

REVISED UNIFIED SCHEME OF SERVICE FOR SENIOR STAFF OF THE PUBLIC UNIVERSITIES OF GHANA

ADMIN/SECRETARIAL STAFF

POSITION	REGULATION
CHIEF ADMINISTRATIVE ASSISTANT SS I	<u>Duties</u> Staff in this grade will be required to perform work covering a wide field requiring high qualities of sound judgement, initiative and precision. Duties shall include training (especially the organization of in-service training programmes) and supervision of personnel, covering meetings, typing of reports etc. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must possess a BA degree awarded by a recognized university and a minimum of 6 years' working experience in the grade of Principal Administrative Assistant. and II. Must have shown clear evidence of ability to hold a schedule/ schedules without supervision. Ability to train staff. Ability to type (and possibly take shorthand) shall be an advantage. and III. Must be computer literate. <u>Entry:</u> <u>Limited Competition:</u> Vacancies shall be advertised internally and qualified serving Prin. Adm. Asst. may be considered for promotion. Selection shall be by interview.

POSITION	REGULATION
PRINCIPAL ADMINISTRATIVE ASSISTANT SS 2	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field requiring qualities of sound judgement, initiative, resource and precision. Duties may also include some training and supervision but may generally be of an executive nature, comprising the critical examination of cases either within or outside the scope of approved regulations or general decisions. Covering of meetings, typing of reports and minutes of meetings, etc. should also form part of the schedule. <u>Qualifications:</u> I. Must be confirmed officer with not less than 5 years' continuous and satisfactory service as Senior Administrative Assistant and either II. Must possess a bachelor's degree awarded by a recognized university with, at least 4 years' post qualification experience or III. Must possess the HND with at least 8 years' relevant experience or IV. ICSA Professional level 3 with a year's relevant working experience. In all cases, candidates must be computer literate and must have shown evidence of ability to hold a schedule without supervision, ability to type (and possibly take shorthand) will be an advantage. <u>Entry:</u> <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Administrative Assistants may be considered for promotion. Selection shall be by interview.
SENIOR ADMINISTRATIVE ASSISTANT SS 3	<u>Duties:</u> I. Staff in this grade will be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. Duties will mainly be of a general, executive nature involving investigation of matters of complexity and the execution of specific assignments. Supervision and checking of the work of subordinate staff; maintenance of discipline. II. Covering of meetings, typing minutes of meetings and reports etc. should form part of the schedule. <u>Qualifications:</u> I. Must be confirmed officer with not less than 4 years' continuous service as Administrative Assistant and either II. Must hold a Degree awarded by a recognized University. (Such candidates may be awarded 4 incremental credits). Or III. HND holders with 4 years post qualification experience may be considered for appointment. Or

PRIVATE SECRETARY SS 3	IV ICSA Pre- Professional Level 2 with at least a years relevant working experience. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified Administrative Assistants/Private Secretaries with at least 4 years satisfactory service will be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Private Secretaries may be required to perform high-speed shorthand and typing including the preparation of minutes of proceedings of conferences and meetings of classified nature. They may be required to be responsible for custody of confidential files and exercise supervision over others in the Secretarial Class. They will be employed on both Secretarial and Executive duties. <u>Qualifications</u> 1. Candidates must possess the private secretary's certificate issued by a recognized institution and II. Must be computer literate and must have a high sense of responsibility, initiative, accuracy, integrity, discretion and good working knowledge of office management. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving University employees may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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POSITION	REGULATION
ADMINISTRATIVE ASSISTANT/STENO-GRAPHER SECRETARY SS 4	<u>Duties:</u> Much of the work will be of an executive nature, involving the examination of cases either within or outside the scope of approved regulations or general decisions and initiation of action on such cases, supervision and checking of the work of junior staff. May also be assigned the responsibility of covering meetings, typing reports and minutes of meetings, etc. <u>Qualifications:</u> I. Must be confirmed officer with not less than 4 years' continuous and satisfactory service as Senior Clerk. And either II. Must be able to type at the rate of 50 words per minute and take shorthand at the rate of 110 words per minute. Or III. Must hold a Diploma in Public/Business Administration awarded by a recognized tertiary Institution. Or IV. Must hold the HND (Secretarial/ Management option). Or V. Must hold ICOSA Foundation level 1. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving University employees may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

ACCOUNTING STAFF

POSITION	REGULATION
CHIEF ACCOUNTING ASSISTANT SS 1	<u>Duties:</u> Staff in this grade will be required to exhibit high qualities of sound judgement, initiative, resource and precision. The Chief Accounting Assistant will take full charge of and direct the work of Accounting Sections or a schedule and be able to perform all types of work pertaining to the control of University expenditure. The Officer will also be responsible for the efficient collection of revenue, the maintenance of detailed accounts of the University, and the training and general supervision of personnel. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of Principal Accounting Assistant, and either II. Must possess a bachelor's degree (accounting option) awarded by a recognized university with at least 9 years' post qualification experience Or III. Must possess the HND with at least 14 years' relevant working experience. Or IV. 75% completion of CA, CIMA, ACCA, CA (Ghana) In all cases candidates must be computer literate, <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Accounting Assistants or equivalent may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL ACCOUNTING ASSISTANT SS 2	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field relating to the control of University expenditure including the efficient collection of revenue and the maintenance of detailed accounts of all such financial transactions. The work here also involves the instruction, supervision and training of staff. Must display a high sense of responsibility, sound judgment, initiative resource and precision. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Accounting Assistant and either II. Must possess a bachelor's degree (accounting option) awarded by a recognised university with at least 4 years' post qualification experience or I. Must possess the HND with at least 8 years' relevant working experience. Or IV. Pt 3 CA , CIMA, ACCA, CA (Ghana). In all cases candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Accounting Assistants or equivalent may be considered for promotion. Selection will be by interview.

SENIOR ACCOUNTING ASSISTANT SS 3	Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> Staff in this grade will be required to perform work that calls for sound and mature judgement, initiative and discretion. The officer should be capable of preparing statements of accounts, check and verify current accounts, reconcile Bank Statements and attend to relevant correspondence. <u>Qualifications:</u> 1. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Accounting Assistant and either II. Must hold a Degree in Accounting or Commerce awarded by a recognized University. (Such candidates may be awarded 4 incremental credits). or III. Must hold HND (Accounting option) with 4 years' post qualification experience or IV. 50% completion of CA(Ghana) , CIMA, ACCA plus a year's relevant working experience Or V. Must hold a Diploma in Business Studies (accounting option) awarded by a recognised institution such as the Polytechnic with at least 11 years' working experience. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Accounting Assistants may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
ACCOUNTING ASSISTANT SS 4	<u>Duties</u> Staff in this grade will be required to prepare statement of accounts, check and verify current accounts, reconcile Bank Statements, attend to correspondence and supervise the work of lower grades. Responsibly for overall control, control of work flow to machine operators and checking control agreeing pre-lists with summeay sheets. <u>Qualifications</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Senior Accounts Clerks in the University. And either II. Must hold a Diploma in Accounting awarded by a recognized University plus one year's working experience Or III. 25% completion or ACCA or CIMA or CA (Ghana) plus one year working experience or IV. Must hold HND (Accounting option) with 1 year's working experience or

	V. Must hold a Diploma in Business Studies (Accounting option) awarded by a recognized institution such as the Polytechnic with at least 7 years' post qualification working experience In all cases, candidate must be computer literate <u>Entry:</u> <u>Either by (i)</u> <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving University employees in the Senior Accounts Clerk or staff in analogous grade may be considered for promotion. Selection will be by interview. <u>Or by (ii)</u> <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.
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AUDITING STAFF

POSITION	REGULATION
CHIEF AUDITING ASSISTANT SS 1	<u>Duties:</u> To be prescribed by the Internal Auditor. These will involve the training and supervision of the work of subordinate staff. Staff in this grade will be required to exhibit high quality of sound judgement, initiative, resource and precision. They will be expected to take charge of and direct the work of internal auditing in Departments, Faculties, Institutes, Schools, Organizations etc. in the University. <u>Qualifications:</u> I. Must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Auditing Assistant and either II. Must possess a bachelor's degree (accounting/commerce option) awarded by a recognised university with at least 9 years' post qualification experience. Or III. Must possess the HND with at least 14 years' relevant working experience. Or IV. Part 3 of CA, CIMA, ACCA In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving University employees in the Principal Auditing Assistant or equivalent grade may be considered for promotion. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.
PRINCIPAL AUDITING ASSISTANT SS 2	<u>Duties:</u> Staff in this grade will be required to exhibit quality of sound judgment, initiative, resource and precision. The work here also involves the instruction, supervision and training of staff. Staff will be seriously involved in the work of internal auditing in departments, faculties, institutes, schools, organizations etc in the university. <u>Qualifications:</u> III. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Auditing Assistants and either IV. Must possess a bachelor's degree (accounting/commerce option) awarded by a recognised university with at least 4 years' post qualification experience. Or III. Must possess the HND with at least 8 years' relevant working experience. Or

SENIOR AUDITING ASSISTANT SS 3	IV. Part 3 of CA, CIMA, ACCA In all cases, candidates must be computer literate. Entry: Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving University employees in the Senior Auditing Assistant or equivalent grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview <u>Duties:</u> Staff in this grade will be required to perform work that calls for sound and mature judgement, initiative and precision. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Auditing Assistant and either I. Must hold a bachelor's degree in Accounting or commerce awarded by a recognised university. (such candidates may be awarded 4 incremental credits) or II. Must hold HND (accounting option) with 4 years post qualification experience. Or IV. Part 2 of CA, CIMA, ACCA plus a year's relevant working experience. or V. Must hold a Diploma in Business Studies (accounting option) awarded by a recognised institution such as the Polytechnic with at least 11 years' working experience. In all cases candidates must be computer literate. Entry: Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Auditing Assistants may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> To be prescribed by the Internal Auditor. Similar to those of Senior Auditing Assistant, the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Senior Auditing Clerks in the University and either II. Must hold a Diploma in Accounting awarded by a recognized University plus one year's working experience. Or
AUDITING ASSISTANT SS 4	

	III. Part1 of ACCA or CIMA or CA(Ghana) Plus a year's working experience Or IV. Must hold HND (Accounting option) with a year's working experience or V. Must hold a Diploma in Business Studies (accounting option) awarded by a recognised institution such as the Polytechnic with at least 7 years' working experience. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified University employees may be considered. Selection shall be by interview. Or (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be interview.
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TECHNICIANS

POSITION	REGULATION
CHIEF TECHNICIAN SS 1	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field requiring high qualities of sound judgement, initiative and precision. The officer will be required to organize and direct the work of all other Technical Staff under him. This will include general supervision and training of all laboratory and subordinate staff in the Department. <u>Qualification:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of Principal Technician and either II. Must possess the HND with at least 14 years' relevant working experience. Or III. Must possess a bachelor's degree awarded by a recognised university in the appropriate subject with at least 9 years' post qualification experience. Or IV. Must hold the part III of the Science Laboratory Technician Certificate of the City & Guilds of London Institute with at least 4 years' post –qualification experience Or V. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> General assistance to the Chief Technician, including the training of Laboratory and subordinate staff, administration of stores and orders, general construction, repairs and maintenance of scientific equipment, general responsibility for the work of other assistants engaged on research projects of the Department and in the preparation of experiments for courses run by the Department and as the Chief Technician may direct. <u>Qualifications:</u> I. Must be confirmed Officers with not less than 5 years' continuous and satisfactory service as Senior Technicians and either II. Must possess the Higher National Diploma in the appropriate subject with at least 8 years' relevant working experience or
PRINCIPAL TECHNICIAN SS 2	<u>Duties:</u> General assistance to the Chief Technician, including the training of Laboratory and subordinate staff, administration of stores and orders, general construction, repairs and maintenance of scientific equipment, general responsibility for the work of other assistants engaged on research projects of the Department and in the preparation of experiments for courses run by the Department and as the Chief Technician may direct. <u>Qualifications:</u> I. Must be confirmed Officers with not less than 5 years' continuous and satisfactory service as Senior Technicians and either II. Must possess the Higher National Diploma in the appropriate subject with at least 8 years' relevant working experience or

SENIOR TECHNICIAN SS 3	III. Must possess a bachelor's degree awarded by a recognised university in the appropriate subject with at least 4 years' post qualification experience. Or IV. Must hold the part III of the Science Laboratory Technician Certificate of the City & Guilds of London Institute with at least 4 years' post-qualification experience Or V. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving senior technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Duties include the supervision and training of all laboratory staff, the administration of stores and orders, and the construction, repair and maintenance of equipment. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Technician and either II. Must hold the part III (Final) of the Science Laboratory Technician Certificate of the City and Guilds of London Institute. Or III. Must hold a Degree in the relevant subject area from a recognized University. (Such candidates may be awarded 4 incremental credits) or IV. Construction Technicians Certificate (CTC) Part 3 Or the HND in the appropriate subject with at least 4 years' experience. V. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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TECHNICIAN SS 4	<u>Duties:</u> Similar to those of Senior Technician, the difference between their grades being a matter of experience, skill and responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Technician and either II. Must hold the part II of the Science Laboratory Technicians Certificate of the City and Guilds of London Institute. Or III. Must hold the Laboratory Technician's Diploma awarded by a recognized Institution plus one-year working experience. Or IV. HND (Laboratory Technician) awarded by a recognized institution. Or V. Construction Technician's Cert. Part II or Such relevant experience or skills as may be judged by the Appointments/ Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Asst. Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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BOOKSHOP STAFF

