

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE FOR JUNIOR STAFF

THIRD EDITION

2016



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FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI



PREFACE TO THE FIRST EDITION

It is gratifying to me to be able to introduce this comprehensive set of Schemes of Service, which has been compiled for this University. It provides guidance on the career structure, duties, and methods of entry and advancement within each cadre, the basis of making appraisals and other relevant matters.

Its production is due to the contributions of Heads of Units and other staff in the University, to the Committees dealing with staff appointments and promotions that have scrutinized and revised the draft material, and above all to the coordination, editing and production work provided by the Central Administration under the Ag. Director, Mr. K. Lupton.

In their main outlines the Scheme of Service are broadly in line with those published for the Federal Civil Service in 1979 and 1984, but adaptations have been made where appropriate to fit them to the different circumstances and needs of this University. Some of them have had to be framed specially as there are no counterparts in the Federal Civil Service, in particular for Academic Staff and Tutors. Sections have also been added to each Scheme of Service indicating the basis of appraising staff in the cadre. Notes have been included on the normal conditions for establishing posts and making promotions at higher levels in each cadre, on cases where a cadre is coordinated at a central point, and on other relevant points.

The list of Scheme of Service at the beginning shows that those for Senior staff come first, followed by those for Junior Staff. Each has been divided into numbered groups, with the numbering in the Senior and Junior sections being in parallel. Where two or more Scheme of Service have a close relationship, cross-references have been shown.

I invite attention to the Introduction which follows immediately after the list of Schemes of Service. This has brought together basic points of general application. It is to be regarded as forming a part of each

Scheme of Service because it governs all of them. It must always, therefore, be kept in view when dealing with any particular cadre.

As stated in the Introduction, the Scheme of Service are for guidance but they do not form part of any contract of employment. The Introduction also provides that exceptions may be made by a competent authority where it is in the best interests of the University to do so. I must stress that it should be these "best interests of the University" that will always be paramount in interpreting and applying this Scheme of Service. The University and all its organs should adhere to the Scheme as closely as possible, but if errors or omissions are found, or circumstances change, or special needs or cases arise, then interpretation should be guided by the spirit rather than the letter, always striving for "the best interests of the University". Inevitably adaptations will be needed from time to time and, pending these being formalized, common sense may be a guide.

I believe that this Scheme of Service will be found of great assistance within the University, by providing guidance to all concerned with appointments and appraisals of staff. I wish to commend those involved for their efforts in producing the Scheme, and to urge Heads of Units and others to familiarize themselves with the sections concerning their staff.

PROF. U. D. GOMWALK
Vice-Chancellor
February, 1986

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
P.M.B. 1526, OWERRI

FUTO SCHEME OF SERVICE FOR NON-ACADEMIC STAFF

PREFACE TO THE SECOND EDITION

At its inception the Federal University of Technology, Owerri compiled the Scheme of Service, which has been in operation. However, the University Management has had occasions to review parts of the schemes to meet changes or special needs. In each of such occasions, the Management was guided by the spirit that such actions were taken in the best interest of the University.

In 2002, it became expedient to make a general review of the Scheme of Service. Accordingly, the then Vice-Chancellor, Prof. J.E. Njoku constituted a Committee on the Review of the FUTO Schemes of Service. After some initial problems, the Committee had produced this revised Schemes which are generally acceptable to the generality of the staff of the University. My administration inherited the submission made by the Committee. After making relevant input the draft Revised Scheme of Service was processed to Council.

It is my joy therefore to be requested to write the Preface to this second edition of the Federal University of Technology, Owerri Senior Staff Scheme of Service.

The Revised Scheme of Service has maintained the format set up in the first edition to provide guidance on the career structure, duties and methods of entry and advancement within each cadre, the basis of making appraisals and other relevant matters.

The Revised Scheme of Service had however introduced new adaptations and inserted new cadres of staff following the growth of the Institution and the need to provide for all aspects of University activities in the twenty first century. *Similarly, some cadres that had become obsolete, or non-relevant have been excised.*

As it is expected, I believe that this Scheme of Service will be of immense assistance to the University in the way of guidance in the appointments, appraisals and promotion of staff.

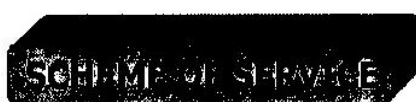
Finally, I appreciate the individual and collective efforts of Staff who contributed in one or the other towards realizing the current revision.

PROF. C.O.E. ONWULIRI

Vice-Chancellor

September, 2007

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI



PREFACE TO THE THIRD EDITION

The first edition of the Schemes of Service for Senior and Junior Staff in the Federal University of Technology, Owerri was published in 1986 during the tenure of the pioneer Vice-Chancellor, Prof. U.D. Gomwalk.

As the University continued to develop and expand, the Schemes were modified in line with prevailing circumstances and to accommodate new schemes approved by Council from time to time.

In 2002 a general review of the Schemes was commenced which culminated in the publication of the second edition in 2008.

In 2012 it became necessary to embark on another general review to address noticeable shortcomings of the second edition.

First among those shortcomings was that the second edition made provisions for only Senior Non-teaching and Junior Staff, leaving out the Schemes for a very vital segment of the University, the Academic Staff.

Secondly the edition elongated the career structures of many cadres without corresponding provisions for additional qualification for progression to the terminal grades of such elongated structures.

Consequently, the third edition set out to correct the said shortcomings as well as accommodate new schemes arising from emerging trends in global professional practices.

It is therefore my pleasure to introduce this third edition of the Schemes which are products of painstaking review exercise spanning over a period of three (3) years. The Schemes were approved by the 10th Governing Council of the University in June 2016.

It is expected that the Schemes of Service will provide the necessary guide to University functionaries in conducting appointments, appraisals and promotions exercises.

I wish to commend the efforts of the Chairman and members of the review Committee for committing their time and experience to serve the University.

Prof. Chigozie C. Asiabaka
6th Substantive Vice-Chancellor
June 2016

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEMES OF SERVICE

INTRODUCTION

1. These Schemes of Service show the posts in each cadre of staff in the University, their duties and the normal basis for making appointments and promotions into them. They have been provisionally approved but they may be amended from time to time. They are for guidance but they do not form part of any contract of employment.
2. All Schemes of Service are subject to the provisions of the University Act, the Statutes and the Regulations Governing the Conditions of Appointment of Senior and Junior Staff as appropriate. They are also all subject to the provisions of this Introduction, except as otherwise stated.
3. All appointments and transfers are normally subject to vacancies in the approved establishment. All promotions are normally subject to vacancies where stated in a Scheme of Service. Where two or more grades within a cadre are joined together in the University's approved Recurrent Estimates, they have a joint establishment for the purpose of determining vacancies. Where a promotion is not subject to vacancy, a Head of Unit should nevertheless take steps to see that the establishment is in accordance with the actual position.
4. Candidates for direct appointments will be appraised in terms of their qualification, experience and work record, references when required, interview performance, practical tests where considered appropriate by the University, and any other relevant factors.
5. Staff will be reviewed for promotion on the basis of appraisals made annually. However, to be eligible to be considered for promotion staff shall normally have put in service for at least three full years (or such other period as may from time to time be decided) in this University since first appointment or a previous promotions or except where otherwise indicated in a Scheme of Service. In the appraisals, consideration will be given to qualifications and improvements in

them, the staff member's service record and performance and potential for performing the duties of the higher post, in relation to the items listed under the heading "Guidelines for Appraisals" in the Scheme of Service or any modification of these Guidelines approved from time to time.

6. Appointments to any grade may be made by transfers internally or from any other University or arm of the Public Service, of a suitable person who fulfils the requirements specified for the grade. A transfer preserves the staff member's previous entitlements to benefits under the Pensions Act, and confers any other rights or benefits that may be specified in the Staff Regulations of the Federal University of Technology, Owerri.
7. Staff who fulfils the requirements of any grade beyond the limits of their own cadre may be considered for appointment / promotion to that grade if any vacancy is available.
8. Where applicable, Nigerian candidates for direct appointment must furnish evidence of exemption from or successful completion of the National Youth Service Corps Service.
9. In a cadre which is unified (as is indicated in the Notes appended to some Schemes of Service) the establishment of posts may be determined centrally for the University. In such cadres, appointments, promotion, confirmation, training, discipline and deployment will be coordinated by the Officer assigned responsibility for the cadre, who may also give professional guidance to staff in it. The staff member concerned will, however, be under the Head of the Unit to which he is deployed for direction in his work and for other aspects of his conditions of service.
10. Exceptions to the provisions of these Schemes of Service may be made by a competent authority where it is in the best interests of the University to do so.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.I. - SCHOOLS AND CENTRES

J.I (A) - WORKSHOP/LABORATORY ASSISTANTS

1.00 POSTS AND SALARY SCALES

- 1.1 Workshop/Laboratory Assistant - CONTISS 3
- 1.2 Senior Workshop / Laboratory Assistant - CONTISS 4
- 1.3 Principal Workshop / Laboratory Assistant - CONTISS 5

2.00 DUTIES

2.1 Workshop/Laboratory Assistant – CONTISS 3

- 2.1.1 Carrying out general cleaning of laboratories/workshops.
- 2.1.2 Cleaning, sterilizing and storing laboratory glass-ware.
- 2.1.3 Where appropriate, cleaning the animal house and taking care of laboratory experimental animals.
- 2.1.4 Maintaining simple records and day-books in a laboratory/workshop.
- 2.1.5 Other related duties that may be assigned.

2.2 Senior Workshop / Laboratory Assistant – CONTISS 4

Principal Workshop/ Laboratory Assistant – CONTISS 5

Carrying out the job of Laboratory Assistant at a higher level.

