

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.4 – HEALTH SERVICES STAFF

S.4 (G) – RADIOGRAPHERS

1.00 POSTS AND SALARY SCALES

1.1	Radiographer	–	CONTISS 6
1.2	Higher Radiographer	–	CONTISS 7
1.3	Senior Radiographer	–	CONTISS 8
1.4	Principal Radiographer	–	CONTISS 9
1.5	Assistant Chief Radiographer	–	CONTISS 11
1.6	Deputy Chief Radiographer	–	CONTISS 12
1.7	Chief Radiographer	–	CONTISS 13

2.0 DUTIES

2.1 Radiographer - CONTISS 6

Higher Radiographer - CONTISS 7

At the appropriate level of responsibility:

- 2.1.1 Carrying out Radiographic examinations such as V.I.P. and Cholecystography.
- 2.1.2 Assisting in fluorography examinations of the gastro-intestinal tract, blood vessels and neuron investigations.
- 2.1.3 Taking charge of X-ray Equipment, including maintenance, servicing and storage of supplies.
- 2.1.4 Supervising the duties of junior staff.
- 2.1.5 Checking and sorting X-ray Films or Radiographs.
- 2.1.6 Developing and filing Radiographic examinations for record purposes.
- 2.1.7 Performing other related duties that may be assigned.

2.2 Senior Radiographer - CONTISS 8

Principal Radiographer - CONTISS 9

Assistant Chief Radiographer - CONTISS 11

Deputy Chief Radiographer - CONTISS 12

At an appropriate level of responsibility:

- 2.2.1 Performing the duties of Higher Radiographer at higher level of responsibility.
- 2.2.2 Training junior staff in the section.
- 2.2.3 Assisting in organizing the section and submitting reports as required.
- 2.2.4 Perform other related duties that may be assigned.

2.3 Chief Radiographer - CONTISS 13

- 2.3.1 Administering the section under the Director of Health Services.

- 2.3.2 Preparing annual reports and yearly estimates for the Radiology Section of the Health Services.
- 2.3.3 Assisting in advising the Director on all Radiographic matters.
- 2.3.4 Perform other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Radiographer - CONTISS 6

- 3.1.1 By direct appointment of candidate possessing the Diploma of the Society of Radiographer (D.S.R) or Certificate of Membership of Radiographers or equivalent qualification from a recognized Institution.

3.2 Higher Radiographer - CONTISS 7

Senior Radiographer - CONTISS 8

Principal Radiographer - CONTISS 9

Assistant Chief Radiographer - CONTISS 11

Deputy Chief Radiographer - CONTISS 12

Chief Radiographer - CONTISS 13

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Radiographer and who has had adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.2.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

- 1. Promotion in this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.4 – HEALTH SERVICES STAFF

S.4 (H) – MEDICAL RECORDS OFFICERS

1.00 POSTS AND SALARY SCALES

1.2	Medical Records Officer	–	CONTISS 6
1.3	Higher Medical Records Officer	–	CONTISS 7
1.4	Senior Medical Records Officer	–	CONTISS 8
1.5	Principal Medical Records Officer	–	CONTISS 9
1.6	Assistant Chief Medical Records Officer	–	CONTISS 11
1.7	Deputy Chief Medical Records Officer	–	CONTISS 12
1.8	Chief Medical Records Officer	–	CONTISS 13

2.0 DUTIES

2.1 Medical Records Officer - CONTISS 6

Higher Medical Records Officer - CONTISS 7

- 2.1.1 Collecting and compiling Medical Records
- 2.1.2 Organizing, Clarifying and taking custody of Medical Records.
- 2.1.3 Assisting in the arrangement of the Medical Records.
- 2.1.4 Assisting in the creation, storage and retrieval of patients records.

2.2 Senior Medical Records Officer - CONTISS 8

Principal Chief Medical Records Officer – CONTISS 9

Assistant Chief Medical Records Officer – CONTISS 11

Deputy Chief Medical Records Officer – CONTISS 12

At an appropriate level of responsibility:

- 2.2.1 Either should be a supervisor in charge of a special section like Data Bank, Diseases and Operations Indices, other special indices e.g. Cancer, Tuberculosis.
- 2.2.2 Control of Services and Discipline of staff.
- 2.2.3 Assist in Staff Training Programmes.
- 2.2.4 Render appropriate returns and undertake ad-hoc responsibilities.
- 2.2.5 Any other related duties that may be assigned.

2.3 Chief Medical Records Officer – CONTISS 13

- 2.3.1 In-Charge of the Medical Records in the Health Services Department.
- 2.3.2 Services including control and discipline of staff.
- 2.3.3 Co-ordinates the activities of subordinate staff.
- 2.3.4 Renders appropriate returns and undertake ad-hoc responsibilities.
- 2.3.5 Perform other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Medical Records Officer – CONTISS 6

3.1.1 By direct appointment of candidate possessing the OND in Medical Records Administration and Biostatistics of the Medical Records Administration.

3.1.2 By direct appointment of candidate possessing the Associate Membership of Medical Records Technician or of the Chartered Institute of Administrators and the certificate of registration of the Institute of Medical Laboratory Technologists for Technician cadre.

3.2 Higher Medical Records Officer I – CONTISS 7

Senior Medical Records Officer II – CONTISS 8

Principal Medical Records Officer I – CONTISS 9

Assistant Chief Medical Records Officer – CONTISS 11

Deputy Chief Medical Records Officer – CONTISS 12

Chief Medical Records Officer – CONTISS 13

3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Medical Records Officer and who has had adequate post qualification experience. Normally he should be already in the grade or have had at least minimum of three years' experience in the next lower grade.

3.2.2 By promotion of a suitable staff member from the next lower grade.

3.2.3 Possession of a Higher National Diploma certificate or its equivalent is a requirement for promotion beyond CONTISS II

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.4 - HEALTH SERVICES STAFF

S.4 (I) HEALTH SUPERVISORY CADRE

1.0 POSTS AND SALARY SCALE

Health Supervisor	-	CONTISS 6
Principal Health Supervisor	-	CONTISS 7
Assistant Chief Health Supervisor	-	CONTISS 8
Deputy Chief Health Supervisor	-	CONTISS 9
Chief Health Supervisor	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of a principal Health assistant (or as the case may be) at a higher level of responsibility.
- 2.2 Performing any other duties that may be assigned.
- 2.3 Responsible to the Director of Health Services through health superintendents for day to day general maintenance of the health services facilities.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By promotion of a suitable candidate in the lower cadre and who has a minimum of three (3) years' experience.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEMES OF SERVICE: S.4- PHARMACY STAFF

S.4 (J) PHARMACY ASSISTANT CADRE

1.00 POSTS AND SALARY SCALE

Senior Pharmacy Assistant	-	CONTISS 6
Principal Pharmacy Assistant	-	CONTISS 7
Assistant Chief Pharmacy Assistant	-	CONTISS 8
Deputy Chief Pharmacy Assistant	-	CONTISS 9
Chief Pharmacy Assistant	-	CONTISS11

2.00 DUTIES

- 2.1 By direct appointment of a suitable candidate who is already in the grade to which promotion is to be made and has been in that next lower grade for a minimum of three(3)years.
- 2.2 By promoting a suitable candidate from next lower grade and who has successfully completed the appropriate in-service training.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By direct appointment of candidate possessing a good Bachelor's degree.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.5 – ACADEMIC PLANNING STAFF

S.5 (A) – ACADEMIC PLANNING OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Assistant Academic Planning Officer	–	CONTISS 7
1.2	Academic Planning Officer	–	CONTISS 8
1.3	Senior Academic Planning Officer	–	CONTISS 9
1.4	Principal Academic Planning Officer	–	CONTISS 11
1.5	Chief Academic Planning Officer	–	CONTISS 13
1.6	Deputy Director Academic Planning	–	CONTISS 14
1.7	Director, Academic Planning	–	CONTISS 15

2.0 DUTIES

2.1 Assistant Academic Planning Officer – CONTISS 7

Academic Planning Officer – CONTISS 8

- 2.1.1 Preparation and Publication of data on staff strength in accordance with NUC guidelines.
- 2.1.2 Preparation, computerization and publication of data on students' admission, enrolment, projects and determination of FTE.
- 2.1.3 Preparation of university statistical digest.
- 2.1.4 Computerization and dissemination of other data required as inputs for planning purposes.

2.2 Senior Academic Planning Officer – CONTISS 9

Principal Academic Planning Officer – CONTISS 11

- 2.2.1 Performing the duties of Academic Planning Officer at a higher level of responsibility.
- 2.2.2 Preparation of strategic plans or any other academic development plans.
- 2.2.3 Preparation, implementation and general review of academic brief.
- 2.2.4 Evaluation of academic programmes, rationalization of courses, demerger/merger of academic units.
- 2.2.5 Preparation of annual recurrent estimates for NUC as well as monitoring of resource allocation and utilization within the unit.
- 2.2.6 Formation of a computerized data-base for teaching and research equipment and research grants.

2.3 Chief Academic Planning Officer – CONTISS 13

- 2.3.1 Performing the duties of Principal Academic Planning Officer at a higher level of responsibility.

- 2.3.2 Co-ordination of accreditation of degree/academic programmes.
- 2.3.3 Co-ordination of academic, research and outreach programmes of the University.

2.4 Deputy Director Academic Planning - CONTISS 14

- 2.4.1 Performing the duties of Chief Academic Planning Officer at a higher level of responsibility.
- 2.4.2 Liaison and consultation with Deans, Provosts, Registrar, Bursar, Librarian on information and data on staff and students for planning purposes.
- 2.4.3 Assist in searching/soliciting for fellowships, scholarships, technical assistance, external aids etc. for staff to enhance teaching, research and development.
- 2.4.4 Preparation of strategic plans or any other academic development plans.
- 2.4.5 Evaluation of academic programmes, rationalization of courses, demerger/merger of academic units.
- 2.4.6 Co-ordination of accreditation of degree/academic programmes.

2.5 Director, Academic Planning - CONTISS 15

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Assistant Academic Planning Officer – CONTISS 7

- 3.1.1 By direct appointment of candidate possessing a good Bachelor's degree and who had completed the NYSC.

3.2 Academic Planning Officer – CONTISS 8

Senior Academic Planning Officer – CONTISS 9

Principal Academic Planning Officer – CONTISS 11

Chief Academic Planning Officer – CONTISS 13

Deputy Director, Academic Planning – CONTISS 14

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as an Assistant Academic Planning Officer and who has had adequate post qualification experience. Normally he should be already in the grade or have had at least a minimum of three years' experience in the next lower grade.
- 3.2.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. The position of Director, Academic Planning shall be by appointment.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6– PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

S.6 (A) – TECHNICAL OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Technical Officer	–	CONTISS 6
1.2	Higher Technical Officer	–	CONTISS 7
1.3	Senior Technical Officer	–	CONTISS 8
1.4	Principal Technical Officer II	–	CONTISS 9
1.5	Principal Technical Officer I	–	CONTISS 11
1.6	Assistant Chief Technical Officer	–	CONTISS 12
1.7	Deputy Chief Technical Officer	–	CONTISS 13
1.8	Chief Technical Officer	–	CONTISS 14

2.0 DUTIES

2.1 Technical Officer – CONTISS 6

At appropriate to the staff member's field of work:

- 2.1.1 Carrying out surveys and measurements of sites, building etc.
- 2.1.2 Preparing or tracing simple drawings.
- 2.1.3 Preparing schedules of materials.
- 2.1.4 Carrying out or supervising under the direction of an engineer, construction, fabrication, maintenance or repair works.
- 2.1.5 Directing and supervising junior staff.
- 2.1.6 Performing such other related duties as may be assigned.

