museum Study or related discipline (Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology, etc)plus Six (6) years relevant post qualification experience in Museum work.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervises the clearing and maintenance of artefacts and other museum cultural materials.</li> <li>Provide information on each Art item in the museum.</li> </ul>

<b>Principal Cultural Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Cultural Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution not below Second Class Lower Division in Cultural Science / Museum Study or related discipline(Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology, etc) plus nine (9) years relevant experience in Museum work particularly in conservation.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Supervises maintenance artefacts at the LASU museum cultural tourist round the museum and explain/inform them on very arte facts</li> <li>Maintains register of Arts and Artefacts in the museum.</li> </ul>
<b>Chief Cultural Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Cultural Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution not below Second Class Lower Division in Cultural Science / Museum Study or related discipline (Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology, etc)plus Twelve (12) years relevant experience in museum work particularly in conservation</li> <li>A higher degree will be an added advantage.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Collects (procure artefacts into the LASU museum.</li> <li>Manages the LASU museum.</li> <li>Liaises with the University Faculty of Arts on cultural events and planning.</li> <li>Maintains the LASU museum.</li> <li>Assists Director in administration of the LASU museum.</li> <li>Supervises cultural officers.</li> </ul>
<b>Deputy Director</b>	<p>By direct appointment of holder of a good honours degree from a recognised institution not below Second Class Lower Division in Cultural Science/ Museum Study or related discipline (Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology, etc)plus fourteen (14) years relevant post qualification experience. <b>The possession of relevant Masters Degree is compulsory.</b></p> <ul style="list-style-type: none"> <li><b>By Appointment only subject to vacancy</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Collects (procure arte facts into the LASU museum.</li> <li>Manages the LASU museum.</li> <li>Liaises with the University Faculty of Arts on cultural events and planning.</li> <li>Maintains the LASU museum.</li> <li>Assists Director in administration of the LASU museum.</li> <li>Supervises cultural officers.</li> </ul>
<b>Director</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a higher degree plus a good honours degree from a recognised institution not below Second Class Lower Division in Museum Study/ Cultural Science or related discipline to Museum Mission and collections</li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>Maintains and supervises over all assets and properties in the LASU museum.</li> <li>Responsible to the Vice-Chancellor for the day to day</li> </ul>

	<p>(Fine Art, Sculpture, History Preservation, Public History, Anthropology, Archaeology etc) with fifteen (15) years relevant post qualification experience</p> <ul style="list-style-type: none"> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>		<p>administration of the LASU museum</p> <ul style="list-style-type: none"> <li>• Develops fund secretary plus/ progress for the LASU museum.</li> <li>• Oversees the entire stage of the museum.</li> <li>• Prepares procurement and collection of Artefacts to the Vice-Chancellor</li> <li>• Gives periodic update on development in the museum</li> </ul>
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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.**



## **SCHEMES OF SERVICE FOR HORTICULTURIST PROFESSIONAL CADRE**

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

1.1	Horticulturist II	CONUNASS 07
1.2	Horticulturist I	CONUNASS 08
1.3	Senior Horticulturist	CONUNASS 09
1.4	Principal Horticulturist	CONUNASS 11
1.5	Assistant Chief Horticulturist	CONUNASS 13
1.6	Chief Horticulturist	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Horticulturist II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognised institution in Botany/ Biology/ Forestry and horticultural related fields from a recognized institution plus NYSC certificate.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Undertake emanated landscaping of the University.</li> <li>Supervises parks and garden works and</li> <li>Takes charge of specific ornamented garden under supervision</li> </ul>
<b>Horticulturist I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for confirmed Horticulturist II after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Botany/ Biology/ Forestry and horticultural related fields from a recognized institution plus three (3) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Plans and undertake campus beautification.</li> <li>Maintain gardens lawns, parks</li> </ul>
<b>Senior Horticulturist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Horticulturist I after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Botany/ Biology/ Forestry and horticultural related fields from a recognized institution plus six (6) years relevant post qualification experience</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Plans and undertake campus beautification through ornamented works, tree planting.</li> <li>Supervises the parks and gardens activities in the campus.</li> </ul>
<b>Principal Horticulturist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Horticulturist after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Botany/ Biology/ Forestry and horticultural related fields from a recognized</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Design the horticultural landscaping of the University</li> <li>Campus beautification and supervises other Junior Horticulturist.</li> <li>Any other assignments</li> </ul>

	institution plus nine (9) years relevant post qualification experience.		
<b>Assistant Chief Horticulturist</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Horticulturist after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree from a recognised institution in Botany/ Biology/ Forestry and horticultural related fields from a recognized institution plus twelve (12) years relevant post qualification experience.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Advises on campus design</li> <li>• Campus beautification and supervises other Junior Horticulturist.</li> <li>• Any other assignments</li> </ul>
<b>Chief Horticulturist</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree from a recognised institution in Botany/ Biology/ Forestry and horticultural related fields from a recognized institution plus fifteen (15) years experience. <b>The possession of relevant Masters Degree is compulsory.</b></li> <li>• <b>By Appointment or Promotion Assistant Chief Horticulturist, subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>• Responsible to the Vice-Chancellor for the day to day maintenance of the campus and the beautification, parks, gardens and ornamented care.</li> <li>• Oversees the parks and garden Unit.</li> </ul>

**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.**

## **SCHEMES OF SERVICE FOR MULTIMEDIA STAFF (PROFESSIONAL CADRE)**

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

1.1	Trainee Media Technologist	CONUNASS 07
1.2	Media Technologist II	CONUNASS 08
1.3	Media Technologist I	CONUNASS 09
1.4	Senior Media Technologist	CONUNASS 11
1.5	Principal Media Technologist	CONUNASS 13
1.6	Deputy Director	CONUNASS 14
1.7	Director	CONUNASS 15

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Trainee Media Technologist</b>	<ul style="list-style-type: none"> <li>University Degree from a recognised institution not below second class division in Educational Technology plus NYSC. Basic computer skills in linear and Non-linear editing will be an advantage.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Training on photographic procedures, processing and camera handling.</li> <li>Processing black and white films.</li> <li>Enlarging negatives up to film plates</li> <li>Maintaining photographic darkroom and studio equipment.</li> <li>Registering negatives into appropriate books.</li> <li>Covering simple routine photographic assignments</li> <li>Any other duties assigned by a superior officer.</li> </ul>
<b>Media Technologist II</b>	<ul style="list-style-type: none"> <li>Promotional avenue for a confirmed Trainee Media Technologist after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution with Master Degree in Educational Technology plus three (3) years relevant working experience. Basic computer skill in linear and Non-linear editing is required.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Covering photographic assignments for statutory bodies.</li> <li>Printing special photographs and other enlargements</li> <li>Preparing contract prints and ground sheets</li> <li>Assisting in on the job training of Junior staff.</li> <li>Any other duties assigned by a superior officer.</li> </ul>
<b>Media Technologist I</b>	<ul style="list-style-type: none"> <li>Promotional Avenue for Media Technologist II after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good degree from a recognised institution with Masters degree in Educational Technology plus post Six (6) years relevant qualification experience as well as Computer skills in linear and Non-linear editing of recorded materials. Knowledge of Editing packages/software and video streaming to the web and motion graphic designs are required.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Assisting in the processing of colour films and printing of enlarged photographs for exhibitions.</li> <li>Assisting in organization of photographic studio equipment.</li> <li>Copying photo.</li> <li>Ensuring safe keeping of photographic studio equipment.</li> <li>Any other duties assigned by a superior officer.</li> </ul>

<b>Senior Media Technologist</b>	<ul style="list-style-type: none"> <li>• Promotional Avenue for Media Technologist I after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good degree with Masters degree from a recognised institution in Educational Technology plus post Nine (9) years relevant qualification experience as well as Computer skills in linear and Non-linear editing of recorded materials. Knowledge of editing packages/software and video streaming to the web and motion graphic designs are required.</li> <li>• Membership of relevant professional bodies is required.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>▪ Assist in supervising the production of ground sheets and general photo finish.</li> <li>▪ Supervising the work of a number of Junior staff.</li> <li>▪ Any other duties assigned by a superior officer.</li> </ul>
<b>Principal Media Technologist</b>	<ul style="list-style-type: none"> <li>• Promotional Avenue for Senior Media Technologist after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good degree from a recognised institution with Masters degree in Educational Technology plus post Twelve (12) years relevant qualification experience as well as Computer skills in linear and Non-linear editing of recorded materials. Knowledge of editing packages/software and video streaming to the web and motion graphic designs are required.</li> <li>• Membership of relevant professional bodies is required.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>▪ Supervising the training of staff and advising on their development.</li> <li>▪ Co-ordinating the activities of a number of Junior staff.</li> <li>▪ Any other duties assigned by a superior officer.</li> </ul>
<b>Deputy Director</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good degree from a recognised institution with Masters degree in Educational Technology plus post fourteen (14) years qualification relevant experience as well as Computer skills in linear and Non-linear editing of recorded materials. Knowledge of editing packages/software and video streaming to the web and motion graphic designs are required.</li> <li>• <b>The possession of relevant Masters Degree is compulsory.</b> Membership of relevant professional bodies is required.</li> <li>• <b>By Appointment/Promotion, subject to vacancy</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>▪ Supervising the training of staff and advising on their development.</li> <li>▪ Co-ordinating the activities of a number of Junior staff.</li> <li>▪ Any other duties assigned by a superior officer.</li> </ul>
<b>Director</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good degree from a recognised institution with Masters degree in</li> </ul>	CONUNASS 15	Supervising the training of staff and advising on their development.