- 2.2.1 Carrying out routine tests and maintaining the laboratory equipment and supplies in a clean laboratory environment.
- 2.2.2 Supervising any staff assigned to work under him.
- 2.2.3 Storing materials and keeping laboratory supplies and equipment in good condition.
- 2.2.4 Performing other related duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Workshop/Laboratory Assistant -CONTISS 3

3.1.1 By direct appointment of:

A candidate possessing SSCE/GCE 'O' Levels, in four (4) subjects at credit passes at one sitting or five (5) credits in two sittings including credits in two science subjects, and at least a pass in English Language.

3.2 Senior Laboratory AssistantCONTISS 4

Principal Laboratory Assistant CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Laboratory Assistant and who is already in the grade to which appointment is to be made or has had normally 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.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.2. – ADMINISTRATIVE/GENERAL DUTIES STAFF

J.2 (A) COMPUTER OPERATORS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|-----------------------------|---|-----------|
| 1.1 | Computer Operator | - | CONTISS 3 |
| 1.2 | Senior Computer Operator | - | CONTISS 4 |
| 1.3 | Principal Computer Operator | - | CONTISS 5 |

2.00 DUTIES

2.1 Computer Operator– CONTISS 3

- 2.1.1 Learning on the job and carrying out duties assigned from time to time as a computer operator.
- 2.1.2 Storing and keeping in good condition any computer equipment or materials placed under his or her care.
- 2.1.3 Advising on any materials or items needed in the work.
- 2.1.4 Keeping records as may be required.
- 2.1.5 Any other related duties that may be assigned.

2.2 Senior Computer Operator – CONTISS 4

Principal Computer Operator – CONTISS 5

- 2.2.1 Performing the duties of a computer operator at a higher level of responsibility.
- 2.2.2 Any other duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Computer Operator – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing SSCE/GCE 'O' Level in four (4) subjects at credit passes level at one sitting or five (5) credits in two sittings including English Language and Mathematics or equivalent qualifications. Possession of proficiency Certificate in Computer Operations may be an added advantage.
- 3.1.2 By direct appointment of a suitable candidate with full Secondary Education or at least three (3) GCE 'O' Level passes including Mathematics and English Language, plus at least two years' experience in computer operations.

3.2 Senior Computer Operator – CONTISS 4

Principal Computer Operator – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a computer operator, and who is already in the grade to which appointment is to be made, or who has had normally at least three years' experience in the next lower grade or equivalent post.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

In appraising a staff member, the aspects shown on the standard appraisal form plus any other items considered appropriate by the Head of Unit will be considered.

NOTE:

1. The introduction to this Scheme of Services is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.
3. Prospective candidates shall undergo a practical test

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.2. -ADMINISTRATIVE/GENERAL DUTIES STAFF

J.2 (B) - CLERICAL STAFF (GENERAL DUTIES)

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|-------------------------------|---|-----------|
| 1.1 | Clerical Officer | - | CONTISS 3 |
| 1.2 | Senior Clerical Officer | - | CONTISS 4 |
| 1.3 | Principal Clerical Officer II | - | CONTISS 5 |

2.00 DUTIES

2.1 Clerical Officer -CONTISS 3

- 2.1.1 Performing routine clerical duties, under supervision, in any office in the University.
- 2.1.2 Assisting Senior Officers in the office work.
- 2.1.3 Performing other duties that may be assigned.

2.2 Senior Clerical Officer -CONTISS 4

- 2.2.1 Performing the duties of a Clerical Officer at a higher level of responsibility.
- 2.2.2 Taking charge of an office or section (correspondence or records).
- 2.2.3 Supervising and training Junior Officers in the office or section.
- 2.2.4 Taking stock/inventory of official property.
- 2.2.5 Rendering routine returns.
- 2.2.6 Performing other duties that may be assigned.

2.3 Principal Clerical Officer II -CONTISS 5

- 2.3.1 Performing the duties of a Senior Clerical Officer at a higher level of responsibility.
- 2.3.2 Maintaining discipline within the clerical and other Junior grades.
- 2.3.3 Maintaining files and archives in a major office.
- 2.3.4 Performing other duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Clerical Officer -CONTISS 3

- 3.1.1 By direct appointment of a candidate possessing SSCE/GCE 'O' level with credit passes in four (4) subjects obtained at one sitting or five (5) credits in two sittings including English Language.

3.2 Senior Clerical Officer – CONTISS 4

- 3.2.1 By direct appointment of a suitable candidate possessing qualifications specified in sub-paragraph 3.1.1 above plus at least three years post qualification cognate experience.
- 3.2.2 By promotion of a suitable clerical officer.

3.3 Principal Clerical Officer II – CONTISS 5

- 3.3.1 By promotion of a suitable Senior clerical officer.
- 3.3.2 By direct appointment of a suitable candidate possessing qualifications specified in 3.1.1 above plus at least six years cognate experience.

4.00 GUIDELINES FOR APPRAISALS

In appraising a staff member's work, the aspects shown on the standard appraisals form will be used, together with any other aspect found relevant.

NOTE:

- 1. The introduction to this Scheme of Service is an integral part of the guidelines for appraisal.
- 2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.2 – ADMINISTRATIVE AND GENERAL STAFF

J.2 (C) - CARETAKER CADRE

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|---------------------|---|-----------|
| 1.1 | Caretaker | - | CONTISS 3 |
| | Senior Caretaker | - | CONTISS 4 |
| | Principal Caretaker | - | CONTISS 5 |

2.00 DUTIES

2.1 Caretaker – CONTISS 3

- 2.1.1 Moving of files from officers' tables.
- 2.1.2 Carrying and delivering letters, articles and messages.
- 2.1.3 Opening, cleaning, closing offices and surrounding areas.

2.2 Senior Caretaker – CONTISS 4

Principal Caretaker – CONTISS 5

- 2.2.1 Performing the duties of a caretaker at a higher level of responsibility.
- 2.2.2 Ensuring the cleanliness and security of a group of offices and other buildings and their surroundings.
- 2.2.3 Supervising caretakers under him/her.
- 2.2.4 Performing other duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Caretaker –CONTISS 3

By direct appointment of suitably qualified candidates possessing at least SSCE/GCE or its equivalent with credit passes in four (4) subject at one sitting or five (5) subjects at two sittings including English Language.

3.2 Senior Caretaker – CONTISS 4

Principal Caretaker – CONTISS 5

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

4.00 GUIDELINES FOR APPRAISALS

In appraising a staff member's work, the aspects shown on the standard appraisals forms and any other aspects found relevant will be considered.

NOTE:

- 1. The introduction to this Scheme of Service is an integral part of the guidelines for appraisal.
- 2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.3 – ACCOUNTS/AUDIT AND STORES STAFF

J.3 (A)- STORE KEEPERS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|-----------------------|---|-----------|
| 1.1 | Storekeeper | - | CONTISS 3 |
| 1.2 | Senior Storekeeper | - | CONTISS 4 |
| 1.3 | Principal Storekeeper | - | CONTISS 5 |

2.00 DUTIES

2.1 Storekeeper – CONTISS 3

- 2.1.1 Taking charge under supervision of a site or small store.
- 2.1.2 Keeping stores records under supervision.
- 2.1.3 Issuing and receiving items of stores.
- 2.1.4 Any other related duties that may be assigned.

2.2 Senior Storekeeper – CONTISS 4

Principal Storekeeper – CONTISS 5

- 2.2.1 Performing the duties of a Storekeeper at an appropriate higher level of responsibility.
- 2.2.2 Taking charge of a store, including supervision of any staff assigned to work under him/her.
- 2.2.3 Training any staff under him/her.
- 2.2.4 Any other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Storekeeper– CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing SSCE or their equivalent with credit passes in four (4) subjects obtained at one sitting or in five (5) subjects at two sittings including credit in English Language and Mathematics.

3.2 Senior Storekeeper – CONTISS 4

Principal Storekeeper – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate qualified for direct appointment as a store keeper with at least 3 or 6 years cognate experience respectively.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.3 – ACCOUNTS/AUDIT AND STORES STAFF

J.3 (B) - CLERICAL STAFF (ACCOUNTS/AUDIT)

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|---|---|-----------|
| 1.1 | Clerical Officer (Accounts/Audit) | - | CONTISS 3 |
| 1.2 | Senior Clerical Officer (Accounts/Audit) | - | CONTISS 4 |
| 1.3 | Principal Clerical Officer (Accounts/Audit) | - | CONTISS 5 |

2.00 DUTIES

2.1 Clerical Officer (Accounts/Audit) – CONTISS 3

- 2.1.1 Preparation of accounting documents such as payment vouchers.
- 2.1.2 Checking and confirming arithmetical accuracy of Invoices.
- 2.1.3 Computation of minor staff claims.
- 2.1.4 Any other related duties that may be assigned.

2.2 Senior Clerical Officer (Accounts/Audit)– CONTISS 4

Principal Clerical Officer (Accounts/Audit) – CONTISS 5

- 2.2.1 Performing the duties of a Clerical Officer (Accounts/Audit) at a higher level responsibility.
- 2.2.2 Issuance of Revenue receipts.
- 2.2.3 Writing and maintenance of accounting books.
- 2.2.4 Preparation of accounts schedules
- 2.2.5 Checking of payment vouchers and other source documents.
- 2.2.6 Any other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Clerical Officer(Accounts/Audit) – CONTISS 3

- 3.1.1 By direct appointment of a candidate possessing SSCE or G.C.E 'O' Level with at least four (4) credit passes at one sitting or in five (5) subjects at two sittings, including Mathematics and English Language.

3.2 Senior Clerical Officer (Accounts/Audit)– CONTISS 4

Principal Clerical Officer (Accounts/Audit) – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Clerical Officer (Accounts/Audit) with at least three (3) years or six (6) years cognate experience respectively.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OVERRI
SCHEME OF SERVICE: J.4 – HEALTH SERVICES STAFF

J.4 (A) - WARD ASSISTANT

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|--------------------------|---|-----------|
| 1.1 | Ward Assistant | - | CONTISS 3 |
| 1.2 | Senior Ward Assistant | - | CONTISS 4 |
| 1.3 | Principal Ward Assistant | - | CONTISS 5 |

2.00 DUTIES

2.1 Ward Assistant-CONTISS 3

- 2.1.1 Cleaning the wards at the Health Centre including equipment and other items.
- 2.1.2 Under supervision, changing and replacement of beddings etc, and arranging for laundering.
- 2.1.3 Under supervision, giving assistance to the nursing staff in aspects of patient care not requiring special skill.
- 2.1.4 Any other duties that may be assigned.