2.2 Higher Technical Officer – CONTISS 7

Senior Technical Officer – CONTISS 8

Principal Technical Officer II – CONTISS 9

Principal Technical Officer I – CONTISS 11

At appropriate levels of responsibility increasing with seniority:

- 2.2.1 Performing the duties of Technical Officer.
- 2.2.2 Setting works for execution.
- 2.2.3 Taking charge of a project or projects.
- 2.2.4 Assisting in providing training for junior staff.
- 2.2.5 Assisting in the administration of a section in the Unit.
- 2.2.6 Performing such other related duties as may be assigned.

2.3 Assistant Chief Technical Officer – CONTISS 12

Deputy Chief Technical Officer – CONTISS 13

- 2.3.1 Performing the duties of Principal Technical Officer I at a higher level of responsibility.
- 2.3.2 Performing such other related duties as may be assigned.

2.4 Chief Technical Officer – CONTISS 14

- 2.4.1 Taking charge of a section of the Unit.
- 2.4.2 Coordinating training programmes for junior staff.
- 2.4.3 Supervising a number of projects.
- 2.4.4 Performing such other related duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Technical Officer – CONTISS 6

- 3.1.1 By direct appointment of candidate possessing OND, Advanced NABTEB or the Part II Technician's Certificate of the City and Guilds Institute of London in an appropriate subject.

3.2 Higher Technical Officer – CONTISS 7

- 3.2.1 By direct appointment of a suitable candidate with Higher National Diploma, Full Technological Certificate (Technicians) of the City & Guilds Institute, the Higher National Certificate, in relevant subjects from a recognized Institution.
- 3.2.2 By direct appointment of a suitable candidate qualified for direct appointment as a Technical Officer and with at least three years relevant experience in that grade or an equivalent post.
- 3.2.3 By promotion of a suitable Technical Officer.

3.3 Senior Technical Officer – CONTISS 8

Principal Technical Officer II – CONTISS 9

Principal Technical Officer I – CONTISS 11

Assistant Chief Technical Officer – CONTISS 12

Deputy Chief Technical Officer – CONTISS 13

Chief Technical Officer – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate qualified for direct appointment as a Technical Officer or Higher Technical Officer and who has adequate post qualification experience. Normally he should be already in the grade to which appointment is to be made or have had at least three years' experience in the next grade below that under consideration or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.
- 3.3.3 Possession of a Higher National Diploma certificate or its equivalent is a requirement for promotion beyond CONTISS 11

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotions in this cadre are subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward and above will undergo a promotion interview as approved by the Council.
3. Any staff who does not possess HND certificate will not be promoted beyond CONTISS 11.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6– PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

S.6(B) – ENGINEERS

See also related Scheme of Services S.6(H)

1.00 POSTS AND SALARY SCALES

1.1	Engineer Grade II	-	CONTISS 7
1.2	Engineer Grade I	-	CONTISS 8
1.3	Senior Engineer	-	CONTISS 9
1.4	Principal Engineer	-	CONTISS 11
1.5	Chief Engineer	-	CONTISS 13
1.6	Deputy Director (Phy. Planning/Estate Works)	-	CONTISS 14
1.7	Director	-	CONTISS 15

2.0 DUTIES

2.1 Engineer Grade II – CONTISS 7

At appropriate to the Engineer's filed, undergoing a two-year pupillage programme and performing relevant duties among the following, under supervision.

- 2.1.1 Carrying out preliminary surveys and investigations and testing materials.
- 2.1.2 Preparing engineering designs.
- 2.1.3 Preparing cost estimates and tender documents for projects to be carried out either by contract or by direct labour.
- 2.1.4 Supervising work carried out either by contract or by direct labour.
- 2.1.5 Assisting in maintenance works and in operating equipment.
- 2.1.6 Such other related duties as may be assigned.

2.2 Engineer Grade I – CONTISS 8

- 2.2.1 Performing the duties of Engineer Grade II at a higher level of responsibility.
- 2.2.2 Assisting in the supervision and training for junior personnel on the job.
- 2.2.3 Performing such other related duties as may be assigned.

2.3 Senior Engineer – CONTISS 9

Principal Engineer – CONTISS 11

At an appropriate level of responsibility:

- 2.3.1 Performing the duties of Engineer Grade II at a higher level of responsibility.
- 2.3.2 Supervising and coordinating the activities of staff in lower grades.

- 2.3.3 Assisting in the formulation and implementation of training programmes for staff.
- 2.3.4 Taking charge of major projects or workshops or planning and design activities, as appropriate of his field.
- 2.3.5 Assisting in the administration of the Unit.
- 2.3.6 Performing such other related duties as may be assigned.

2.4 Chief Engineer – CONTISS 13

- 2.4.1 Performing the duties of an Assistant Chief Engineer at a higher level of responsibility.
- 2.4.2 Taking charge of all the Engineering work in the Unit.
- 2.4.3 Advising the University through the Director on the formulation, execution and review of engineering and related policies.

2.5 Deputy Director – CONTISS 14

- 2.5.1 Performing the duties of an Engineer at a higher level of responsibility.
- 2.5.2 Assisting the Director in all aspects of the work of the Estate Department/Physical Planning Section.
- 2.5.3 Deputizing for the Director in his absence.
- 2.5.4 Performing such other related duties as may be assigned.

2.6 Director, Physical Planning/Estate & Works CONTISS 15

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Engineer Grade II – CONTISS 7

- 3.1.1 By direct appointment of candidate possessing a degree in the relevant field of Engineering from a recognized University or institution or any other equivalent qualification registerable with the Council of Registered Engineers of Nigeria.

3.2 Engineer Grade I – CONTISS 8

- 3.2.1 By direct appointment of a suitable Engineer, Grade II, who as successfully completed a two year pupillage programme.

3.3 Senior Engineer – CONTISS 9

Principal Engineer – CONTISS 11

Chief Engineer – CONTISS 13

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as an Engineer Grade I and who has adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.

3.3.2 By promotion of a suitable staff member from the next lower grade.

3.4 Deputy Director – CONTISS 14

3.4.1 By direct appointment of a suitable candidate who is qualified for direct appointment as an Engineer Grade I and who has adequate post qualification experience. Normally he should be already in the grade or have had at least five years' experience as Chief Engineer.

3.4.2 By promotion of a suitable staff member from the next lower grade.

3.50 Director - CONTISS 15

The position of Director is by appointment for a period of five years

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotions in this cadre are subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. Candidate for appointment or promotion to Principal Engineer or above must be registered with the Council for the Regulation of Engineering in Nigeria (COREN)/any other relevant professional body.
4. The position of Director shall be by appointment with tenure of five years.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6– PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

S.6(C) – ARCHITECTS

See also related Scheme of Services S.6(H)

1.00 POSTS AND SALARY SCALES

1.1	Architect	-	CONTISS 8
1.2	Senior Architect	-	CONTISS 9
1.3	Principal Architect	-	CONTISS 11
1.4	Assistant Chief Architect	-	CONTISS 12
1.5	Chief Architect	-	CONTISS 13
1.6	Deputy Director (Works/Physical)	-	CONTISS 14
1.7	Director	-	CONTISS 15

2.0 DUTIES

2.1 Architect – CONTISS 8

Performing the following duties under supervision:

- 2.1.1 Preparing architectural designs, working drawings, specifications, contract document etc. for University buildings.
- 2.1.2 Carrying out site surveys.
- 2.1.3 Supervising building work being executed for the University, to ensure conformity with the designs and specifications.
- 2.1.4 Advising on professional architectural problems as necessary.
- 2.1.5 Maintaining University buildings including the furnishings and decorations.
- 2.1.6 Such other related duties as may be assigned.

2.2 Senior Architect – CONTISS 9

Principal Architect – CONTISS 11

Assistant Chief Architect – CONTISS 12

- * At an appropriate level of responsibility:

- 2.2.1 Performing the duties of Architect at a higher level of responsibility.
- 2.2.2 Supervising and coordinating the activities of staff in lower grades.
- 2.2.3 Assisting in the formulation and implementation of training programmes for staff.
- 2.2.4 Taking charge of Architectural work on major projects or groups of projects either at the design stage or during execution or both.
- 2.2.5 Assisting in the administration of the Unit.
- 2.2.6 Performing such other related duties as may be assigned.

2.3 Chief Architect – CONTISS 13

- 2.3.1 Performing the duties of an Assistant Chief Architect at a higher level of responsibility.
- 2.3.2 Taking charge of all the architectural work in the Unit.
- 2.3.3 Advising the University through the Director on the formulation, execution and review of engineering and related policies.

2.4 Deputy Director – CONTISS 14

- 2.4.1 Performing the duties of a Chief Architect at a higher level of responsibility.
- 2.4.2 Assisting the Director in all aspects of the work of the Estate Department/Physical Planning Section.
- 2.4.2 Deputizing for the Director in his absence.
- 2.4.3 Performing such other related duties as may be assigned.

2.5 Director – CONTISS 15 (See S.6 (H))

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Architect – CONTISS 8

- 3.1.1 By direct appointment of a suitable candidate possessing any of the following or equivalent qualification registerable with the Architects Registration Council of Nigeria (ARCON).
- 3.1.2 A degree in Architecture from a recognized University or institution.

3.2 Senior Architect – CONTISS 9

Principal Architect – CONTISS 11

Assistant Chief Architect – CONTISS 12

Chief Architect – CONTISS 13

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as an Architect and who has adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.2.2 By promotion of a suitable staff member from the next lower grade.

3.3 Director – CONTISS 15

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. Candidate for appointment or promotion to Principal Architect or above must be registered with the Architects Registration Council of Nigeria (ARCON)/any other relevant professional body.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND
WORKS DEPARTMENT STAFF

S.6 (D) – QUANTITY SURVEYORS

See also related Scheme of Services S.6 (H)

1.00 POSTS AND SALARY SCALES

1.1	Quantity Surveyor II	-	CONTISS 7
1.2	Quantity Surveyor I	-	CONTISS 8
1.3	Senior Quantity Surveyor	-	CONTISS 9
1.4	Principal Quantity Surveyor	-	CONTISS 11
1.5	Assistant Chief Quantity Surveyor	-	CONTISS 12
1.6	Chief Quantity Surveyor	-	CONTISS 13
1.7	Deputy Director	-	CONTISS 14
1.8	Director	-	CONTISS 15

2.0 DUTIES

2.1 Quantity Surveyor II – CONTISS 7

Undergoing a two-year pupillage programme and performing the following duties under supervision:

- 2.1.1 Preparing estimates, bills of quantities and schedules of materials for the construction of buildings and other projects.
- 2.1.2 Analyzing construction costs.
- 2.1.3 Undertaking general contract administration.
- 2.1.4 Measuring sites and locations.
- 2.1.5 Carrying out valuations for interim or final certificates and settlement of accounts.
- 2.1.6 Preparing forms for capital estimates and expenditures returns as required by the National Universities Commission.
- 2.1.7 Such other related duties as may be assigned.

2.2 Quantity Surveyor I – CONTISS 8

- 2.2.1 Performing the duties of Quantity Surveyor Grade II at a higher level of responsibility.
- 2.2.2 Assisting in the supervision and training for junior personnel on the job.
- 2.2.3 Performing such other related duties as may be assigned.

2.3 Senior Quantity Surveyor – CONTISS 9

Principal Quantity Surveyor – CONTISS 11

Assistant Chief Quantity Surveyor – CONTISS 12

At an appropriate level of responsibility:

- 2.3.1 Performing the duties of Quantity Surveyor Grade I at a higher level of responsibility.
- 2.3.2 Supervising and coordinating the activities of staff in lower grades.
- 2.3.3 Assisting in the formulation and implementation of training programmes for staff.
- 2.3.4 Taking charge of Quantity Survey work on major projects or groups of projects either at the design stage or during execution or both.
- 2.3.5 Assisting in the administration of the Unit.
- 2.3.6 Performing such other related duties as may be assigned.