	<p>Educational Technology plus post fifteen (15) years relevant qualification experience as well as Computer skills in linear and Non-linear editing of recorded materials. Knowledge of editing packages/software and video streaming to the web and motion graphic designs are required.</p> <ul style="list-style-type: none"> <li>• Membership of relevant professional bodies is required.</li> <li>• A doctorate degree will be an added advantage.</li> <li>• <b>By Appointment only, subject to vacancy</b></li> </ul>		
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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.**

## **SCHEMES OF SERVICE FOR INFORMATION AND PUBLIC RELATIONS PROFESSIONAL CADRE**

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

1.1	Public Relations Officer II	CONUNASS 07
1.2	Public Relations Officer I	CONUNASS 08
1.3	Senior Public Relations Officer	CONUNASS 09
1.4	Principal Public Relations Officer	CONUNASS 11
1.5	Assistant Chief Public Relations Officer	CONUNASS 13
1.6	Chief Public Relations Officer	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Public Relations Officer II</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree from a recognised institution in Mass Communication, Journalism, English, Public Relations and Advertising registrable with NIPR, APCON plus NYSC discharge certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Supervising all activities in Printing Press Unit</li> <li>Graphic works and production</li> <li>Printing of University jobs</li> <li>Delivering of jobs printed</li> <li>Secretary to Committees</li> </ul>
<b>Public Relations Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Public Relations Officer II after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Mass Communication, Journalism, English, Public Relations and Advertising registrable with NIPR, APCON plus three (3) years relevant post qualification experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Supervising all activities in Printing Press Unit</li> <li>Graphic works and production</li> <li>Printing of University jobs</li> <li>Delivering of jobs printed</li> <li>Secretary to Committees</li> </ul>
<b>Senior Public Relations Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Public Relations Officer I after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Mass Communication, Journalism, English, Public Relations and Advertising registrable with NIPR, APCON plus six (6) years relevant post qualification experience.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervising all activities in Printing Press Unit</li> <li>Graphic works and production</li> <li>Printing of University jobs</li> <li>Delivering of jobs printed</li> <li>Secretary to Committees</li> </ul>
<b>Principal Public Relations Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Public Relations Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree from a recognised institution in Mass Communication, Journalism, English, Public Relations and Advertising registrable with NIPR, APCON plus</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Electronic and Print Media Relations</li> <li>Programme coverage and reporting</li> <li>Press conferences/releases</li> <li>News papers review</li> <li>Coordinating all activities in Media Unit</li> <li>Documentation and records keeping in Media Unit</li> </ul>

	<p>nine (9) years relevant post qualification experience.</p> <ul style="list-style-type: none"> <li>• Registration with NIPR, APCON is required</li> </ul>		
<b>Assistant Chief Public Relations Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Public Relations Officer after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of a good honours degree from a recognised institution in Mass Communication, Journalism, English, Public Relations and Advertising plus twelve (12) years relevant post qualification experience.</li> <li>• Registration with NIPR, APCON is required</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>▪ Handling courtesy visits, gifts and souvenirs</li> <li>▪ Events coverage and documentation</li> <li>▪ Computer databank and electronic messaging</li> <li>▪ Accommodation &amp; Protocol Arrangements</li> <li>▪ Sending stories to the media</li> <li>▪ Content drafting of University bulletin stories</li> <li>▪ Bulletin production</li> </ul>
<b>Chief Public Relations Officer</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours degree from a recognised institution in Mass Communication, Journalism, English, Public Relations and Advertising plus fifteen (15) years relevant post qualification experience. Registration with NIPR, APCON is required <b>The possession of relevant Masters Degree is compulsory.</b></li> <li>• <b>By Appointment or Promotion Assistant Chief Public Relations Officer, subject to appropriate budgetary provision.</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>▪ Handling courtesy visits, gifts and souvenirs</li> <li>▪ Events coverage and documentation</li> <li>▪ Computer databank and electronic messaging</li> <li>▪ Accommodation &amp; Protocol Arrangements</li> <li>▪ Sending stories to the media</li> <li>▪ Content drafting of University bulletin stories</li> <li>▪ Bulletin production</li> </ul>

**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.

### **SCHEMES OF SERVICE FOR RADIATION SAFETY OFFICER CADRE**

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

1.1	Radiation Safety Officer II	CONUNASS 07
1.2	Radiation Safety Officer I	CONUNASS 08
1.3	Senior Radiation Safety Officer	CONUNASS 09
1.4	Principal Radiation Safety Officer	CONUNASS 11
1.5	Chief Radiation Safety Officer	CONUNASS 13
1.6	Deputy Director, Radiation Agency	CONUNASS 14

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Radiation Safety Officer II</b>	By direct appointment of holder of a degree from a recognised institution in any of the following disciplines. Physics, Chemistry, Biology or any other science discipline	CONUNASS 07	<ul style="list-style-type: none"> <li>• Attends to client of the University as regards issues of Monitoring, Consultancy, training and retraining of personnel using radiation equipment within the country</li> <li>• Carries out quality control of ionizing radiation equipment</li> <li>• Supervise TLD result of Hospital and Industries</li> <li>• Conducts training for personnel using radiation equipments, researches in radiation protection</li> <li>• Prepare and analyze thermoluminescence (TLD) badges</li> <li>• Prepare and interprets TLD results to clients</li> <li>• Visit client for Quality Control on their equipments, administers and collects TLD badges</li> </ul>
<b>Radiation Safety Officer I</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Radiation Safety Officer II after three [3] years of satisfactory service.</li> <li>• By direct appointment of holder of a masters degree from a recognised institution in any of the following disciplines: Physics, Chemistry, Biology or any other science discipline</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>• Attends to client of the University as regards issues of Monitoring, Consultancy, training and retraining of personnel using radiation equipment within the country</li> <li>• Carries out quality control of ionizing radiation equipment</li> <li>• Supervise TLD result of Hospital and Industries</li> <li>• Conducts training for personnel using radiation equipments, researches in radiation protection</li> <li>• Prepare and analyze thermoluminescence (TLD) badges</li> <li>• Prepare and interprets TLD results to clients</li> <li>• Visit client for Quality Control on their equipments, administers and collects TLD badges</li> </ul>
<b>Senior Radiation Safety Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Radiation Safety Officer I after three [3] years of satisfactory service.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>• Attends to client of the University as regards issues of Monitoring, Consultancy, training and</li> </ul>



	<ul style="list-style-type: none"> <li>By direct appointment of holder of a masters degree from a recognised institution in any of the following disciplines: Physics, Chemistry, Biology or any other science discipline with three (3) years experience</li> </ul>		<p>retraining of personnel using radiation equipment within the country</p> <ul style="list-style-type: none"> <li>Carries out quality control of ionizing radiation equipment</li> <li>Supervise TLD result of Hospital and Industries</li> <li>Conducts training for personnel using radiation equipments, researches in radiation protection</li> <li>Prepare and analyze thermoluminescence (TLD) badges</li> <li>Prepare and interprets TLD results to client</li> <li>Visit client for Quality Control on their equipments, administers and collects TLD badges</li> </ul>
<b>Principal Radiation Safety Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Radiation Safety Officer after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a masters from a recognised institution in any of the following disciplines: Physics, Chemistry, Biology or any other science discipline with nine (9) years experience</li> <li>Possession of Ph.D. is an added advantage</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Supervise TLD result of Hospital and Industries</li> <li>Conducts training for personnel using radiation equipments, researches in radiation protection</li> <li>Prepare and analyze thermoluminescence (TLD) badges</li> <li>Prepare and interprets TLD results to client</li> <li>Visit client for Quality Control on their equipments, administers and collects TLD badges</li> </ul>
<b>Chief Radiation Safety Officer</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a masters degree from a recognised institution in any of the following disciplines: Physics, Chemistry, Biology or any other science discipline with twelve (12) years experience</li> <li>Ph.D. is required</li> <li><b>By Appointment only subject to vacancy</b></li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Supervise TLD result of Hospital and Industries</li> <li>Conducts training for personnel using radiation equipments, researches in radiation protection</li> <li>Prepare and analyze thermoluminescence (TLD) badges</li> <li>Prepare and interprets TLD results to client</li> <li>Visit client for Quality Control on their equipments, administers and collects TLD badges</li> </ul>
<b>Deputy Director, Radiation Agency</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a masters degree from a recognised institution in any of the following disciplines: Physics, Chemistry, Biology or any other science discipline with fifteen (15) years experience</li> <li>Possession of Ph.D. is an added advantage</li> <li><b>By Appointment only subject to vacancy</b></li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Supervise TLD result of Hospital and Industries</li> <li>Conducts training for personnel using radiation equipments, researches in radiation protection</li> <li>Prepare and analyze thermoluminescence (TLD) badges</li> <li>Prepare and interprets TLD results to client</li> <li>Visit client for Quality Control on their equipments, administers and collects TLD badges</li> </ul>