2.2 Senior Ward Assistant – CONTISS 4

Principal Ward Assistant – CONTISS 5

- 2.2.1 Performing the duties of a Ward Assistant at a higher level of responsibility.
- 2.2.2 Under supervision, assisting the nursing staff in patient care within the scope of their training and experience.
- 2.2.3 Supervising other staff as directed
- 2.2.4 Any other duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Ward Assistant – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate who holds the G.C.E 'O' Level/SSCE or its equivalent with credit passes in four (4) subjects at one sitting or in five (5) subjects at two sittings, including English Language and one science subject.

3.2 Senior Ward Assistant – CONTISS 4

Principal Ward Assistant – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Ward Assistant and with three (3) and six (6) years cognate experience respectively.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.4 - HEALTH SERVICES STAFF

J.4 (B) - MEDICAL LABORATORY ASSISTANTS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|--|---|-----------|
| 1.1 | Medical Laboratory Assistant | - | CONTISS 3 |
| 1.2 | Senior Medical Laboratory Assistant | - | CONTISS 4 |
| 1.3 | Principal Medical Laboratory Assistant | - | CONTISS 5 |

2.00 DUTIES

2.1 Laboratory Assistant –CONTISS 3

- 2.1.1 Carrying out thorough cleaning of the laboratories after each investigation.
- 2.1.2 Cleaning and sterilizing of laboratory glassware and other types of apparatus as may be directed.
- 2.1.3 Sterilizing and storing laboratory apparatus and infected materials.
- 2.1.4 Under supervision, receiving and registering laboratory specimens when necessary and seeing that specimens brought for examination are authentic.
- 2.1.5 Preparing swabs, syringes and other equipment for laboratory use.

2.2 Senior Medical Laboratory Assistant – CONTISS 4

- 2.2.1 Assisting in collection and in preliminary examination of specimens from patients and fixing the patients' names, specimen types, tests required and other relevant information to each container.
- 2.2.2 Assisting the Medical Laboratory Scientist in carrying out routine tests such as searching for worms, larvae, cysts and protozoa and similar organisms by mounting specimens on slides and examining them through the microscope, or "in nature".
- 2.2.3 Maintaining simple record and day books in the laboratories and seeing that results of medical examinations do not get into wrong hands or are pirated.
- 2.2.4 Preparing smears, simple reagents and stains.
- 2.2.5 Supervising the activities of subordinate staff.
- 2.2.6 Caring for experimental animals for vaccine production and for other eventual curative uses.
- 2.2.7 Storing chemicals and monitoring their uses including keeping Medical Laboratory supplies and equipment in good condition.
- 2.2.8 Performing other related duties that may be assigned.

2.3 Principal Medical Laboratory Assistant –CONTISS 5

- 2.3.1 Performing the duties of a Senior Medical Laboratory Assistant at a higher level of responsibility.
- 2.3.2 Under the direction of the Medical Laboratory Scientists, taking charge of the day-to-day operations of a laboratory or group of laboratories.
- 2.3.3 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Medical Laboratory Assistant – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing SSCE or G.C.E 'O' Level credit passes in four (4) subjects at one sitting or in five (5) credits obtained at two sittings, including at least two credits in Science subjects and English Language, and at least a pass in Mathematics.

3.2 Senior Medical Laboratory Assistant – CONTISS 4

Principal Medical Laboratory Assistant – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Medical Laboratory Assistant and having three (3) and six (6) years cognate experience respectively.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

- 1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
- 2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: J.4 – HEALTH SERVICES STAFF

J.4 (C) - HEALTH ASSISTANTS

1.00 POSTS AND SALARY SCALES

- | | | |
|----------------------------|---|-----------|
| 1.1 Health Assistant | - | CONTISS 3 |
| Senior Health Assistant | - | CONTISS 4 |
| Principal Health Assistant | - | CONTISS 5 |

2.00 DUTIES

2.1 Health Assistants - CONTISS 3

- 2.1.1 Collection and disposal of refuse.
- 2.1.2 Under supervision, carrying out spraying and other Fumigation duties.
- 2.1.3 Cleaning premises and equipment used in sanitary and preventive health work.

2.2 Senior Health Assistant – CONTISS 4

- 2.2.1 Checking and reporting needs concerning the collection and disposal of refuse.
- 2.2.2 Checking on and reporting needs for spraying and other fumigation measures and when appropriate carrying them out, or supervising their execution.
- 2.2.3 Checking on and reporting on equipment, maintenance and repairs, and supplies needed for work assigned to him/her.
- 2.2.4 Assisting in health education work as directed.
- 2.2.5 Keeping simple records as directed.
- 2.2.6 Supervising any staff assigned to work under him/her.
- 2.2.7 Performing any other related duties that may be assigned.

2.3 Principal Health Assistant – CONTISS 5

- 2.3.1 Performing the duties of a Senior Health Assistant at a higher level of responsibility for the day-to-day running of the Public Health Section.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Health Assistant – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing the SSCE/G.C.E. 'O' Levels Credit passes in four (4) subjects at one sitting or five (5) credits at two sittings including English Language and one science subject. (preferably from amongst Chemistry, Biology, Mathematics, and Physics.)

3.2 Senior Health Assistant – CONTISS 4

Principal Health Assistant – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Health Assistant with three (3) and six (6) years cognate experience respectively.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: J.4 – HEALTH SERVICES STAFF

J.4 (D) - PHARMACY ASSISTANTS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|------------------------------|---|-----------|
| 1.1 | Pharmacy Assistant | - | CONTISS 3 |
| 1.2 | Senior Pharmacy Assistant | - | CONTISS 4 |
| 1.3 | Principal Pharmacy Assistant | - | CONTISS 5 |

2.00 DUTIES

2.1 Pharmacy Assistant – CONTISS 3

- 2.1.1 Maintaining and cleaning the Pharmacy and Pharmacy equipment.
- 2.1.2 Understudying the Senior Pharmacy Assistant
Assisting in the carrying and lifting of stores

2.2 Senior Pharmacy Assistant – CONTISS 4

- 2.2.1 Assisting in the preparation of stock mixtures, lotions or syrups.
- 2.2.2 Maintaining and cleaning the Pharmacy and Pharmacy equipment
- 2.2.3 Performing other related duties that may be assigned.

2.3 Principal Pharmacy Assistant – CONTISS 5

- 2.3.1 Performing the duty of a Senior Pharmacy Assistant at a higher level of responsibility.
- 2.3.2 Supervising the duties of a number of Pharmacy Assistants.
- 2.3.3 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Pharmacy Assistant – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing the SSCE/G.C.E. 'O' Levels with four (4) Credit passes obtained at one sitting or five (5) credits at two sittings, two of which must be in Science subjects (preferably from amongst Chemistry, Biology, Mathematics, Physics) and English Language.

3.2 Senior Pharmacy Assistant – CONTISS 4

- 3.2.1 By appointment of a suitable Pharmacy Assistant qualified for direct appointment as a Pharmacy Assistant, with at least three years cognate experience.
- 3.2.2 By promotion of a suitable Pharmacy Assistant.

3.3 Principal Pharmacy Assistant – CONTISS 5

- 3.3.1 By promotion of a Senior Pharmacy Assistant as in 3.2.1 above and with at least three years satisfactory service as a Senior Pharmacy Assistant or in equivalent post in another institution.

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.5 – PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

J.5 (A) - TECHNICAL ASSISTANTS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|-------------------------------|---|-----------|
| 1.1 | Technical Assistant | - | CONTISS 3 |
| 1.2 | Senior Technical Assistant | - | CONTISS 4 |
| 1.3 | Principal Technical Assistant | - | CONTISS 5 |

2.00 DUTIES

2.1 Technical Assistant – CONTISS 3

As appropriate to the staff member's field of work, carrying out under supervision such duties as:

- 2.1.1 Simple surveys.
- 2.1.2 Simple drawings and designs.
- 2.1.3 Assisting in other technical functions.
- 2.1.4 Performing such other related duties as may be assigned.

2.2 Senior Technical Assistant – CONTISS 4

Principal Technical Assistant – CONTISS 5

- 2.2.1 Performing the duties of a Technical Assistant at a higher level of responsibility.
- 2.2.2 Undertaking elementary calculations.
- 2.2.3 Taking charge of minor jobs.
- 2.2.4 Setting out buildings, roads or other works.
- 2.2.5 Preparing elementary bills of quantities.
- 2.2.6 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Technical Assistant – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing the SSCE or G.C.E. 'O' Levels with four (4) Credit passes obtained at one sitting or five (5) credits at two sittings including English Language, Mathematics, and Technical/Engineering Drawing.
- 3.1.2 By direct appointment of a suitable candidate with a relevant Trade Test Certificate from a Government Trade Centre or other approved Institution and the Intermediate Certificate of City and Guilds Institute of London or equivalent.