2.4 Chief Quantity Surveyor - CONTISS 13

- 2.4.1 Performing the duties of a Deputy Chief Quantity Surveyor at a higher level of responsibility.
- 2.4.2 Taking charge of all the Quantity Surveyor work in the Unit.
- 2.4.3 Advising the University through the Director on the formulation, execution and review of Quantity Surveys and related policies.

2.5 Deputy Director - CONTISS 14

- 2.5.1 Performing the duties of an Chief Quantity Surveyor at a higher level of responsibility.
- 2.5.2 Assisting the Director in all aspects of the work of the Estate Department/Physical Planning Section.
- 2.5.3 Deputizing for the Director in his absence.
- 2.5.4 Performing such other related duties as may be assigned.

2.6 Director - CONTISS 15 (See S.6 (H))

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Quantity Surveyor Grade II – CONTISS 7

- 3.1.1 By direct appointment of suitable candidate possessing any of the following qualifications or an equivalent registerable with the Nigerian Institute of Quantity Surveyors.
- 3.1.2. A degree in Quantity Surveying or a related subject from a recognized University or institution, being registerable with the Nigeria institute of Quantity Surveyors.
- 3.1.3 A pass in the final examination of the Nigeria Institute of Quantity Surveyors or equivalent.

3.2 Quantity Surveyor Grade I – CONTISS 8

- 3.2.1 By direct appointment of a suitable Quantity Surveyor Grade II and who has successfully complete a two-year pupilage programme.

- 3.3 Senior Quantity Surveyor – CONTISS 9**
Principal Quantity Surveyor – CONTISS 11
Assistant Chief Quantity Surveyor – CONTISS 12
Chief Quantity Surveyor – CONTISS 13

3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Quantity Surveyor and who has adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.

3.3.2 By promotion of a suitable staff member from the next lower grade.

3.4 Deputy Director - CONTISS 14

3.4.2 By direct appointment of a suitable candidate who is qualified for direct appointment as an Quantity Surveyor I who has adequate post qualification experience. Normally he should be already in the grade or have had at least five years' experience as Chief Quantity Surveyor.

3.4.3 By promotion of a suitable staff member from the next lower grade.

3.5 Director - CONTISS 15 (See S.6 (H))

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. Candidate for appointment or promotion to Principal Quantity Surveyor or above must have registration with relevant professional body.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND
WORKS DEPARTMENT STAFF

S.6 (E) – SURVEYORS

See also related Scheme of Services S.6(H)

1.00 POSTS AND SALARY SCALES

1.1	Surveyor Grade II	–	CONTISS 7
1.2	Surveyor Grade I	–	CONTISS 8
1.3	Senior Surveyor	–	CONTISS 9
1.4	Principal Surveyor	–	CONTISS 11
1.5	Assistant Chief Surveyor	–	CONTISS 12
1.6	Chief Surveyor	–	CONTISS 13
1.7	Deputy Director	–	CONTISS 14

2.0 DUTIES

2.1 Surveyor Grade II – CONTISS 7

- 2.1.1 Undertaking surveys, making maps of University sites and laying out areas on sites.
- 2.1.2 Carrying out control surveys and computations, including triangulation, trilateration and leveling.
- 2.1.3 Performing such other related duties as may be assigned.

2.2 Surveyor Grade I – CONTISS 8

- 2.2.1 Performing the duties of Surveyor Grade II at a higher level of responsibility.
- 2.2.2 Assisting in the supervision and training for junior personnel on the job.
- 2.2.3 Performing such other related duties as may be assigned.

2.3 Senior Surveyor – CONTISS 9

- **Principal Surveyor – CONTISS 11**

- **Assistant Chief Surveyor – CONTISS 12**

- **Chief Surveyor – CONTISS 13**

At an appropriate level of responsibility:

- 2.3.1 Performing the duties of Surveyor Grade I at a higher level of responsibility.
- 2.3.2 Supervising and coordinating the activities of staff in lower grades.
- 2.3.3 Assisting in the formulation and implementation of training programmes for staff.
- 2.3.4 Taking charge of Survey work.
- 2.3.5 Assisting in the administration of the Unit.

2.4 Deputy Director – CONTISS 14

- 2.4.1 Performing the duties of a Chief Surveyor at a higher level of responsibility.
- 2.4.2 Assisting the Director in all aspects of the work of the Estate Department/Physical Planning Section.
- 2.4.3 Deputizing for the Director in his absence.
- 2.4.4 Performing such other related duties as may be assigned.

2.5 Director - CONTISS 15

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Surveyor Grade II – CONTISS 7

- 3.1.1 By direct appointment of a suitable candidate possessing a degree or an equivalent in Surveying and Geo-informatics from a recognized University or institution.

3.2 Surveyor Grade I – CONTISS 8

- 3.2.1 By direct appointment of a suitable Surveyor Grade II and who has successfully completed a two-year pupillage programme.
- 3.2.2 By direct appointment of a suitable candidate possessing any of the requisite degree or its equivalents:

3.3 Senior Surveyor – CONTISS 9

Principal Surveyor – CONTISS 11

Assistant Chief Surveyor – CONTISS 12

Chief Surveyor – CONTISS 13

Deputy Director – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Surveyor Grade II or I and who has been adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. Candidate for appointment or promotion to Principal Surveyor or above must have registration with relevant professional body.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND
WORKS DEPARTMENT STAFF

S.6 (F) - BUILDERS

See also related Scheme of Services S.6 (H)

1.00 POSTS AND SALARY SCALES

1.1	Builder II	-	CONTISS 7
1.2	Builder I	-	CONTISS 8
1.3	Senior Builder	-	CONTISS 9
1.4	Principal Builder	-	CONTISS 11
1.5	Assistant Chief Builder	-	CONTISS 12
1.6	Chief Builder	-	CONTISS 13
1.7	Deputy Director (Building)	-	CONTISS 14

2.0 DUTIES

2.1 Builder II - CONTISS 7

- 2.1.1 Preparing construction programmes under supervision.
- 2.1.2 Assisting in the execution of all maintenance works.
- 2.1.3 Undertaking construction works under supervision.
- 2.1.3 Supervising and monitoring projects.

2.2 Builder I - CONTISS 8

- 2.2.1 Carrying out work study and analytical estimates including productivity measurement.
- 2.2.2 Preparing materials, plant and labour schedules.
- 2.2.3 Assisting in planning, production and control of building projects.
- 2.2.4 Assisting in planning, production and control of furniture.
- 2.2.5 Supervising and monitoring of projects under construction to ensure compliance with approved quality of materials.

2.3 Senior Builder – CONTISS 9

- 2.3.1 Participating in the planning, execution and control of all maintenance works.
- 2.3.2 Preparing programmes for preventive and routine maintenance.
- 2.3.3 Assisting in the training of junior Building Officers.
- 2.3.4 Maintaining and updating building register.
- 2.3.5 Supervising buildings under construction.

2.4 Principal Builder – CONTISS 11

- 2.4.1 Monitoring and documenting all on-going building projects.
- 2.4.2 Supervising the training of junior Builders.
- 2.4.3 Carrying out building surveys and recommending maintenance work required.
- 2.4.4 Taking charge of construction and maintenance functions.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND
WORKS DEPARTMENT STAFF

S.6 (F) - BUILDERS

See also related Scheme of Services S.6 (H)

1.00 POSTS AND SALARY SCALES

1.1	Builder II	-	CONTISS 7
1.2	Builder I	-	CONTISS 8
1.3	Senior Builder	-	CONTISS 9
1.4	Principal Builder	-	CONTISS 11
1.5	Assistant Chief Builder	-	CONTISS 12
1.6	Chief Builder	-	CONTISS 13
1.7	Deputy Director (Building)	-	CONTISS 14

2.0 DUTIES

2.1 Builder II - CONTISS 7

- 2.1.1 Preparing construction programmes under supervision.
- 2.1.2 Assisting in the execution of all maintenance works.
- 2.1.3 Undertaking construction works under supervision.
- 2.1.3 Supervising and monitoring projects.

2.2 Builder I - CONTISS 8

- 2.2.1 Carrying out work study and analytical estimates including productivity measurement.
- 2.2.2 Preparing materials, plant and labour schedules.
- 2.2.3 Assisting in planning, production and control of building projects.
- 2.2.4 Assisting in planning, production and control of furniture.
- 2.2.5 Supervising and monitoring of projects under construction to ensure compliance with approved quality of materials.

2.3 Senior Builder – CONTISS 9

- 2.3.1 Participating in the planning, execution and control of all maintenance works.
- 2.3.2 Preparing programmes for preventive and routine maintenance.
- 2.3.3 Assisting in the training of junior Building Officers.
- 2.3.4 Maintaining and updating building register.
- 2.3.5 Supervising buildings under construction.

2.4 Principal Builder – CONTISS 11

- 2.4.1 Monitoring and documenting all on-going building projects.
- 2.4.2 Supervising the training of junior Builders.
- 2.4.3 Carrying out building surveys and recommending maintenance work required.
- 2.4.4 Taking charge of construction and maintenance functions.

2.5 Assistant Chief Builder – CONTISS 12

- 2.5.1 Monitoring progress of capital projects.
- 2.5.2 Preparing programme for routine maintenance works.
- 2.5.3 Preparing Recurrent Estimates.

2.6 Chief Builder – CONTISS 13

- 2.6.1 Ensuring proper execution of building projects.
- 2.6.2 Taking charge of execution of maintenance and construction works.
- 2.6.3 Scrutinizing progress reports on all projects and preparing periodical reports on them.
- 2.6.4 Co-ordinating the activities of a section.

2.7 Deputy Director – CONTISS 14

- 2.7.1 Co-ordinating the planning and execution of training programmes for Building Officers.
- 2.7.2 Taking charge of construction, progress of re-activating of building projects.
- 2.7.3 Co-ordinating the activities of a sector.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Builder II – CONTISS 7

- 3.1.1 By direct appointment of suitable candidate possessing any of the following qualifications or their equivalent which are registrable with the Council of Registered Builders of Nigeria (CORBON):
- 3.1.2 A degree in Building or Building Technology from a recognised University.
- 3.1.3 A pass in the final Part II examination of the Nigerian Institute of Building (NIOB).

3.2 Builder I – CONTISS 8

- 3.2.1 By direct appointment of a suitable Builder II who has completed a two-year pupillage programme.
- 3.2.2 By direct appointment of a suitable candidate possessing any of the following qualifications or their equivalents:
 - 3.2.2.1 Master of Science degree in Building Technology from a recognized University.
 - 3.2.2.2 Corporate Membership of the Nigerian Institute of Building (NIOB) or its equivalent.
 - 3.2.2.3 Any of the qualifications specified in 3.1.1 above plus at least three years post qualification experience.

3.3 Senior Builder – CONTISS 9

Principal Builder – CONTISS 11

Assistant Chief Builder – CONTISS 12

Chief Builder – CONTISS 13

Deputy Director (Building) – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Builder II or I who has adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward and above will undergo a promotion interview as approved by the Council.
3. Candidate for appointment or promotion to Principal Builder or above must have registration with the relevant professional body.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND WORKS DEPARTMENT STAFF

S.6 (G) – CRAFTSMEN CADRE

1.00 POSTS AND SALARY SCALES

1.1	Higher Works Supervisor	-	CONTISS 6
	Senior Works Supervisor	-	CONTISS 7
	Principal Works Supervisor	-	CONTISS 9
	Assistant Chief Works Supervisor	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of a Workshop Supervisor (or as the case may be) at a higher level of responsibility.
- 2.2 Supervising and training any staff assigned to work under him
- 2.3 Performing any other duties that be assigned

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE.