**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

## **SCHEMES OF SERVICE FOR WORKS SUPERINTENDENT CADRE**

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

1.1	Works Superintendent	CONUNASS 06
1.2	Higher Works Superintendent	CONUNASS 07
1.3	Senior Works Superintendent	CONUNASS 08
1.4	Principal Works Superintendent	CONUNASS 09

<b>STATUS</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>SALARY</b>	<b>DUTIES</b>
<b>Works Superintendent</b>	<ul style="list-style-type: none"> <li>By direct appointment of holders of required number of credits at Advanced NABTEB with credit in related field plus three (3) years of cognate experience.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Cross check works done by junior Artisans</li> <li>Undertake maintenance works relates to his work field.</li> </ul>
<b>Higher Works Superintendent</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Works Superintendent after three [3] years of satisfactory service.</li> <li>Promotion avenue for existing Workshop of Supervisor possessing Advanced NABTEB with the required number of credits after three (3) years of satisfactory service.</li> <li>By direct appointment of holders of Advance NABTEB with credit in related field plus five (5) years of cognate experience.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Oversees and handle maintenance and repair works in designated field</li> <li>Supervision of subordinates</li> </ul>
<b>Senior Works Superintendent</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Higher Works Superintendent after three [3] years of satisfactory service.</li> <li>By direct appointment of holders of required number of credit at Advanced NABTEB with credit in related field plus seven (7) years of cognate experience.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Supervises job</li> <li>Administer allocation of materials and working tool</li> <li>Head of a group of Artisans.</li> <li>Carry out maintenance works on electrical/plumbing/mansory.</li> </ul>
<b>Principal Works Superintendent</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Works Superintendent after three [3] years of satisfactory service.</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Supervises maintenance works</li> <li>Administer allocation of materials and working tools.</li> <li>Head of Artisans.</li> <li>Carry out maintenance works on specified are as in relation to his schedule.</li> <li>Supervises all Artisan under him.</li> </ul>

### **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.**



**SCHEMES OF SERVICE FOR TECHNICAL OFFICER CADRE [ICT/DPU/MUSIC LAB/GEOGRAPHY  
LAB/ENGINEERING WORKSHOP/UNIVERSITY MULTIMEDIA CENTRE/ESTATE &  
HORTICULTURE, PRINTING, CULTURAL]**

To be distinguished by the respective Designation

**1. POSTS AND SALARIES**

1.1	Technical Officer	CONUNASS 06
1.2	Higher Technical Officer	CONUNASS 07
1.3	Senior Technical Officer	CONUNASS 08
1.4	Principal Technical Officer II	CONUNASS 09
1.5	Principal Technical Officer I	CONUNASS 11
1.6	Assistant Chief Technical Officer	CONUNASS 12
1.7	Chief Technical Officer	CONUNASS 13

**NOTE:** Refer to the respective professional Cadres for information on applicable relevant courses.

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
Technical Officer	<ul style="list-style-type: none"> <li>By direct appointment of holders of ND in related field from accredited Polytechnic OR equivalent professional qualification plus three (3) years post qualification experience.</li> </ul>	CONUNASS 06	<ol style="list-style-type: none"> <li><b><u>ICT</u></b> <ul style="list-style-type: none"> <li>Maintenance of the University main website</li> <li>Overseeing LASU LAN administration with respect to infrastructure planning. Deployment, maintenance and support.</li> </ul> </li> <li><b><u>DPU</u></b> <ul style="list-style-type: none"> <li>Collation and processing of Results</li> </ul> </li> <li><b><u>MUSIC LAB</u></b> <ul style="list-style-type: none"> <li>Maintains simple laboratory equipment</li> <li>Set practical classes and assist instructors</li> </ul> </li> <li><b><u>GEOGRAPHY LAB</u></b> <ul style="list-style-type: none"> <li>Maintains simple laboratory equipment</li> <li>Set practical classes and assist instructors</li> </ul> </li> <li><b><u>ENGINEERING WORKSHOP</u></b> <ul style="list-style-type: none"> <li>Onsite documentation of materials requested to execute jobs</li> <li>General maintenance of all staff quarters and school of foundation</li> </ul> </li> <li><b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>Graphic design</li> </ul> </li> </ol>

			<ul style="list-style-type: none"> <li>▪ Certificate design and calligraphing</li> </ul> <p>7. <b><u>ESTATE</u></b></p> <ul style="list-style-type: none"> <li>▪ Recommendation of what to be repaired after inspection to the Staff Committee</li> <li>▪ Determination of rent to be paid by shop owner and University Corporate Tenants</li> </ul> <p>8. <b><u>HORTICULTURE</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervises parks and garden works</li> <li>▪ Takes charges of specific ornamented garden under supervision</li> </ul> <p>9. <b><u>PRINTING</u></b></p> <ul style="list-style-type: none"> <li>• Administer published works of the LASU press.</li> <li>• Cross check and vet works</li> </ul> <p>10. <b><u>CULTURAL</u></b></p> <ul style="list-style-type: none"> <li>• Cleaning and maintenance of artefacts and other museum materials.</li> <li>• Provide information on each Art item in the museum.</li> </ul>
<b>Higher Technical Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for a confirmed Technical Officer after three (3) years statutory service with qualification relevant to his field.</li> <li>• By direct appointment of holders of ND cognate or in related field from accredited Polytechnic OR equivalent professional qualification plus six (6) years relevant working experience <b>OR</b></li> <li>• Holders of HND in related fields OR equivalent professional qualification with NYSC discharge certificate</li> <li>• Certifications in any of the related field or designation will be an added advantage.</li> </ul>	CONUNASS 07	<p>1. <b><u>ICT</u></b></p> <ul style="list-style-type: none"> <li>▪ Resolution of students' (Undergraduate &amp; Postgraduate) registration issues</li> <li>▪ Write codes for the generation of registration vouchers used for all online registration processes</li> </ul> <p>2. <b><u>DPU</u></b></p> <ul style="list-style-type: none"> <li>▪ Collation and processing of Results</li> </ul> <p>3. <b><u>MUSIC LAB</u></b></p> <ul style="list-style-type: none"> <li>▪ Check specifications of equipments and ensure compliance with specifications.</li> <li>▪ Procure technical materials Maintains simple laboratory equipment.</li> </ul> <p>4. <b><u>GEOGRAPHY LAB</u></b></p>

			<ul style="list-style-type: none"> <li>▪ Check specifications of equipments and ensure compliance with specifications.</li> <li>▪ Procure technical materials</li> <li>Maintains simple laboratory equipment.</li> </ul> <p>5. <b><u>ENGINEERING WORKSHOP</u></b></p> <ul style="list-style-type: none"> <li>▪ Onsite documentation of materials requested to execute jobs</li> <li>▪ General maintenance of all staff quarters and school of foundation</li> </ul> <p>6. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b></p> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Certificate design and calligraphing</li> </ul> <p>7. <b><u>ESTATE</u></b></p> <ul style="list-style-type: none"> <li>▪ Recommendation of what to be repaired after inspection to the Staff Committee</li> <li>▪ Determination of rent to be paid by shop owner and University Corporate Tenants</li> </ul> <p>8. <b><u>HORTICULTURE</u></b></p> <ul style="list-style-type: none"> <li>▪ Plans and undertake</li> <li>▪ Maintain gardens lawns, parks</li> </ul> <p>9. <b><u>PRINTING</u></b></p> <ul style="list-style-type: none"> <li>• Administer published works of the LASU press.</li> <li>• Cross check and vet works</li> </ul> <p>10. <b><u>CULTURAL</u></b></p> <ul style="list-style-type: none"> <li>• Supervises cleaning and maintenance of artefacts and other museum materials.</li> <li>• Provide information on each Art item in the museum.</li> </ul>
<b>Senior Technical Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Higher Technical Officer after three (3) years or statutory service with qualification relevant to his field.</li> <li>• By direct appointment of holders of ND in related field from accredited Polytechnic OR equivalent</li> </ul>	CONUNASS 08	<p>1. <b><u>ICT</u></b></p> <ul style="list-style-type: none"> <li>▪ Resolution of students' (Undergraduate &amp; Postgraduate) registration issues</li> <li>▪ Supply of data to the components units of the University a may be needed and authorized in respect of all the above duties</li> </ul>