POSITION	REGUALTION
BOOKSHOP MANAGER SS 1	<u>Duties:</u> Responsibility for the efficient organization and running of the University Bookshop and ensuring that the Bookshop is adequately stocked to serve the needs of the University and the general public . <u>Qualifications:</u> I. Must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Assistant Bookshop Manager, and either II. Must possess a bachelor's degree (marketing/commerce /accounting) awarded by a recognized university with at least 9 years' post qualification experiences Or III. Must hold the HND (Marketing or Purchasing & Supply) with 14 years' post-qualification experience or IV. Must hold a Diploma in Accounting or Public/ Business Administration awarded by a recognized university with 14 years' relevant working experience. In all cases, candidates must be computer literate and must be members of the relevant professional body. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Assistant Bookshop Managers or equivalent may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL ASSISTANT BOOKSHOP MANAGER SS 2	<u>Duties</u> General assistance to the Bookshop Manager in the day-to-day running of the University Bookshop. The work involves training and supervision of subordinate staff. Must display a high sense of responsibility, sound judgement, initiative, resourcefulness and precision. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Assistant Bookshop Manager and either II. Must possess a bachelor's degree (marketing/commerce /accounting) awarded by a recognized university with at least 4 years' post qualification experience or

SENIOR ASSISTANT BOOKSHOP MANAGER SS 3	III Must hold the HND (Marketing or Purchasing & Supply) with 8 years' post-qualification experience or V. Must hold a Diploma in Accounting or Public/ Business Administration awarded by a recognized university with 8 years' relevant working experience. In all cases, candidates must be computer literate and must be members of the relevant professional body. <u>Entry:</u> Other by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified Senior Assistant Bookshop Managers or equivalent may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As prescribed by the Bookshop Manager but these would include the supervision of work of subordinate staff and taking charge of a section of the Bookshop. Must possess proven ability to manage efficiently a commercial organization and must possess the ability to organize, control and train subordinate staff. <u>Qualifications:.</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Bookshop Manager and either II. Must possess a bachelor's degree (marketing/commerce/ accounting) awarded by a recognized University (such candidate may be awarded four (4) incremental credits) Or III. Must hold the HND (Marketing) or HND (Purchasing/Supply) with at least 4-years' relevant working experience or IV. Must hold a Diploma in accounting or public/business admin. awarded by a recognized University with 4 years' relevant working experience. In all cases, candidates must be computer literate <u>Entry:</u> <u>Either by (i)</u> <u>Limited Competition</u> Vacancies shall be advertised internally and qualified Assistant Bookshop Manager may be considered. Or (ii) <u>Open competition</u> Vacancies shall be advertised. Selection shall be by interview.
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ASSISTANT BOOKSHOP MANAGER SS 4	<u>Duties</u> Similar to those of Senior Assistant Bookshop Manager, the difference being the level of responsibility Qualifications: I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Senior Bookshop Assistant in the University and either II. Must hold a Diploma in Accounting or Public/Business Admin. awarded by a recognized University plus one year's working experience. Or III. Must hold the HND (Marketing) or HND (Purchasing/Supply) with at least one year's relevant working experience. In all cases, candidates must be computer literate <u>Entry:</u> <u>Either by (i)</u> <u>Limited Competition</u> Vacancies shall be advertised internally and serving Senior Bookshop Assistants may be considered for promotion. <u>Or (ii)</u> <u>Open competition</u> Vacancies shall be advertised. Selection shall be by interview.
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STORES STAFF

POSITION	PROPOSED REGULATION
CHIEF STORES SUPERINTENDENT SS 1	<u>Duties:</u> Staff in this grade will be required to show high qualities of sound judgement, initiative, resourcefulness and precision. The officer will take full responsibility for the efficient organization and running of the University stores . The work covers generally supervision of stores, buying, custody and control of stores , preparation of estimates and indenting for stores, stores accounting and book-keeping, supervision and training of subordinate staff. <u>Qualifications:</u> I. Must have had a minimum of 6 years' experience in the grade of Principal Stores Superintendent. and II. Must possess the Final Certificate of Chartered Institute of Purchasing & Supply. and III. Must have shown clear evidence of ability to hold a schedule/schedules without supervision IV. Candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Stores Superintendent may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL STORES SUPERINTENDENT SS 2	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field requiring qualities in different degrees, responsible for the efficient organization and running of the University stores. The officer will be specifically responsible for general correspondence of all matters including short landing and insurance claims, expeditious handling of all cases of loss and damage, application and interpretation of stores regulations and instructions. <u>Qualification:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Stores Superintendent and either II. Must hold a bachelor's degree in the relevant subject area awarded by a recognized University with at least 4 years' post qualification experience . Or III. Must hold HND (Accounting /Purchasing & Supply) with 8 years' relevant experience. IV. Must hold 75% completion of CA/CIMA/ACCA/CIPS. In all cases, candidates must be computer literate.

SENIOR STORES SUPERINTENDENT SS 3	Entry: Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Senior Stores Superintendents or analogous grades may be considered. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. Duties: Staff in this grade will be responsible for ordering, keeping and maintaining stores, stock-taking of the various stores, preparation of estimates, general correspondence on all connected matters, including short-landings and insurance claims, expeditious handling of all cases of loss and damage, application and interpretation of Stores regulations and instructions. Supervision of work of subordinate staff. Qualification: I. Must be confirmed officers with not less than 4 years continuous and satisfactory service as Stores Superintendent and either II. Must hold a bachelor's degree awarded by a recognized University. (Such candidate may be awarded 4 incremental credits) Or III. Must hold a Diploma or HND (Accounting/Purchasing & Supply) with 4 year's relevant experience Or IV. Part 2 of CA, CIMA, ACCA/CIPS In all cases candidates must be computer literate. Entry: Either by (i) <u>Limited competition</u> Vacancies shall be advertised internally and qualified serving Stores Superintendents may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. Duties: Staff in this grade will be responsible for ordering, keeping and maintaining stores, stock-taking of the various stores, preparation of estimates, general correspondence on all connected matters. including short-landings and insurance claims, expeditious handling of all cases of loss and damage: application and interpretation of Stores Regulations and instructions. Supervision of work of subordinate staff. Qualification: 1. Must be confirmed officers with not less than 4 years continuous and satisfactory service as Senior Storekeeper and either II .Must hold a Diploma in Accounting or Public/Business Administration awarded by a recognized University plus one year's working experience or
STORES SUPERINTENDENT SS 4	

	III. Level I of ACCA or CIMA or CA Or IV. Must hold HND (Purchasing/Supply) plus one year's relevant working experience. In all cases, candidates must be computer literate. <u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Storekeepers or analogous who have had at least 4 years' continuous and satisfactory service in their grade may be considered. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.
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LIBRARY STAFF

POSITION	REGULATION
CHIEF LIBRARY ASSISTANT SS 1	<u>Duties</u> As prescribed by the University Librarian. These include the responsibility for a Section of the University Library and the training of subordinate staff. <u>Qualification</u> 1. Must have a minimum of 6 years' experience in the grade of Principal Library Assistant and either II. Must possess a bachelor's degree in the relevant subject area from a recognized university with at least 9 year's post qualification experience Or III. Must possess the Diploma in Library/Archives Administration with at least 14 years' relevant working experience. In all cases candidates must be computer literate. <u>Entry:</u> Either by (1) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Library Assistants may be considered for promotion. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL LIBRARY ASSISTANT SS 2	<u>Duties</u> These include the responsibility for a section of the University Library and full professional duties. <u>Qualification:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Library Assistant and either II Must possess a bachelor's degree in the relevant subject area from a recognized university with at least 4 years' post qualification experience Or III. Must possess the Diploma in Library/Archives Administration with at least 8 years' relevant working experience. In all cases candidates must be computer literate. <u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Senior Library Assistants may be considered for promotion. Selection will be by interview. Or by (ii) <u>Open Competition</u>

SENIOR LIBRARY ASSISTANT SS 3	Vacancies shall be advertised. Selection will be by interview. <u>Duties</u> These include the responsibility for assisting in the running of a section in the University Library. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Library Assistants and either II. Must hold a Degree in the relevant subject area awarded by recognized University. (Such candidates may be awarded 4 incremental Credits). Or III. Must possess the Diploma in Library/Archives Administration awarded by a recognized university with at least 4 years' relevant working experience. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Library Assistants may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> As for Senior Library Assistant the difference being the level of responsibility . <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Junior Library Assistant and I. Must hold a Diploma in Library/Archives Administration awarded by a recognised university and III. Must be computer literate. Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Junior Library Assistants may be considered for promotion. Selection shall be by interview. <u>Entry:</u> Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
LIBRARY ASSISTANT SS 4	<u>Duties:</u> As for Senior Library Assistant the difference being the level of responsibility . <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Junior Library Assistant and I. Must hold a Diploma in Library/Archives Administration awarded by a recognised university and III. Must be computer literate. Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Junior Library Assistants may be considered for promotion. Selection shall be by interview. <u>Entry:</u> Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

PRINTING STAFF

POSITION	REGULATION
CHIEF ASSISTANT PRINTER SS 1	<u>Duties:</u> Responsibility for the efficient organization and running of the University Printing Press. Supervision of work and training of subordinate staff, preparation of in-service training programmes. <u>Qualifications:</u> I. Must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Assistant Printer and either II. Must possess Final Certificate of the City and Guilds of London Institute in Composing or Letter Press work or an equivalent qualification with at least 13 years relevant experience in the printing trade. Or III. A bachelor's degree in Publishing Studies or relevant subject area from a recognised university plus 9 years' post-qualification experience. Or IV. Candidates working outside the Universities must have at least the Diploma in the relevant area with at least 14 years' relevant experience. Or V Relevant experience/skills as may be judged by the Appointments/Promotions Board/Committee to be equivalent to the above. In all cases , candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving University Principal Assistant Printers who have had at least 6 years continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Responsibility to the Chief Assistant Printer for the general running of the University Printing Press; assistance in the general supervision and training of subordinate staff. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Assistant Printer. And either II. The Final Certificate of the City and Guilds of London Institute in Composing or Letter Press work, with at least, 10 years' relevant experience in the printing trade; Or III. A bachelor's degree in Publishing Studies or relevant subject area from a recognised university plus 4 years' post-qualification experience or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications
PRINCIPAL ASSISTANT PRINTER SS 2	

SENIOR ASSISTANT PRINTER SS 3	In all cases candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior Assistant Printers who have had at least 5 years' continuous and satisfactory service in the grade may be considered promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Responsibility to the Chief Assistant Printer for the general running of the University Printing Press. Control and discipline of staff. Allocation of jobs, supervision and work and solution of technical problems in the course of work of staff. Passing of proof before forms are sent for printing. Such other responsibilities that will be assigned to him by the Printer. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Printers, plus either II. Must possess the Part III of The Final certificate of the City and Guilds of London Institute in Composing or Letter Press work in a large printing establishment or III. A bachelor's degree in Publishing Studies or a relevant subject area from a recognised university. (such candidates may be awarded 4 incremental credits) Or IV. Such relevant experience or skills as may be judged by the Appointments/ Promotions Committee to be equivalent to the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition:</u> Vacancies shall be advertised internally and confirmed qualified serving Assistant Printers who have had at least 4 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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ASSISTANT PRINTER SS 4	<u>Duties:</u> To be assigned by the Chief Assistant Printer. These will include supervision of a section of the University Printing Press and responsibility for checking all proofs before printing. <u>Qualification</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Senior Printing Assistant. and either II The Pt II of the Final Certificate City and Guilds of London Institute in Composing or Letter Press Work or equivalent qualification with at least 4 years' relevant experience in composing or letter press work in a large printing establishment. <u>OR</u> III Must possess the Part II certificate of the City and Guilds of London Institute in Binding/Printing Or III. Must hold a Diploma in printing from a recognized institution. Or IV Such relevant experience or skills as may be judged by the Appointments/ Promotions Committee to be equivalent to the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior Printing Assistants with at least 4years continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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BINDERY STAFF

POSITION	REGULATION
CHIEF ASSISTANT BINDER SS 1	<u>Duties:</u> Responsible for the general running of bindery, control and discipline of staff. Supervision and solution of technical problems in the course of work of staff. Finishing, lettering titles of books, special bindings for both Library and University. Designing and tooling decorations of special books. Advanced repairs. Orders for binding materials and equipment. Training of staff. <u>Qualification:</u> Candidates must possess: I. Must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Assistant Binder and either II. Final Certificate of the City and Guilds of London Institute in Binding with at least 12 years experience in Bindery works, especially in finishing and forwarding. Or III. A bachelor's degree in Publishing Studies or a relevant subject area from a recognised university with at least 9 years' post-qualification experience or IV. A University Diploma in the relevant area with at least 14 years' relevant working experience or V. Relevant experience or skills as may be judged by the Appointments/Promotions Board/Committee to be equivalent to the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving University Principal Binders who have had at least 6 years continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be by advertised. Selection shall be by interview. <u>Duties:</u> Similar to those of Chief Assistant Binder, the difference being in level of responsibility <u>Qualifications:</u> Candidates must possess: I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Assistant Binder and either II. The Final Certificate of the City and Guilds of London Institute in binding with at least 5 years' experience in Binding work, especially in finishing and forwarding. Or III. A bachelor's degree in Publishing Studies or a relevant subject area from a recognised university with at least 4 years' post-qualification experience Or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications. In all cases, candidates must be computer literate.
PRINCIPAL ASSISTANT BINDER SS 2	<u>Duties:</u> Similar to those of Chief Assistant Binder, the difference being in level of responsibility <u>Qualifications:</u> Candidates must possess: I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Assistant Binder and either II. The Final Certificate of the City and Guilds of London Institute in binding with at least 5 years' experience in Binding work, especially in finishing and forwarding. Or III. A bachelor's degree in Publishing Studies or a relevant subject area from a recognised university with at least 4 years' post-qualification experience Or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications. In all cases, candidates must be computer literate.

