



**JOSEPH AYO BABALOLA UNIVERSITY
IKEJI ARAKEJI, OSUN STATE**

**Report on Appointments and Promotions Guidelines for
Non-Teaching Staff**

2024

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1.0. PREAMBLE

Joseph Ayo Babalola University, Ikeji-Arakeji, Osun State is a faith-based, entrepreneurial university in Nigeria with a vision of distinguishing itself within the Nigerian university community for intellectual breakthrough and relevance in national development. It is actively committed to its mission of providing teaching, research and service that would encourage learning and stimulate academic exchange at both national and international fora. The University is poised to be a private University of international standard which will be noted for its clear and unique focus, as well as specialized programmes. Overall, the university aspires to attain and retain globally acceptable standards of appraisal for its staff.

The motto of the University is *“For Knowledge and Godly Service”*. This motto encapsulates the total philosophy of the University i.e. to seek and impart theoretical and practical knowledge with high ethical standards to those who pass through it, thereby empowering them to provide selfless service to the country and humanity.

2.0 INTRODUCTION

The efficient and effective functioning of a university relies on the contributions of non-teaching staff. The non-teaching staff provide essential services to core academic mission of the university. It is very important for the university to have a well-structured appointment and promotion guideline for non-teaching staff to ensure staff are qualified and motivated. This document will therefore explain the criteria and guidelines for appointment and promotion of non-teaching staff in Joseph Ayo Babalola University in line with the terms of reference. The terms of reference are as follows:

- i. Examine current promotion policies and procedures for non-teaching staff within the University.
- ii. Study promotion guidelines from other reputable universities and institutions to identify best practices.
- iii. Consult with relevant stakeholders, including non-teaching staff, to gather input and feedback.
- iv. Develop clear, fair and achievable criteria for the promotion of non-teaching staff.
- v. Draft a comprehensive plan for the implementation of the new guidelines.
- vi. Prepare and submit a detailed report of the Committee’s findings and recommendations to the Vice Chancellor by 31st July, 2024.

3.0. PROCEDURES

3.1 Establishment of Appointments and Promotions Committee for Senior Administrative and Technical staff

There shall be a Central Appointments and Promotions Committee (A&PC) of the University headed by the Vice-Chancellor. Members will include two (2) members of the Governing Council, the Deputy Vice Chancellor, Bursar, two (2) members of senate not

below professorial cadre. The Registrar shall serve as secretary. The Committee shall consider all recommendations for appointments and promotions within the administrative and technical staff cadre.

3.2 Establishment of Appointments and Promotions Committee for Junior Administrative and Technical staff

There shall be a Central Appointments and Promotions Committee (A&PC) of the University headed by the Registrar. Members will include, two (2) members of Governing Council, Bursar, Deputy University Librarian and one (1) members of Senate. The Committee shall consider all recommendations for appointments and promotions within the junior administrative and technical staff cadre. The Secretary of the Committee is the Personnel Affairs Officer.

3.3 Procedure for Appointment Consideration

- a. Educational Qualification: Each unit in the university requires specific educational qualification for the appointment of its Administrative and Technical staff. All these are stipulated in the career structure for non-teaching staff of the university.
- b. Experience: Post qualification experience is also a major criterion for appointment to the administrative and technical cadre of units in the university. Post qualification experience also varies from one department to another which are outlined in the career structure to ensure smooth and fair appointment processes.
- c. Advertisement of vacancies: All vacancies must be advertised internally or externally. The advertisement should include job description, required qualification, and deadline for application.
- d. Procedure for Application

3.4 Procedure for Promotion Consideration

- (a) The promotion exercise shall commence with the Head of Department/Unit receiving a circular announcing the commencement of the exercise. After receiving the circular on promotion from the Personnel Unit, the Head of Department/Unit shall inform all staff in his/her Department/unit about the commencement of the promotion exercise.
- (b) Filling of the APER form online with submission based on the University's deadline. A hardcopy will be printed out for assessment by the superior officer.
- (c) A review of staff member is to be done in the first instance in the department/unit by the Head of Department/Unit.
- (d) The reviewed APER form will be submitted and processed by the Personnel Affairs Unit to the Central A. & P. C. for assessment and promotion to the next level where necessary.
- (e) In putting up a candidate for promotion, the Head of Department/Unit must be objective

in appraising the appraisee and accompany the appraisal form with a recommendation letter to the Appointments and Promotions Committee indicating clearly the progress the candidate has made since the last promotion.