	<p>professional qualification plus nine (9) relevant years working experience</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Holders of HND in related field OR equivalent professional qualification with three (3) years relevant experience</li> <li>• Certifications relevant to the specific field or designation will be an added advantage.</li> </ul>		<ol style="list-style-type: none"> <li>2. <b><u>DPU</u></b> <ul style="list-style-type: none"> <li>▪ Collation and processing of Results</li> </ul> </li> <li>3. <b><u>MUSIC LAB</u></b> <ul style="list-style-type: none"> <li>▪ Control subordinate staff.</li> <li>▪ Assess and select the type of materials required.</li> </ul> </li> <li>4. <b><u>GEOGRAPHY LAB</u></b> <ul style="list-style-type: none"> <li>▪ Control subordinate staff.</li> <li>▪ Assess and select the type of materials required.</li> </ul> </li> <li>5. <b><u>ENGINEERING WORKSHOP</u></b> <ul style="list-style-type: none"> <li>▪ Onsite documentation of materials requested to execute jobs</li> <li>▪ General maintenance of all staff quarters and school of foundation</li> </ul> </li> <li>6. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Certificate design and calligraphy</li> </ul> </li> <li>7. <b><u>ESTATE</u></b> <ul style="list-style-type: none"> <li>▪ Development control exercise</li> <li>▪ Giving of keys to the allottees</li> </ul> </li> <li>8. <b><u>HORTICULTURE</u></b> <ul style="list-style-type: none"> <li>▪ Plans and undertake</li> <li>▪ Maintain gardens lawns, parks</li> </ul> </li> <li>9. <b><u>PRINTING</u></b> <ul style="list-style-type: none"> <li>• Oversees and handle book publications and printing</li> <li>• Supervision of subordinate</li> </ul> </li> <li>10. <b><u>CULTURAL</u></b> <ul style="list-style-type: none"> <li>• Supervises cleaning and maintenance of artefacts and other museum materials.</li> <li>• Provide information on each Art item in the museum.</li> </ul> </li> </ol>
<b>Principal Technical Officer II</b>	<p>Promotion avenue for Senior Technical Officer after three (3) years or statutory service with relevant qualification in his field/designation.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• By direct appointment of holders ofan HND in related field OR equivalent professional qualification with six (6) years relevant experience</li> </ul>	CONUNASS 09	<ol style="list-style-type: none"> <li>1. <b><u>ICT</u></b> <ul style="list-style-type: none"> <li>▪ Maintenance of the University main website</li> <li>▪ Overseeing LASU LAN administration with respect to infrastructure planning. Deployment, maintenance and support.</li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>• Certifications cognate to the specific field or designation will be an added advantage</li> </ul>		<ol style="list-style-type: none"> <li>2. <b><u>DPU</u></b> <ul style="list-style-type: none"> <li>▪ Collation and processing of Results</li> </ul> </li> <li>3. <b><u>MUSIC LAB</u></b> <ul style="list-style-type: none"> <li>▪ Plan a strategy of operation.</li> <li>▪ Prepare cost estimate for a projects.</li> </ul> </li> <li>4. <b><u>GEOGRAPHY LAB</u></b> <ul style="list-style-type: none"> <li>▪ Plan a strategy of operation.</li> <li>▪ Prepare cost estimate for a projects.</li> </ul> </li> <li>5. <b><u>ENGINEERING WORKSHOP</u></b> <ul style="list-style-type: none"> <li>▪ Coordination of routine maintenance in faculties, department and units</li> <li>▪ Drafting report on work request needing other professional contributions</li> </ul> </li> <li>6. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Certificate design and calligraphing</li> </ul> </li> <li>7. <b><u>ESTATE</u></b> <ul style="list-style-type: none"> <li>▪ Development control exercise</li> <li>▪ Giving of keys to the allottees</li> </ul> </li> <li>8. <b><u>HORTICULTURE</u></b> <ul style="list-style-type: none"> <li>▪ Plans and undertake</li> <li>▪ Maintain gardens lawns, parks</li> </ul> </li> <li>9. <b><u>PRINTING</u></b> <ul style="list-style-type: none"> <li>• Oversees and handle book publications and printing</li> <li>• Supervision of subordinate</li> </ul> </li> <li>10. <b><u>CULTURAL</u></b> <ul style="list-style-type: none"> <li>• Supervises cleaning and maintenance of artefacts and other museum materials.</li> <li>• Provide information on each Art item in the museum.</li> </ul> </li> </ol>
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<p><b>Principal Technical Officer I</b></p>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Technical Officer II after <b>four (4) years</b> of statutory service with HND or equivalent professional relevant qualification to his field/designation <b>OR</b></li> <li>• By direct appointment of holders of HND in related field OR equivalent professional qualification with nine (9) years relevant experience</li> <li>• Certifications relevant to the specific field or designation will be an added advantage</li> </ul>	<p>CONUNASS 11</p>	<ol style="list-style-type: none"> <li>1. <b><u>ICT</u></b> <ul style="list-style-type: none"> <li>▪ Repairs and maintenance of computer systems, printers and UPS</li> <li>▪ Provision of support services regarding hardware</li> </ul> </li> <li>2. <b><u>DPU</u></b> <ul style="list-style-type: none"> <li>▪ Collation and processing of Results</li> </ul> </li> <li>3. <b><u>MUSIC LAB</u></b> <ul style="list-style-type: none"> <li>▪ Prepare cost estimate for a project.</li> <li>▪ Train subordinate staff.</li> </ul> </li> <li>4. <b><u>GEOGRAPHY LAB</u></b> <ul style="list-style-type: none"> <li>▪ Prepare cost estimate for a project.</li> <li>▪ Train subordinate staff.</li> </ul> </li> <li>5. <b><u>ENGINEERING WORKSHOP</u></b> <ul style="list-style-type: none"> <li>▪ Coordination of routine maintenance in faculties, department and units</li> <li>▪ Drafting report on work request needing other professional contributions</li> </ul> </li> <li>6. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Certificate design and calligraphing</li> </ul> </li> <li>7. <b><u>ESTATE</u></b> <ul style="list-style-type: none"> <li>▪ Development control exercise</li> <li>▪ Giving of keys to the allottees</li> </ul> </li> <li>8. <b><u>HORTICULTURE</u></b> <ul style="list-style-type: none"> <li>▪ Plans and undertake</li> <li>▪ Maintain gardens lawns, parks</li> </ul> </li> <li>9. <b><u>PRINTING</u></b> <ul style="list-style-type: none"> <li>• Oversees and handle book publications and printing</li> <li>• Supervision of subordinate</li> </ul> </li> <li>10. <b><u>CULTURAL</u></b> <ul style="list-style-type: none"> <li>• Supervises maintenance of artefacts at the LASU museum cultural tourist round the museum and explain/inform them on arte facts.</li> </ul> </li> </ol>
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			<ul style="list-style-type: none"> <li>• Maintain register of Arts and Artefacts in museum.</li> </ul>
Assistant Chief Technical Officer	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Technical Officer I after three (3) years of statutory service with qualification relevant to his designation.</li> <li>• By direct appointment of holders of HND in related field OR equivalent professional qualification with twelve (12) years relevant experience</li> <li>• Certifications cognate to the specific field or designation is essential.</li> </ul>	CONUNASS 12	<ol style="list-style-type: none"> <li>1. <b><u>ICT</u></b> <ul style="list-style-type: none"> <li>▪ Repairs and maintenance of computer systems, printers and UPS</li> <li>▪ Provision of support services regarding hardware</li> </ul> </li> <li>2. <b><u>DPU</u></b> <ul style="list-style-type: none"> <li>▪ Collation and processing of Results</li> </ul> </li> <li>3. <b><u>MUSIC LAB</u></b> <ul style="list-style-type: none"> <li>▪ Prepare cost estimate for a project.</li> <li>▪ Train subordinate staff.</li> </ul> </li> <li>4. <b><u>GEOGRAPHY LAB</u></b> <ul style="list-style-type: none"> <li>▪ Prepare cost estimate for a project.</li> <li>▪ Train subordinate staff.</li> </ul> </li> <li>5. <b><u>ENGINEERING WORKSHOP</u></b> <ul style="list-style-type: none"> <li>▪ Coordination of routine maintenance in faculties, department and units</li> <li>▪ Drafting report on work request needing other professional contributions</li> </ul> </li> <li>6. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Certificate design and calligraphing</li> </ul> </li> <li>7. <b><u>ESTATE</u></b> <ul style="list-style-type: none"> <li>▪ Development control exercise</li> <li>▪ Giving of keys to the allottees</li> </ul> </li> <li>8. <b><u>HORTICULTURE</u></b> <ul style="list-style-type: none"> <li>▪ Plans and undertake</li> <li>▪ Maintain gardens lawns, parks</li> </ul> </li> <li>9. <b><u>PRINTING</u></b> <ul style="list-style-type: none"> <li>• Oversees and handle book publications and printing</li> <li>• Supervision of subordinate</li> </ul> </li> <li>10. <b><u>CULTURAL</u></b> <ul style="list-style-type: none"> <li>• Supervises maintenance of artefacts at the LASU museum cultural tourist round the museum and explain/inform them on artefacts.</li> </ul> </li> </ol>