SENIOR ASSISTANT BINDER SS 3	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior Assistant Binders who have had at least 5 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As for Principal Assistant Binder the difference being in level of responsibility. <u>Qualification:</u> Candidates: I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Binder plus either II. A bachelor's degree in Publishing Studies or a relevant subject area from a recognised university (Such candidates may be awarded 4 incremental credits) Or III The Final Certificate of the City and Guilds of London Institute in binding with at least 5 years' experience in Binding work especially in finishing and forwarding. Or IV Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications. In all cases candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving university employees who have had at least 4 years' continuous and satisfactory service in the grade of Assistant Binder may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised . Selection shall be by interview. <u>Duties:</u> Mainly finishing i.e. lettering in gold the titles of books by hand and by gold blocking machine. Covering of books in leather when requested. Supervision of subordinate staff. General assistance to the Binder. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Bindery Assistant Grade I and must possess either II. The Final Certificate of the City and Guilds of London Institute in Binding.. Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications. In all cases, candidates must be computer literate.
ASSISTANT BINDER SS 4	

	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving employees who do not possess the qualification above, but who have had at least 4 years continuous and satisfactory service as Senior Bindery Assistants shall be required to pass as appropriate examination conducted by the Universities. Selection shall be by interview. Or by (ii) <u>Open competition</u> Vacancies shall be advertised. Selection shall be by interview.
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NURSING STAFF

POSITION	REGULATION
CHIEF NURSING OFFICER SS 1	<u>Duties:</u> Overall responsibility for the good conduct, efficiency and discipline of the nursing and domestic staff in the Hospital. Care and comfort and proper dieting of in-patients. Supervision of work of sisters and nurses. In-service training of the nursing and mid-wifery staff. Responsibility for all equipment, clothing, linen and furnishing, distribution of cleaning materials. Responsibility for inoculations e.g. T.A.B. Polio Vaccine. Such other duties as may be assigned by the Director of Health Services. <u>Qualification:</u> I. Candidates must be Principal Nursing Officers with at least 6 years' experience as Principal Nursing Officers. They must in addition have successfully taken a course in hospital administration or such other courses as may be considered relevant and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and, serving Principal Nursing Officers with at least 6 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL NURSING OFFICER SS 2	<u>Duties:</u> Overall responsibility for the good conduct, efficiency and discipline of the nursing and domestic staff in the Hospital. Care and comfort and proper dieting of in-patients. Supervision of work of sisters and nurses. In-service training of the nursing and mid-wifery staff: including bedside lecture and demonstrations. Care of all equipment, clothing, linen and furnishing, distribution of cleaning materials. Responsibility for inoculations e.g. T.A.B. Polio Vaccine. Such other duties as may be assigned by the Director of Health Services <u>Qualifications</u> Candidates must be State Registered Nurses and State Certificate Midwives with considerable experience in a large Hospital. They must in addition have successfully taken a course in Hospital Administration or such other courses as may be considered relevant. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally. Serving Senior Nursing Officers with at least 3 years continuous and satisfactory service in the grade may be considered for promotion. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.

SENIOR NURSING OFFICER SS 3	<u>Duties:</u> The duties of the Senior Nursing Officer are the same as those for the Principal Nursing Officer. The Senior Nursing Officer will be expected to act for the Principal Nursing Officer in the latter's absence. He/She will assist in the training of nurses in the Hospital and take emergency "calls" after normal clinic hours. He/She will also take all normal midwifery cases. <u>Qualifications:</u> I. Candidates must either be State Registered Nurses and State Certified Midwives with considerable post qualification experience as Nursing Officer. Or II. Must possess a bachelor's degree in Nursing awarded by a recognised university. (such candidates may be awarded 4 incremental credits). In either cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally. Serving Nursing Officers with at least 4 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
NURSING OFFICER SS 4	<u>Duties</u> Similar to those of Senior Nursing Officer the difference being in level of responsibility. <u>Qualifications:</u> Candidates must be State Registered Nurses and State Certified Midwives with considerable post qualification experience and must have served as Senior Staff Nurse/Midwife for at least 4 years. Entry:- <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
CHIEF MIDWIFERY SUPERINTENDENT SS 1	<u>Duties:</u> Responsibility for the good conduct, efficiency and discipline of subordinate staff in the Hospital. Supervision of work of subordinates in the area of care of client (ante-natal) i.e monitor the client during pregnancy, labour and puerperium, education of client during pregnancy, care of mother and baby after delivery until discharge. <u>Qualification:-</u> I. Must have had a minimum of 6 years' experience in the grade of Principal Midwifery Superintendent and. II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision. <u>Entry:</u> Either by (i) <u>Limited Competition</u>

PRINCIPAL MIDWIFERY SPRINTENDENT SS 2	Vacancies shall be advertised internally and qualified servicing Principal Midwifery Superintendents may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
SENIOR MIDWIFERY SUPERINTENDENT SS 3	<u>Duties</u> Similar to those of Chief Midwifery Superintendent, the difference being the level of responsibility. <u>Qualifications:</u> Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Midwifery Superintendent and Must have successfully taken courses as may be considered relevant. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Midwifery Superintendents may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Duties will include care of client (ante-natal) i.e monitor the client during pregnancy, labour and puerperium; education of client during pregnancy; care of mother and baby after delivery until discharge. <u>Qualifications:</u> I. Must be confirmed Officers with not less than 4 years' continuous and satisfactory service as Midwifery Superintendent. and II. Must have successfully taken courses as may be considered relevant. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified Midwifery Superintendents may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
MIDWIFERY SUPERINTENDENT SS 4	<u>Duties</u> Similar to those of Senior Midwifery Superintendent , the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed Officers with not less than 4 years' continuous and satisfactory service as Senior Certified Midwife or Senior Enrolled Nurse/Midwife and II. Must have successfully taken courses as may be considered relevant.

ENROLLED NURSE SUPERINTENDENT SS3	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified Senior Certified Midwives or Senior Enrolled Nurse/Midwives may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> The duties are the same as those for the Principal Enrolled Nurse. The Enrolled Nurse Superintendent will be expected to act for the Principal Enrolled Nurse in the latter's absence. He/She will assist in the training of Nurses in the Hospital and take emergency "calls" after normal clinic hours. He/She will also take all normal cases as is expected of him/her. <u>Qualifications:</u> I. Candidates must either be with considerable post qualification experience as Enrolled Nurse/Community Health Nurse. and II Must possess EN/Community Health Nurse Certificate awarded by a recognised institution. In either cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally. Serving Principal Enrolled/Community Health Nurses with at least 4 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL ENROLLED NURSE SS4	<u>Duties</u> Similar to those of Enrolled Nurse Superintendant, the difference being in level of responsibility. <u>Qualifications:</u> Candidates must possess the EN/ Community Health Nurse Certificate with considerable post qualification experience and must have served as Senior Enrolled Nurse/Senior Community Health Nurse/ for at least 4 years. <u>Entry</u> <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

HOSPITAL LABORATORY STAFF

POSITION	REGULATION
SUPERINTENDENT TECHNOLOGIST SS 1	<u>Duties:</u> General medical laboratory supervision. Responsibility for proper care, maintenance and repair of all laboratory equipment: supervision and training of laboratory staff. <u>Qualifications:</u> Candidates must possess: I. A degree in Medical Laboratory Technology with 6 years' experience as a Senior Hospital Laboratory Technologist and either II. The Fellowship or the Associate Certificate of the Institute of Medical Laboratory Technologists Or III .Such other qualifications and relevant experience or skills as may be judged by the Appointment Committee to be equivalent to any of the above qualifications: Or IV. Considerable experience in a similar position in a large hospital or other appropriate medical establishment. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Hospital Laboratory Technologists with at least 6 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
SENIOR HOSPITAL LABORATORY TECHNOLOGIST SS 2	<u>Duties:</u> General medical laboratory duties: Training of Junior Laboratory Staff. <u>Qualifications:</u> Candidates must possess: I. A degree in Medical Laboratory Technology with 5 years' post qualification experience and either II. The Fellowship or the Associate Certificate of the Institute of Medical Laboratory Technologists or III. Such other qualifications and relevant experience or skills as may be judged by the Appointments Committee to be equivalent to any of the above qualifications: In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Hospital Laboratory Technologists may be considered for promotion. Selection will be by interview.

HOSPITAL LABORATORY TECHNOLOGIST SS 3	Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> General Hospital Laboratory duties. <u>Qualifications:</u> Candidates must possess: I. Certificate of the Institute of Medical Laboratory Technologists plus 4 year's relevant work experience Or II. A bachelor's degree in Medical Laboratory Technology from a recognised university (such candidates must be awarded 4 incremental credits) Or III. Such other qualifications and relevant experience or skills as may be judged by the Appointments Committee to be equivalent to any of the above qualifications; In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Assistant Hospital Laboratory Technologists who have served their period of houseman-ship (4 years) may be considered for promotion. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
ASSISTANT HOSPITAL LABORATORY TECHNOLOGIST SS 4	<u>Duties:</u> General Hospital laboratory duties as prescribed by the Superintendent Technologist. <u>Qualifications:</u> Candidates must possess: I. Certificate of the Institute of Medical Laboratory Technologists; plus 4 years working experience or I. Diploma in Medical Laboratory Technology awarded by a recognised institution Or III. Such other qualifications and relevant experience or skills as may be judged by the Appointments Committee to be equivalent to any of the above qualifications, or II. HND (Laboratory Technology) In all cases, candidates must be computer literate.

	<u>Entry:</u> <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
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DENTAL LABORATORY STAFF

POSITION	REGULATION
CHIEF DENTAL SURGERY ASSISTANT SS 1	<u>Duties</u> Staff in this grade shall have the overall responsibility for the good conduct, efficiency, discipline and harmonious personnel relations among Dental Surgery Staff (DSAs); Keep and provide appropriate/required items/materials for efficient running of the clinic; Take stock of replacement and unserviceable equipment; Ensure that equipment and instruments under his/her care are kept in good working condition; Assist in compiling leave roster for the DSAs; Set standards for evaluation of patients' care in the clinic ; Ensure the proper care and comfort of patients; Assist the dental surgeon at the chair side when necessary; Supervision of the work of DSAs; Organise in-service training/continuous education for subordinates; Any other such duties as may be assigned by the Clinic Co-ordinator. <u>Qualifications:</u> Candidates must satisfy the following requirements:- I. Must have had a minimum of 6 years' experience in the grade of Principal Dental Surgery Assistant, and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision and III. Must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Dental Surgery Assistants may be considered. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by Interview.
PRINCIPAL DENTAL SURGERY ASSISTANT SS 2	<u>Duties</u> Duties include providing adequate supplies and equipment for the smooth running of the Clinic; Seeing to all correspondence pertaining to all Dental Surgery Assistants. Organising Senior DSAs to ensure their efficiency, holding meetings at regular intervals to maintain good human relationship at all levels of staff; Directing , assisting, instructing, and orientating subordinates as to correct procedure, methods, technique and safety precautions in the clinic; Organising subordinates for in-service education. Assisting the dental surgeon at the chair side when necessary, overall responsibility for the good conduct, efficiency, discipline and harmonious personnel relations among DSAs. Assisting the Chief DSA in the performance of his/her duties. Performing any other duties that may be assigned by the departmental head.