3.2 Senior Technical Assistant – CONTISS 4
Principal Technical Assistant – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate qualified for direct appointment as a Technical Assistant who has adequate experience. Normally, he should already be in the grade to which appointment is made 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 candidate from the next lower grade after spending a minimum period of 3 years.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.
3. This Scheme of Service will apply to any staff in this cadre in any Unit of the University.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.5 – PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

J.5 (B) - CRAFTSMEN

1.00 POSTS AND SALARY SCALES

1.1	Craftsmen	CONTISS 3
1.2	Senior Craftsmen	CONTISS 4
1.3	Foreman	CONTISS 5

2.00 DUTIES

2.1 Craftsmen - CONTISS 3

- 2.1.1 Assisting in the performance of routine trades, jobs that require fabrication, processing, installation, maintenance or repairs of buildings, furniture, electrical-mechanical systems, vehicles, mobile and stationery machines, and materials and equipment on a specific task and procedure basis
- 2.1.2 Participating as team member in the following skilled trades or the equivalent:
 - a) Carpentry and Joinery
 - b) Cabinet Making
 - c) Wood Machining
 - d) Spray Painting
 - e) Painting and Decorating
 - f) Painting and Sign Writing
 - g) Brick Laying and Masonry
- 2.1.3 Preparing simple reports.
- 2.1.4 Performing routine individual trades jobs.
- 2.1.5 Performing other jobs that may be assigned.

2.2 Senior Craftsmen - CONTISS 4

- 2.2.1 Performing complex individual trades jobs requiring estimating, calculating and reading, drawing and specifications.
- 2.2.2 Participating as Senior Worker in a team of tradesmen with some requirement to assign work, ensure maintenance of quality standard and instructing junior workers.
- 2.2.3 Setting out the work, setting up equipment, selecting tools and materials, determining work procedures and modifying techniques to suit varying job requirement.
- 2.2.4 Taking records of work done and rendering periodic reports to the Foreman.

2.3 Foreman - CONTISS 5

- 2.3.1 Supervising of skilled tradesman:
- 2.3.2 Establishing work priorities, estimating job time and material (equipment), analyzing complex repair problems, providing drawings and instructions for fabrication of parts and providing technical advice concerning repairs and replacement of machines and vehicles.
- 2.3.3 Supervising staff under him.
- 2.3.4 Coordinating shop activities with those of other trades work Units.
- 2.3.5 Performing other duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Craftsman - CONTISS 3

- 3.1.1 By direct appointment of a candidate possessing the Government Craft Certificate obtained from a Government Trade Centre or an approved Institution, and the City and Guilds Intermediate Certificate or an equivalent.
- 3.1.2 By direct appointment of a candidate possessing a pass certificate of Government Trade Test Class II, plus a minimum of three years in the trade.

3.2 Senior Craftsman - CONTISS 4

- 3.2.1 By direct appointment of a candidate possessing the Government Trade Test Class I, who has spent a minimum of five years in the trade.
- 3.2.2 By direct appointment of a candidate who has successfully completed a five-year training programme at the Federal Ministry of Works Training School.
- 3.2.3 By promotion of a suitable Craftsman who has passed the Government Trade Test Class I and has fulfilled the other requirements for promotion.

3.3 Foreman - CONTISS 5

- 3.3.1 By promotion of a suitable Senior Craftsman.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE

- 1. The Introduction to this Scheme of Service is an integral part of the guidelines for appraisals.
- 2. Promotions are subject to vacancy.
- 3. The Scheme of Service will also apply to any staff in this cadre in any Unit of the University.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.5 – PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

J.5 (C) - DRIVERS

1.00 POSTS AND SALARY SCALES

1.1	Motor Driver	-	CONTISS 2
1.2	Motor Driver/Mechanic	-	CONTISS 3
1.3	Heavy Plant Operator/ Mechanic	-	CONTISS 3
1.4	Motor Driver/Mechanic II	-	CONTISS 4
1.5	Tractor Driver/Mechanic II	-	CONTISS 4
1.6	HeavyPlant Operator II	-	CONTISS 4
1.7	Lorry/Articulated Vehicle Driver II (10 - 25 Tons) e.g. Long buses, Tractors, Bulldozers etc.	-	CONTISS 4
1.8	Motor Driver Mechanic I	-	CONTISS 5
1.9	Heavy Transport/Plant Operator I	-	CONTISS 5
1.10	Articulated Vehicle Driver I	-	CONTISS 5

2.00 DUTIES

- 2.1 Motor Driver/Mechanic – CONTISS 3
Tractor Driver Mechanic – CONTISS 3
HeavyPlant Operator – CONTISS 3
Lorry/ Articulated Vehicle Driver/Mechanic – CONTISS3
Motor Driver Mechanic II – CONTISS 4
Tractor Driver/Mechanic II – CONTISS 4
HeavyPlant Operator II – CONTISS 4
Lorry/Articulated Vehicle Driver II – CONTISS 4
Motor Driver Mechanic I – CONTISS 5
Heavy Transport/Plant Operator I – CONTISS 5
Articulated Vehicle Driver I – CONTISS 5

- 2.1.1 Performing the duties of Motor Driver at a higher level of responsibility.
2.1.2 Undertaking routine maintenance and repairs of motor vehicle.
2.1.3 Performing other duties that may be assigned.

NOTE:

The duties of Tractor Drivers, Plant Operators and Heavy Lorry/Articulated Vehicle Drivers are paralleled to those set out above, with appropriate modifications.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Motor Driver/Mechanic – CONTISS 3

Tractor Driver/Mechanic – CONTISS 3

Plant Operator – CONTISS 3

Lorry Driver (10 – 25 Tons) – CONTISS 3

3.1.1 By direct appointment of a suitable candidate possessing a minimum of JSS 3 Certificate with passes in five subjects. Plus Class I Trade Test Certificate for at least five (5) years satisfactory appropriate driving experience.

3.1.2 Possession of Class "E" Driver's License is a requirement.

3.2 Motor Driver Mechanic II – CONTISS 4

Tractor Driver/Mechanic II – CONTISS 4

Heavy Duty/Plant Operator II – CONTISS 4

Articulated Vehicle Driver II – CONTISS 4

3.2.1 Same as in 3.1.1 but with eight (8) years' experience.

3.2.2 By promotion of a suitable Motor Driver/Mechanic who has spent at least 3 years and has also fulfilled the other conditions for promotion

3.3 Motor Driver Mechanic I – CONTISS 5

Heavy/Plant Operator I – CONTISS 5

Articulated Vehicle Driver I – CONTISS 5

3.3.1 Same as in 3.1.1 but with eight (8) years' experience.

3.3.2 By promotion of a suitable Motor Driver/Mechanic II with at least three (3) years' experience and has also fulfilled the other conditions for promotions.

4.00 GUIDELINES FOR APPRAISALS

In appraising a staff member's work, the aspect shown on the standard appraisals forms will be considered, plus the following:

- (a) Safe and accident-free driving;
- (b) Courtesy and observance of Highway Code;
- (c) Care and routine maintenance of vehicle;
- (d) Any other aspect found relevant.

NOTE:

- 1. All appointment in this cadre shall be subject to passing a driving and eye test.
- 2. Drivers should undergo appropriate eye test every two years.
- 3. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.5 – PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

J.5 (D) - GROUNDSMEN/GARDENERS

1.00 POSTS AND SALARY SCALES

Groundsman/Gardener	-	CONTISS 3
Senior Groundsman/Gardener	-	CONTISS 4
Principal Groundsman/Gardener	-	CONTISS 5

2.00 DUTIES

2.1 Groundsman/Gardener – CONTISS 3

- 2.1.1 Carrying out such manual duties as may be assigned.
- 2.1.2 Caring for gardens, trees, plants etc.
- 2.1.3 If assigned to the Sports Section, marking and painting of sports grounds and other manual duties.
- 2.1.4 Performing other duties as may be assigned

2.2 Senior Groundsman/Gardener – CONTISS 4

Principal Groundsman/Gardener – CONTISS 5

- 2.2.1 Performing the duties of Groundsman/Gardener (or as the case may be) at a higher level of responsibility.
- 2.2.2 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Groundsman/Gardener – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate who possesses a minimum qualification of SSCE/G.C.E. 'O' Level Certificate or its equivalent, with four (4) Credit passes obtained in one sitting or five credits in two sittings.
- 3.1.2 By appointment of suitable able-bodied men or women.

3.2 Senior Groundsman/Gardener – CONTISS 4

Principal Groundsman/Gardener – CONTISS 5

- 3.2.1 By promotion of a suitable candidate who has had a minimum of three years cognate experience in the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.5 – PHYSICAL PLANNING/ESTATE AND WORKS
DEPARTMENT STAFF

J.5 (E) - FIREMEN AND FIRE SUB-OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Fireman	-	CONTISS 3
	Senior Fireman	-	CONTISS 4
	Principal Fireman	-	CONTISS 5

2.00 DUTIES

2.1 Fireman - CONTISS 3

- 2.1.1 Taking part in all aspects of fire-fighting work.
- 2.1.2 Ensuring that all fire equipment in his care are regularly tested and maintained in readiness for use when required.
- 2.1.3 Any other elated duties that may be assigned.

2.2 Senior Fireman - CONTISS 4

- 2.2.1 Supervising and controlling staff, including training them and directing them in action.
- 2.2.2 Supervising the regular testing and maintenance of equipment and stores.
- 2.2.3 Keeping records and rendering periodic returns.
- 2.2.4 Taking charge of the Fire Section in the absence of the Superior Officer.

2.3 Principal Firemen - CONTISS 5

- 2.3.1 Performing the functions of a senior fireman at a higher level of responsibility.
- 2.3.2 Assisting the fire officer, or taking charging the absence of a fire officers, in maintaining the operational readiness of the Fire Section at all times and in appropriate contacts with other works

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Fireman – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate with full Secondary Education or GCE "O" Level passes or other post primary qualifications.
- 3.1.2 In addition a candidate must be aged between 18 and 25 years, or up to 30 years for an ex-serviceman and physically fit for active work.

3.2 Senior Fireman – CONTISS 4

- 3.2.1 By direct appointment of a suitable candidate with SSCE or GCE 'O' Level four (4) credit passes at one sitting or five (5) credits at two sittings, or equivalent including at least a pass in English Language, subject to meeting the provisions of 3.1.2 above.
- 3.2.2 By direct appointment of a suitable candidate qualified for appointment as a Fireman with at least three (3) years cognate experience in the same grade or an equivalent in another institution.
- 3.2.3 By promotion of a suitable Fireman who has successfully completed in-service training and has fulfilled other requirements for promotion.