			<ul style="list-style-type: none"> <li>• Maintain register of Arts and Artefacts in museum.</li> </ul>
<b>Chief Technical Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Technical Officer after three (3) years of statutory service with qualification relevant to his designation.</li> <li>• Certifications cognate to the specific field or designation is essential.</li> </ul>	CONUNASS 13	<ol style="list-style-type: none"> <li>1. <b><u>ICT</u></b> <ul style="list-style-type: none"> <li>▪ Give specification of systems required when input of the ICT is needed by other departments/Units of the University</li> <li>▪ Assist the Director in directing the ICT Centre</li> </ul> </li> <li>2. <b><u>DPU</u></b> <ul style="list-style-type: none"> <li>▪ Collation and processing of Results</li> </ul> </li> <li>3. <b><u>MUSIC LAB</u></b> <ul style="list-style-type: none"> <li>▪ Coordinates laboratory researches collaboratively with lecturers in the department and independently</li> <li>▪ Undertake any responsibility assigned by the Department, Faculty and University</li> </ul> </li> <li>4. <b><u>GEOGRAPHY LAB</u></b> <ul style="list-style-type: none"> <li>▪ Coordinates laboratory researches collaboratively with lecturers in the department and independently</li> <li>▪ Undertake any responsibility assigned by the Department, Faculty and University</li> </ul> </li> <li>5. <b><u>ENGINEERING WORKSHOP</u></b> <ul style="list-style-type: none"> <li>▪ Certification of quality control of paints on buildings on LASU campus</li> <li>▪ Supervises and training other</li> </ul> </li> <li>6. <b><u>UNIVERSITY MULTIMEDIA CENTRE</u></b> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Certificate design and calligraphing</li> </ul> </li> <li>7. <b><u>ESTATE</u></b> <ul style="list-style-type: none"> <li>▪ Development control exercise</li> <li>▪ Giving of keys to the allottees</li> </ul> </li> <li>8. <b><u>HORTICULTURE</u></b> <ul style="list-style-type: none"> <li>▪ Plans and undertake</li> <li>▪ Maintain gardens lawns, parks</li> </ul> </li> <li>9. <b><u>PRINTING</u></b> <ul style="list-style-type: none"> <li>• Oversees and handle book publications and printing</li> <li>• Supervision of subordinate</li> </ul> </li> </ol>

			<p>10. <b><u>CULTURAL</u></b></p> <ul style="list-style-type: none"> <li>• Supervises maintenance of artefacts at the LASU museum cultural tourist round the museum and explain/inform them on artefacts.</li> <li>• Maintain register of Arts and Artefacts in museum.</li> </ul>
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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.**

## SCHEMES OF SERVICE FOR CONFIDENTIAL SECRETARY CADRE

### 1. POST AND SALARIES

1.1	Confidential Secretary II	CONUNASS 06
1.2	Confidential Secretary I	CONUNASS 07
1.3	Personal Secretary	CONUNASS 08
1.4	Senior Personal Secretary	CONUNASS 09
1.5	Principal Personal Secretary	CONUNASS 11
1.6	Assistant Chief Personal Secretary	CONUNASS 12
1.7	Chief Personal Secretary	CONUNASS 13

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Confidential Secretary II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for a confirmed Confidential Secretary III after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a ND Secretarial Studies/ Office Technology/ Office Management from a recognized institution not below credit level with at least three (3) years relevant experience. Candidate must show Proficiency in Shorthand and Computer Operations.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> </ul>
<b>Confidential Secretary I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Confidential Secretary II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of a ND Secretarial Studies/ Office Technology/ Office Management from a recognized institution not below Credit Level with at least six (6) years relevant experience. Candidate must show Proficiency in Shorthand and Computer Operations is required</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of HND in Secretarial Studies/Office Technology/ Office Management from a recognized institution not below Lower Credit. Proficiency in Computer Operations and Shorthand is required</p> <p style="text-align: center;"><b>OR</b></p>	CONUNASS 07	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> </ul>

	Holder of ND plus Advance NABTEB 120/50 WPM in Shorthand and Typewriting plus Proficiency in Computer Operation plus three (3) years relevant experience.		
<b>Personal Secretary</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Confidential Secretary I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of ND in Secretarial Studies/Office Technology/Office Management from a recognized institution not below Credit Level with at least nine (9) years relevant post qualification experience plus proficiency in Computer Operation and Shorthand</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Holder of HND in Secretarial Studies/Office Technology/Office Management or equivalent qualification from a recognized institution not below Credit Level with three (3) years relevant experience. Candidates must show Proficiency in Computer Operations and Shorthand.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of ND plus Advance NABTEB 120/50 WPM in Shorthand and Typewriting plus Proficiency in Computer</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> </ul>

	Operation plus six (6) years relevant experience.		
<b>Senior Personal Secretary</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Personal Secretary after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of HND Secretarial Studies / Office Technology/ Office Management or equivalent qualification from a recognized institution not below Credit Level with six (6) years relevant experience. Candidate must show Proficiency in Computer Operation and Shorthand.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of ND plus NABTEB 120/50 WPM in Shorthand and Typewriting plus Proficiency in Computer Operation plus nine (9) years relevant experience.</p>	CONUNASS 09	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> </ul>
<b>Principal Personal Secretary</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Personal Secretary with relevant HND or ND plus Advance NABTEB 120/50 WPM or equivalent after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a HND Secretarial Studies / Office Technology/ Office Management or equivalent qualification from a recognized institution not below Credit Level with nine (9) years relevant experience. Candidates must show Proficiency in Computer Operation and Shorthand.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Holder of N/D plus Advance NABTEB 120/50 WPM in Shorthand and Typewriting plus Proficiency in Computer Operation plus nine (9) years relevant experience.</p>	CONUNASS 11	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> </ul>



<b>Assistant Chief Personal Secretary</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Principal Personal Secretary with relevant HND or equivalent after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of HND Secretarial Studies/ Office Technology/ Office Management or equivalent qualification from a recognized institution not below Credit Level with twelve (12) years relevant experience.</li> </ul> <p>Candidate must show Proficiency in Computer Operations and Shorthand.</p>	CONUNASS 12	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors and managing the supervisors official schedule</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> <li>Management of the office</li> </ul>
<b>Chief Personal Secretary</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Assistant Chief Personal Secretary after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of HND Secretarial Studies / Office Technology/Office Management or equivalent qualification from a recognized institution not below Credit Level with fifteen (15) years is relevant experience. Proficiency in Computer Operations and Shorthand.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents/filling of documents</li> <li>Attending to visitors</li> <li>Collection and recording of data</li> <li>Gathering of information and relaying same through telephone</li> <li>Supervises other secretarial staff.</li> <li>Writing of minutes of meeting</li> <li>Keeping of dairy/"KIV" and bring up files</li> <li>Management of the office</li> <li>Training of Junior confidential secretaries</li> </ul>

**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR ASSISTANT SECRETARIAL OFFICER CADRE

### 1. POST AND SALARIES

1.1	Senior Assistant Secretarial Officer II	CONUNASS 06
1.2	Senior Assistant Secretarial Officer I	CONUNASS 07
1.3	Chief Assistant Secretarial Officer II	CONUNASS 08
1.4	Chief Assistant Secretarial Officer I	CONUNASS 09