- 3.1 By direct appointment of a suitable candidate with O.N.D or other relevant certificates
- 3.2 By promotion of a suitable candidate from the lower grade, who has a minimum of three (3) years' experience and must have successfully completed the required in- service training.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

- 1.. Promotion in this cadre is subject to vacancy in respect of posts from Senior Superintendent upwards.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND
WORKS DEPARTMENT STAFF

S.6 (H) – DIRECTOR OF WORKS

See also related Schemes of Services. (B) – (F)

1.00 POSTS AND SALARY SCALES

1.1 Director of Works – CONTISS 15

Director of Works is appointable for the period of five years. The procedure is as stated in the University statutes.

2.0 DUTIES

2.1 Director of Works – CONTISS 15

2.1.1 Taking charge of all aspects of the work of the Estate Department/Physical Planning Section.

2.1.2 Advising the University on the formulation, execution and review of policies affecting the Estate & Works Department.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Director of Works – CONTISS 15

3.1.1 By direct appointment, internal or external, of a suitable candidate who is already in the grade or some equivalent posts or who has had normally at least five (5) years satisfactory service in the grade of Deputy Director or an equivalent post. The procedure is as prescribed by the Governing Council.

NOTE

1. Appointment into this cadre is subject to vacancy. Normally there will be not more than one post at each level in Estate and Works Department.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.6 – PHYSICAL PLANNING/ESTATE AND WORKS DEPARTMENT STAFF

S.6 (H) – DIRECTOR OF PHYSICAL PLANNING

See also related Schemes of Services S.6.(B) – (F)

1.00 POSTS AND SALARY SCALES

1.1 Director of Physical Planning – CONTISS 15

Director Physical Planning is appointable for the period of five years. The procedure is as stated in the University statutes.

2.0 DUTIES

2.1 Director of Physical Planning – CONTISS 15

- 2.1.1 Taking charge of all aspects of the work of the Estate Department/Physical Planning Section.
- 2.1.2 Advising the University on the formulation, execution and review of policies affecting the Physical Planning & Development Section.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

2.1 Director of Physical Planning – CONTISS 15

- 3.1.1 By direct appointment, internal or external, of a suitable candidate who is already in the grade or some equivalent posts or who has had normally at least years satisfactory service in the grade of Deputy Director or an equivalent post. The procedure is as prescribed by the Governing Council.

NOTE

- 1. Appointment into this cadre is subject to vacancy. Normally there will be not more than one post at each level in the Physical Planning & Development Unit.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.6 - ESTATE AND WORKS / PHYSICAL PLANNING STAFF

S.6 (I) FIREMEN AND SUB-OFFICER CADRE

1.0 POSTS AND SALARY SCALE

Senior Fire Sub-Officer	-	CONTISS 6
Principal Fire Sub-Officer	-	CONTISS 7
Assistant Fire Sub-Officer	-	CONTISS 8
Deputy Chief Fire Sub-Officer	-	CONTISS 9
Chief Fire Sub-Officer	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of the Sub-Officer I at a higher level of responsibility.
- 2.2 Any other duties that may be assigned.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By direct appointment of a candidate with Ordinary National Diploma in the relevant area or their equivalent and relative certificate.
- 3.2 By promotion of a suitable candidate from the next lower grade, who has a minimum of three (3) years' experience and must have successfully completed the required in-house training.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.6-- ESTATE AND WORKS /PHYSICAL PLANNING STAFF

S.6 (J) ARTISANS CADRE

1.0 POST AND SALARY STAFF

Senior Foreman	-	CONTISS 6
Principal Foreman	-	CONTISS 7
Assistant Chief	-	CONTISS 8
Deputy Chief Foreman	-	CONTISS 9
Chief Foreman	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of a Senior Foreman at a higher level responsibility.
- 2.2 Performing other related duties that may be assigned.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By promotion of a suitable candidate from the next lower grade, who has a minimum of three (3) years' experience and has successfully completed appropriate in-service training.

NOTE:

Promotion in this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.2 – ESTATE AND WORKS STAFF

S.2 (K) - MOTOR DRIVER/MECHANIC

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|--|---|------------|
| 1.1 | Transport Supervisor/Plant Operator | - | CONTISS 6 |
| 1.2 | Senior Transport/Plant Supervisor | - | CONTISS 7 |
| 1.3 | Principal Transport/Plant Supervisor | - | CONTISS 8 |
| 1.4 | Assistant Chief Transport/Plant Supervisor | - | CONTISS 9 |
| 1.5 | Chief Transport/Plant Supervisor | - | CONTISS 11 |

2.00 DUTIES

2.1 Transport Supervisor/Plant Operator - CONTISS 6

- 2.1.1 Assisting the officer in charge of transport in the disposition and supervision of the staff and vehicles in a Unit with a number of vehicles.
- 2.1.2 Maintaining records of fuel, lubrication and consumption of vehicles/plants.
- 2.1.3 Working out vehicle performance figures.
- 2.1.4 Applying knowledge of indenting and purchase procedures for vehicle/plant parts.
- 2.1.5 Helping to ensure the servicing of vehicles/plant in the University.
- 2.1.6 Taking prompt action on accident cases in the University.
- 2.1.7 Supervising staff at lower levels.
- 2.1.8 Performing such other related duties as may be prescribed.

3.0 METHODS OF ENTRY TO THE CADRE WITHIN THE CADRE

3.1 Transport Supervisor/Plant Operator - CONTISS 6

- 3.1.1 By direct appointment of a suitable candidate possessing JSS III certificate or equivalent and Trade Test I.
- 3.1.2 By promotion of a suitable Senior Motor Driver/Mechanic I.

3.2 Senior Transport/Plant Supervisor - CONTISS 7

- 3.2.1 By promotion of a suitable Higher Transport/Plant Operator.

3.3 Principal Transport/Plant Supervisor - CONTISS 8

- 3.3.1 By promotion of a suitable Senior Transport/Plant Supervisor.

3.4 Assistant Chief Transport/Plant Supervisor - CONTISS 9

- 3.4.1 By promotion of a suitable Principal Transport/Plant Supervisor.

3.5 Chief Transport/Plant Supervisor - CONTISS 11

- 3.5.1 By promotion of a suitable Assistant Chief Transport/Plant Supervisor.

4.00 GUIDELINES FOR APPRAISAL

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

Promotion in this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.7 – LIBRARY STAFF (OTHER THAN LIBRARIANS)

FOR LIBRARIANS SEE SCHEME OF SERVICE FOR ACADEMIC STAFF

S.7 (A) – LIBRARY OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Library Officer	–	CONTISS 6
1.2	Higher Library Officer	–	CONTISS 7
1.3	Senior Library Officer	–	CONTISS 8
1.4	Principal Library Officer II	–	CONTISS 9
1.5	Principal Library Officer I	–	CONTISS 11
1.6	Assistant Chief Library Officer	–	CONTISS 12
1.7	Deputy Chief Library Officer	–	CONTISS 13
1.8	Chief Library Officer	–	CONTISS 14

2.0 DUTIES

2.1 Library Officer – CONTISS 6

- 2.1.1 Maintaining Statistics of Operations and Services.
- 2.1.2 Supervision of a group of Junior Staff.
- 2.1.3 Performing other related duties that may be assigned.

2.2 Higher Library Officer – CONTISS 7

Senior Library Officer – CONTISS 8

At an appropriate level of responsibility

- 2.2.1 Performing the duties of a Library Officer at a higher level of responsibility.
- 2.2.2 Proposing changes in methods of operations based on observations.
- 2.2.3 Taking charge of a small or medium section of the Library e.g. Circulation.
- 2.2.4 Performing other related duties that may be assigned.

2.3 Principal Library Officer II – CONTISS 9

Principal Library Officer I – CONTISS 11

Assistant Chief Library Officer – CONTISS 12

Deputy Chief Library Officer – CONTISS 13

Chief Library Officer – CONTISS 14

- 2.3.1 Performing the duties of a Library Officer at a higher level of responsibility.

- 2.3.2 Supervising a major section of the Library e.g. Catalogue, Acquisition, or Reference.
- 2.3.3 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Library Officer – CONTISS 6

- 3.1.1 By direct appointment of a suitable candidate possessing a two-year Diploma in Library Science of a University or a National Diploma in Library Science from a recognized Polytechnic or College of Technology or a recognized equivalent qualification.

3.2 Higher Library Officer – CONTISS 7

- 3.2.1 By direct appointment of a suitable a candidate possessing a Higher National Diploma in Library Science or its equivalent.
- 3.2.2 By direct appointment of suitable candidate who is qualified for direct appointment as an Library Officer and who has had at least three years' experience in that grade or an equivalent post.
- 3.2.3 By promotion of a suitable Library Officer who has spent at least 3 years in that grade.

3.3 Senior Library Officer – CONTISS 8 OND with experience

Principal Library Officer II – CONTISS 9

Principal Library Officer I – CONTISS 11

By promotion of a suitable Principal Library Officer I who has spent at least three years in the grade.

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Library Officer or Higher Library Officer and who has adequate post qualification experience. Normally he should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

3.4 Assistant Chief Library Officer – CONTISS 12

Deputy Chief Library Officer – CONTISS 13

Chief Library Officer – CONTISS 14

- 3.4.1 Possession of a Higher National Diploma certificate or its equivalent is a requirement for promotion beyond CONTISS 11

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward and above will undergo a promotion interview as approved by the Council.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.7-- LIBRARY STAFF

S.7 (B) LIBRARY ASSISTANT CADRE

1.0 POSTS AND SALARY SCALE

Higher library Supervisor	-	CONTISS 6
Principal Library Supervisor	-	CONTISS 7
Assistant Chief Library Supervisor	-	CONTISS 8
Deputy Chief Library Supervisor	-	CONTISS 9
Chief Library Supervisor	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of a Principal Library Assistant at a higher level of responsibility.
- 2.2 Supervising any junior staff under him.
- 2.3 Performing other duties that may be assigned to him.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By promotion of a suitable candidate from the next lower grade who are successfully completed appropriate in-service training.

NOTE:

1. Promotion in this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.4 – CATERING STAFF

S.8 (A) – CATERING OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Assistant Catering Officer	–	CONTISS 6
1.2	Catering Officer II	–	CONTISS 7
1.3	Catering Officer I	–	CONTISS 8
1.4	Senior Catering Officer	–	CONTISS 9
1.5	Principal Catering Officer	–	CONTISS 11
1.6	Assistant Chief Catering Officer	–	CONTISS 12
1.7	Deputy Chief Catering Officer	–	CONTISS 13
1.8	Chief Catering Officer	–	CONTISS 14

2.0 DUTIES

2.1 Assistant Catering Officer – CONTISS 6

Catering Officer II – CONTISS 7

Catering Officer I – CONTISS 8

Senior Catering Officer – CONTISS 9

At an appropriate level of responsibility, undertaking some or all of the following duties.

- 2.1.1 Organizing and supervising both the Catering and Accommodation functions of the University Guest House or Lodge.
- 2.1.2 Monitoring the services of catering contractors supplying student feeding to ensure that they are satisfactorily provided and that the contractual obligations of all parties are fulfilled.
- 2.1.3 Arranging for meals or refreshments for University functions and meetings.
- 2.1.4 Training and administration of Junior catering staff.
- 2.1.5 Any other related duties that may be assigned.