3.3 Principal Fireman II– CONTISS 5

- 3.3.1 By direct appointment of a suitable candidate qualified for direct appointment as a Senior Fireman under 3.2.1 or 3.2.2 and with at least three (3) years' experience in that grade or an equivalent in another institution.
- 3.3.2 By direct appointment of a suitable candidate with a Certificate of Proficiency in Fire Engineering Studies or the Preliminary Certificate of the Institution of Fire Engineers.
- 3.3.3 By promotion of a suitable Senior Fireman with at least 3 years' experience in the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

- 1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
- 2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: J.6 – LIBRARY STAFF

J.6 (A) - LIBRARY ASSISTANT

1.00 POSTS AND SALARY SCALES

1.1	Library Assistant	-	CONTISS 3
1.2	Senior Library Assistant	-	CONTISS 4
1.3	Principal Library Assistant	-	CONTISS 5

2.00 DUTIES

2.1 Library Assistant -CONTISS 3

- 2.1.1 Attending to the general cleanliness of the Library and books on it.
- 2.1.2 Performing routine duties in the circulations, serials & technical services section.
- 2.1.3 Performing routine work of recording, statistics, cataloguing, pre-order bibliographic searches etc, shelving of books and journals, filling catalogue cards, writing acquisition card.
- 2.1.4 Checking invoice against books received; preparation of catalogue slips. General inspection of books and supervision of readers within the Library.
- 2.1.5 Performing other related duties that maybe assigned.

2.2 Senior Library Assistant - CONTISS 4

- 2.2.1 Performing the duties of Library Assistant at a higher level of responsibility.
- 2.2.2 Supervision of Junior Staff under him/her.
- 2.2.3 Keeping and collecting Library Statistics.
- 2.2.4 Preparing and Filing catalogue cards.
- 2.2.5 Performing other related duties that may be assigned.

2.3 Principal Library Assistant -CONTISS 5

- 2.3.1 Performing the duties of Senior Library Assistant at a higher level of responsibility.
- 2.3.2 Assisting in the assignment of duties to Junior staff and their supervision.
- 2.3.3 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Library Assistant -CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate with any of the following qualifications SSCE or G.C.E. 'O' Levels with four (4) credit passes

obtained at one sitting or five (5) at two sittings including English Language.

3.2 Senior Library Assistant -CONTISS 4

Principal Library Assistant -CONTISS 5

3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Library Assistant, with adequate 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.

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

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: J.7 – CATERING STAFF

J.7 (A) - COOKS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|----------------|---|-----------|
| 1.1 | Cook | - | CONTISS 3 |
| 1.3 | Senior Cook | - | CONTISS 4 |
| 1.4 | Principal Cook | - | CONTISS 5 |

2.00 DUTIES

2.1 Cook -CONTISS 3

- 2.1.1 Preparing meals and special dishes.
- 2.1.2 Cleaning and washing kitchen and kitchen utensils.
- 2.1.3 Keeping kitchen utensils.
- 2.1.4 Performing other related duties that may be assigned.

2.2 Senior Cook -CONTISS 4

- 2.2.1 Performing the duties of a Cook at a higher level of responsibility.
- 2.2.2 Supervising the activities of Cooks.
- 2.2.3 Other related duties that may be assigned.

2.3 Principal Cook -CONTISS 5

- 2.3.1 Performing the duties of a Senior Cook at a higher level of responsibility.
- 2.3.2 Supervising the activities of Cooks and Senior Cooks.
- 2.3.3 Other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Cook- CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing SSCE/GCE with at least credit passes in four (4) subjects at one sitting or five (5) subjects at two sittings including English Language and has the ability to cook or has cooking experience.

3.2 Senior Cook -CONTISS 4

Principal Cook -CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate possessing SSCE/G.C.E. 'O' Levels, in addition to a Certificate from a recognized Catering institution and who has adequate experience as a Cook. 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.
- 3.2.2 By promotion of a suitable candidate from the next lower grade with three (3) or six (6) years' experience respectively.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.
3. Candidates for this cadre shall undergo practical test.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.7 - CATERING STAFF

J.7 (B) - STEWARDS

1.00 POSTS AND SALARY SCALES

1.1	Steward	-	CONTISS 3
1.2	Senior Steward	-	CONTISS 4
1.3	Principal Steward	-	CONTISS 5

2.00 DUTIES

2.1 Steward – CONTISS 3

- 2.1.1 Laying tables for meals and serving meals.
- 2.1.2 Cleaning and washing linen, materials used in serving food and drinks.
- 2.1.3 Maintaining general cleanliness of dining and living rooms and their contents.
- 2.1.4 Serving refreshments and drinks etc. punctually.
- 2.1.5 Keeping records of foodstuffs supplied to Cooks for preparation.
- 2.1.6 Performing other duties as may be assigned.

2.2 Senior Steward – CONTISS 4

- 2.2.1 Performing the duties of a Steward at a higher level of responsibility.
- 2.2.2 Supervising the activities of Stewards.
- 2.2.3 Other related duties as may be assigned.

2.3 Principal Stewards– CONTISS 5

- 2.3.1 Performing the duties of a Senior Steward at a higher level of responsibility.
- 2.3.2 Supervising the activities of Stewards and Senior Stewards at their shift duties.
- 2.3.3 Other related duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Stewards – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing SSCE/GCE 'O' level or equivalent with four (4) credits in one (1) sitting or five (5) credits in two sitting and evidence of training in Catering/House Keeping.

3.2 Senior Stewards – CONTISS 4

Principal Stewards – CONTISS 5

- 3.2.1 By direct appointment of a suitable candidate who is qualified for appointment as a steward and has at least three (3) or six (6) years' experience respectively.
- 3.2.2 By promotion of a suitable candidate from the next lower grade, who has spent three (3) or six (6) years respectively on the next lower grade.

NOTE:

1. Promotion within this cadre is subject to vacancy and good performance.
2. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: J.7 – CATERING STAFF

J.7 (C) - LAUNDRYMEN

1.00 POSTS AND SALARY SCALES

1.1	Laundryman	-	CONTISS 3
1.2	Senior Laundryman	-	CONTISS 4
1.3	Principal Laundryman	-	CONTISS 5

2.00 DUTIES

2.1 Laundryman - CONTISS 3

- 2.1.1 Washing and ironing beddings, clothing, towels, table cloths etc. in official University residence, Guest House, Health Centre etc. Performing other related duties as may be assigned.
- 2.1.2 Carrying out minor repairs on items stated in 2.1.1.
- 2.1.3 Performing other related duties as may be assigned.

2.2 Senior Laundryman – CONTISS 4

Principal Laundryman – CONTISS 5

- 2.2.1 Performing the duties of a laundryman at a higher level of responsibility.
- 2.2.2 Other related duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Laundrymen – CONTISS 3

- 3.1.1 By direct appointment of a suitably qualified candidate possessing SSCE/GCE 'O' level with 4 credits in one sitting or 5 credits at two sittings.

3.2 Senior Laundryman– CONTISS 4

Principal Laundryman – CONTISS 5

- 3.2.1 By direct appointment of suitably qualified candidate possessing at least SSCE/G.C.E Certificate with credits as in 3.1.1, and who has had 'adequate experience. Normally, he should be in the grade to which appointment is to be made or have had at least three (3) or six (6) years' experience respectively in the next lower grade.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.8 – STUDENT AFFAIRS STAFF

J.8 (A) - PORTER/PORTRESS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|---------------------------|---|-----------|
| 1.1 | Porter/Portress | - | CONTISS 3 |
| 1.2 | Senior Porter/Portress | - | CONTISS 4 |
| 1.3 | Principal Porter/Portress | - | CONTISS 5 |

2.00 DUTIES

2.1 Porter/Portress - CONTISS 3

- 2.1.1 Generally, looking after the welfare of students in the Halls of Residence (cleanliness of surrounding, arrangement for students' mails, custody of keys etc).
- 2.1.2 Maintenance of internal security in the Halls of Residence and recovering at appropriate time, items issued to students.
- 2.1.3 Enforcing the Hall Regulations for students.
- 2.1.4 Checking and taking visitors to students in accordance with appropriate rules.
- 2.1.5 Checking and reporting promptly any long absence of students from Halls of Residence.
- 2.1.6 Receiving of complaints from students, solving minor ones and referring others to the Housekeeper through the Principal Porter.
- 2.1.7 Preparing daily situation reports for the Hall Administrator.
- 2.1.8 Performing other related duties as may be assigned.

2.2 Senior Porter/Portress - CONTISS 4

- 2.2.1 Performing the duties of a Porter at a higher level of responsibility.
- 2.2.2 Supervising any Porter assigned to work under him or her.
- 2.2.3 Performing other related duties as may be assigned.

2.3 Principal Porter/Portress - CONTISS 5

- 2.3.1 Performing the duties of a Senior Porter at a higher level of responsibility.
- 2.3.2 Assisting the House Keeper in arranging rosters for and supervising Hall Staff.
- 2.3.3 Making daily reports appropriately for the House Keeper.
- 2.3.4 Performing other related duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Porter/Portress – CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate who possesses SSCE or equivalent 'O' level Certificate with at least four (4) credits in one sitting or five (5) credits in not more than two sittings.