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Senior Assistant Secretarial Officer II</b>	<ul style="list-style-type: none"> <li>Promotional avenue for a confirmed Assistant Secretarial Officer III after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of WASC/GCE/SSCE/NECO in 5 papers including credit in English Language plus 50WPM and Typewriting with three (3) years relevant experience.</li> </ul> <p>Proficiency in computer operations is required.</p>	CONUNASS 06	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents</li> <li>Carryout other assignment, minutes and reports.</li> <li>Collection and recording of data</li> </ul>
<b>Senior Assistant Secretarial Officer I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Assistant Secretarial II after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of NABTEB in Secretarial Studies with six (6) years relevant post qualification experience plus RSA/Treasury certificate in Typewriting at 50 W.P.M.</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents</li> <li>Carryout other assignment, minutes and reports.</li> <li>Collection and recording of data</li> </ul>
<b>Chief Assistant Secretarial Officer II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Assistant Secretarial I after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of NABTEB in Secretarial Studies with nine (9) years relevant post qualification experience plus RSA/Treasury certificate in Typewriting at 50 W.P.M.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents</li> <li>Carryout other assignment, minutes and reports.</li> <li>Collection and recording of data</li> </ul>
<b>Chief Assistant Secretarial Officer I</b>	<ul style="list-style-type: none"> <li>By Promotion of suitable Chief Assistant Secretarial Officer II who has successfully completed the information/communication Technology (ICT) specialized course approved by the Lagos State Ministry of Establishment, Training and Pensions for Staff of this cadre and passed the prescribed internal promotion Examination and interview or passed the computer</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Receiving of dictation and typing of same</li> <li>Typing of documents</li> <li>Carryout other assignment, minutes and reports.</li> <li>Collection and recording of data</li> <li>Other assigned secretariat functions.</li> </ul>

	Professional Examination (CPE) at the appropriate level.		
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**ADVANCEMENT BEYOND THE CADRE:**

**Transfer of any of 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.**

## SCHEMES OF SERVICE FOR ENVIRONMENTAL HEALTH CADRE

### 1. POST AND SALARIES

1.1	Environmental Health Officer	CONUNASS 06
1.2	Higher Environmental Health Officer	CONUNASS 07
1.3	Senior Environmental Health Officer	CONUNASS 08
1.4	Principal Environmental Health Officer II	CONUNASS 09
1.5	Principal Environmental Health Officer I	CONUNASS 11
1.6	Assistant Chief Environmental Health Officer	CONUNASS 12
1.7	Chief Environmental Health Officer	CONUNASS 13

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Environmental Health Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for an existing Assistant Environment Health officer after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of WAHEB ND from a recognized School of Health Technology plus three (3) years post qualification experience.</li> </ul>	CONUNASS 06	<ul style="list-style-type: none"> <li>Performing preventive and environmental health duties.</li> <li>Supervising the disposal of refuse</li> </ul>
<b>Higher Environmental Health Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for confirmed Environmental Health Officer after three (3) years of satisfactory service.</li> <li>By direct appointment of holder of WAHEB ND from a recognized School of Health Technology with years post qualification relevant experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>WAHEB HND from a recognized School of Health Technology with at least one (1) year relevant post-qualification experience plus NYSC discharge certificate</li> </ul>	CONUNASS 07	<ul style="list-style-type: none"> <li>Supervising the work of Health Junior Staff. Initiating measure to safeguard Public Health</li> </ul>
<b>Senior Environmental Health Officer</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Higher Environmental Health Officer after three (3) years of satisfactory service. By direct appointment of holder of WAHEB ND from a recognized School of Health Technology with nine (9) years relevant post qualification experience years</li> </ul> <p><b>OR</b></p> <p>WAHEB HND from a recognized School of Health Technology with at least four (4) years relevant post-qualification experience</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Taking charge of environmental health activities in the University.</li> <li>Conduct regular checks on cleaning services at offices, classrooms, toilets and building surrounding.</li> <li>Maintaining statistical records for planning and research purpose.</li> <li>Ensuring compliance with all laws relating to Environmental health issues.</li> <li>Conducting investigations into infectious and contagious diseases during epidemic diseases outbreak.</li> </ul>

<b>Principal Environmental Health Officer II</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Environmental Health Officer after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of WAHEB HND from a recognized School of Health Technology with at least seven (7) years relevant post-qualification experience</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>• Coordinating the work of Environmental Health Officer.</li> <li>• Collecting, collating, analyzing and redistributing environmental health data.</li> <li>• Carrying out investigations with a view to control epidemic diseases.</li> <li>• Supervising subordinate officers.</li> <li>• Assisting in initiating policy formulation on environmental health issues.</li> <li>• Participating in organizing health education programmes.</li> </ul>
<b>Principal Environmental Health Officer I</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Environmental Health Officer II with WAHEBHND, after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holder of WAHEBHND from a recognized School of Health Technology with at least ten (10) years relevant post-qualification experience</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>• Assisting in the administrative planning of environmental health services Unit</li> <li>• Coordinating the activities of a number of Junior Staff</li> <li>• Prepare draft of weekly, monthly assessment report on cleaning services and environmental sanitation on campus</li> <li>• Collecting analysis and synthesizing epidemiological data relevant for the measurement and evaluation of the health status in the University community.</li> </ul>
<b>Assistant Chief Environmental Health Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Environmental Health Officer I, after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of WAHEB HND from a recognized School of Health Technology is required with at least thirteen (13) years relevant post-qualification experience</li> </ul>	CONUNASS 12	<ul style="list-style-type: none"> <li>▪ Supervising and co-ordinating the activities of a number of subordinates.</li> <li>▪ Assisting in planning the activities of the Department.</li> <li>▪ Initiating policy formulation in the field of environmental health programmes of the university.</li> <li>▪ Assisting in carrying out research in the Department.</li> </ul>
<b>Chief Environmental Health Officer</b>	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Health Officer with registration with appropriate professional body after three (3) years of satisfactory service.</li> <li>• By direct appointment of holder of WAHEB HND from a recognized School of Health Technology with at least sixteen (16) years relevant field. Possession of a higher degree will be an added advantage.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>• Coordinating all public health activities in the University</li> <li>• Taking charge of the administrative planning of environmental health services in the University</li> <li>• Participating in planning the activities of the Department</li> <li>• Assisting in preparing the budget/estimate for environmental health services.</li> </ul>

	Candidate must be registered with appropriate professional body		<ul style="list-style-type: none"> <li>• Assisting in carrying out research in the Department.</li> <li>▪ Initiating policies on environmental health matters.</li> <li>• Participating in organizing training for environmental health staff.</li> </ul>
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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.**

## SCHEMES OF SERVICE FOR MACHINE OPERATOR CADRE

### 1. POSTS AND SALARIES

- |     |                             |             |
|-----|-----------------------------|-------------|
| 1.1 | Caretaker Machine Operator  | CONUNASS 06 |
| 1.2 | Supervisor Machine Operator | CONUNASS 07 |

POST	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY (CONUNASS)	DUTIES
<b>Caretaker Machine Operator</b>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>By direct appointment of holder of NABTEB with credit in relevant subject plus Eight [8] years relevant experience.</li> </ul>	06	<ul style="list-style-type: none"> <li>Operating Photostatting Machine</li> <li>Clean Photostatting Machine</li> <li>Collation of documents</li> <li>Perforating and stapling of bulky documents</li> <li>Checks and Carries out minor maintenance of Photostatting machines</li> <li>Supervises other Machine Operators</li> <li>Heads a Machine Room</li> </ul>
<b>Machine Room Supervisor</b>	Promotion avenue for a confirmed Caretaker Machine Operator with Trade Test I – III and NABTEB with five [5] credits including Trade related subjects after three [3] years of satisfactory service.	07	<ul style="list-style-type: none"> <li>Operating Photostatting Machine</li> <li>Clean Photostatting Machine</li> <li>Collation of documents</li> <li>Perforating and stapling of bulky documents</li> <li>Checks and Carries out minor maintenance of Photostatting machines</li> <li>Supervises other Machine Operators</li> <li>Heads a Machine Room</li> </ul>

### **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.**

## SCHEMES OF SERVICE FOR MEDIA TECHNOLOGIST CADRE (PROFESSIONAL)

### 1. POST AND SALARIES

1.1	Trainee Media Technologist	CONUNASS 07
1.2	Media Technologist II	CONUNASS 08
1.3	Media Technologist I	CONUNASS 09
1.4	Senior Media Technologist	CONUNASS 11
1.5	Principal Media Technologist	CONUNASS 13
1.6	Deputy Director	CONUNASS 14
1.7	Director	CONUNASS 15