2.2 Principal Catering Officer – CONTISS 11

Assistant Chief Catering Officer – CONTISS 12

Deputy Chief Catering Officer – CONTISS 13

Chief Catering Officer – CONTISS 14

- 2.2.1 Performing the duties of Assistant Chief Catering Supervisor at a higher level of responsibility.
- 2.2.2 Overall organization and supervision of University Catering service.
- 2.2.3 Advising the University administration on matters concerning catering.
- 2.2.4 Any other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Catering Officer – CONTISS 6

- 3.1.1 By direct appointment of a suitable candidate possessing OND in Catering or Hotel Management from a recognized Institution.
- 3.1.2 By promotion of a suitable Catering Supervisor who has successfully completed a recognized Catering or Hotel Management Diploma course and who has at least four years' experience as a Catering Supervisor.

3.2 Catering Officer II – CONTISS 7

By direct appointment of a suitable candidate possessing the following:

- 3.2.1 A degree or Higher National Diploma in Catering Studies, Food Science, Catering and Hotel Management or a related subject.
- 3.2.2 Parts A and B of Membership Examinations of the Hotel, Catering Institutional Management Association, London.
- 3.2.3 By promotion of a suitable Assistant Catering Officer.

3.3 Catering Officer I – CONTISS 8

Senior Catering Officer – CONTISS 9

Principal Catering Officer – CONTISS 11

Assistant Chief Catering Officer – CONTISS 12

Deputy Chief Catering Officer – CONTISS 13

Chief Catering Officer – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as an Assistant Catering Officer or Senior Catering Supervisor and who has had adequate post qualification experience. Normally he should be already in the grade to which appointment is to be made or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

- 1. Promotions in this cadre are subject to vacancy in respect of posts from Chief Catering Supervisor upwards.
- 2. Usually Officers moving from CONTISS 13 to 14 will undergo a promotion interview as approved by council. Staff possessing only OND must acquire HND to qualify for the interview.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: CATERING STAFF

S. (B) - CATERERS CADRE

1.0 POSTS AND SALARY SCALES

Catering Supervisor	-	CONTISS 6
Senior Supervisor	-	CONTISS 7
Principal Supervisor	-	CONTISS 8
Assistant Chief Catering Supervisor	-	CONTISS 9
Chief Catering Supervisor	-	CONTISS 11

2.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 2.1.1 By promotion of a suitable candidate from the next lower grade who has had a minimum of three years' experience

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.9 – STUDENT AFFAIRS STAFF

S.9 (A) - HOUSEKEEPERS

1.00 POSTS AND SALARY SCALES

1.1	Housekeeper	–	CONTISS 6
1.2	Higher Housekeeper	–	CONTISS 7
1.3	Senior Housekeeper	–	CONTISS 8
1.4	Principal Housekeeper	–	CONTISS 9
1.5	Principal Housekeeper	–	CONTISS 11
1.6	Assistant Chief Housekeeper	–	CONTISS 12
1.7	Deputy Chief Housekeeper	–	CONTISS 13
1.8	Chief Housekeeper	–	CONTISS 14

2.0 DUTIES

2.1 Housekeeper – CONTISS 6

Higher Housekeeper – CONTISS 7

Senior Housekeeper – CONTISS 8

At an appropriate level of responsibility:

- 2.1.1 Planning and supervision of cleaning duties in the Students' halls.
- 2.1.2 Receiving and distribution of cleaning materials to cleaners assigned to the Halls.
- 2.1.3 Receiving and distribution of Hall items e.g., buckets, beds, bedding, toiletries, etc. to students.
- 2.1.4 Keeping and maintaining accurate inventory of students' Hall and Common Room equipment, e.g. chairs, cupboards, bed, beddings, tables, etc. Keeping custody of the same and making reports as necessary.
- 2.1.5 Maintaining necessary contact with students to know and help solve their problems.
- 2.1.6 Preparing weekly report of the general conditions of Halls of residence and students' conduct.
- 2.1.7 Ensuring weekly report of the general conditions through the Porters/Portresses.
- 2.1.8 Taking charge of a number of students' Halls and coordinating their activities.
- 2.1.9 Organizing and training of Junior Hall Staff, i.e. Hall Attendants and Porters/Portresses.
- 2.1.10 Assisting in Maintenance of students' data and names in the Halls for information and Planning purposes.

- 2.1.11 Assisting in the settlement of students' disputes regarding hall accommodation.
- 2.1.12 Performing other related duties that may be assigned.

2.2 Principal Housekeeper – CONTISS 9

Principal Housekeeper – CONTISS 11

Assistant Chief Housekeeper – CONTISS 12

Deputy Chief Housekeeper – CONTISS 13

At an appropriate level of responsibility

- 2.2.1 Performing the duties of a Senior Housekeeper at a higher level of responsibility.
- 2.2.2 Assisting in the formulation of Students' Hall Policy.
- 2.2.3 In-charge of physical facilities in Students' Hall and writing periodic reports on same.
- 2.2.4 Advising on the Students' Hall administration.
- 2.2.5 Performing other related duties that may be assigned.

2.3 Chief Housekeeper – CONTISS 14

- 2.3.1 Performing the duties of Assistant Chief Housekeeper at a higher level of responsibility.
- 2.3.2 Responsible to the Hostel Administrator for the formulation of Students' Hall and Housekeeping policy.
- 2.3.3 Taking full responsibility for the administration of the Housekeeping section.
- 2.3.4 Responsible to the Hostel Administrator for discipline, welfare and making recommendations for promotion of all Housekeeping staff.
- 2.3.5 Responsible to the Hostel Administrator for the budgeting of Housekeeping equipment and stores.
- 2.3.6 Responsible to the Hostel Administrator for the day-to-day running of the Housekeeping section.
- 2.3.7 Performing other related duties that may be assigned by the Hostel Administrator.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Housekeeper – CONTISS 6

- 3.1.1 By direct appointment of a suitable candidate possessing the National Certificate of Education ND in a relevant discipline, e.g. Home Economics or an equivalent qualification.

3.2 Higher Housekeeper – CONTISS 7

- 3.2.1 By direct appointment of a suitable candidate possessing a HND or equivalent Certificate in a relevant discipline e.g. Home Economics.

3.2.2 By direct appointment of suitable candidate who is qualified for direct appointment as Housekeeper with at least three years' experience in that grade.

3.2.3 By promotion of a suitable Housekeeper.

3.3 Senior Housekeeper – CONTISS 8

Principal Housekeeper – CONTISS 9

Principal Housekeeper – CONTISS 11

3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Higher Housekeeper and who has adequate post qualification experience. Normally he/she should be already in the grade or have had at least three years' experience in the next lower grade or an equivalent post.

3.3.2 By promotion of a suitable staff member from the next lower grade who had spent a minimum of three years.

3.4 Assistant Chief Housekeeper – CONTISS 12

Deputy Chief Housekeeper – CONTISS 13

Chief Housekeeper – CONTISS 14

3.4.1 By promotion of a suitable staff who had spent a minimum of three years on the next lower grade.

3.4.2 Possession of a Higher National Diploma certificate or its equivalent is a requirement for promotion beyond CONTISS II

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward and above will undergo a promotion interview as approved by the Council.
3. Holder of ND must have obtained HND or equivalent to qualify for interview.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.9- STUDENTS' AFFAIRS STAFF

S.9 (B) – SPORTS COACHES

1.00 POSTS AND SALARY SCALES

1.1	Coach II	–	CONTISS 7
1.2	Coach I	–	CONTISS 8
1.3	Senior Coach	–	CONTISS 9
1.4	Principal Coach	–	CONTISS 11
1.5	Assistant Chief Coach	–	CONTISS 12
1.6	Chief Coach	–	CONTISS 13
1.7	Deputy Director of Sports	–	CONTISS 14
1.8	Director of Sports	–	CONTISS 15

2.0 DUTIES

2.1 Coach II – CONTISS 7

Coach I – CONTISS 8

Senior Coach – CONTISS 9

Principal Coach – CONTISS 11

Assistant Chief Coach – CONTISS 12

Chief Coach – CONTISS 13

At an appropriate level of responsibility

- 2.1.1 Coaching of students in areas of specialization.
- 2.1.2 Organization of sports and teams in conjunction with the Students' Union.
- 2.1.3 Preparation, care and custody of the University sports fields, facilities and equipment, in liaison with the Estate & Works Department where necessary.
- 2.1.4 Serving the Students' Sports Sub-Committee.
- 2.1.5 Supervision and welfare of Junior Staff in the Sports Section.
- 2.1.6 Taking care of accommodation of guest including feeding when necessary.
- 2.1.7 Arrangement for Honorary Coaches both from within the members of staff and the Sports Council when necessary.
- 2.1.8 Organization of Camping for students and taking charge of Students' Sports Allowances.
- 2.1.9 Advising on the purchase of Sports equipment and Stores.
- 2.1.10 Responsible for travel arrangements, discipline and welfare of students during competition.
- 2.1.11 Performing other related duties that may be assigned.

2.2 Deputy Director of Sports – CONTISS 14

- 2.2.1 Performing the duties of a Chief Coach at a higher level of responsibility.
- 2.2.2 Assisting in the general promotion of sports and initiating some policy decisions.
- 2.2.3 Co-ordinating training programmes for staff in the Section.
- 2.2.4 Responsible for the general welfare and discipline of staff in the sports Section.
- 2.2.5 Deputizing for the Director of Sports in his absence
- 2.2.6 Performing other related duties that may be assigned.

2.3 Director of Sports – CONTISS 15

- 2.3.1 Performing the duties of Deputy Director of Sports at a higher level of responsibility.
- 2.3.2 Responsible to the Dean, students Affairs for the day-to-day administration of Sports in the University.
- 2.3.3 Responsible to the Dean Student Affairs for the formulation of Sports Policy in the University.
- 2.3.4 Liaise with the Dean of Student Affairs for the preparation of the budget for Sports equipment, facilities and control.
- 2.3.5 Performing other related duties that may be assigned by the Dean of Student Affairs.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Coach II - CONTISS 7

- 3.1.1 By direct appointment of suitable candidate possessing a degree or its equivalent in a relevant field.

3.2 Coach I – CONTISS 8

Senior Coach – CONTISS 9

Principal Coach – CONTISS 11

Assistant Chief Coach – CONTISS 12

Chief Coach – CONTISS 13

Deputy Director of Sports – CONTISS 14

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Coach II and who has adequate cognate experience.
- 3.2.2 By promotion of a suitable staff member from the next lower grade.

3.3 DIRECTOR OF SPORTS – CONTISS 15 (By Appointment)

The appointment of the Director of sports will be for a period of five years.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. Director on appointment and a term of five years

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.9 – STUDENT AFFAIRS STAFF

S.9(C) COACHING SUPERINTENDENTS

1.00 POSTS AND SALARY SCALES

1.1	Assistant Coaching Superintendent	–	CONTISS 6
1.2	Coaching Superintendent II	–	CONTISS 7
1.3	Coaching Superintendent I	–	CONTISS 8
1.4	Senior Coaching Superintendent	–	CONTISS 9
1.5	Principal Coaching Superintendent	–	CONTISS 11
1.6	Assistant Chief Coaching Superintendent	–	CONTISS 12
1.7	Deputy Chief Coaching Superintendent	–	CONTISS 13
1.8	Chief Coaching Superintendent	–	CONTISS 14

2.0 DUTIES

2.1 Assistant Coaching Superintendent – CONTISS 6

Coaching Superintendent II – CONTISS 7

Coaching Superintendent I – CONTISS 8

Senior Coaching Superintendent – CONTISS 9

Principal Coaching Superintendent – CONTISS 11

Assistant Chief Coaching Superintendent – CONTISS 12

Deputy Chief Coaching Superintendent – CONTISS 13

At an appropriate level of responsibility

- 2.1.1 Coaching of students in areas of specialization.
- 2.1.2 Organization of sports and teams in conjunction with the Students' Union.
- 2.1.3 Preparation, care and custody of the University sports fields, facilities and equipment, in liaison with the Estate & Works Department where necessary.
- 2.1.4 Serving the Students' Sports Sub-Committee.
- 2.1.5 Supervision and welfare of Junior Staff in the Sports Section.
- 2.1.6 Taking care of accommodation of guest including feeding when necessary.
- 2.1.7 Arrangement for honorary Coaches both from within the members of staff and the Sports Council when necessary.
- 2.1.8 Organization of Camping for students and taking charge of Students' Sports Allowances.
- 2.1.9 Advising on the purchase of Sports equipment and Stores.
- 2.1.1 Responsible for travel arrangements, discipline and welfare of students during competition.
- 2.1.1 Performing other related duties that may be assigned.