3.2 Senior Porter/Portress – CONTISS 4

Principal Porter/Portress– CONTISS 5

- 3.2.1 By direct appointment of suitable candidate qualified for direct appointment as Porter 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 year experience in the next lower grade or an equivalent post.
- 3.2.2 By promotion of a suitable candidate from the next lower grade.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.9 – SECURITY STAFF

J.9(A) - PATROLMEN

1.00 POSTS AND SALARY SCALES

- | | | |
|-----|---------------------|-----------|
| 1.1 | Patrolman | CONTISS 3 |
| 1.2 | Senior Patrolman | CONTISS 4 |
| 1.4 | Principal Patrolman | CONTISS 5 |

2.00 DUTIES

2.1 Patrolman -CONTISS 3

- 2.1.1 Responsibility for the general security of the area or post to which he is allocated.
- 2.1.2 Checking all buildings and making observation of his area before taking over duty from his predecessor.
- 2.1.3 Detecting and reporting crimes.
- 2.1.4 Preventing crimes.
- 2.1.5 Performing arrests as appropriate.
- 2.1.6 Patrolling his beat area.
- 2.1.7 Protecting life and property.
- 2.1.8 Appearing as a witness in civil or criminal cases in court.
- 2.1.9 Directing traffic.
- 2.1.10 Controlling crowds.
- 2.1.11 Providing relevant security information.
- 2.1.12 Investigating cases, reports, complaints etc.
- 2.1.13 Performing other related duties as may be assigned.

2.2 Senior Patrolman -CONTISS 4

- 2.2.1 Performing the duties of a Patrolman at a higher level of responsibility.
- 2.2.2 Patrolling his area and supervising the Security men posted to the beats and posts in the area.
- 2.2.3 Reporting any negligence, omission, or commission during such patrols.
- 2.2.4 Undertaking specific duties of a Patrolman when required.
- 2.2.5 Any other related duties as may be assigned.

2.3 Principal Patrolman - CONTISS 5

- 2.3.1 Performing the duties of a Senior Patrolman at a higher level of responsibility.
- 2.3.2 Assisting the Patrol Supervisor and his Senior Officers.
- 2.3.3 General Supervision of all men in the Sector assigned to him.
- 2.3.4 Making visiting rounds at least twice daily or as often as required.

- 2.3.5 Receiving complaints in the office when on duty.
- 2.2.6 Performing other related duties as may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Patrolman - CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possessing SSCE or equivalent Certificate with at least four (4) credits in one sitting or five (5) credits in not more than two sittings and at least 21 years of age, and not less than 1.68 metres in height and physically fit.

3.2 Senior Patrolman - CONTISS 4

- 3.2.1 By direct appointment of a suitable candidate with the qualifications of a Patrolman and at least 3 years' experience.
- 3.2.2 By promotion of a suitable Patrolman with at least 3 years' experience.

3.3 Principal Patrolman - CONTISS 5

- 3.3.1 By direct appointment of a suitable candidate with the qualifications of a Patrolman and at least 6 years' experience.
- 3.3.2 By promotion of a suitable Senior Patrolman, with at least 3 years' experience.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

- 1. Promotion within this cadre is subject to vacancy and good performance.
- 2. "Ex-Serviceman" means a person who has served in the military, police or a recognized Security Organization.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.10 – AGRICULTURAL STAFF

J.10 (A)-FARM ARTISANS

1.00 POSTS AND SALARY SCALES

- | | | | |
|-----|-----------------------|---|-----------|
| 1.1 | Farm Assistant | - | CONTISS 3 |
| 1.2 | Senior Farm Assistant | - | CONTISS 4 |
| 1.3 | Farm Foreman | - | CONTISS 5 |

2.00 DUTIES

2.1 Farm Assistant - CONTISS 3

Senior Farm Assistant - CONTISS 4

- 2.1.1 Under supervision, performing assigned farm duties involved in the growing of Crops and for the rearing of livestock.
- 2.1.2 Other related duties that may be assigned.

2.2 Farm Foreman - CONTISS 5

- 2.2.1 Performing the duties of a Senior Farm Assistant at a higher level of responsibility.
- 2.2.2 Supervising and training staff assigned to work under him/her.
- 2.2.3 Other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Farm Assistant - CONTISS 3

- 3.1.1 By direct appointment of a suitable candidate possesses four credit passes in SSCE/GCE 'O' Level obtained at one sitting or five (5) credit at two sittings, or equivalent, preferably with at least a pass in Agricultural Science or Biology.

3.2 Senior Farm Assistant - CONTISS 4

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Farm Assistant under 3.2.1 or 3.2.2 and who is already a Senior Farm Assistant or has at least three years' experience as a Farm Assistant or equivalent post.
- 3.2.2 By promotion of a suitable Farm Assistant.

(NOTE: This is the terminal grade for a staff member who is not qualified as in 3.2.1 above and has not satisfactorily completed and acceptable training course at a School of Agriculture or other recognized institution)

3.3 Farm Foreman- CONTISS 5

- 3.3.1 By direct appointment of a suitable candidate who:

- (a) has qualification as in 3.2.1 or has satisfactorily completed an acceptable training course at a School of Agriculture or other recognized Institution.
 - (b) is either a Farm Foreman or has had at 'least three years' experience as Senior Farm Assistant or, an equivalent.
- 3.3.2 By promotion of a suitable Senior Farm Assistant who is qualified as in 3.3.1(a) and has fulfilled the other requirements for promotion.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

(a) has qualification as in 3.2.1 or has satisfactorily completed an acceptable training course at a School of Agriculture or other recognized Institution.

(b) is either a Farm Foreman or has had at least three years' experience as Senior Farm Assistant or, an equivalent.

3.3.2 By promotion of a suitable Senior Farm Assistant who is qualified as in 3.3.1(a) and has fulfilled the other requirements for promotion.

4.00 GUIDELINES FOR APPRAISALS

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

NOTE:

1. The introduction of this Scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHEME OF SERVICE: J.11 – INFORMATION STAFF

J.11 (A) - PHOTOGRAPHERS CADRE

1.00 POSTS AND SALARY SCALES

1.1	Assistant Photographer	-	CONTISS 2
1.2	Photographer	-	CONTISS 3
1.3	Senior Photographer I	-	CONTISS 4
1.4	Senior Photographer II	-	CONTISS 5

2.00 DUTIES

2.1 Assistant Photographer - CONTISS 2

This is a training grade. The staff will perform the following duties under supervision:

- 2.1.1 Training on photographic procedures, processing and camera handling.
- 2.1.2 Processing black and white/coloured films.
- 2.1.3 Enlarging negative up to full plate size.
- 2.1.4 Maintaining photographic darkroom and studio equipment.
- 2.1.5 Preparing contacts prints and ground sheets.
- 2.1.6 Registering negative into appropriate books.
- 2.1.7 Covering simple routine photographic assignments.

2.2 Photographer - CONTISS 3

- 2.2.1 Performing the duties of Assistant Photographer at a higher level of responsibility.
- 2.2.2 Covering photographic/video assignments for Units of the University.
- 2.2.3 Processing and printing still photographs.
- 2.2.4 Assisting in the organization of photographic albums and exhibitions.
- 2.2.5 Assisting in the keeping of a photographic and video library.
- 2.2.6 Performing other related duties that may be assigned.

2.3' Senior Photographer II- CONTISS 4

Senior Photographer I- CONTISS 5

- 2.3.1 Performing the duties of a Photographer at a higher level of responsibility.
- 2.3.2 Supervising staff assigned to work under him.
- 2.3.3 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Assistant Photographer- CONTISS 2

- 3.1.1 Direct appointment of a suitable candidate possessing JSC with four (4) credit passes at one sitting or five credit passes at two sitting including English Language, mathematics and one science subject.

3.2 Photographer - CONTISS 3

- 3.2.1 By direct appointment of a suitably qualified candidate with four credit passes in SSCE/GCE ordinary level including English Language, and evidence of formal training in photography at a recognized studio.
- 3.2.2 By promotion of a suitable Asst. Photographer.

3.3 Senior Photographer II - CONTISS 4

Senior Photographer I - CONTISS 5

- 3.3.1 By direct appointment of a suitable candidate who is qualified for appointment as a Photographer and who has at least three years' and six years' experience, respectively.
- 3.3.2 By promotion of a suitable candidate from the next lower grade.

NOTE

1. The introduction to this scheme of Service is an integral part of the guidelines for appraisal.
2. Promotion within this cadre is subject to vacancy and good performance.



FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.4 – HEALTH SERVICES STAFF

S.4 (A) – MEDICAL OFFICERS

1.00 POSTS AND SALARY SCALES

1.1	Medical Officer	–	CONTISS 9
1.2	Senior Medical Officer II	–	CONTISS 11
1.3	Senior Medical Officer I	–	CONTISS 12
1.4	Principal Medical Officer	–	CONTISS 13
1.5	Deputy Chief Medical Officer	–	CONTISS 14
1.6	Chief Medical Officer	–	CONTISS 15
1.7	Director of Health Services	–	CONTISS 15

2.0 DUTIES

2.1 Medical Officer – CONTISS 9

- 2.1.1 Undertaking careful clinical examination of patients, case histories and diagnosis of sickness/diseases with or without elaborate medical apparatus.
- 2.1.2 Prescription of medication and administration of drugs.
- 2.1.3 Ordering of laboratory investigations where necessary.
- 2.1.4 Undertaking minor operations and stitching of injuries.
- 2.1.5 Admission of in-patients when necessary.
- 2.1.6 Undertaking ward rounds and call duty.
- 2.1.7 Attending emergency cases and referring of cases where necessary to specialists in consultation with the Director of Health Services, or in his absence after mutual evaluation of the particular case with a more senior colleague. In the absence of the above, discretion could be used especially if it is a life or death decision.
- 2.1.8 Carry out other related medical duties in the Health Services Department as may be assigned.

2.2 Senior Medical Officer II – CONTISS 11

- 2.2.1 Performing the duties of a Medical Officer at a higher level of responsibility.
- 2.2.2 Assisting and or taking part in some administrative responsibilities.
- 2.2.3 Performing other related duties that may be assigned.

2.3 Senior Medical Officer I – CONTISS 12

Principal Medical Officer II – CONTISS 13

- 2.3.1 Performing the duties of Senior Medical Officer II at a higher level of responsibility.

- 2.3.2 Assisting in the preparation and supervision of duty rosters in the Sub-Units of the Department.
- 2.3.3 Assisting in the formulation of some health policies.
- 2.3.4 Taking part in major administrative responsibilities e.g. coordination and supervision of junior colleagues.
- 2.3.5 Taking control of a particular sub-unit.
- 2.3.6 Advising on the purchase of Hospital equipment etc.