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Trainee Media Technologist</b>	By direct appointment of holder of a degree not below second class division from a recognised Institution in Educational Technology plus NYSC. Post qualification experience, basic computer skills in linear and non-linear editing of video and audio footages will be added advantage	CONUNASS 07	<ul style="list-style-type: none"> <li>Under supervision in handling Linear and non-linear editing of video and audio footage</li> </ul>
<b>Media Technologist II</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Trainee Media Technologist after Three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree plus masters degree from a recognised Institution in Educational Technology plus Four (4) years experience Basic computer skill in linear and non-linear editing of recorded material (i.e Video and audio signals from various sources) is required.</li> </ul>	CONUNASS 08	<ul style="list-style-type: none"> <li>Use of linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>Supervises junior staff</li> </ul>
<b>Media Technologist I</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Media Technologist II after three [3] years of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree and masters degree from a recognised Institution in Educational Technology plus Seven (7) years experience. Computer skill in linear and non-linear editing of recorded material (i.e Video and audio signals from various sources) is required. Knowledge of using some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash as well as knowledge in video streaming to the</li> </ul>	CONUNASS 09	<ul style="list-style-type: none"> <li>Carry out linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> <li>Handles video streaming to the web and motion graphic designs to facilitate teaching and presentation at seminars</li> </ul>



	web and motion graphic designs are required.		
<b>Senior Media Technologist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Media Technologist I after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honours degree and masters degree from a recognised Institution in Educational Technology plus Ten (10) years experience. Computer skill in linear and non-linear editing of recorded material (i.e Video and audio signals from various sources) is required. Knowledge of using some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash as well as knowledge in video streaming to the web and motion graphic designs are required.</li> </ul>	CONUNASS 11	<ul style="list-style-type: none"> <li>Carry out linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> <li>Handles video streaming to the web and motion graphic designs.</li> <li>Supervises Technical Staff</li> </ul>
<b>Principal Media Technologist</b>	<ul style="list-style-type: none"> <li>Promotion avenue for Senior Media Technologist after <b>four (4) years</b> of satisfactory service.</li> <li>By direct appointment of holder of a good honour degree and masters degree from a recognised Institution in Educational Technology plus Twelve (12) years experience. Basic computer skill in linear and non-linear editing of recorded material (i.e Video and audio signals from various sources) is required. Knowledge of using some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash as well as knowledge in video streaming to the web and motion graphic designs are required.</li> </ul>	CONUNASS 13	<ul style="list-style-type: none"> <li>Carry out linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> <li>Handles video streaming to the web and motion graphic designs.</li> <li>Supervision of junior colleagues.</li> </ul>
<b>Deputy Director</b>	<ul style="list-style-type: none"> <li>By direct appointment of holder of a good honours degree and masters degree from a recognised Institution in Educational Technology plus Fourteen (14) years experience Basic computer skill in linear and non-linear editing of recorded material (i.e Video and audio signals from various sources) is required. Knowledge of using some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD</li> </ul>	CONUNASS 14	<ul style="list-style-type: none"> <li>Carry Out In Linear And Non-Linear Editing Of Recorded Material (I.E Video And Audio Signals From Various Sources).</li> <li>Uses Some Editing Packages/Software E.G. Adobe Premiere Pro., Sound Track Pro., DVD Studio Pro., EDIUS, Adobe Photoshop, Adobe After Effect, Adobe Illustrators, And Macromedia Flash.</li> </ul>

	<p>studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash as well as knowledge in video streaming to the web and motion graphic designs are required membership relevant professional bodies will be added advantage.</p> <ul style="list-style-type: none"> <li>• <b>Appointment and Promotion subject to Vacancy</b></li> </ul>		<ul style="list-style-type: none"> <li>• Handles Video Streaming To The Web And Motion Graphic Designs.</li> <li>• Train Subordinates</li> <li>• Assist The Director To Coordinate The Affairs Of The University Multimedia Centre.</li> </ul>
<b>Director</b>	<ul style="list-style-type: none"> <li>• By direct appointment of holder of a good honours and masters degree from a recognised institution in Educational Technology plus Fifteen (15) years experience. Basic computer skill in linear and non-linear editing of recorded material (i.e Video and audio signals from various sources) is required. Knowledge of using some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash as well as knowledge in video streaming to the web and motion graphic designs are required. Membership relevant professional bodies will be added advantage.</li> </ul>	CONUNASS 15	<ul style="list-style-type: none"> <li>• Carry out linear and non-linear editing of recorded material (i.e Video and audio signals from various sources).</li> <li>• Uses some editing packages/software e.g. Adobe Premiere Pro., Sound Track Pro., DVD studio Pro., EDIUS, Adobe Photoshop, Adobe after effect, Adobe illustrators, and macromedia flash.</li> <li>• Handles video streaming to the web and motion graphic designs</li> <li>• Responsible to the Vice-Chancellor for coordination of the general affairs of the University Multimedia centre.</li> <li>• Train Multimedia Professional and Technical Staff</li> </ul>

**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.**

## SCHEME OF SERVICE FOR ASSISTANT TECHNOLOGIST CADRE

### 1. POST AND SALARIES

1.1	Assistant Technologist I	CONUNASS 06
1.2	Senior Assistant Technologist	CONUNASS 07
1.3	Principal Assistant Technologist	CONUNASS 08
1.4	Chief Assistant Technologist	CONUNASS 09

STATUS	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	SALARY	DUTIES
<b>Assistant Technologist I</b>	<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>	CONUNASS 06	<ul style="list-style-type: none"> <li>Assisting the Senior Technologist in conducting practical classes.</li> <li>Issuance of Chemicals and other consumables to students</li> <li>Management of Instrumentation room</li> <li>Supervision of students during practical classes</li> <li>Supervision of contract cleaners attached to the laboratories</li> <li>Any other duties assigned by a Superior Officer</li> </ul>
<b>Senior Assistant Technologist</b>	<p>Promotion Avenue for a confirmed Assistant Technologist I 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 (7) Seven years post qualification cognate experience.</p>	CONUNASS 07	<ul style="list-style-type: none"> <li>Management of Instrumentation room</li> <li>Supervision of contract cleaners attached to the laboratories</li> <li>Any other duties assigned by a superior officer</li> <li>Assist Academic Technologists to manage Laboratories.</li> </ul>
<b>Principal Assistant Technologist</b>	<p>Promotion Avenue for a confirmed Senior Assistant Technologist after three (3) years of satisfactory service.</p> <p>By direct appointment of holder of ND or its equivalent in Science/Engineering Laboratory Technologist from a recognized institution plus (10) Ten years post qualification cognate experience.</p>	CONUNASS 08	<ul style="list-style-type: none"> <li>Management of Instrumentation room</li> <li>Supervision of contract cleaners attached to the laboratories</li> <li>Any other duties assigned by a superior officer</li> <li>Supervising the work of Junior Officer.</li> <li>Assist Academic Technologists to manage Laboratories.</li> </ul>
<b>Chief Assistant Technologist</b>	<p>Promotion Avenue for a confirmed Principal Assistant Technologist after three (3) years of satisfactory service.</p>	CONUNASS 09	<ul style="list-style-type: none"> <li>Management of Instrumentation room</li> <li>Supervision of contract cleaners attached to the laboratories</li> <li>Any other duties assigned by a superior officer</li> <li>Supervising the work of Junior Laboratory Officer.</li> <li>Assist Academic Technologists to manage Laboratories.</li> </ul>

**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.

**SCHEME OF SERVICE FOR STATISTICAL ASSISTANT CADRE**

**1. POSTS AND SALARIES**

1.0	Principal Statistical Assistant II	CONUNASS 06
1.1	Principal Statistical Assistant I	CONUNASS 07
1.2	Chief Statistical Assistant	CONUNASS 08

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
<b>Principal Statistical Assistant II</b>	06	<p>(a) Promotion avenue for a Senior Statistical Assistance after three (3) years of satisfactory service</p> <p>(b) By promotion of a Senior Statistical Assistant with ND or its equivalent in relevant field after 3 years of satisfactory service.</p> <p>(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</p> <p><b>OR</b></p> <p>GCE with seven (7) years experience</p>	<p>(a) Assist in supervising and coordinating the work of Statistical Assistants and other junior staff in a small Statistical Unit</p> <p>(b) Assisting in collating statistical data</p> <p>(c) Any other duties assigned by a superior officer</p>
<b>Principal Statistical Assistant I</b>	07	<p>(a) Promotion avenue for existing Principal Statistical Assistant II with ND or the equivalent in relevant field or GCE 'A' Level in Mathematics or Statistics and one other relevant subject after 3 years satisfactory service</p> <p>(b) By direct appointment of holder of ND from a recognized Polytechnic in Statistics plus 5 O'Level Credits (including English and Maths) Plus seven (7) years relevant experience</p>	<p>(a) Collecting data from statistical enquiries</p> <p>(b) Assisting in editing and processing data collected</p> <p>(c) Any other duties assigned by a superior officer</p>
<b>Chief Statistical Assistant</b>	08	<p>(a) Promotion avenue for existing Principal Statistical Officer II possessing ND in Statistics or its equivalent or GCE 'A' Level after 3 years satisfactory service</p> <p>(b) By direct appointment of holder of ND from a recognized Polytechnic with specialization in Statistics plus 5 O'Level Credits (including English and Maths) Plus ten (10) years relevant experience</p>	<p>(a) Collecting data from statistical enquiries</p> <p>(b) Editing and processing data collected</p> <p>(c) 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.**