2.2 Chief Coaching Superintendent – CONTISS 14

- 2.2.1 Performing the duties of a Deputy Chief Coaching Superintendent at a higher level of responsibility.
- 2.2.2 Assisting in the general promotion of sports and initiating some policy decisions.
- 2.2.3 Co-ordinating coaching activities.
- 2.2.4 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Coaching Superintendent – CONTISS 6

- 3.1.1 By direct appointment of a suitable candidate possessing N.C.E or its equivalent in a relevant discipline or professional qualification e.g. Physical and Health Education or equivalent.

3.2 Coaching Superintendent II – CONTISS 7

- 3.2.1 By direct appointment of a suitable candidate qualified for direct appointment as an Assistant Coaching Superintendent and with at least three years' cognate post qualification experience.
- 3.2.2 By promotion of a suitable Assistant Coaching Superintendent.

3.3 Coaching Superintendent I – CONTISS 8

Senior Coaching Superintendent – CONTISS 9

Principal Coaching Superintendent – CONTISS 11

Assistant Chief Coaching Superintendent – CONTISS 12

Deputy Coaching Superintendent – CONTISS 13

Chief Coaching Superintendent – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Assistant Coaching Superintendent and who has been adequate post qualification experience. Normally he should be already in the grade to which appointment is to be made or have at least three years' experience in the next lower grade or on equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.
- 3.3.3 Possession of a Higher National Diploma certificate or its equivalent is a requirement for promotion beyond CONTISS 11.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.9 - STUDENTS AFFAIRS STAFF

S.9 (D) - PORTERS (INCLUDING PORTRESS) CADRE

1.0 POSTS AND SALARY SCALES

Hall Supervisor	-	CONTISS 6
Senior Hall Supervisor	-	CONTISS 7
Principal Hall Supervisor	-	CONTISS 8
Assistant Chief Hall Supervisor	-	CONTISS 9
Chief Hall Supervisor	-	CONTISS 11

2.00 DUTIES

- 2.1. Performing the duties of Chief Porter (or as the case may be) at a higher level of responsibility.
- 2.2 Taking part in the training of Junior Staff i.e. Hall Attendants and Porters / Portresses.
- 2.3 Performing other related duties that may be assigned.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN CADRE

- 3.1 By direct appointment of a suitable candidate qualified for direct appointment as a Chief Porter and who has adequate experience.
- 3.1.2 Normally he should be in the grade to which appointment is to be made or an equivalent post.
- 3.1.3 Requires an in- service training to progress.
- 3.1.4 By promotion of a suitable candidate from the next lower grade who has the requisite qualification and experience.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.10 – SECURITY STAFF

S.10 (A) – SECURITY OFFICER

1.00 POSTS AND SALARY SCALES

1.1	Assistant Security Officer	–	CONTISS 6
1.2	Security Officer II	–	CONTISS 7
1.3	Security Officer I	–	CONTISS 8
1.4	Senior Security Officer	–	CONTISS 9
1.5	Principal Security Officer	–	CONTISS 11
1.6	Deputy Chief Security Officer	–	CONTISS 12
1.7	Chief Security Officer	–	CONTISS 13

2.0 DUTIES

2.1 Assistant Security Officer – CONTISS 6

Security Officer II – CONTISS 7

Security Officer I – CONTISS 8

At an appropriate level of responsibility

- 2.1.1 Assisting in the coordination of a sector.
- 2.1.2 Organization, supervision and discipline of patrolmen in a sector.
- 2.1.3 Pre-investigation of cases, submission of reports and attending to complaints within a sector.
- 2.1.4 Protection of life and property within the sector.
- 2.1.5 Performing other related duties that may be assigned.

2.2 Senior Security Officer – CONTISS 9

Principal Security Officer – CONTISS 11

Deputy Security Officer – CONTISS 12

At an appropriate level of responsibility

- 2.2.1 Performing the duties of a Security Officer at a higher level of responsibility.
- 2.2.2 Taking charge of two or more sectors and coordinating their activities.
- 2.2.3 Preparation of criminal statistics, monthly, quarterly and yearly reports.
- 2.2.4 Assisting in the settlement of all disputes and complaints.
- 2.2.5 Performing all the settlement of all disputes and complaints.
- 2.2.6 Advising on the administrative aspects of the job.
- 2.2.7 Coordination of activities of section commanders.
- 2.2.8 Training of Security personnel.
- 2.2.9 Performing other related duties that may be assigned.

2.3 Chief Security Officer – CONTISS 13

- 2.3.1 Performing the duties of a Deputy Chief Security Officer at a higher level of responsibility.
- 2.3.2 Responsible to the Vice-Chancellor for all security matters in the University.
- 2.3.3 Liaising with the Police Force etc. on matters affecting the security system of the University under the directive of the Chief Executive.
- 2.3.4 Giving sound advice on security policy, purchase of security stores and equipment.
- 2.3.5 Overall Administrative Head of the Security Section and responsible for the welfare, discipline and recommendation for promotion etc. of all security men and officers.
- 2.3.6 Preparation of data and submission of quarterly/annual report.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Security Officer – CONTISS 6

- 3.1.1 By direct appointment of ASP or its equivalent in other security services with at least 5 years' experience or Ex-Warrant Officer II of the Nigerian Army with at least 4 years' experience or equivalent.

3.2 Security Officer II – CONTISS 7

- 3.2.1 By direct appointment of an Assistant Security Officer with at least three years' cognate experience in that grade or an equivalent post.
- 3.2.2 By promotion of a suitable Security Officer.

3.3 Security Officer I – CONTISS 8

- 3.3.1 By direct appointment of an Assistant Security Officer with at least three years' cognate experience in that grade or an equivalent post.
- 3.3.2 By direct appointment of a suitable former Superintendent of Police or former Lieutenant of the Nigerian Army or equivalent.
- 3.3.3 By promotion of a suitable Security Officer.

3.4 Senior Security Officer – CONTISS 9

- 3.4.1 By direct appointment of a Senior Security Officer at least three years' cognate experience in the next lower grade or on equivalent post.
- 3.4.2 By direct appointment of a suitable former Superintendent of Police or former Captain of the Nigerian Army or equivalent, with at least three years' experience in that grade.
- 3.4.3 By promotion of a suitable Senior Security Officer.

3.5 Principal Security Officer – CONTISS 11

Deputy Chief Security Officer – CONTISS 12

- 3.5.1 By direct appointment of a suitable candidate who is already in the grade or of a Deputy Chief Security Officer with at least three years' cognate experience in that grade or an equivalent post.
- 3.5.2 By direct appointment of a person qualified for direct appointment as a Deputy Chief Security Officer and with considerable relevant experience with at least three years' cognate experience.
- 3.5.3 By promotion of a suitable Senior Security Officer.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

- 1. Promotion in this cadre is subject to vacancy in respect of posts of Principal Security Officer.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.10 – SECURITY STAFF

S.10 (B) – PATROL SUPERVISORS

1.00 POSTS AND SALARY SCALES

1.1	Patrol Supervisor	–	CONTISS 6
1.2	Senior Patrol Supervisor	–	CONTISS 7
1.3	Principal Patrol Supervisor	–	CONTISS 8
1.4	Assistant Chief Patrol Supervisor	–	CONTISS 9
1.5	Chief Patrol Supervisor	–	CONTISS 11

2.0 DUTIES

2.1 Patrol Supervisor - CONTISS 6

Senior Patrol Supervisor - CONTISS 7

Principal Patrol Supervisor - CONTISS 8

Assistant Chief Patrol Supervisor - CONTISS 9

2.1.1 Performing the duties of Principal Patrolman at a higher level of responsibility.

2.1.2 Performing other related duties as may be assigned.

2.2 Chief Patrol Supervisor - CONTISS 11

2.2.1 Performing the duties of Assistant Chief Patrol Supervisor at a higher level of responsibility.

2.2.2 Responsible to the Chief Security Officer through the designated Senior Security Officer for the supervision of a Sector of Patrolmen.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Patrol Supervisor - CONTISS 6

Senior Patrol Supervisor - CONTISS 7

Principal Patrol Supervisor - CONTISS 8

Assistant Chief Patrol Supervisor - CONTISS 9

Chief Patrol Supervisor - CONTISS 11

3.1.1 By promotion of a suitable candidate from the next lower grade who has a minimum of three (3) years' experience and must have successfully completed the required in-service training.

3.2.2 By direct appointment of a suitable candidate qualified for direct appointment as a Farm Officer II and with at least three years' post qualification cognate experience in agricultural work.

3.2.3 By promotion of a suitable Farm Officer II.

3.3 Senior Farm Officer – CONTISS 9

Principal Farm Officer – CONTISS 11

Assistant Chief Farm Officer – CONTISS 12

Chief Farm Officer – CONTISS 13

Deputy Farm Director – CONTISS 14

3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Farm Officer Grade II or I and who has adequate post qualification cognate experience. Normally he should be already in the grade to which appointment is to be made or have at least three years' experience in the next lower grade or on equivalent post.

3.3.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre are subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward and above will undergo a promotion interview as approved by the Council.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.11 – AGRICULTURAL STAFF

S.11 (B) – AGRICULTURAL SUPERINTENDENT

1.00 POSTS AND SALARY SCALES

1.1	Agricultural Superintendent	–	CONTISS 6
1.2	Higher Agricultural Superintendent	–	CONTISS 7
1.3	Senior Agricultural Superintendent	–	CONTISS 8
1.4	Principal Agricultural Superintendent II	–	CONTISS 9
1.5	Principal Agricultural Superintendent I	–	CONTISS 11
1.6	Assistant Chief Agricultural Superintendent	–	CONTISS 12
1.7	Deputy Chief Agricultural Superintendent	–	CONTISS 13
1.8	Chief Agricultural Superintendent	–	CONTISS 14

2.0 DUTIES

2.1 Agricultural Superintendent – CONTISS 6

Higher Agricultural Superintendent – CONTISS 7

Senior Agricultural Superintendent – CONTISS 8

- 2.1.1 Taking charge of an agricultural project(s).
- 2.1.2 Supervising and coordinating the activities of junior farm staff.
- 2.1.3 Assisting the Farm Officer in the execution of farm policy.
- 2.1.4 Performing other related duties that may be assigned.

2.2 Principal Agricultural Superintendent II – CONTISS 9

Principal Agricultural Superintendent I – CONTISS 11

Assistant Chief Agricultural Superintendent – CONTISS 12

Deputy Chief Agricultural Superintendent – CONTISS 13

- 2.2.1 Performing the duties of a Senior Agricultural Superintendent a higher level of responsibility.
- 2.2.2 Performing other related duties that may be assigned.