- (f) The candidate's curriculum vitae in JABU format should be submitted alongside the APER form for promotion exercise.
- (g) Appraisal based on APER form is 50% for senior staff (level 6-13).
- (h) Senior staff (level 6-13) due for promotion are to be slated to write promotion examination which carries 50%.
- (i) The aggregate score to qualify for promotion is recommended to be 70%.
- (j) Promotion from Level 13 to the next level is by appointment. Candidate will undergo interview.
- (k) Candidates who fail the examination will not be promoted.
- (l) Promotion avenue must also be considered. For a staff to be promoted, he/she must have spent at least three (3) years on a position.
- (m) Representation from all the Administrative and Technical units form the composition of the committee on promotion examination.

4.0 CRITERIA FOR APPOINTMENTS AND PROMOTIONS

4.1 MEDICAL CENTRE

4.1.1 MEDICAL OFFICER CADRE

Entry point for Medical Doctors is Medical Officer, CONTISS 10. Qualification includes M.B.B.S., BDS, or equivalent plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L credit in 5 subjects including English and Mathematics is compulsory. In addition, must be duly registered with the Medical & Dental Council of Nigeria. Promotion avenue to the next level is four (4) years.

Promotion from the position of Chief Medical Officer CONTISS 13 to Deputy Director Medical Services CONTISS 14 shall be by interview and appointment.

Promotion from Deputy Medical Officer CONTISS 14 to Director Medical Services CONTISS 15 shall be by advertisement and appointment. End of Cadre.

4.1.2 NURSING

Entry point for Nurses without B. NSc is Nursing Officer II, CONTISS 7. Qualification includes NRN and NRM plus O/L credit in 5 subjects including Mathematic, Biology and

English. In addition, must be duly registered with the Nursing and Midwifery Council of Nigeria with a minimum of one (1) year post-qualification experience. Promotion avenue to the next level is three (3) years. Terminal point for Nurses in this category is Principal Nursing Officer CONTISS 11.

Entry point for Nurses with B. NSc is Senior Nursing Officer, CONTISS 9. Qualification includes B. NSc, NRN, NRM plus O/L credit in 5 subjects including Mathematic, Biology and English. In addition, must be duly registered with the Nursing and Midwifery Council of Nigeria. Promotion avenue to the next level is three (3) years.

Promotion from the position of Chief Nursing Officer CONTISS 13 to Deputy Director II CONTISS 14 and Deputy Director I CONTISS 15 is subject to interview and appointment. The Nursing career ends on Deputy Director I CONTISS 15. Only candidates with B. NSc can get to this level.

4.1.3 NURSING ASSISTANT CADRE

Entry point for Nursing Assistant is Nursing Assistant IV, CONTISS 3. Basic qualification is SCE/NECO/WASC/GCE O/L Certificate with five (5) credits including English Language and Mathematics and a Certificate from School of Health Technology or its equivalent.

Terminal point for Nursing Assistant is Nursing Assistant I, CONTISS 6 which is the end of career.

4.1.4. PHARMACY CADRE

Entry point: Senior Pharmacist, CONTISS 9 with B.Sc. or B. Pharm from a recognized Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics is compulsory. In addition, must be duly registered with Pharmacist Council of Nigeria (PCN). Promotion avenue to the next level is three (3) years.

Promotion from Chief Pharmacist CONTISS 13 to Deputy Director Pharmacist II, CONTISS 14 is by appointment.

Promotion from Deputy Director Pharmacist II, CONTISS 14 to Deputy Director Pharmacist I, CONTISS 15 shall be by advertisement and appointment. It is the end of cadre.

4.1.5 PHARMACY TECHNICIAN CADRE

Entry point: Pharmacy Technician, CONTISS 6, Candidate must possess Diploma of the School of Health Technology and School of Hygiene in Pharmacy Techniques and must be registered with the Institute of Pharmacist for Technician Cadre. Promotion avenue to

the next level is three (3) years.

Entry point for HND holders is Higher Pharmacy Technician on CONTISS 7. Required qualification is as stated above with HND.

Terminal point of Pharmacy Technician is Chief Pharmacy Technician on CONTISS 13. This position shall be by appointment.