**SCHEME OF SERVICE FOR CLERICAL OFFICER CADRE**  
**(Medical Records/ Registry/ Bursary)**

**1. POSTS AND SALARIES**

1.1 Chief Clerical Officer

CONUNASS 06

POST	SALARY (CONUNASS)	METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES
Chief Clerical Officer	06	Promotion Avenue for Asst. Chief Clerical Officer with 3 years satisfactory service.	(1) Taking charge of a large Open Registry within a Ministry/Department (2) Rendering routine returns such as returns in respect of staff, staff quarters, leave matters etc. (3) Maintaining file archives in a ministry/department (4) Maintaining discipline among 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 PORTERS CADRE**

**1. POSTS AND SALARIES**

1.1 Supervisor (Porter)

CONUNASS 06

1.2 Chief Supervisor (Porter)

CONUNASS 07

<b>POST</b>	<b>SALARY (CONUNASS)</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>DUTIES</b>
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.
Chief Supervisor [Porter]	07	By promotion of a Supervisor [Porter] with 5 O'Level credits including English Language plus four [4] 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.**

## **SCHEME OF SERVICE FOR LIBRARY OFFICER CADRE**

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

1.1	Library Officer	CONUNASS 06
1.2	HigherLibrary Officer	CONUNASS 07
1.3	Senior Library Officer	CONUNASS 08
1.4	Principal Library Officer II	CONUNASS 09
1.5	Principal Library Officer I	CONUNASS 11
1.6	Assistant Chief Library Officer	CONUNASS 12
1.7	Chief Library Officer	CONUNASS 13

<b>POST</b>	<b>SALARY (CONUNASS)</b>	<b>METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE</b>	<b>DUTIES</b>
Library Officer	06	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for all functions of the circulation desk such as recall of overdue books, check in and check out of books and journals</li> <li>Lend books to users and enter the loan records in the circulation books</li> <li>Identify books that need repairs and binding and keep records of such materials</li> <li>In charge of reserved books and other reserved items</li> <li>shelf reading monitoring and stock maintenance</li> <li>Compilation of statistics relating to circulation services, reference and photocopy transactions</li> <li>Maintaining of journals subscribed to the library.</li> </ul>
Higher Library Officer	07	<ul style="list-style-type: none"> <li>Promotion avenue for Library Officer after three [3] years of satisfactory service.</li> <li>By direct appointment of – <ul style="list-style-type: none"> <li><b>i. holders</b> of National Diploma in not lower than credit in Library Studies with six [6] years post qualification relevant experience plus evidence of computer literacy.</li> <li><b>OR</b></li> <li><b>ii. Holders</b> of HND not lower than credit in Library</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Collate recommendation of new journal titles for subscription after the approval of higher authority.</li> <li>Tracking of supplied journal to the library.</li> <li>Tracking of supplied content and distribution to recipient</li> <li>Arrange and maintain periodic display stands for new journals.</li> <li>Indexing of daily news papers.</li> <li>Descriptive cataloguing of various types of library materials mainly monographs pamphlets and non-books</li> </ul>



		<p>studies plus NYSC Certificate plus evidence of computer literacy.</p>	<ul style="list-style-type: none"> <li>▪ Supervising data entry of staff attached to the cataloguing Unit.</li> </ul>
Senior Library Officer	08	<ul style="list-style-type: none"> <li>• Promotion avenue for Higher Library Officer after three [3] years of satisfactory service.</li> <li>• By direct appointment of – <ul style="list-style-type: none"> <li>i. holders of National Diploma in not lower than credit in Library Studies with nine [9] years post qualification relevant experience plus evidence of computer literacy.</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>ii. Holders of HND not lower than credit in Library studies and NYSC Certificate plus three [3] years post qualification experience with evidence of computer literacy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Responsible for all functions of the circulation desk such as recall of overdue books, check in and check out of books and journals</li> <li>▪ Lend books to users and enter the loan records in the circulation books</li> <li>▪ Identify books that need repairs and binding and keep records of such materials</li> <li>▪ Supervising data entry of staff attached to the cataloguing Unit.</li> <li>▪ Cross –checking labels of all-numbers on publications.</li> <li>▪ Correction of monthly accessions for accurate bibliographic description.</li> <li>▪ Maintenance of library database through the amendment of input errors.</li> <li>▪ Providing current awareness services.</li> </ul>
Principal Library Officer II	09	<ul style="list-style-type: none"> <li>• Promotion avenue for Senior Library Officer after three [3] years of satisfactory service.</li> <li>• By direct appointment of holders of HND not lower than credit in Library Studies with six [6] years post qualification relevant experience plus evidence of computer literacy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cataloguing of new books</li> <li>▪ Classification of new books</li> <li>▪ Checking of new books catalogued from NUC</li> <li>▪ Establishment of class marks for rebounded books from the bindery Unit.</li> <li>▪ Assist in the compilation of departmental statistics.</li> <li>▪ Checking of labelled books against their classmark</li> <li>▪ Supervision of subordinate staff.</li> <li>▪ Distribution of journals acquired and supplied to the library to the serials Unit.</li> <li>▪ Typing of bibliographic information and distribution of donated books to</li> </ul>

			<p>the gift and exchange Unit of the Library.</p> <ul style="list-style-type: none"> <li>▪ Appending seal to library tickets.</li> </ul>
Principal Library Officer I	11	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Library Officer II possessing HND in Library Studies after <b>four (4) years</b> of satisfactory service.</li> <li>• By direct appointment of holders of HND not lower than credit in Library Studies with nine [9] years post qualification relevant experience plus evidence of computer literacy and computer application.</li> </ul> <p><b>NOTE:</b> Registration with relevant professional body(ies) is required for both promotion and appointment into this grade</p>	<ul style="list-style-type: none"> <li>▪ Establishment of class marks for rebounded books from the bindery Unit.</li> <li>▪ Assist in the compilation of departmental statistics.</li> <li>▪ Checking of labelled books against their classmark</li> <li>▪ Supervision of subordinate staff.</li> <li>▪ Distribution of journals acquired and supplied to the library to the serials Unit.</li> <li>▪ Typing of bibliographic information and distribution of donated books to the gift and exchange Unit of the Library.</li> <li>▪ Appending seal to library tickets.</li> </ul>
Assistant Chief Library Officer	12	<ul style="list-style-type: none"> <li>• Promotion avenue for Principal Library Officer I after three [3] years of satisfactory service.</li> <li>• By direct appointment of holders of HND not lower than credit in Library Studies with twelve [12] years post qualification relevant experience plus evidence of computer literacy and computer application.</li> </ul> <p><b>NOTE:</b> Registration with relevant professional body(ies) is required for both promotion and appointment into this grade</p>	<ul style="list-style-type: none"> <li>▪ Establishment of class marks for rebounded books from the bindery Unit.</li> <li>▪ Assist in the compilation of departmental statistics.</li> <li>▪ Checking of labelled books against their classmark</li> <li>▪ Supervision of subordinate staff.</li> <li>▪ Distribution of journals acquired and supplied to the library to the serials Unit.</li> <li>▪ Typing of bibliographic information and distribution of donated books to the gift and exchange Unit of the Library.</li> <li>▪ Appending seal to library tickets.</li> <li>▪ Supervises all Library Officer</li> </ul>
Chief Library Officer	13	<ul style="list-style-type: none"> <li>• Promotion avenue for Assistant Chief Library Officer after three [3] years of satisfactory service.</li> <li>• By direct appointment of holders of HND not lower than credit in Library Studies with fifteen [15] years post qualification relevant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establishment of class marks for rebounded books from the bindery Unit.</li> <li>▪ Assist in the compilation of departmental statistics.</li> <li>▪ Checking of labelled books against their classmark</li> <li>▪ Supervision of subordinate staff.</li> </ul>

		<p>experience plus evidence of computer literacy and computer application.</p> <p><b>NOTE:</b> Registration with relevant professional body(ies) is required for both promotion and appointment into this grade</p>	<ul style="list-style-type: none"> <li>▪ Distribution of journals acquired and supplied to the library to the serials Unit.</li> <li>▪ Typing of bibliographic information and distribution of donated books to the gift and exchange Unit of the Library.</li> <li>▪ Appending seal to library tickets.</li> <li>▪ Supervises all Library Officer</li> </ul>
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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.**