2.3 Chief Agricultural Superintendent – CONTISS 14

- 2.3.1 Performing the duties of an Deputy Chief Agricultural Superintendent a at higher level of responsibility.
- 2.3.2 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Agricultural Superintendent – CONTISS 6

- 3.1.1 By direct appointment of suitable candidate who has successfully completed the two years' OND/HND Certificate in Agriculture or an

equivalent course and who has had at least one (1) year subsequent post qualification experience.

3.2 Higher Agricultural Superintendent – CONTISS 7

- 3.2.1 By direct appointment of a candidate possessing a good Higher National Diploma in Agriculture from a recognized institution.
- 3.2.2 By promotion of a suitable Agricultural Superintendent.

3.3 Senior Agricultural Superintendent – CONTISS 8

Principal Agricultural Superintendent II – CONTISS 9

Principal Agricultural Superintendent I – CONTISS 11

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Agricultural Superintendent or a Higher Agricultural Superintendent and who has adequate post qualification cognate experience. Normally he should already in the grade to which appointment is to be made or have at least three years' experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

3.4 Assistant Chief Agricultural Superintendent – CONTISS 12

Deputy Chief Agricultural Superintendent – CONTISS 13

Chief Agricultural Superintendent – CONTISS 14

- 3.4.1 By promotion of holders of HND.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

- 1. Promotion in this cadre is subject to vacancy and good performance.
- 2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.12 –STAFF SCHOOL

S.12 (A) – MASTERS

1.00 POSTS AND SALARY SCALES

1.1	Master III	–	CONTISS 6
1.2	Master II	–	CONTISS 7
1.3	Master I	–	CONTISS 8
1.4	Senior Master II	–	CONTISS 9
1.5	Senior Master I	–	CONTISS 11
1.6	Principal Master	–	CONTISS 12
1.7	Assistant Headmaster	–	CONTISS 13
1.8	Headmaster	–	CONTISS 14

2.0 DUTIES

2.1 Master III – CONTISS 6

Master II – CONTISS 7

Master I – CONTISS 8

At an appropriate level of responsibility

- 2.1.1 Teaching and application of curriculum.
- 2.1.2 Keeping all pupils records and assessing their progress.
- 2.1.3 Stimulating creativity, originality and skills in Children.
- 2.1.4 Active participation in sporting, social and other extra-curricular activities.
- 2.1.5 Giving out homework and test and marking of scripts.
- 2.1.6 Ensuring that classrooms and surroundings are kept clean.
- 2.1.7 Detecting learning defects in individual children and giving necessary advice.
- 2.1.8 Advising on improvements needed in classrooms.
- 2.1.9 Exploring and devising improved teaching methods including teaching aids.
- 2.1.10 Assisting in the supervision of junior staff.
- 2.1.11 Performing other related duties that may be assigned.

2.2 Senior Master II – CONTISS 9

Senior Master I – CONTISS 11

Principal Master – CONTISS 12

Assistant Headmaster – CONTISS 13

At an appropriate level of responsibility

- 2.2.1 Performing the duties of a Master I at a higher level of responsibility.
- 2.2.2 Assisting in liaison with outside bodies for social, sporting and academic activities.

- 2.2.3 Assisting in or taking charge of the day to day administration of the school where appropriate.
- 2.2.4 Assisting in the discipline and welfare of staff and pupils as appropriate.
- 2.2.5 Assisting in the admission of pupils according to laid down rules and procedures.
- 2.2.6 Assisting with advice on policy affecting the staff school.
- 2.2.7 Organizing training programmes and seminars for teachers.
- 2.2.8 Assisting in the preparation of budget, purchase of equipment and stationeries etc.
- 2.2.9 Other related duties that may be assigned.

2.3 Headmaster – CONTISS 14

- 2.3.1 Performing the duties of an Assistant Headmaster at a higher level of responsibility and authority.
- 2.3.2 Responsible to the staff School Management Board for the general administration, etc. of the Staff School.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Master III – CONTISS 6

- 3.1.1 By direct appointment of suitable candidate possessing the National Certificate of Education in the relevant field/subject.

3.2 Master – CONTISS 7

- 3.2.1 By direct appointment of a suitable candidate qualified for direct appointment as Master III with at least three years' cognate experience in that grade or an equivalent post.
- 3.2.2 By direct appointment of a suitable candidate possessing a first degree from a recognized University or Institution.
- 3.2.3 By promotion of a suitable Master II with three years' experience.

3.3 Master I – CONTISS 8

Senior Master II – CONTISS 9

Senior Master I – CONTISS 11

Principal Masters – CONTISS 12

Assistant Headmaster – CONTISS 13

Headmaster – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Mistress II or I and who has adequate post qualification experience. Normally he should already be in the grade to which appointment is to be made or have at least three years' experience in the next lower grade or on equivalent post.

3.3.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: S.12 – FUTO INTERNATIONAL SECONDARY
SCHOOL (FISO)

S.12 (B) – TUTOR

1.00 POSTS AND SALARY SCALES

1.1	Tutor II	–	CONTISS 7
1.2	Tutor I	–	CONTISS 8
1.3	Senior Tutor II	–	CONTISS 9
1.4	Senior Tutor I	–	CONTISS 11
1.5	Principal Tutor	–	CONTISS 12
1.6	Vice Principal	–	CONTISS 13
1.7	Principal	–	CONTISS 14

2.0 DUTIES

2.1 Tutor II – CONTISS 7

Tutor I – CONTISS 8

- 2.1.1 Teaching and application of curriculum.
- 2.1.2 Keeping all pupils records and assessing their progress.
- 2.1.3 Stimulating creativity, originality and skills in Children.
- 2.1.4 Active participation in sporting, social and other extra-curricular activities.
- 2.1.5 Giving out homework and test and marking of scripts.
- 2.1.6 Ensuring that classrooms and surroundings are kept clean.
- 2.1.7 Detecting learning defects in individual children and giving necessary advice.
- 2.1.8 Advising on improvements needed in classrooms.
- 2.1.9 Exploring and devising improved teaching methods including teaching aids.
- 2.1.10 Assisting in the supervision of junior staff.
- 2.1.11 Performing other related duties that may be assigned.

2.2 Senior Tutor II – CONTISS 9

Senior Tutor I – CONTISS 11

Principal Tutor – CONTISS 12

Vice Principal – CONTISS 13

- 2.2.1 Performing the duties of a Tutor I at a higher level of responsibility.
- 2.2.2 Assisting in liaison with outside bodies for social, sporting and academic activities.
- 2.2.3 Assisting in or taking charge of the day to day administration of the school where appropriate.
- 2.2.4 Assisting in the discipline and welfare of staff and pupils as appropriate.
- 2.2.5 Assisting in the admission of pupils according to laid down rules and procedure.

- 2.2.6 Assisting with advice on policy affecting Staff School.
- 2.2.7 Organizing training programmes and seminars for teachers.
- 2.2.8 Assisting in the preparation of budget, purchase of equipment and stationeries etc.
- 2.2.9 Other related duties that may be assigned.

2.3 Principal – CONTISS 14

- 2.3.1 Performing the duties of a Principal Tutor at a higher level of responsibility and authority.
- 2.3.2 Responsible to the FISO Management Board for the general administration, etc. of the Staff School.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Tutor II – CONTISS 7

- 3.1.1 By direct appointment of a suitable candidate possessing a first degree from a recognized University or Institution.

3.2 Tutor I – CONTISS 8

Senior Tutor II – CONTISS 9

Senior Tutor I – CONTISS 11

Principal Tutor – CONTISS 12

Vice Principal – CONTISS 13

Principal – CONTISS 14

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as Tutor I and who has adequate post qualification cognate experience. Normally he should already be in the grade to which appointment is to be made or have at least three years' cognate experience in the next lower grade or on equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE: S.13 - PHOTOGRAPHY STAFF

S.13 (A) - PHOTOGRAPHERS CADRE

1.0 POSTS AND SALARY SCALE

Principal Photographer II	-	CONTISS 6
Principal Photographer I	-	CONTISS 7
Assistant Chief Photographer Supervisor	-	CONTISS 8
Deputy Chief Photographer Supervisor	-	CONTISS 9
Chief Photographer Supervisor	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of a Senior Photographer at a higher responsibility.
- 2.2 Supervising staff assigned to work under him.
- 2.3 Performing other related duties that may be assigned .

3.00 METHOD ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By direct appointment of a suitable candidate for direct appointment as a Senior Photographer and who has adequate experience. Normally he should already be in the grade to which appointment is to be made or have had at least three (3) years' experience in the next lower grade or an equivalent post.
- 3.2 Promotion of a suitable candidate from the lower grade who must have successfully completed the required in-service training.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEMES OF SERVICE: S.14 - WORKSHOP STAFF

S.14 (A) - WORKSHOP ATTENDANTS CADRE

1.0 POSTS AND SALARY SCALE

Senior Workshop Supervisor	-	CONTISS 6
Principal Workshop supervisor	-	CONTISS 7
Assistant Chief Workshop Supervisor	-	CONTISS 8
Deputy Chief Workshop Supervisor	-	CONTISS 9
Chief Workshop Supervisor	-	CONTISS 11

2.00 DUTIES

- 2.1 Performing the duties of workshop supervisor (or as the case may be) at a higher level of responsibility.
- 2.2 Supervising and training any assigned to work under him.
- 2.3 Performing any other duties that may be assigned.

3.00 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

- 3.1 By direct appointment of a suitable candidate with N.D or other relevant certificate.
- 3.2 By promotion of a suitable candidate from the next lower grade, who has a minimum of three (3) years' experience and must have successfully completed the required in-service training.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: – PROCUREMENT CADRE

S.15(A) – PROCUREMENT OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Procurement Officer II	–	CONTISS 7
1.2	Procurement Officer I	–	CONTISS 8
1.3	Senior Procurement Officer	–	CONTISS 9
1.4	Principal Procurement Officer	–	CONTISS 11
1.5	Assistant Chief Procurement Officer	–	CONTISS 12
1.6	Chief Procurement Officer	–	CONTISS 13
1.7	Deputy Director Procurement	–	CONTISS 14
1.8	Director of Procurement	–	CONTISS 15

2.0 DUTIES

Procurement Officer II – CONTISS 7

- 2.1.1 Process purchase requisition/orders within purchasing authority.
- 2.1.2 Prepare and maintain purchasing records, reports and price lists.
- 2.1.3 Assist in the development of specifications for equipment, materials and services to be purchased.
- 2.1.4 Comply with and maintain knowledge of applicable rules, legislation, regulations, standards and best practices.
- 2.1.5 Reconcile or resolve value discrepancies.
- 2.1.6 Have a good knowledge of market prices and management of database of same.
- 2.1.7 Performing such other related duties as may be assigned.

2.2 Procurement Officer I – CONTISS 8

- 2.2.1 Performing the duties of a Procurement II at a higher level of responsibility.
- 2.2.2 Assisting in the supervision and training of Junior personnel on the Job.
- 2.2.3 Perform such other related duties as may be assigned.

2.3 Senior Procurement Officer –CONTISS 9

Principal Procurement Officer –CONTISS 11

Assistant Chief Procurement Officer –CONTISS 12

At an appropriate level of responsibility:

- 2.3.1 Performing the duties of Procurement Officer I at a higher level of responsibility.
- 2.3.2 Supervising and coordinating the activities of staff in lower grades.
- 2.3.3 Invite, access and award/recommend supplier tenders, bids, quotations and proposals.
- 2.3.4 Establish and negotiate contract terms and conditions and maintain supplier relationships.
- 2.3.5 Work with internal and external stakeholders to ascertain Procurement needs, quality and delivery requirement.

- 2.3.6 Assisting in the formulation and implementation of training programmes for staff.
- 2.3.7 Administer contract performance including delivery, receipt, warranty, damages and insurance.
- 2.3.8 Assisting in the administration of the Unit.
- 2.3.9 Performing such other related duties as may be assigned.