SENIOR DENTAL SURGERY ASSISTANT SS 3	<u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years’ continuous and satisfactory service as Senior Dental Surgery Assistant and II. Must hold a bachelor’s degree awarded by a recognised university in the Allied Health Science with at least 4 years’ post-qualification experience. Or III. Must possess HND or an equivalent qualification in the Allied Health Sciences with at least 8 years’ relevant working experience . Or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Dental Surgery Assistants may be considered. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties</u> Duties include preparing duty schedule according to a set rotation; Planning for weekly meetings to provide opportunity for better communication at all levels of the DSAs; Ensuring that all equipment and instruments are in good working order and properly used; Checking indiscriminate use of supplies in the clinic; Ensuring that potentially harmful medications are properly kept; Ensuring that students maintain the required standard of cleanliness and /or tidiness in the cubicles in which they work; Assisting the dental surgeon at the chair side; Assisting in the in-service training for DSAs; Supervising the work o subordinate DSAs. Assisting the Principal DSA in the performance of his/her duties. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years’ continuous and satisfactory service as Dental Surgery Assistant and II. Must hold a degree awarded by a recognised university in the Allied Health Science. (Such candidates may be awarded 4 incremental credits) . Or III. Must hold HND or an equivalent qualification in the Allied Health Sciences with at least 4 years’ relevant working experience . Or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Dental Surgery Assistants may be considered. Selection will be by interview Or by (ii) <u>Open Competition</u>
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DENTAL SURGERY ASSISTANT SS 4	Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> Duties include ensuring that all the surgeries are well-set for work; Supervising the work of the cleaners; Assisting in emergency procedure; Checking the list of patients for any special needs or arrangements; Reporting on patients and subordinates to Senior DSA. Taking x-rays for dental diagnosis; Assisting the dental surgeon at the chair side; Assisting the Senior DSA in his/her duties; Supervising the work of subordinate DSAs. Performing any other duties that may be assigned to him/her. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years continuous and satisfactory service as a Junior Dental Asst. Grade. I and II. Must hold the HND or an equivalent qualification in the Allied Health Sciences Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be adequate. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) Limited Competition Vacancies shall be advertised internally and qualified serving Junior Dental Assistant Grade I may be considered. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties</u> Staff in this grade will be required to perform duties covering a wide field requiring qualities of sound judgment, initiative and precision. This will include organize, train, supervise and direct the work of the staff under him/her. The officer will plan and prepare models, materials and other inputs for the instructions and demonstration of dental laboratory procedures to clinical dental students, supervise the patients' jobs being done on them, be involved in all advanced prosthetics in the lab. i.e fabrication of ceramic crowns and bridges, gold crowns, orthodontic appliances, maxillofacial appliances, implants, cast partial dentures, milling and combination techniques etc. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of Principal Dental Technologist and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision and III. Must be computer literate. <u>Entry:</u> Either by (i)
CHIEF DENTAL TECHNOLOGIST SS 1	Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> Duties include ensuring that all the surgeries are well-set for work; Supervising the work of the cleaners; Assisting in emergency procedure; Checking the list of patients for any special needs or arrangements; Reporting on patients and subordinates to Senior DSA. Taking x-rays for dental diagnosis; Assisting the dental surgeon at the chair side; Assisting the Senior DSA in his/her duties; Supervising the work of subordinate DSAs. Performing any other duties that may be assigned to him/her. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years continuous and satisfactory service as a Junior Dental Asst. Grade. I and II. Must hold the HND or an equivalent qualification in the Allied Health Sciences Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be adequate. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) Limited Competition Vacancies shall be advertised internally and qualified serving Junior Dental Assistant Grade I may be considered. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties</u> Staff in this grade will be required to perform duties covering a wide field requiring qualities of sound judgment, initiative and precision. This will include organize, train, supervise and direct the work of the staff under him/her. The officer will plan and prepare models, materials and other inputs for the instructions and demonstration of dental laboratory procedures to clinical dental students, supervise the patients' jobs being done on them, be involved in all advanced prosthetics in the lab. i.e fabrication of ceramic crowns and bridges, gold crowns, orthodontic appliances, maxillofacial appliances, implants, cast partial dentures, milling and combination techniques etc. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of Principal Dental Technologist and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision and III. Must be computer literate. <u>Entry:</u> Either by (i)

PRINCIPAL DENTAL TECHNOLOGIST SS 2	<u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Dental Technologists may be considered for promotion . Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Staff in this grade will offer general assistance to the Chief Dental Technologist. These include tracing and supervising technical staff instruction, demonstration of dental laboratory procedures to clinical dental students and the supervision of their patients' jobs. The officer will also design and fabricate advanced prosthetics like ceramic crown and bridge, gold crown, orthodontic appliances, maxillofacial appliances, implants, cast-partial dentures, milling and combination techniques. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years continuous and satisfactory service as Senior Dental Technologists and either II. Must possess a bachelor's degree in dental technology from a recognised university with at least 4 years' post-qualification working experience Or III. Must possess the HND or a Diploma in dental technology with at least 8 years' post qualification working experience, or IV. Such relevant experience or skill as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Dental Technologist may be considered for promotion . Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Duties include the supervision and training of technical staff, the fabrication of complete dentures, cast partial dentures, gold crowns, ceramic crowns and bridges as well as orthodontic appliances. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Dental Technologist and either II. Must possess a bachelor's degree in dental technology from a
SENIOR DENTAL TECHNOLOGIST SS 3	

DENTAL TECHNOLOGIST SS 4	recognized university. (such candidates may be awarded 4 incremental credits) or III. Must possess the HND or a Diploma in dental technology from a recognised institution with at least 4 years' post-qualification experience or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Dental Technologists may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>DUTIES</u> Duties include the fabrication of complete dentures, partial dentures, orthodontic appliances, crowns and bridges. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Dental Technician and either II. Must hold an HND/Diploma in dental technology from a recognized institution Or I. Such relevant experience or skills as may be judged by the Appointments (Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate.
CHIEF DENTAL HYGIENIST THERAPIST SS 1	<u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Junior Dental Technologists may be considered for promotion. Selection shall be by interview. Or by (ii) Vacancies shall be advertised. Slection shall be by interview. <u>Duties:</u> Staff in this grade will be required to perform duties covering a wide field requiring qualities of sound judgment, initiative and precision. The officer will be required to organize, train, supervise and direct the work of the clinical staff under him/her. Also the officer will tutor and supervise the work of clinical dental students on non-surgical aspects of scaling and polishing of teeth of adults and children, provide dental education, treat patients with various periodontal diseases. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of

PRINCIPAL DENTAL HYGIENIST/THRAPIST SS 2	Principal Dental Hygienist/Therapist and II. Must have shown clear evidence of ability to hold a schedule/ schedules without supervision and III. Must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Dental Hygienist/Therapist may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Staff in this grade will offer general assistance to the Clinical Dental Hygienist/Therapist in the training of clinical and subordinate staff, scaling and polishing of teeth of both adults and children, recognition of diseases for specialist attention, supervision of the work of clinical dental students. Staff will also be involved in dental health education, application of fissure sealant and fluoride to scaled teeth. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Dental Hygienist/Therapist, and either II. Must possess a bachelor's degree in dental hygiene /therapy from a recognised university with at least 4 years' post-qualification working experience. Or III. Must possess the HND or Diploma in dental hygiene/therapy with at least 8 years' post-qualification working experience. Or IV. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. V. In all cases, candidates must be computer literate. <u>Entry:-</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Dental Hygienist/Therapist may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Duties include the training of clinical and subordinate staff, scaling and polishing of teeth of both adults and children, recognition of diseases for specialist attention, supervision of the work of clinical dental students, dental health education, application of fissure sealant and
SENIOR DENTAL HYGIENIST/ THERAPIST SS 3	<u>Duties</u> Duties include the training of clinical and subordinate staff, scaling and polishing of teeth of both adults and children, recognition of diseases for specialist attention, supervision of the work of clinical dental students, dental health education, application of fissure sealant and

DENTAL HYGIENIST/THERAPIST SS 4	fluoride to scaled teeth. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Dental Hygienist /Therapist and either II. Must possess a bachelor's degree in dental hygiene/therapy from a recognised university. (Such candidates may be awarded 4 incremental credits). Or III. Must possess the HND or a Diploma in dental hygiene/therapy with at least 4 years' post-qualification working experience. Or IV Such relevant experience o skills as may be judged by the Appointment/Promotions Committee to be equivalent to any of the above qualifications. V In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Dental Hygienist/Therapist may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Duties include cleaning and polishing of teeth to help prevent gum diseases and tooth decay, provide dental health education to individuals and groups about proper care of mouth. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Junior Dental Assistant Grade I and either II. Must possess the HND/Diploma or an equivalent qualification in Dental Hygiene/Therapy from a recognised institution Or III. Such relevant experience or skills as may be judged by the Appointment/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Junior Dental Assistant Gd I may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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PHARMACY STAFF

POSITION	REGULATION
CHIEF DISPENSING TECHNICIAN SS 1	<u>Duties</u> General supervision of the dispensary; dispensing of drugs to out-patients and in-patients, supply of drugs to out-patients and in-patients, supply of drugs to various sections of the Hospital. Stocktaking of drugs and equipment in the store. Keeping of accounts, records and accounting. Preparation of yearly/monthly returns. Purchasing of drugs and Hospital equipment and supervision and training of subordinate staff. <u>Qualifications:</u> I. Must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Dispensing Technician and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision and I. Must be computer literate. Or IV. Must hold a bachelor's degree in the relevant subject area plus at least 4 years' post qualification experience Or II. Must hold the HND with at least 14 years working experience. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Dispensing Technicians may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL DISPENSING TECHNICIAN SS 2	<u>Duties</u> Similar to those of Chief Dispensing Technician, the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Dispensing Technician and either II. Must possess a bachelor's degree in the relevant subject area awarded by a recognized university with at least 4 years' post qualification

	working experience or III. Must possess the HND in Dispensing Technology awarded by a recognized Polytechnic with at least 8 years' relevant working experience. In either case, candidates must be computer literate. Entry: Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Dispensing Technicians may be considered. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised . Selection shall be by interview.
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POSITION	REGULATION
SENIOR DISPENSING TECHNICIAN SS 3	<u>Duties</u> Similar to those of Principal Dispensing Technician the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Dispensing Technician and either II. Must possess a bachelor's degree in the relevant subject area. (Such candidates may be awarded 4 incremental credits). or III. Must possess the HND in Dispensing Technology awarded by a recognised Polytechnic with at least 4 years' post-qualification experience. In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Dispensing Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised . Selection shall be by interview.
DISPENSING TECHNICIAN SS 4	<u>Duties</u> Similar to those of Senior Dispensing Technician, the difference being the level of responsibility. <u>Qualifications:</u> I. Candidates must possess the HND in Dispensing Technology or an equivalent qualification awarded by a recognised polytechnic with at least a year's relevant working experience and II. Must be compute literate.

	<u>Entry</u> Vacancies shall be advertised. Selection will be by interview.
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HEALTH SERVICES STAFF

POSITION	REGULATION
CHIEF HEALTH SUPERINTENDENT SS 1	<u>Duties:</u> General supervision and control of Public Health Staff and Sanitary Labourers in the Universities; preparation of annual budget and annual report indenting of health stores, etc. Planning and organizing general environmental sanitation of the Universities. Control of communicable diseases, disinfections, vaccination and any technical problem that may be assigned to him by the Director of Medical Services. <u>Qualification:</u> I. Must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Health Superintendent. and either II. Must hold a Diploma from the School of Hygiene or Public Health with at least 14 years' relevant experience or III. Must hold a bachelor degree in the relevant subject area from a recognized university with at least 9 years' working experience. In all cases, candidates must be computer literate. <u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Health Superintendents may be considered for promotion. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties</u> General supervision and control of Public Health Staff and Sanitary Labourers in the Universities; preparation of annual budget and annual report indenting of health stores, etc. Planning and organizing general environmental sanitation of the Universities. Control of communicable and any technical problem that may be assigned to him by the Director of Medical Services.
PRINCIPAL HEALTH SUPERINTENDENT SS 2	<u>Duties</u> General supervision and control of Public Health Staff and Sanitary Labourers in the Universities; preparation of annual budget and annual report indenting of health stores, etc. Planning and organizing general environmental sanitation of the Universities. Control of communicable and any technical problem that may be assigned to him by the Director of Medical Services.