2.4 Deputy Chief Medical Officer – CONTISS 14
Chief Medical Officer – CONTISS 15

- 2.4.1 Performing the duties of a Principal Medical Officer at a higher level of responsibility.
- 2.4.2 Assisting in planning, control and budgeting of the Health Services Department.
- 2.4.3 Giving professional advice.
- 2.4.4 Performing other related duties as may be assigned.

2.5 Director of Health Services – CONTISS 15

- 2.5.1 Performing the duties of Chief Medical Officer of Health Services at a higher level of responsibility.
- 2.5.2 Taking charge of the Health Services Department and responsible for the day-to-day running of the administration.
- 2.5.3 Coordinating the activities of all the units that constitute Health Services Department.
- 2.5.4 Overall responsibility for the welfare and discipline of staff in the department.
- 2.5.5 In charge of Budgeting and Control.
- 2.5.6 Responsible for the recommendation of all health policies in the University.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Medical Officer – CONTISS 9

- 3.1.1 By direct appointment of a candidate possessing first degree in Medicine and registered with the Nigerian Medical Council, and at least two years' relevant experience.

3.2 Senior Medical Officer II – CONTISS 11
Senior Medical Officer I – CONTISS 12
Principal Medical Officer – CONTISS 13
Deputy Chief Medical Officer – CONTISS 14
Chief Medical Officer – CONTISS 15

3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Medical Officer 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.

3.3 Director of Health Services – CONTISS 15

By direct appointment, internal or external, of a suitable candidate who is already in the grade or who has had normally at least five years' satisfactory service in the grade of Chief Medical Officer, or an equivalent post. Exceptionally, an experienced candidate in a post of Deputy Chief Medical Officer may be considered. This procedure is in accordance with the University Statutes.

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 to 14 will undergo a promotion interview as approved by Council.

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

S.4 (B) – NURSING OFFICERS

1.00 POSTS AND SALARY SCALES

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

2.0 DUTIES

2.1 Nursing Officer II – CONTISS 7

At an appropriate level of responsibility:

- 2.1.1 Undertaking nursing care of all categories of patients.
- 2.1.2 Taking care of mothers and babies.
- 2.1.3 Supervision of Junior staff.
- 2.1.4 Ensuring cleanliness of beds and taking care of equipment including storage.
- 2.1.5 Collecting and maintenance of accurate data for Health Services statistics.
- 2.1.6 Assisting doctors in their day-to-day activities.
- 2.1.7 Performing other related duties that may be assigned.

2.2 Nursing Officer I – CONTISS 8

Senior Nursing Officer – CONTISS 9

- 2.2.1 Performing the duties of Nursing Officer II at a higher level of responsibility as appropriate.
- 2.2.2 Supervision of Nursing Officer II and giving them practical training in ward management.
- 2.2.3 Taking charge of child guidance clinic work, occupational therapy and counseling with patients.
- 2.2.4 Organizing rehabilitation work, social therapy and habit training inside and outside the Health Services Department.
- 2.2.5 Maintaining custody of dangerous drugs, emergency drugs, dressing, stores and equipment.
- 2.2.6 Supervising the maintenance of records and rendering necessary returns required by the Health Services Department.
- 2.2.7 Checking and witnessing of administration of drugs.
- 2.2.8 Taking responsibility for safe keeping of Health Services equipment.
- 2.2.9 Performing other related duties that may be assigned.

2.3 Principal Nursing Officer – CONTISS 11

Assistant Chief Nursing Officer – CONTISS 12

- 2.3.1 Performing the duties of a Senior Nursing Officer at a higher level of responsibility as appropriate.
- 2.3.2 Supervising deploying and coordinating the duties of Nursing personnel in the Health Services.
- 2.3.3 Assisting in indenting for Health Service Department equipment.
- 2.3.4 Assisting Senior Officers of the Health Services Department in the formulations of policy on nursing matters.
- 2.3.5 Responsible for the general cleanliness of staff and the surroundings.
- 2.3.6 Overseeing that all drugs received and seeing that drugs are within easy reach of the nursing staff on duty.
- 2.3.7 Accountable for all drugs received and seeing that drugs are within easy reach of the nursing staff on duty.
- 2.3.8 Participating in researches on improvement and general care of the patients.
- 2.3.9 Performing other related duties that may assigned.

2.4 Deputy Chief Nursing Officer – CONTISS 13

Chief Nursing Officer – CONTISS 14

- 2.4.1 Performing the duties of a Principal Nursing Officer at a higher level of responsibility.
- 2.4.2 Responsible to the Director of Health Services for the formulation of Nursing policy.
- 2.4.3 Responsible to the Director of Health Services, for the discipline, welfare and activities of all nursing/midwifery staff in the Health Services Department.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Nursing Officer II – CONTISS 7

- 3.1.1 By direct appointment of a suitably qualified candidate with any of the following qualifications: NRN, NRM, SRN, SCM or a recognized equivalent. Candidates must be registered with the Nursing and Midwifery Council of Nigeria

3.2 Nursing Officer I – CONTISS 8

- 3.2.1 By direct appointment of a suitable candidate with at least three years' satisfactory post qualification experience as a Staff Nurse.
- 3.2.2 By promotion of a suitable Nursing Officer II with at least three years' satisfactory post qualification experience.

Note: This is the terminal grade for a Nursing Officer with a single qualification.

3.3 Senior Nursing Officer – CONTISS 9

Principal Nursing Officer – CONTISS 11

Assistant Chief Nursing Officer – CONTISS 12

Deputy Chief Nursing Officer – CONTISS 13

Chief Nursing Officer – CONTISS 14

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment with both nursing and midwifery qualifications and one who has had adequate post qualification experience in the next lower grade or an equivalent post.
- 3.3.2 By promotion of a suitable Staff member, with both nursing and midwifery qualifications 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 and good performance.
2. Usually Officers moving from CONTISS 13 to 14 will undergo a promotion interview as approved by council.
3. Appointment to the position of **Coordinator of Nursing Services** will be for a period of two (2) years, subject to a further renewal for another two (2) years

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.4 – HEALTH SERVICES STAFF

S.4(C) – PHARMACISTS

1.00 POSTS AND SALARY SCALES

1.1	Pharmacist	–	CONTISS 9
1.2	Senior Pharmacist	–	CONTISS 11
1.3	Principal Pharmacist	–	CONTISS 12
1.4	Chief Pharmacist	–	CONTISS 13
1.5	Deputy Director	–	CONTISS 14
1.6	Director of Pharmaceutical Services	–	CONTISS 15

2.0 DUTIES

2.1 Pharmacist – CONTISS 9

- 2.1.1 Dispensing of prescribed drugs to in-and-out-patients and keeping the prescriptions records as required by law.
- 2.1.2 Preparing simple extemporaneous pharmaceuticals such as mixtures, lotions and syrups etc.
- 2.1.3 Maintenance and keeping of relevant stores records.
- 2.1.4 Providing specialist advice and information to doctors and to other interested bodies on new drugs.
- 2.1.5 Controlling and issuing of drugs and, if judged necessary dressings.
- 2.1.6 Performing other related duties that may be assigned.

2.2 Senior Pharmacist – CONTISS 11

Principal Pharmacist – CONTISS 12

Chief Pharmacist – CONTISS 13

At an appropriate level of responsibility:

- 2.2.1 Performing the duties of a Pharmacist at a higher level of responsibility.
- 2.2.2 Performing inspection duties as provided under the POISON AND PHARMACY ACT, the DANGEROUS DRUGS ACT and the FOOD DRUGS ACT.
- 2.2.3 Making simple drug analysis and making the results available.
- 2.2.4 Preparing certain sterile products such as transfusions, solutions, eye drops and ointments, tablets and lozenges.
- 2.2.5 Manufacturing of drugs and Pharmaceuticals such as sterile products, tablets and lozenges, external preparations and mouth washes on a large scale.
- 2.2.6 Performing other related duties that may be assigned.

2.3 Deputy Director - CONTISS 14

- 2.3.1 Performing the duties of a Chief Pharmacist at a higher level of responsibility.
- 2.3.2 Assisting in the administration and coordination of the Pharmaceutical division of the Health Services.
- 2.3.3 Assisting in the formulation of policies on Pharmaceutical matters.
- 2.3.4 Performing other related duties that may be assigned.

2.4 Director of Pharmaceutical Services - CONTISS 15

- 2.4.1 Performing the duties of a Deputy Director of Pharmaceutical Services at a higher level of responsibility.
- 2.4.2 Responsible to the Director of Health Services for budgeting and procurement of drugs and pharmaceutical stores.
- 2.4.3 Responsible to the Director of Health Services for the conduct, welfare and discipline of staff in the Pharmaceutical services unit.
- 2.4.4 Advising the Director of Health Services on all pharmaceutical policy matters
- 2.4.5 Performing other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Pharmacist - CONTISS 9

- 3.1.1 By direct appointment of a candidate possessing a degree in Pharmacy who has been registered with the Pharmacist Council of Nigeria. Candidate must show evidence of having completed a one-year internship period plus NYSC.

3.2 Senior Pharmacist - CONTISS 11

Principal Pharmacist - CONTISS 12

Chief Pharmacist - CONTISS 13

- 3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Pharmacist and who has had adequate post qualification experience. Normally he should be already in the grade or have 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.

3.4 Deputy Director, Pharmaceutical Services - CONTISS 14

- 3.4.1 By promotion of a suitable Chief Pharmacist with a minimum of four years' experience as a Chief Pharmacist from the next lower grade.

3.5 Director, Pharmaceutical Services - CONTISS 15

- 3.5.1 By appointment of a serving Deputy Director with at least five years' 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. Promotions 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 Council.
3. Appointment to the post of Director of Pharmaceutical Services shall be for a period of five years.