2.4 Chief Procurement Officer – CONTISS 13

- 2.4.1 Performing the duties of an Assistant Chief Procurement Officer at a higher level of responsibility.
- 2.4.2 Taking charge of major projects/workshop and all procurement work in the Unit.
- 2.4.3 Advising the University through the Director on the formulation execution and review of procurement and related policies.
- 2.4.4 Ensure that all procurement follow due process in line with the Public Procurement Act of 2007.
- 2.4.5 Management of Inventory of shares and other goods.

2.5 Deputy Director Procurement – CONTISS 14

- 2.5.1 Performing the duties of a Chief Procurement Officer at a higher level of responsibility.
- 2.5.2 Assisting the Director in all aspects of the procurement unit.
- 2.5.3 Deputizing for the Director in his absence.
- 2.5.4 Performing such other related duties as may be assigned.

2.6 Director of Procurement – CONTISS 15

- 2.6.1 Advising the Vice-Chancellor who is the Chief Accounting Officer on matters relating to procurement.
- 2.6.2 Report directly to the Vice-Chancellor for the day to day activities of the procurement unit.
- 2.6.3 Use appropriate consultants when the need arises.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN CADRE

3.1 Procurement Officer II – CONTISS 7

- 3.1.1 By direct appointment of suitable candidate who possesses a good Bachelor's degree or its equivalent in the following fields:
 - i. Purchasing and Supply management.
 - ii. Economics
 - iii. Quantity Surveying
 - iv. Architecture
 - v. Civil Engineering
 - vi. Marketing
 - vii. Statistics
 - viii. Computer Science
 - ix. Banking and Finance
 - x. Insurance
 - xi. Law

- xii. Accountancy
 - xiii. Business Administration
- 3.1.2 Possession of Post-graduate degree certificate and membership of professional bodies may be an added advantage.

3.2 Procurement Officer I – CONTISS 8

- 3.2.1 By direct appointment of suitable candidate possessing a degree from a recognized University or Institution.
- 3.2.2 By direct appointment of suitable candidate who has at least three years experience in that grade or an equivalent post.
- 3.2.4 By promotion of a suitable Procurement Officer I.

3.3 Senior Procurement Officer – CONTISS 9

Principal Procurement Officer – CONTISS 11

Assistant Chief Procurement Officer – CONTISS 12

Chief Procurement Officer – CONTISS 13

Deputy Director Procurement – CONTISS 14

- 3.3.1 By direct appointment of suitable candidate who is qualified for direct appointment as a Procurement Officer and who has had adequate post qualification experience. Normally, he should be already in the grade to which appointment is to be made or have had at least three years' experience in the next lower grade or an equivalent post.
- 3.3.3 By promotion of a suitable staff member from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising staff in this cadre, the aspect shown on the standard appraisal form and any other aspects found relevant will be considered.

NOTE

1. Promotion in this cadre is subject to vacancy and good performance.
2. Usually Officers moving from CONTISS 13 upward will undergo a promotion interview as approved by the Council.
3. Director on appointment and a term of five years

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: – OUTREACH CADRE

S.16(A) – OUTREACH OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Outreach Officer II	-	CONTISS (II) 7
1.2	Outreach Officer I	-	CONTISS (II) 8
1.3	Senior Outreach Officer	-	CONTISS (II) 9
1.4	Principal Outreach Officer	-	CONTISS (II) 11
1.5	Assistant Chief Outreach Officer	-	CONTISS (II) 12
1.6	Chief Outreach Officer	-	CONTISS (II) 13
1.7	Deputy Director, Outreach Services	-	CONTISS (II) 14
1.8	Director, Outreach Services	-	CONTISS (II) 15

2.0 DUTIES

Outreach Officer II - CONTISS (II) 7

Outreach Officer I - CONTISS (II) 8

Senior Outreach Officer- CONTISS (II) 9

- 2.1.1 Officers in these grades are expected to master the basic attitudes and practices of public and community relations.
- 2.1.2 Serve as field officers on information gathering and dissemination to the target communities.
- 2.1.3 Assist in the preparation and organization of workshops, seminars and training at the Centre.
- 2.1.4 Serve as secretary to committees as assigned from time to time.
- 2.1.5 Identify and secure speaking and public engagement opportunities for the centre.
- 2.1.6 Write news releases, reports, publications and organize press conferences.
- 2.1.7 Assist technical teams to package and disseminate materials to facilitate replication and learning among development partners.
- 2.1.8 Proactive use of website as foundation for communication and outreach strategy on regular basis.
- 2.1.9 Any other duties as may be assigned from time to time.

- 2.2 **Principal Outreach Officer** - **CONTISS (II) 11**
Assistant Chief Outreach Officer - **CONTISS (II) 12**
Chief Outreach Officer - **CONTISS (II) 13**

- 2.2.1 Perform the duties of a Senior Outreach Officer at a higher level of responsibility.
- 2.2.2 Assist in the formulation of strategic outreach service plan.
- 2.2.3 Liaise with IPPA Unit in matters of information dissemination.
- 2.2.4 Liaise with the private sector and develop a network to identify and support local fundraising opportunities.
- 2.2.5 Co-ordinate learning activities within the Institution to support documentation and sharing of key lessons and achievements.

2.3 **Deputy Director, Outreach Services** - **CONTISS (II) 14**

- 2.3.1 Performing the duties of Chief Outreach Officer at a higher level of responsibility.
- 2.3.2 Assist the Director in the evaluation of policies and programmes of the Centre.
- 2.3.3 Co-ordination and supervision of subordinates.
- 2.3.4 Coordinate learning activities within the institution to support documentation and sharing of key lessons and achievements.
- 2.3.5 Any other duties that may be assigned.

2.4 **Director Outreach Services** - **CONTISS (II) 15**

- 2.4.1 Responsible to the Vice-Chancellor for the smooth day- to - day running of the Centre.
- 2.4.2 Devise and coordinate the implementation of programmes communications and fundraising strategies.

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

3.1 **Outreach Officer II** - **CONTISS (II) 7**

- 3.1.1 By direct appointment of a candidate possessing a good honours degree from a recognized University.

3.2 Outreach Officer I - CONTISS (II) 8

- 3.2.1 By direct appointment of a candidate possessing a first degree from a recognized university with at least two (2) years post qualification cognate experience or a master's degree from a recognized university.
- 3.2.2 By promotion of an Outreach Officer II who has performed well in his/her assigned duties.

3.3 Senior Outreach Officer - CONTISS (II) 9

Principal Outreach Officer - CONTISS (II) 11

Assistant Chief Outreach Officer - CONTISS (II) 12

Chief Outreach Officer - CONTISS (II) 13

Deputy Director Outreach Services - CONTISS (II) 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as an Outreach Officer II or Outreach Officer I and who has had adequate post qualification cognate experience. Normally he should already be in the grade to which appointment is to be made or have had at least three years experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

3.4 Director, Outreach Services – CONTISS (II) 15

- 3.4.1 By direct appointment, internal or external of a suitable candidate who is already in the grade or some equivalent posts or who has had normally, at least five (5) years satisfactory service in the grade of Deputy Director or an equivalent post. The procedure is as prescribed by the university statutes.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: – GENDER DEVELOPMENT CADRE

S.16(B) – GENDER DEVELOPMENT OFFICERS

1.0 POSTS AND SALARY SCALES

1.1	Gender Development Officer II	-	CONTISS (II) 7
1.2	Gender Development Officer I	-	CONTISS (II) 8
1.3	Senior Gender Development Officer	-	CONTISS (II) 9
1.4	Principal Gender Development Officer	-	CONTISS (II) 11
1.5	Assistant Chief Gender Development Officer-		CONTISS (II) 12
1.6	Chief Gender Development Officer	-	CONTISS (II) 13
1.7	Deputy Director, Gender Development	-	CONTISS (II) 14
1.8	Director, Gender Development	-	CONTISS(II) 15

2.0 DUTIES

2.1	<u>Assistant Gender Development Officer</u>	-	<u>CONTISS (II) 7</u>
	<u>Gender Development Officer</u>	-	<u>CONTISS (II) 8</u>
	<u>Senior Gender Development Officer</u>	-	<u>CONTISS (II) 9</u>

- 2.1.1 In these grades, the staff member is expected to master the basic attitudes and practices of a university administrator.
- 2.1.2 The staff member(s) should be acquainted with a general knowledge of women, gender and development.
- 2.1.3 Assist in the preparation of conferences, seminars and trainings in the Institute.
- 2.1.4 Assist in the collation and processing of research materials for use by the Institute.
- 2.1.5 Serve as Secretary to Committees as assigned from time to time.
- 2.1.6 Providing relevant teaching and research support to the Institute.
- 2.1.7 Prepare reports, information, educational and communication materials on issues relating to women, gender and development.
- 2.1.8 Assist in the preparation and publication of data on women, gender and development issues.
- 2.1.9 Any other duties as may be assigned from time to time.

2.2 Principal Gender Development Officer - CONTISS (II) 11

Assistant Chief Gender Development Officer - CONTISS (II) 12

Deputy Chief Gender Development Officer - CONTISS (II) 13

- 2.2.1 Perform the duties of a Senior Gender Development Officer at a higher level of responsibility.
- 2.2.2 Assist in designing and implementing policies and programmes geared towards promotion of women, gender and development matters.
- 2.2.3 Liaise with relevant Units to ensure gender mainstreaming in academic and other areas in the University.
- 2.2.4 Assist in the formulation of strategic plan for the Institute in collaboration with the Academic Board.
- 2.2.5 Any other duties that may be assigned.

2.3 Deputy Director, Gender Development - CONTISS (II) 14

- 2.3.1 Assist in searching/soliciting fellowships, scholarships, linkages faculty and student exchanges in the areas of expertise with national and international partners.
- 2.3.2 Preparation of strategic plans or any other gender development plan for the institute.
- 2.3.3 Assist the Director in the evaluation of policies and programmes of the Institute.
- 2.3.4 Co-ordination and supervision of subordinates.

3.0 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Gender Development Officer II - CONTISS (II) 7

- 3.1.1 By direct appointment of a candidate possessing a good honours degree preferably in Social Sciences, Humanities or Arts from a recognized university.

3.2 Gender Development Officer - CONTISS (II) 8

- 3.2.1 By direct appointment of a suitably qualified candidate possessing a Masters degree from a recognized university.
- 3.2.2 By direct appointment of a candidate possessing a first degree from a recognized University or Institution with at least two (2) years post-qualification cognate experience.
- 3.2.3 By promotion of Gender Development Officer II who has performed well in his/her assigned duties.

- 3.3 **Senior Gender Development Officer - CONTISS (II) 9**
- Principal Gender Development Officer - CONTISS (II) 11**
- Assistant Chief Gender Development Officer - CONTISS (II) 12**
- Chief Gender Development Officer - CONTISS (II) 13**
- Deputy Director Gender Development - CONTISS (II) 14**

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Gender Development Officer II or Gender Development Officer I and who has had adequate post qualification cognate experience. Normally he should already be in the grade to which appointment is to be made or have had at least three years experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable staff member from the next lower grade.

3.4 Director, Gender Development - CONTISS (II) 15

- 3.4.1 Responsible to the Vice-Chancellor for the smooth day-to-day running of the Institute.
- 3.4.2 Advising the University on the relevance of gender mainstreaming in academic and other areas.

4.0 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

4.1 Director, Gender Development - CONTISS (II) 15

- 4.1.1 By direct appointment, internal or external, of a suitable candidate who is already in the grade or some equivalent posts or who has had normally

at least five (5) years satisfactory service in the grade of Deputy Director or an equivalent post. The procedure is as prescribed by the university statutes.