SENIOR HEALTH SUPRINTENDENT SS 3	<u>Qualifications</u> I. Must be confirmed officers with not less than 5 years continuous and satisfactory service as Senior Health Superintendants and either II. Must hold a bachelor's degree in the relevant subject area from a recognized University with at least 4 years' working experience or III. Must hold a Diploma from the School of Hygiene or Public Health, with at least 8 years' relevant working experience IV. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Health Superintendents with at least 5 years continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview <u>Duties:</u> As for Principal Health Superintendent, but the difference being the level of responsibility. These include control of communicable diseases, disinfestations, vaccination, and handling of any technical problem.
HEALTH SUPRINTENDENT SS 4	<u>Qualifications:</u> I. Must be confirmed Officers with not less than 4 years' continuous and satisfactory service as Health Superintendent. II. Must hold a bachelor's degree in the relevant subject area from a recognized university. (Such candidates may be awarded 4 incremental credits) Or III. Diploma from School of Hygiene or Public Health plus 4 years relevant experience. In all cases, candidates must be Computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Health Superintendents with at least 4 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> As for Senior Health Superintendent, but the difference being in the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not les than 4 years' continuous and satisfactory service as Senior Health Inspector and II. Must possess the Diploma from the School of Hygiene or Public Health with at least a year's relevant experience. and

	III Must be a Computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Health Inspector with at least 4 years' continuous and satisfactory service in the grade may be considered for promotion. Selection shall be by interview.
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RESEARCH ASSISTANTS

POSITION	REGULATION
CHIEF RESEARCH ASSISTANT SS 1	<u>Duties:</u> Staff in this grade will be required to undertake research work covering special techniques, supervision and training of subordinate staff. They will be required also to exhibit qualities of sound judgment, initiative and resources. <u>Qualifications:</u> I. Must have had a minimum of 6 years' experience in the grade of Principal Research Assistant. and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision and III. Must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and candidates with the required qualifications and experience as Principal Research Assistant may be promoted. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL RESEARCH ASSISTANT SS 2	<u>Duties:</u> Staff in this grade will be required to undertake research work covering special techniques, supervision and training of subordinate staff. <u>Qualification:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Research Assistants, and either II. Must possess a bachelor's degree awarded by a recognised university with at least 4 years' post-qualification experience Or III. Must possess an M.phil degree awarded by a recognized university. In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Senior Research

SENIOR RESEARCH ASSISTANT SS 3	Assistants with at least 4 years' continuous and satisfactory service in the grade may be considered. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview <u>Duties:</u> General assistance in research work; undertaking surveys computation, writing and supervision and training of Research Assistants. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Research Assistants. and II. Must hold a bachelor's degree awarded by a recognized University. (Such candidates may be awarded by 4 incremental credits). or III. HND holders must have 4 years' relevant experience at least. In either case, candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Research Assistants with at least 4 years' continuous and satisfactory service in their grade may be considered. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
RESEARCH ASSISTANT SS 4	<u>Duties:</u> General assistance in research work; undertaking surveys computing, writing and conducting specific research project. <u>Qualification:</u> Must hold a Diploma in Statistics or Social work awarded by a recognized University plus one year's working experience. Or HND statistics from a recognized Polytechnic. <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

PORTERS

POSITION	REGULATION
CHIEF PORTER SS 1	<u>Duties</u> Staff in this grade will be required to perform duties covering a wide field requiring qualities of sound judgment, initiative and precision. These will include organize, train, supervise staff under him. <u>Qualifications:</u> Candidates must satisfy the following requirements. I. Must have a minimum of 6 years' experience in the grade of Principal Porter and either II. Must possesses a bachelor's degree from a recognised University with at least 9 years' post—qualification working experience or III. Must possess a diploma from a recognised institution with at least 14 years' post-qualification working experience. Or IV. Must have attained the rank of Superintendent of Police or Major in the Armed Forces. In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Porters may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL PORTER SS 2	<u>Duties</u> Staff in this grade offer general assistance to the Chief Porter. These will include ensuring good conduct, efficiency and discipline of subordinate staff; supervising the work of subordinate staff; ensuring the security of hall and students' property; maintaining records of students in and out of residence. <u>Qualifications</u> I. Must have served satisfactorily as Senior Porter for a minimum of 5 years in the University and either II. Must possess a bachelor's degree from a recognised University with at least 4 years' post—qualification working experience or III. Must possess a diploma from a recognised institution with at least 8 years' post-qualification working experience. Or IV. Must have attained the rank of Superintendent of Police or Major in the Armed Forces. In either case, candidates must be computer literate. <u>Entry:</u> Either by (i)

SENIOR PORTER SS 3	<u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Porters may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Similar to those of Principal Porter the difference being the level of responsibility. <u>Qualifications:</u> I. Must have served satisfactorily as Porter for a minimum of 4 years in the University and either II. Must possess a bachelor's degree from a recognised University (such candidates may be awarded 4 incremental credits) Or III. Must possess a diploma from a recognised institution with at least 4 years post-qualification working experience. Or IV. Must have attained the rank of Deputy Superintendent of Police or Captain in the Armed Forces. In either cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Porters may be considered for promotion. Selection shall be interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PORTER SS 4	<u>Duties</u> Similar to those of Senior Porter the difference being the level of responsibility. <u>Qualifications:</u> I. Must have served satisfactorily as Assistant Porter for a minimum of 4 years in the University and either II. Must possess a diploma from a recognised institution Or III. Must have attained the rank of Assistant Superintendent of Police or Lieutenant in the Armed Forces.

	In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Head Porters may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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ORGANISERS

POSITION	REGULATION
CHIEF ORGANISER	<u>Duties:</u> As prescribed by the Director of the Institute. These include: (a) Organizing adult education activities including systemic classes, day schools, residential week-end conferences, discussion groups, brain trust, Social Welfare and Community Development Schemes, stimulating local organizations. (b) Delivering short talks, leading discussions and conducting meetings (c) Negotiating with part-time Tutors, Government Officials, Chiefs, Pressmen, Local Government Officials; working in collaboration with voluntary organizations of all kinds. (d) Regional Officer administration; preparation of materials for printers , handling publicity, dealing with own correspondence (e) Extensive traveling on duty. <u>Qualifications:</u> I. Must be confirmed officers with not less than 6 years continuous and satisfactory service as Principal Organizers. and II. Must possess either an MA degree in Adult Education awarded by a recognised university or III. Must possess a bachelor's degree awarded by a recognized university with at least 9 years' post-qualification experience. Or IV. Must hold a Diploma in Adult Education or Social Work or other relevant area awarded by a recognised university with at least 14 years' post qualification experience. In either case, candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Organisers with at least 6 years' continuous and satisfactory service in the grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As for Chief Organizer, the difference being the level of experience and responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Organizers. and II. Must possess either an MA degree in Adult Education awarded by a recognised university or III. Must possess a bachelor's degree awarded by a recognized university with
PRINCIPAL ORGANISER SS 2	<u>Duties:</u> As for Chief Organizer, the difference being the level of experience and responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Organizers. and II. Must possess either an MA degree in Adult Education awarded by a recognised university or III. Must possess a bachelor's degree awarded by a recognized university with

SENIOR ORGANISER SS 3	at least 4 years' post-qualification experience. Or IV. Must hold a Diploma in Adult Education or Social Work or other relevant area awarded by a recognised university with at least 8 years post qualification experience. In either case, candidates must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Organizers with at least 5 years' continuous and satisfactory service in the grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As for Principal Organizer, the difference being the level of experience and responsibility. <u>Qualifications:</u> I. Candidates must be confirmed officers with not less than 4 years continuous and satisfactory service as Organizers and either II. Must hold a bachelor's Degree awarded by a recognized University (Such candidates may be awarded 4 incremental credits). Or III. Must hold a Diploma in Adult Education or Social Work or other relevant area awarded by a recognised university with at least 4 years' relevant experience. In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Organisers with at least 4 years continuous and satisfactory service in the grade may be promoted. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As prescribed by the Director of Institute of Adult Education to include: a) Organizing adult education activities, including systematic classes, one Say Schools, residential week-end conferences, discussion groups, brain trust, Social Welfare and community development Schemes, Stimulating Local Organizations. b) Delivering short talks, leading discussions and conducting meetings.
ORGANISER SS 4	<u>Duties:</u> As prescribed by the Director of Institute of Adult Education to include: a) Organizing adult education activities, including systematic classes, one Say Schools, residential week-end conferences, discussion groups, brain trust, Social Welfare and community development Schemes, Stimulating Local Organizations. b) Delivering short talks, leading discussions and conducting meetings.

	c) Negotiations with part-time Tutors. Government officials, Chiefs, Pressmen, Local Government Officials. Working in collaboration with voluntary organizations of all kinds. d) Regional Office administration; preparation of materials for printers, handling publicity dealing with own correspondence. e) Extensive traveling on duty. <u>Qualification:</u> I. Must hold a Diploma in Adult Education or Social work awarded by a recognized University or other relevant area, and II. Must be computer literate <u>Entry:</u> <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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CURATORS

POSITION	REGULATION
CHIEF ASSISTANT CURATOR SS 1	<u>Duties</u> Care and maintenance of the Botanical Gardens and the University grounds. Supervision and training of staff. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of Principal Assistant Curator and II. A bachelor's degree in Horticulture or Botany with at least 9 years' experience and should be fully conversant with all aspects of Horticulture, including Landscape Layout, plant nomenclature and propagation. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Assistant Curator with at least 6 years' continuous and satisfactory service in their grade may be promoted. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview
PRINCIPAL ASSISTANT CURATOR SS 2	<u>Duties</u> Care and maintenance of the Botanical Gardens and the University grounds. Supervision and training of staff. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years continuous and satisfactory service as Senior Assistant Curator and either

SENIOR ASSISTANT CURATOR SS 3	II. Candidates must possess a bachelor's degree in Horticulture or Botany from a recognized Institution with considerable practical experience and knowledge of all aspects of Horticulture including Landscape Layout, Plant nomenclature and propagation or III. Must hold a Diploma in Horticulture awarded by a recognized university with at least 8 years experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Assistant Curator with at least 5 years' continuous and satisfactory service in their grade may be promoted. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview. <u>Duties:</u> As for the Principal Assistant Curator, but with less responsibility. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Curator. And either II. Must hold a bachelor's degree awarded by a recognized University (Such candidates may be awarded 4 incremental credits). Or III. Must hold a Diploma in Horticulture awarded by a recognised university with at least 4 years' experience.
ASSISTANT CURATOR SS 4	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Assistant Curators may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Care and maintenance of the Botanical Gardens and the university grounds. Training and supervision of staff. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Overseer in the university and II. Must hold a Diploma in Horticulture awarded by a recognized University plus one-year post qualification experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Overseers with at least 4 years' continuous service in their grade may be considered for promotion.

	Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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CATERING STAFF

POSITION	REGULATION
CHIEF DOMESTIC BURSAR SS 1	<u>Duties</u> Responsibility for the good conduct, efficiency and discipline of subordinate staff; supervision of work of subordinates in the area of client care as well as setting quality standards. <u>Qualification</u> I. Must have had a minimum of 6 years' experience in the grade of Principal Domestic Bursar and II. Must have shown clear evidence of ability to hold a schedule/schedules without supervision and III. Must possess the HND in Hotel Catering and Institutional Management/Diploma in Institutional Management awarded by a recognized institution with at least 14 years' post-qualification experience. Candidate must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u>: Vacancies shall be advertised internally and qualified serving Principal Domestic Bursars may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL DOMESTIC BURSAR SS2	<u>Duties:</u> Will include supervision of work of subordinates in the area of client care as well as setting quality standards. 2. Assistance to the Chief Domestic Bursar in the effective management of the catering Unit both accommodation and food production. 3. Regular fumigation 4. Compilation of menus, food and drinks orders. 5. Quality and quantity controls during food items purchases. 6. Ensure hygienic surroundings and safety of both customers and staff as well as personal hygiene of staff. 7. Ensure the correct use and storage of service equipment. <u>Qualifications:</u> 1. Must have had a minimum of 5 years' experience in the grade

SENIOR DOMESTIC BURSAR SS 3	of Senior Domestic Bursar, and Must possess the HND in Hotel Catering and Institutional Management/Diploma in Institutional Management awarded by a recognized institution with at least 8 years' post qualification experience. Candidates must be computer literate. Entry: Either by (i) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview Or by (ii) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Domestic Bursars may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised . Selection shall be by interview. Duties Similar to those of Principal Domestic Bursar the difference being the level of responsibility. Qualification: I. Must have had a minimum of 4 years experience in the grade of Domestic Bursar and II, Must possess the HND in Hotel Catering and Institutional Management with at least 4 years' Diploma in Institutional Management qualification experience. Candidates must be computer literate Entry: Either by (i)_ <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Domestic Bursars may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
DOMESTIC BURSAR SS 4	Duties Similar to those of Senior Domestic Bursar, the difference being the level of responsibility . Qualifications: Candidate must possess the HND in Hotel Catering and Institutional Management/Diploma in Institutional Management with at least a year's post-qualification experience. In addition, the candidate must possess the basic catering certificates (812/1 and 812/2). Entry: <u>Open Competition</u> Vacancies shall be advertised . Selection shall be by interview.