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

SCHEME OF SERVICE: S.4 – HEALTH SERVICES STAFF

S.4 (D) – PHARMACY TECHNICIANS

1.00 POSTS AND SALARY SCALES

1.1	Pharmacy Technician	–	CONTISS 6
1.2	Higher Pharmacy Technician	–	CONTISS 7
1.3	Senior Pharmacy Technician	–	CONTISS 8
1.4	Principal Pharmacy Technician II	–	CONTISS 9
1.5	Principal Pharmacy Technician I	–	CONTISS 11
1.6	Assistant Chief Pharmacy Technician	–	CONTISS 12
1.7	Chief Pharmacy Technician	–	CONTISS 13

2.0 DUTIES

2.1 Pharmacy Technician - CONTISS 6

Higher Pharmacy Technician - CONTISS 7

Senior Pharmacy Technician - CONTISS 8

- 2.1.1 Assisting in the preparation of stock mixtures, lotions or syrups.
- 2.1.2 Dispensing of prescribed drugs, dressings under the supervision of a Pharmacist.
- 2.1.3 Supervising the maintenance and cleaning of the Pharmacy and Pharmacy equipment.
- 2.1.4 Assisting the Pharmacist in the organization, stocking and checking of the Pharmacy and the Pharmaceutical stores.
- 2.1.5 Performing other related duties that may be assigned.

2.2 Principal Pharmacy Technician II - CONTISS 9

Principal Pharmacy Technician I - CONTISS 11

Assistant Chief Pharmacy Technician - CONTISS 12

- 2.2.1 Performing the duties of Senior Pharmacy Technician at the appropriate level of responsibility.
- 2.2.2 Assisting in preparing simple pharmaceuticals such as mixtures, lotions and syrups etc. as may be directed.
- 2.2.3 Assisting in the supervision of pharmacy technicians and the Junior Staff of the Pharmacy Unit.
- 2.2.4 Performing other related duties that may be assigned.

2.3 Chief Pharmacy Technician - CONTISS 13

- 2.3.1 Performing the duties of Assistant Chief Pharmacy Technician at a higher level.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Pharmacy Technician - CONTISS 6

- 3.1.1 By direct appointment of a qualified candidate, possessing for direct appointment as a Pharmacy Technician-in-Training I and with at least three years' cognate experience in that grade or equivalent post in another institution.

3.2 Higher Pharmacy Technician - CONTISS 7

Senior Pharmacy Technician - CONTISS 8

Principal Pharmacy Technician II - CONTISS 9

Principal Pharmacy Technician I - CONTISS 11

- 3.2.1 By direct appointment of a candidate qualified for direct appointment as a Pharmacy Technician and with at least 3 years' cognate experience in that grade or an equivalent post in another Institution.
- 3.2.2 By direct appointment of a candidate who had completed the prescribed three (3) years programme in School of Health Technology and formally registered.
- 3.2.3 By promotion of a suitable staff from the next lower grade.

3.3 Assistant Chief Pharmacy Technician - CONTISS 12

Chief Pharmacy Technician - CONTISS 13

- 3.3.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Principal Pharmacy Technician and who has had adequate post qualification experience. Normally he should be already in the grade 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 with at least four years' experience in 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 is subject to vacancy and good performance

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

S.4 (E) – MEDICAL LABORATORY SCIENTIST CADRE

1.00 POSTS AND SALARY SCALES

1.1	Medical Laboratory Scientist	–	CONTISS 8
1.2	Senior Medical Laboratory Scientist	–	CONTISS 9
1.3	Principal Medical Laboratory Scientist	–	CONTISS 11
1.4	Assistant Chief Medical Laboratory Scientist	–	CONTISS 12
1.5	Chief Medical Laboratory Scientist	–	CONTISS 13
1.6	Deputy Director Laboratory Services	–	CONTISS 14
1.7	Director Laboratory Services	–	CONTISS 15

2.0 DUTIES

2.1 Medical Laboratory Scientist - CONTISS 8

- 2.1.1 Preparation of stains, reagents, simple media for the cultivation of bacteria to perform cross-matching.
- 2.1.2 Determination of blood groups and cross-matching of same for blood transfusion.
- 2.1.3 Performing simple serological tests in Chemical pathology, histopathology, haematology, parasitology and medical microbiology.
- 2.1.4 Collecting, examining and analyzing specimens from patients to provide the information required by Medical Officers for diagnosis and therapy.
- 2.1.5 Preparation of Chemical solutions, reagents, microscopic slides and culture media for laboratory tests.
- 2.1.6 Ensuring proper maintenance and sterilization of laboratory equipment and glassware and carrying out minor repairs.
- 2.1.7 Supervising routine laboratory work.
- 2.1.8 Indenting for stores and laboratory equipment from the Medical store.
- 2.1.9 Performing other related duties that may be assigned.

2.2 Senior Medical Laboratory Scientist - CONTISS 9

Principal Medical Laboratory Scientist - CONTISS 11

- 2.2.1 Performing the duties of Medical Laboratory Scientist at higher level of responsibility.
- 2.2.2 Producing and testing vaccines if facilities exist.
- 2.2.3 Maintaining strains and cultures, freeze drying techniques.
- 2.2.4 Producing special media for vaccines and diagnostics from time to time.
- 2.2.5 Assisting in organizing a small laboratory for haematologio-pathologic diseases.
- 2.2.6 Procuring and breeding of laboratory animals for specific diagnostic purposes.

- 2.2.7 Organizing training programmes for junior staff.
- 2.2.8 Designing simple equipment or making suitable spare parts.
- 2.2.9 Performing other related duties that may be assigned.

2.3 Assistant Chief Medical Laboratory Scientist – CONTISS 12
Chief Medical Laboratory Scientist – CONTISS 13

- 2.3.1 Performing the duties of a Principal Medical Laboratory Scientist at a higher level of responsibility.
- 2.3.2 Assisting in the general administration and coordination of activities of the Medical Laboratories.
- 2.3.3 Performing other related duties that may be assigned.

2.4 Deputy Director Laboratory Services - CONTISS 14
Director Laboratory Services - CONTISS 15

- 2.4.1 Performing the duties of Assistant Chief Medical Laboratory Scientist at a higher level of responsibility.
- 2.4.2 Taking charge of the administration of Medical Laboratory Services, including budgeting, stores and records.
- 2.4.3 Responsible to the Director of Health Services on policy matters relating to Medical Laboratory Science.
- 2.4.4 Prevention of piracy of laboratory findings by other interested bodies.
- 2.4.5 Performing, other related duties that may be assigned by the Director of Health Services.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Medical Laboratory Scientist - CONTISS 8

- 3.1.1 By direct appointment of a suitable candidate possessing a degree plus one year internship or Higher National diploma plus Associate Institute Med Lab Science Membership of the candidate must possess full Medical Laboratory Science Council of Nigeria.
- 3.1.2 By direct appointment of a suitable candidate qualified for direct appointment as a Medical Laboratory Scientist and with normally at least three years' experience in that grade or an equivalent post.

3.2 Senior Medical Laboratory Scientist - CONTISS 9
Principal Medical Laboratory Scientist - CONTISS 11
Assistant Chief Medical Laboratory Scientist - CONTISS 12
Chief Medical Laboratory Scientist - CONTISS 13
Deputy Director Laboratory Services - CONTISS 14
Director, Laboratory Services - CONTISS 15

- 3.2.1 By direct appointment as a Medical Laboratory Scientist and who has had adequate post qualification experience. Normally he should be

already in the grade or have 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.
2. Usually Officers moving from CONTISS 13 to 14 and above will undergo a promotion interview as approved by the Council.
3. Movement to the post of a Director, the candidates will undergo an interview as is related to other Directors in the Institution.
4. Whenever necessary, interns will be engaged.

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

S.4 (F) – HEALTH SUPERINTENDENT

1.00 POSTS AND SALARY SCALES

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

2.0 DUTIES

2.1 Health Superintendent - CONTISS 6

Higher Health Superintendent - CONTISS 7

Senior Health Superintendent - CONTISS 8

At the appropriate level of responsibility:

- 2.1.1 Organizing and supervising sanitary services in the University as directed by the Head of Department.
- 2.1.2 Organizing and supervising preventive health and health education services in the University through the supervision of the Director of Health Services or his representative.
- 2.1.3 Liaison as appropriate with outside health authorities as advised by the Director of Health Services.
- 2.1.4 Supervision and training of junior health staff.
- 2.1.5 Performing other related duties that may be assigned.

2.2 Principal Health Superintendent – CONTISS 9

Assistant Chief Health Superintendent – CONTISS 11

Deputy Chief Health Superintendent – CONTISS 12

Chief Health Superintendent – CONTISS 13

- 2.2.1 Performing the duties of Senior Health Superintendent at higher level of responsibility.
- 2.2.2 Advising the University Administration through the Director of Health Services on health problems and policies.
- 2.2.3 Planning the overall development and operation of the environmental health services in the University.
- 2.2.4 Organizing training of staff in the section.
- 2.2.5 Other related duties that may be assigned.

3.00 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1 Health Superintendent - CONTISS 6

3.1.1 By direct appointment of a suitable candidate possessing SSCE/GCE 'O' level with five credits obtained at a maximum of two sittings including English Language, and either:

- (a) A Public Health Superintendents Diploma from a recognized School of Health Technology, or
- (b) A Royal Society of Health Diploma (London or West Africa); or
- (c) An equivalent recognized qualification.

3.2 Higher Health Superintendent - CONTISS 7

Senior Health Superintendent - CONTISS 8

Principal Health Superintendent - CONTISS 9

Assistant Health Superintendent - CONTISS 11

Deputy Chief Health Superintendent - CONTISS 12

Chief Health Superintendent - CONTISS 13

3.2.1 By direct appointment of a suitable candidate who is qualified for direct appointment as a Health Superintendent 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.

3.2.3 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 upwards will undergo a promotion interview as approved by the Council.