4.1.6. MEDICAL LABORATORY SCIENTIST

Entry point: Senior Medical Laboratory Scientist, CONTISS 9 with B.Sc. in Medical Laboratory Science from a recognized Institution plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L credit in 5 subjects including English and Mathematics is compulsory. In addition, must be duly registered with Medical Laboratory Science Council of Nigeria (MLSCN).

Promotion from Chief Medical Laboratory Scientist CONTISS 13 to Deputy Director, Medical Laboratory Scientist II, CONTISS 14 is by appointment. Higher degree will be an advantage.

Promotion from Deputy Director, Medical Laboratory Scientist II, CONTISS 14 to Deputy Director, Medical Laboratory Scientist I, CONTISS 15 shall be by appointment and end of cadre. Higher degree will be an advantage.

4.1.7 LABORATORY TECHNICIAN

Entry point: Assistant Medical Laboratory Technician CONTISS 6 with OND in Science Laboratory Technology from a recognized Institution with a minimum of Lower Credit plus SSCE/NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics is compulsory.

Entry point for candidates with HND/B. Sc in Medical Laboratory Technology, CONTISS 7. Candidates must be duly registered with the Medical Laboratory Science Council of Nigeria (MLSCN).

Terminal Point for OND holders is Senior Medical Laboratory Technician II, CONTISS 9.

Terminal point for HND holders is Assistant Chief Medical Laboratory Technician, CONTISS 13. End of career for cadre for HND holders.

Promotion from Assistant Chief Medical Laboratory Technician CONTISS 13 to Chief Medical Laboratory Technician CONTISS 14 shall be by advertisement and appointment. End of cadre.

4.1.8 MEDICAL RECORDS PERSONNEL

Entry point: Medical Records Officer CONTISS 7 with HND/B.Sc. in Medical Records from a recognized Institution with a minimum of Lower Credit/2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L credit in 5 subjects including English and Mathematics is compulsory. Promotion avenue to the next level is 3 years.

Promotion from Chief Medical records Officer CONTISS 13 to Deputy Director, Medical Records Officer II, CONTISS 14 shall be by advertisement and appointment. End of cadre for HND holder.

Promotion from Deputy Director, Medical Records Officer II, CONTISS 14 to Deputy Director, Medical Records Officer I, CONTISS 15 shall be by appointment. End of cadre.

4.1.9 RADIOGRAPHER

Entry point: Radiographer II, CONTISS 7, with B. Rad from a recognised institution with a minimum of 2nd Class Lower Division, Diploma, College of Radiography, London (DCR) or Diploma, Institute of Radiography, Nigeria (DIR), Pre NYSC (internship) plus SSCE/NECO/WASC/GCE O/L credit in 5 subjects including English and Mathematics. Promotion avenue to next level is three (3) years.

Entry point: Radiographer I, CONTISS 8 for candidate with B. Rad as above. Candidate must be registered with the Radiographers Regulation Board of Nigeria (RRBN). Promotion avenue to next level is three (3) years.

Senior Radiographer, CONTISS 9. Same as above. Promotion avenue to next level is three (3) years.

Principal Radiographer, CONTISS 11. Same as above. Promotion avenue to next level is three (3) years.

Principal Radiographer I, CONTISS 12. Same as above. Promotion avenue to next level is three (3) years.

Chief Radiographer, CONTISS 13. Same as above. Higher degree will be an added advantage. Promotion avenue to next level is by examination and interview.

Deputy Director II, Radiographer, CONTISS 14. Same as above. Higher degree will be an added advantage. Promotion avenue to next level is by advertisement and appointment.

Deputy Director I, Radiographer, CONTISS 15. Same as above. Higher degree will be an added advantage. End of cadre.

4.2 BURSARY STAFF CADRE

4.2.1. ACCOUNTANT (PROFESSIONAL CADRE)

Entry point: Accountant II, CONTISS 7 with First degree in Accounting from a recognized Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE/NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics is compulsory. Promotion avenue is three (3) years.

Entry point for candidates with B. Sc Accounting plus professional qualification (ICAN or ANAN) is Senior Accountant, CONTISS 9. Promotion avenue is three (3) years.

Entry point for candidates with Accounting (Education) plus professional qualification (ICAN or ANAN) is Senior Accountant, CONTISS 9.

Terminal point for B.Sc holders without professional qualification is Principal Accountant, CONTISS 11.

Promotion from Chief Accountant, CONTISS 13 to Deputy Bursar shall be by appointment.