POSITION	REGULATION
PRINCIPAL SUPERINTENDENT (CHIEF TEACHER) SS 1	<u>Duties:</u> Duties include supervision of the children and staff (teaching and ancillary). Assist with the administration of the school, and its welfare. He shall perform such other duties as may be required of him by the Registrar or Head of the School. <u>Qualification:</u> I. Must have had a minimum of 6 years' working experience in the grade of Senior Superintendent (Principal Teacher). and II. Must possess a bachelor's degree in education with at least 9 years' post-qualification experience. <u>Entry:</u> Vacancies shall be advertised internally and qualified serving Senior Supt(Principal Teachers) with at least 6 years' continuous and satisfactory service in their grade may be promoted.. Selection shall be by interview
SENIOR SUPERINTNDENT (PRINCIPAL TEACHER) SS 2	<u>Duties:</u> A Senior Superintendent shall be responsible for a class, and be required to accept responsibility also for a particular subject such as games, swimming, music or needle-work. He/she shall perform such other duties as may be required of him/her by the Head of the School. <u>Qualification:</u> I. Must be confirmed officers with not less than 5 years continuous and satisfactory service as Senior Teachers. and II. Must possess a bachelor's degree preferably in education with at least 4 years' post qualification experience. <u>Entry:</u> Either by (i) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. Or by (ii) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Superintendents (Teachers) may be considered for promotion.
SUPERINTENDENT (SENIOR TEACHER) SS.3	<u>Duties:</u> A Superintendent shall be responsible for a class, and be required to accept responsibility also for a particular subject such as games, swimming, music or needlework. He/she shall perform such other duties as may be required of him/her by the Head. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Superintendent. (Teacher) and either II. Must hold a bachelor's degree preferably in Education from a recognized University. (Such candidates may be awarded 4 incremental credits). Or III. Must hold a Diploma preferably in Education awarded by a recognized university with at lest 4 years' post qualification experience.

ASSISTANT SUPERINTENDENT (TEACHER) SS.4	<u>Entry:</u> Either by (i) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. Or (ii) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified Assistant Superintendants (Teachers) may be considered for promotion. Selection shall be by interview. <u>Duties:</u> Normal class teaching and other such responsibility and extra curricula activities as may be prescribed by the Head teacher. <u>Qualification:</u> I Must hold a Diploma in Education awarded by a recognized University. Or II Must hold a Post Secondary Teachers' Certificate with a minimum of 4 years' teaching experience. <u>Entry:</u> Vacancies shall be advertised. Selection will be by interview.
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AGRICULTURAL STATIONS/FARM STAFF

POSITION	REGULATION
CHIEF ASSISTANT FARM MANAGER SS.1	<u>Duties:</u> As directed by the Research Officer in charge of the Farm/Station. These will include: a) General supervision and training of Farm/ Station staff. b) Planning of the Farm/Station programme. c) Attendance at meetings on the operation of the Farm/Station. d) Taking the morning roll call, allocating and supervising duties of subordinates. e) Preparation of written reports and the keeping of Farm/Station. <u>Qualification:</u> Candidates must possess: I. Must have had a minimum of 6 years' working experience in the grade of Principal Assistant Farm Manager in the University and either possess II. A bachelor's degree in Agriculture awarded by a recognized university with not less than 10 years practical post-qualification experience. Or III. Must have the National Diploma in Agriculture awarded by a recognized university with not less than 14 years' practical post-qualification experience. <u>Entry:</u> Either by (i) <u>Limited Competition.</u> Vacancies shall be advertised internally and qualified serving Principal Assistant Farm Managers with at least 6 years' continuous serving in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Similar to those of Chief Assistant Farm Manager, the difference being the level of responsibility. <u>Qualifications:</u> I. Must hold a recognized degree in Agriculture with not less than 5 years satisfactory service as Senior Assistant Farm Manager or an equivalent position in another establishment. - Or II. Diploma in Agriculture awarded by a recognised university with not less than 9 years' post-qualification relevant experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Assistant Farm Managers with 5 years' continuous service in their grade may be promoted. Selection shall be by interview.
PRINCIPAL ASSISTANT FARM MANAGER SS.2	

SENIOR ASSISTANT FARM MANAGER SS.3	Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Similar to those of Principal Assistant Farm Manager, the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years continuous and satisfactory service as Assistant Farm Manager and either II. Must hold the National Diploma in Agriculture awarded by recognized university plus 4 years' post-qualification experience . Or A bachelor's degree in Agriculture awarded by a recognised university. (such candidates may be awarded 4 incremental credits). <u>Entry:</u> Either by (i) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. Or by (ii) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Assistant Farm Managers may be considered for promotion. Selection shall be by interview.
ASSISTANT FARM MANAGER SS.4	I. <u>Duties:</u> Similar to those of Senior Assistant Farm Manager, the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years continuous and satisfactory service as Assistant Farm Supervisor. and II. Must hold the National Diploma in Agriculture awarded by recognized institution. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Assistant Farm Managers with at least 4 years continuous service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

SENIOR ASSISTANT CLERK OF WORKS SS.3	In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Assistant Clerks of Works with at least 5 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview <u>Duties:</u> As prescribed by the Director of Development. These may include supervision of all building contracts and works in the University; ensuring compliance with drawings and specifications and the use of approved quality materials. He will also ensure that directions by engineers and architects are carried out by contractors. <u>Qualifications:</u> I. Must be confirmed officer with not less than 4 years' continuous and satisfactorily service as Assistant Clerk of Works and either II. Must possess a bachelor's degree in the relevant subject area (such candidates may be awarded 4 incremental credits). III. Must possess the HND/Diploma in the relevant subject area from a recognized institution with at least 4 years' post-qualification experience. In either case candidate must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Assistant Clerk of Works with at least 4 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Similar to those of Senior Asst. Clerk of Works, the difference being the level of responsibility. <u>Qualifications</u> 1 Must be confirmed with not less than 4 years' continuous and satisfactory service as Foreman in the University or large construction firm, and II. Must possess the HND/Diploma in the relevant subject area from a recognized institution.
ASSISTANT CLERK OF WORKS SS.4	

CHIEF WORKS SUPERINTENDENT SS.1	<u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving foremen with at least 4 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> Will be responsible to the Head of Department for the overall supervision and training of subordinates grades in the particular trade and perform such other duties as will be assigned to him <u>Qualifications:</u> I. Must be confirmed officer with not less than 6 years' continuous and satisfactorily service as Principal Works Superintendent and II. Must have shown clear evidence of ability to hold a schedule(s) with minimum supervision and either III. Must have a bachelor's degree in the relevant subject area with at least 10 years' post qualification experience, 5 years or more of which should have been in a large construction firm. IV. Must have the HND/Diploma in the relevant subject are from a recognized institution with at least 4 years post-qualification experience. or V. Must have the full Technological Certificate in the relevant craft from the GES Technical Division Or VI. .The Part III of the Construction Technicians Course. In either case, candidate must be computer literate <u>Entry:</u> Either by (i) <u>By Open Competition</u> Vacancies shall be advertised. Selection shall be by interview Or by (ii) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Works Superintendents with at least 5 years' continuous and satisfactory service may be promoted. Selection shall be by interview.
PRINCIPAL WORKS SUPERINTENDENT SS.2	<u>Duties:</u> Similar to those of Chief Works Superintendent; the difference being the level of responsibility. <u>Qualifications:</u> I. Must be confirmed officer with not less than 5 years continuous and satisfactorily service as Senior Works Superintendent and must possess a bachelor's degree in the relevant subject area with at least 4 years post-qualification experience Or II. Must possess theHND/Diploma in the relevant subject area from a recognized Institution with at least 8 years post-qualification experience or III Must have the full Technological Certificage in the relevant craft from the GES Technical Division or IV. The Part III of the Construction Technicians Course

SENIOR WORKS SUPERINTENDENT SS.3	In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Works Superintendent with at least 5 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview <u>Duties:</u> Will be responsible to the Head of Department for the overall supervision and training of subordinate grades in the particular trade and perform such other duties as will be assigned to him. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Works Superintendent and II. Must have a bachelor's degree in the relevant subject area (such candidates may be awarded 4 incremental credits). Or III. Must have the HND/Diploma in the relevant subject area from a recognized institution at least 4 years' post-qualification experience or IV The Part III of the Construction Technicians Course.
WORKS SUPERINTENDENT SS.4	In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified serving Works Superintendents with at least 4 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Will be responsible to the Head of Department for the overall supervision and training of subordinate grades in the particular trade and perform such other duties as will be assigned to him. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Foremen and II. Must have the HND/Diploma in the relevant subject from a recognized institution with at least a year's post-qualification experience. Or III. The Part II of the Construction Technicians Course. In all cases, candidates must be computer literate.

	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified serving Foremen with at least 4 years continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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DRAUGHTSMEN

POSITION	REGULATION
CHIEF DRAUGHTSMAN SS.1	<u>Duties:</u> Duties will include the supervision and training of all draughtsmen, tracing of all sorts of drawings against free hand or other sketches and doing drawings on his own under guidance. Taking care of drawing papers, tracing cloth and other drawing materials. <u>Qualifications:</u> I. Must be confirmed officer with not less than 6 years' continuous and satisfactory service as Principal Draughtsman in the University and either must possess the GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English language and Visual Arts or II. Those coming in fresh must possess a certificate in Draughtsmanship awarded by ITE, KNUST or Weija plus at least 22 years post qualification experience. 10 years or more of which should have been spent on reasonably large constructional projects, performing similar duties. In either case, candidate must be computer literate. Experience in any CAD software will be an advantage. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified Principal Draughtsmen with at least 6 years continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

PRINCIPAL DRAUGHTSMAN SS.2	<u>Duties:</u> Tracing of all sorts of drawing against free hand or other sketches prepared by the Architect and doing drawings on his own under guidance, and supervision of the Architect. Taking care of drawing papers, tracing cloth and other drawing materials. Training and supervision of the work of subordinate staff. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Draughtsmen in the University and II. Must possess a certificate in Draughtmanship awarded by ITE, KNUST or Weija and III. Must be computer literate. Experience in any CAD software will be an advantage. Or IV. Those coming in fresh must possess a certificate in Draughtmanship awarded by ITE, KNUST or Weija plus at least 16 years' post-qualification experience 8 years or more of which should have been spent on reasonably large construction projects, performing similar duties. Candidates must be computer literate. Experience in any CAD software will be an advantage. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified Senior Draughtsmen with at least 5 years continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised
SENIOR DRAUGHTSMAN SS.3	<u>Duties:</u> Tracing of all sorts of drawings against free hand or other sketches prepared by the Architect and doing drawings on his own under guidance, and supervision of the Architect. Taking care of drawing papers, tracing cloth and other drawing materials. Training and supervision of the work of subordinate staff. <u>Qualifications:</u> Similar to those of Principal Draughtsman, the difference being the level of responsibility. I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Draughtsmen in the University II. Must possess a certificate in Draughtmanship awarded by ITE, KNUST or Weija and III. Must be computer literate. Experience in any CAD software will be an advantage. Or IV. Those coming in fresh must possess a certificate in Draughtmanship awarded by ITE, KNUST or Weija plus at least 12 years post-qualification experience 6 years or more of which should have been spent on reasonably large construction projects, performing similar duties. Candidates must be computer literate. Experience in any CAD software

DRAUGHTSMAN	will be an advantage. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified Draughtsmen with at least 4 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Tracing of all sorts of drawing against free hand or other sketches prepared by the Architect and doing drawings on his own under guidance, and supervision of the Architect. Taking care of drawing papers, tracing cloth and other drawing materials. Training and supervision <u>Qualifications:</u> Similar to those of Senior Draughtsman, the difference being the level of responsibility. I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Draughtsman Grade in the University II. Must possess a certificate in Draughtmanship awarded by ITE, KNUST or Weija and III. Must be computer literate. Experience in any CAD software will be an advantage. Or IV. Those coming in fresh must possess a certificate in Draughtmanship awarded by ITE, KNUST or Weija plus at least 8 years post-qualification experience 6 years or more of which should have been spent on reasonably large construction projects, performing similar duties. Candidates must be computer literate. Experience in any CAD software will be an advantage <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving qualified Assistant Draughtsmen with at least 4 years' continuous and satisfactory service in their grade, may be promoted. Selection will be by interview. In addition, a relevant certificate (from KNUST or Weija) will be required. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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TRANSPORT STAFF

POSITION	REGULATION
TRANSPORT OFFICER SS.1	<u>Duties:</u> 1. General administration of the Transport Section with the responsibility for repairs, maintenance and smooth running of the university's fleet of vehicles. 2. Responsibility for training, efficiency and discipline of subordinate staff. <u>Qualifications:</u> I. Must have had a minimum of 6 years' working experience in the grade of Principal Assistant Transport Officer plus the Final Certificate of the City and Guilds of London Institute; or II. The Higher National Diploma or its equivalent; In addition they must have had 14 years' practical experience in a position of responsibility within a large transport organization. Or III. A relevant bachelor's degree awarded by a recognized University with at least 9 years' experience <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified serving Principal Assistant Transport Officers with at least 6 years' continuous and satisfactory service in their grade may be promoted. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As for Transport Officer. General supervision and training of mechanical staff in the workshop, and responsibility for repairing and servicing of all University vehicles, etc. <u>Qualifications:</u> Candidates I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Assistant Transport Officer and either possess the Final Certificate of the City and Guilds of London Institute; or II. The Higher National Certificate or HND or its equivalent plus 8 years' working experience Or III. Must possess a relevant bachelor's degree from a recognized Institution with at least 4 years' working experience. In all cases, considerable practical experience in a position of responsibility within a
PRINCIPAL ASSISTANT TRANSPORT OFFICER SS.2	

SENIOR ASSISTANT TRANSPORT OFFICER SS.3	large transport organization will be an advantage <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised and qualified serving Senior Assistant Transport Officers with at least 6 years continuous and satisfactory service in their grade may be promoted. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> General assistant to the Transport Officer. Responsible for repairs, maintenance and smooth running of fleet of vehicles. <u>Qualifications:</u> Candidates must possess: I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Transport Officer and Must hold the Motor Vehicles Technicians Certificate of the City and Guilds of London Institute. Or II. HND in Mechanical Engineering from recognized institution with 4 years' relevant experience. Or III. Must hold a bachelor's degree awarded by recognized University preferably in Mechanical Engineering. (such candidates may be awarded 4 incremental credits) In all cases, considerable practical experience in a position of responsibility within a large transport organization will be an advantage. <u>Entry:</u> Vacancies shall be advertised. Selection shall be by interview.
a) ASSISTANT TRANSPORT OFFICER (WORKSHOP) SS.4	<u>Duties:</u> As for Senior Assistant Transport Officer, the difference being the level of responsibility. <u>Qualifications:</u> Candidates I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Senior Driver Mechanic and Must hold the Motor Vehicles Technicians Certificate of the City and Guilds of London Institute. Or II. HND (Mechanical Engineering) from a recognized institution .

b) SUPEVISOR SS.4	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Driver/Mechanic with at least 4years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> I. Responsibility under the Transport Officer for all administrative functions of the Traffic Section, e.g. the allocation of vehicles to departments and scheduling of journeys; assignment of drivers to departments etc. Must be conversant with accident reports and the Insurance and the Licensing procedures of a fleet of vehicles. <u>Qualifications:</u> Candidates either I. Must be confirmed officers with not less than 4 years continuous and satisfactory service as Senior Driver/Mechanic and the Motor Vehicles Technicians Certificate of the City and Guilds of London Institute. Or II. The Higher National Diploma or its approved equivalent. Membership of the Institute of Automobile Engineers will be an asset. Or III. Must possess GCE 5 credits/School Certificate/SSSCE 6 passes in subjects including English Language and Driving License 'E' and Trade Test Certificate in Mechanics with at least 15 years experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Driver/Mechanic with at least 4 years' continuous and satisfactory service in their grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised.
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SECURITY STAFF

POSITION	REGULATION
CHIEF SECURITY OFFICER SS.1	<u>Duties:</u> I. Staff of this class will be required to perform duties covering a wide field requiring in different degrees, qualities of sound judgement, initiative, tact, firmness and precision. The Chief Security Officer will be responsible for the overall administration of the Security Services, including the organization, training and control of the Guards and Fire Service personnel. II. Keeping the Security situation under constant review with the view to providing maximum security to the University installation and property. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' working experience as Principal Security Officer in the University and must have shown clear evidence of ability to organize and control security personnel. II. Must have attained, at least, the rank of Major and above in the Armed Forces or Superintendent and above in the Police Service with a clean record. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Security Officers may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
PRINCIPAL SECURITY OFFICER SS.2	<u>Duties:</u> I. Staff of this class will be required to perform duties covering a wide field requiring in different degrees, qualities of sound judgement, initiative, tact, firmness and precision. The Principal Security Officer will assist the Chief Security Officer in the administration of the Security Services, including the organization, training and control of the Guards and Fire Service personnel. I. Keeping the Security situation under constant review with the view to providing maximum security to the University installation and property. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 5 years' experience as Senior Security Officer in the University II. Must have shown clear evidence of ability to organize and control security personnel. III. Must possess a bachelor's degree (preferably psychology/sociology) with at least 4 years' post-qualification relevant experience <u>Entry:</u> Either by (i) <u>Limited Competition</u>

SENIOR SECURITY OFFICER SS.3	Vacancies shall be advertised internally and qualified serving Senior Security Officers may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> I. Staff of this class will be required to perform duties covering a wide field requiring in different degrees, qualities of sound judgement, initiative, tact, firmness and precision. II. The Senior Security Officer will assist in the administration of the Security Services, including the organization, training and control of the Guards. Fire Service personnel, crime prevention and detection. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' experience as Security Officer with a clean record and either II. Must possess a bachelor's degree (preferably psychology/sociology). Such candidates may be awarded 4 incremental credits. Previous relevant working experience will be an advantage. Or III. Must have attained the rank of Assistant Superintendent in the Police Service or an equivalent rank in the Armed Forces (Lieutenant) with a clean record. Or IV Must be confirmed officers with recognized security organizations with not less than 14 years' experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified Officers in the grade of Security Officers may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
SECURITY OFFICER SS.4	<u>Duties:</u> I. Staff of this class will be required to perform duties covering a wide field requiring in different degrees,, qualities of sound judgement, initiative, tact, firmness and precision. II. He will assist in the administration of the Security Services especially in the area of crime prevention and detection. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Security Officer; and should have the basic qualification of 6 passes in the SSSCE/GCE 'O' Level 5 credits. Or

	II. Must have attained the rank of Chief Inspector in the Police Service and an equivalent rank in the Armed Forces (W.O.I.) with not less than five years continuous and satisfactory service in that rank with a clean record. Or III. Must be confirmed officers with recognized security organizations with not less than 14 years working experience. Candidates should not be more than 50 years of age at the time of entry subject to medical fitness. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified Officers in the grade of Assistant Security Officers may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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SPORTS STAFF

POSITION	PROPOSED REGULATION
CHIEF SPORTS COACH SS 1	<u>Duties:</u> Will be in charge of overall administration of the sports unit organization of sporting activities and maintenance of all sporting facilities on campus. <u>Qualifications:</u> Candidates must possess a degree or diploma in Physical Education. Those with degree should have 10 years relevant experience. Diplomates should have 14 years' relevant experience and must be confirmed officers with not less than 6 years' continuous and satisfactory service as Principal Sports Coach. <u>Entry:</u> Either by (I) <u>Limited Competition</u> Vacancies shall be advertised internally. Serving Principal Sports Coaches with at least 6 years' continuous service in the grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL SPORTS COACH SS.2	<u>Duties:</u> To assist the Chief Sports Coach in the overall administration of the Sports Office, organization of sporting activities and maintenance of all sporting facilities on campus. <u>Qualifications:</u> Candidates must possess a degree or diploma in Physical Education. Those with degree should have 5 years' experience, and those with Diploma, 9 years' experience and must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Sports Coach. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally. Serving Senior Sports Coaches with at least 5 years' continuous service in the grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
SENIOR SPORTS COACH SS.3	<u>Duties</u> To assist the Chief Sports Coach in the organization of sporting activities among students training of sports men/women in field/track/basket games; maintenance of sports facilities and equipment etc

SPORTS COACH SS 4	<u>Qualifications</u> Candidates must be I Confirmed Officers of the grade of Sports Coach with at least 4 years' continuous and satisfactory experience, and must possess a bachelor's degree in Physical Education awarded by a recognized institution (such candidates may be awarded 4 incremental credits) OR II a diploma in Physical Education awarded by a recognized institution with at least 4 years' relevant experience. <u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Sports Coaches with at least 4 years' continuous service in the grade may be promoted. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties</u> I. To assist the Chief Sports Coach in the training of Sportsmen/women in field/track/basket games II Organization of sporting activities among students III Maintenance of sports equipment and facilities and IV Education of students of the benefits of sports to the human body <u>Qualifications</u> Candidates must possess a diploma in Physical Education awarded by a recognized institution <u>Entry</u> <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview

MEDICAL PHOTOGRAPHY STAFF

POSITION	REGULATION
CHIEF MEDICAL PHOTO- GRAPHER SS 1	<u>Duties:</u> Staff in this grade will be expected to perform work covering a wide field in medical photography requiring qualities of sound judgement, initiative and precision. The officer will be required to organize and direct the work of all other medical photography staff under him. This will include the general supervision and training of the Medical Photographers. <u>Qualifications:</u> Candidates must have had a minimum of 6 years' working experience in the grade of Principal Medical Photographer and must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Principal Medical Photographers may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL MEDICAL PHOTO- GRAPHER SS 2	<u>Duties:</u> As for the Chief Medical Photographer the difference being the level of responsibility. This include the application of highly specialized skill in medical /clinical photography. <u>Qualifications:</u> Candidates must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior medical Photographer and must either possess. I. the Final Certificate of the Institute of Incorporated Medical Photographers and be Associate Members of the same Institute with at least 5 years' experience as Senior Medical Photographer; Or II. The Basic Certificate in Medical Photography of the British Institute of Photography (BIPP) with at least 5 years experience as Senior Medical Photographer. Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. And In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior Medical Photographers may be considered for promotion. Selection shall be by interview.

SENIOR MEDICAL PHOTO- GRAPHER SS 3	Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> As under Principal Medical photographer , the difference being the level of responsibility. <u>Qualifications:</u> As under Principal Medical Photographer but with less experience. I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Medical Photographer. or II. Must hold a relevant bachelor's degree awarded by a recognized University. (Such candidates may be awarded 4 incremental credits). <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Medical Photographers may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
MEDICAL PHOTO- GRAPHER SS 4	<u>Duties:</u> Duties will include the application of highly specialized skill in Medical/Clinical Photography and organization and supervision of subordinate staff. Either: <u>Qualifications:</u> Candidates either I Must be confirmed officers with not less than 4 years continuous and satisfactory service as Assistant Medical Photographer Gd I and must hold a relevant Diploma awarded by a recognized University. Or II The Final Certificate of the Institute of Incorporated Medical Photographers and be Associate Members of the same Institute with at least 4 years post-qualification experience. Or III The Basic Certificate in Medical Photography of the British Institute of Photography (BIPP) with at least 4 years experience as Assistant Medical Photographer Grade I. Or <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Assistant Medical Photographers Gd I with at least 4 years' experience in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

MEDICAL ART STAFF

POSITION	REGULATION
CHIEF MEDICAL ARTIST SS 1	<u>Duties:</u> Staff in this grade will be expected to perform work covering a wide field in medical art requiring qualities of sound judgement, initiative and precision. The officer will be required to organize and direct the work of all other medical art staff under him. This will include the general supervision and training of the Medical Artists. <u>Qualifications:</u> Must have had a minimum of 6 years' working experience in the grade of Principal Medical Artist and must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Principal Medical Artists may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL MEDICAL ARTIST SS 2	<u>Duties:</u> As for the Chief Medical Artist the difference being in the level of responsibility. <u>Qualifications:</u> Candidates I. must be confirmed Officers with not less than 5 years continuous and satisfactory service as Senior Medical Artist with either II. a bachelor's degree in Art from a recognized Institution with a minimum of 4 years' experience or A diploma in Art from a recognized tertiary Institution plus 14 years working experience Candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior Medical Artists may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
SENIOR MEDICAL ARTIST SS 3	<u>Duties:</u> As for the Principal Medical Artist, the difference being in the level of responsibility. <u>Qualifications:</u> Candidates I. Must be confirmed Officer with not less than 4 years continuous and satisfactory service as Medical Artist. And

MEDICAL ARTIST SS 4	II. Must hold a bachelor's degree in Art awarded by a recognized University. (Such candidates may be awarded 4 incremental credits). Or III. A Diploma in Art from a recognized Institution 8 years working experience. Also candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Medical Artists may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Duties will include the application of highly specialized skill in Medical Art such as general lettering, inking, retouching and simple line work. He will also supervise the work of subordinate staff under him. <u>Qualifications:</u> Candidates must possess: Either I. The Diploma in Art from a recognized University and II. Must be confirmed Officer with not less than 4 years' continuous and satisfactory service as Assistant Medical Artist Grade I in the University. In either case, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Assistant Medical Artists Gd I with at least 4 years' experience in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
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ICT STAFF

POSITION	REGULATION
CHIEF ICT ASSISTANT SS 1	<u>Duties:</u> I. Assist the IT Director in constructing and maintaining university business model, oversee network and internet operations. 2. Be responsible to make detailed plans to accomplish management and technical goals. 3. Organise and direct the work of subordinate ICT-related staff. 4. Supervise the installation and upgrading of hardware and software, programming and systems design, development of computer networks, implementation of internet and intranet sites and 5. Training of ICT-related staff. <u>Qualifications:</u> I. Must be confirmed officer with not less than 6 years' continuous and satisfactory service as Principal ICT Assistant and must have II. A bachelor's degree in Computer Science with at least 9 years' relevant experience. Or I. Must possess a diploma in Computer Science from a recognized University with at least 14 years relevant experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Principal ICT Assistants with a minimum of 6 years' experience in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Staff in this grade will assist the Chief ICT Assistant in the performance of his/her duties. <u>Qualifications:</u> I. Must be confirmed officer with not less than 5 years' continuous and satisfactory service as Senior ICT Assistant and either possess a II. Diploma in Computer Science from a recognized University with at least 10 years' working experience in the grade of Senior ICT Assistant A degree in Computer Science awarded by a recognized University with at least 5 years' relevant experience: <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior ICT Assistant with a minimum of 5 years' experience in the grade may be considered for promotion. Selection shall be by interview.
PRINCIPAL ICT ASSISTANT SS 2	

SENIOR ICT ASSISTANT SS 3	Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Staff in this grade will assist the Chief ICT Assistant in the performance of his/her duties. <u>Qualifications:</u> I. Must be confirmed officer with not less than 4 years' continuous and satisfactory service as ICT Assistant and must possess a bachelor's degree in Computer Science awarded by a recognised university. (Such candidates may be awarded 4 incremental credits) Or II. Must possess a Diploma in Computer Science from a recognized university with at least 4 years' post-qualification experience Or III. Must possess a Diploma from a Professional ICT Training Institute such as IMIS with at least 10 years' post-qualification experience. Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving ICT Assistants who have satisfactorily served in their grade for a minimum of 4 years' may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
ICT ASSISTANT SS 4	<u>Duties:</u> Will assist the Chief ICT Assistant in the performance of his/her duties. <u>Qualifications:</u> I. Must be confirmed officer with not less than 4 years' continuous and satisfactory service as Senior Data Clerks and must possess a Diploma from a Professional ICT Training Institute such as IMIS with at least 6 years' post-qualification experience Or II. Must possess a Diploma in Computer Science from a recognized university. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed qualified serving Senior Data Entry Clerks with a minimum of 4 years' experience in the grade may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

X'RAY TECHNICIANS

POSITION	REGULATION
CHIEF X'RAY TECHNICIAN/ INSTRUCTOR SS I	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field requiring qualities of sound judgement, initiative and precision. The officer will be required to organize and direct the work of all other X'ray Technician Staff under him. This will include general supervision and training of all laboratory and subordinate staff in the Department. <u>Qualification:</u> Candidates must satisfy the following requirements: I. Must have had a minimum of 6 years' experience in the grade of Principal X'ray Technician. And either II. Must possess the HND in the subject with at least 8 years' relevant working experience. Or III. Must possess a bachelor's degree awarded by a recognised university in the appropriate subject with at least 9 years' post qualification experience. Or IV. Must hold the part III of the Science Laboratory Technician Certificate of the City & Guilds of London Institute with at least 9 years' post –qualification experience Or V. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving X'ray Principal Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL X'RAY TECHNICIAN/ INSTRUCTOR SS 2	<u>Duties:</u> General assistance to the Chief X'ray Technician, including the training of Laboratory and subordinate staff, administration of stores and orders, general construction, repairs and maintenance of scientific equipment, general responsibility for the work of other assistants engaged on research projects of the Department and in the preparation of experiments for courses run by the Department and as the Chief X'ray Technician may direct. <u>Qualifications:</u> I Must be confirmed Officers with not less than 5 years' continuous and satisfactory service as Senior X'ray Technicians and either II Must possess the Higher National Diploma in the appropriate subject area with at least 8 years' relevant working experience or III Must possess a bachelor's degree awarded by a recognised university in the appropriate subject with at least 4 years' post qualification experience. Or IV. Must hold the part III of the Science Laboratory Technician Certificate of the City & Guilds of London Institute with at least 4 years' post-qualification experience Or V. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate.

SENIOR X'RAY TECHNICIAN INSTRUCTOR SS 3	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving senior X'Ray technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Duties include the supervision and training of all laboratory staff, the administration of stores and orders, and the construction, repair and maintenance of equipment. <u>Qualification:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Technician and either II. Must hold the part III (Final) of the Science Laboratory Technician Certificate of the City and Guilds of London Institute. Or III Must hold a Degree in the relevant subject area from a recognized University. Such candidates may be awarded 4 incremental credits or VI. Construction Technicians Certificate (CTC) Part 3 Or the HND in the appropriate subject with at least 4 years' experience. V Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate.
X'RAY TECHNICIAN INSTRUCTOR SS 4	<u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving X'Ray Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Similar to those of Senior X'ray Technician, the difference between their grades being a matter of experience, skill and responsibility. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant X'ray Technician. and Must hold the part II of the Science Laboratory Technicians Certificate of the City and Guilds of London Institute. Or II Must hold the X'Ray Technician's Diploma awarded by a recognized Institution plus one-year working experience. Or III HND (X'Ray Technician) awarded by a recognized institution. Or IV Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. In all cases, candidates must be computer literate. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Asst. Technicians may be considered. Selection shall be by interview. Or by (ii) <u>Open Competition</u>

	Vacancies shall be advertised. Selection shall be by interview.
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PERFORMING ARTISTS (DRUMMING /DANCING)

POSITION	REGULATION
CHIEF PERFORMING ARTIST SS 1	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field requiring qualities of sound judgement and initiative. Duties shall include training and supervising subordinate staff; assisting the Artistic Director in directing the affairs of the Company and performing other duties to be assigned by the Artistic Director. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum, of 6 years' experience in the grade of Principal Performing Artist and II. Must have shown clear evidence of ability to hold the schedule/schedules without supervision. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Performing Artists may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PRINCIPAL PERFORMING ARTIST SS 2	<u>Duties:</u> Similar to those of the Senior Performing Artist but in addition candidate will take charge of productions and rehearsals of the Company. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Performing Artist and II. Must possess a bachelor's degree in the relevant subject area from a recognized university with at least 4 years' post-qualification experience Or III. Must possess Diploma in the relevant subject area from a recognized university with at least 8 years' post qualification experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Performing Artists may be considered. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

SENIOR PERFORMING ARTIST SS 3	<u>Duties:</u> Similar to those of the Performing Artist but in addition to supervising drummers and dancers during rehearsals, candidate will lead performances. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Performing Artist and II. Must hold a bachelor's degree in the relevant subject area from a recognized university. (Such candidates may be awarded 4 incremental credits) Or III. Diploma in the relevant subject area from a recognized university with at least 4 years' post qualification experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Performing Artists may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
PERFORMING ARTIST SS 4	<u>Duties:</u> General performance with other members of the Company; would assist in teaching and supervising subordinate staff; demonstrating during workshops; repairing and maintaining musical instruments. In addition, Performing Artists (dancing) should ensure that appropriate costumes are used for all performances <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Senior Dancer /Drummer in the University and II. Must hold a diploma in the relevant subject area from a recognized university Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Dancers/Drummers in the University may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

DESIGNERS

POSITION	REGULATION
CHIEF DESIGNER SS I	<u>Duties:</u> Staff in this grade will be required to perform work covering a wide field requiring qualities of sound judgement and initiative. Duties shall include training and supervising subordinate staff; assisting the Artistic Director in directing the affairs of the Company and performing other duties to be assigned by the Artistic Director. <u>Qualifications:</u> Candidates must satisfy the following requirements: I. Must have had a minimum, of 6 years' experience in the grade of Principal Designer and II. Must have shown clear evidence of ability to hold the schedule/schedules without supervision. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Principal Designers may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview. <u>Duties:</u> Assist with the design of students and staff productions for teaching purposes; assist students in the production, construction and development of patterns and design of costumes; help with the sewing and ironing of costumes. <u>Qualifications:</u> I. Must be confirmed officers with not less than 5 years' continuous and satisfactory service as Senior Designer and II. Must possess a bachelor's degree in the relevant subject area from a recognized university with at least 4 years' post-qualification experience Or III. Must possess Diploma in the relevant subject area from a recognized university with at least 8 years' post qualification experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Designer may be considered. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview
PRINCIPAL DESIGNER SS 2	

SENIOR DESIGNER SS 3	<u>Duties</u> Similar to those of Principal Designer, the difference in their grades being a matter of experience, skill and ability. <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Designer and II. Must hold a bachelor's degree in the relevant subject area from a recognized university. (Such candidates may be awarded 4 incremental credits) Or III. Diploma in the relevant subject area from a recognized university with at least 4 years' post qualification experience. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Designer may be considered for promotion. Selection shall be by interview Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.
DESIGNER SS 4	<u>Duties</u> Assist students in the production, construction and development of patterns and design of costumes; help with the sewing and ironing of costumes <u>Qualifications:</u> I. Must be confirmed officers with not less than 4 years' continuous and satisfactory service as Assistant Designer Grade I in the University and II. Must hold a diploma in the relevant subject area from a recognized university Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to any of the above qualifications. <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Asst. Designer Grade I in the University may be considered for promotion. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.

REMARKS ON ALL GRADES

GENERAL REMARKS

In all cases candidates must be computer literate

PRINCIPAL ADMINISTRATIVE ASSISTANT: Staff wishing to be promoted should be computer literate.

SENIOR ADMINISTRATIVE ASSISTANT: ICSA Pre-Professional level 2 is a new qualification being added. HND with 4 years' post-qualification experience is also a new addition

ADMINISTRATIVE ASSISTANT/STENOGRAPHER SECRETARY:

Staff sponsored by the University to read HND may be put on the 4th point on the Admin. Assistant salary scale. New ones will start from the 1st point.

Without HND, the maximum level one can go is Senior Admin. Assistant.

Those with DBS can rise up to Senior Administrative Assistant only Without DBS, one can go only up to Administrative Assistant. They must have the requisite SSSCE qualification.

Those with Private Secretary's Certificate can go up to Chief Administrative Assistant. Private Secretary entry shall be Senior Administrative Assistant scale but the starting point will depend on experience.

A staff can be upgraded as often as he/she passes professional examinations.

In all cases, candidates must be computer literate and must have one-year relevant experience

PRINCIPAL ACCOUNTING ASSISTANT

HND is being added as a new qualification. In all cases candidates must be computer literate with one year relevant working experience.

SENIOR ACCOUNTING ASSISTANT

The principle of Admin. Assistants apply e.g. without DBS in Accounting, the maximum level one can go to is the Accounting Assistant, and they must have the requisite SSSCE qualification.

Those with DBS can rise up to Senior Accounting Assistant only.

Staff sponsored by the University to read HND may be put on the 4th point on the Accounting Assistant salary scale. New ones will start from the 1st point

SENIOR AUDITING ASSISTANT

HND is being added as a new qualification. In all cases candidates must be computer literate.

AUDITING ASSISTANT

The principle of Adm. Asst. apply e.g. Without DBS in Accounting, the maximum level one can go is the Auditing Assistant and they must have the requisite SSSCE qualification. Those with DBS can rise up to Senior Auditing Asst. only

SENIOR TECHNICIAN/TECHNICIAN

Construction Technicians Cert. (CTC) has been added to the list of qualifications

ASSISTANT BOOKSHOP MANAGER

Principles for Accounting and Auditing Staff must apply

ASSISTANT PRINTER

Maintain as existing. In view of difficulty of finding staff with these qualifications, progression should be based on service and performance. Those within the Final certificate should not go beyond Principal. Equivalent professional qualifications can be accepted

SENIOR ASSISTANT BINDER

Maintain as existing. In view of difficulty of finding staff with these qualifications, progression should be based on service and performance. Those without the Final certificate should not go beyond Principal. Equivalent professional qualifications can be accepted.

SENIOR NURSING OFFICER

Candidate with bachelor's degree in Nursing for Senior Nursing Officer, to be placed on 4th point

ASSISTANT HOSPITAL LABORATORY TECHNOLOGIST

HNC to be changed to HND

SENIOR RESEARCH ASSISTANT

Where candidates are engaged on specific projects, their appointment should terminate with the project.

CHIEF ASSISTANT CURATOR

This should be raised to the senior member grade.

ASSISTANT CURATOR

Diploma programme has been abolished

CHIEF TELEPHONE EXCHANGE SUPT.

In an era of automation, telephone exchange service is dying.
Most member institutions do not have telephone exchanges.
Abolish the Senior Staff posts.

PRINCIPAL SUPERINTENDENT**(CHIEF TEACHER)**

Chief Teacher could be appointed a senior member; the staff should have a post-graduate degree with at least 5 years' service as Chief Teacher

ASSISTANT SUPERINTENDENT (TEACHER)

Certificate 'A' courses are no longer being offered. Diploma in basic education is preferred.

CHIEF ASSISTANT FARM MANAGER

This should be raised to a Senior member position.

(a) ASSISTANT TRANSPORT OFFICER (WORKSHOP)

Degree deleted.

b) SUPEVISOR

Senior Drivers without HND or Management Certificate cannot rise beyond Assistant Transport Officer/Chief Driver

CHIEF SECURITY OFFICER

Recommended that this should be raised to Senior member grade.

ASSISTANT LAUNDRY MANAGER

Post to be abolished

LAUNDRY MANAGER

Post to be abolished

PRINCIPAL ASSISTANT LAUNDRY MANAGER

To be abolished

SENIOR ASSISTANT LAUNDRY MANAGER

To be deleted.

CHIEF SPORTS COACH

This should be a Senior Member appointment.