Promotion from Deputy Bursar CONTISS 14 to Bursar CONTISS 15, shall be by advertisement and appointment. End of cadre.

4.2.2. BURSARY STAFF (EXECUTIVE CADRE)

Entry point: Executive Officer CONTISS 5. Candidate must possess OND (Accounting) from a recognized Institution with a minimum of Lower Credit plus SSCE/NECO WASC/GCE O/L credit in 5 subjects including English and Mathematics with a minimum of three (3) years accounting experience. Promotion avenue to the next level is three (3) years.

Entry point: Higher Executive Officer (Accounts), CONTISS 7 for candidates with HND. Promotion avenue to the next level is three (3) years.

Terminal point for staff without ACA is Principal Executive Officer II (Accounts), CONTISS 9.

Staff with additional qualification e.g. B. Sc Accounting can be converted to accounting cadre with application for the conversion.

Terminal point for Executive officer with OND is Principal Executive Officer II, CONTISS 9.

Promotion from Assistant Chief Executive Officer (Accounts) CONTISS 12 to Chief Executive Officer, CONTISS 13 shall be by examination and interview subject to

vacancy. End of cadre.

4.3 AUDIT STAFF

4.3.1 PROFESSIONAL CADRE

Entry point: Auditor II, CONTISS 7. First degree in Accounting from a recognised Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. Promotion avenue to the next level is three (3) years.

Entry point for candidate with B. Sc Accounting with professional qualification (ICAN, ANAN etc) is Senior Internal Auditor, CONTISS 9. Promotion avenue to the next level is three (3) years.

Terminal point for B. Sc holders without professional qualifications is Principal Internal Auditor, CONTISS 11.

Promotion from Chief Internal Auditor CONTISS 13 to Deputy Director Internal Auditor CONTISS 14 shall be by advertisement and appointment and must have professional qualification.

Promotion from Deputy Director, Internal Auditor CONTISS 14 to Director, Internal Audit CONTISS 15 shall be by advertisement and appointment. End of cadre.

4.3.2. AUDIT STAFF (EXECUTIVE CADRE)

Entry point: Executive Officer (Audit), CONTISS 5 with OND (Accounting) from a recognised Institution with a minimum of Lower Credit plus SSCE/NECO WASC/GCE O/L credit in 5 subjects including English and Mathematics is compulsory. Promotion avenue to the next level is three (3) years.

Entry point: Higher Executive Officer (Audit) CONTISS 7 for HND holders. Promotion avenue to the next level is three (3) years.

Terminal points for OND holders is Principal Executive Officer II CONTISS 9.

Promotion from Assistant Chief Executive Officer (Audit) CONTISS 12 to Chief Executive Officer CONTISS 13 shall be by examination and interview subject to vacancy. End of cadre.

4.4 REGISTRY

4.4.1. ADMINISTRATIVE CADRE

Entry point: Administrative Officer II, CONTISS 7. A first degree from a recognized Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. Promotion avenue to the next level is three (3) years.

Entry point: Administrative Officer I, CONTISS 8 for B.Sc. holders with Masters. Promotion avenue to the next level is three (3) years.

Entry point: Assistant Registrar, CONTISS 9 for B. Sc holders with M. Sc in addition to any of NIM/CIPM/CIS/CIA/IPM. Promotion avenue to the next level is three (3) years.

At the level of Senior Assistant Registrar, CONTISS 11, staff must be certified member of ANUPA, CIPM, NIM, etc. Promotion avenue to the next level is three (3) years.

Promotion from Principal Assistant Registrar, CONTISS 13 to Deputy Registrar, CONTISS 14 is by interview subject to vacancy.

Promotion from Deputy Registrar, CONTISS 14 to Director CONTISS 15 shall be by advertisement and appointment subject to vacancy. End of cadre.

Registrar's position shall be by advertisement and appointment subject to vacancy.

4.4.2. REGISTRY (EXECUTIVE CADRE)

Entry point is Executive Officer, CONTISS 5 with OND from a recognised Institution with a minimum of Lower Credit Plus SSCE/NECO/WASC/GCE O/L credits in 5 subjects, English is compulsory with a minimum of three (3) years' experience.

Entry point for HND holders is Higher Executive Officer, CONTISS 7.

Terminal point for OND holders Principal Executive Officer II, CONTISS 9.

Promotion from Assistant Chief Executive Officer CONTISS 12 to Chief Executive Officer CONTISS 13 is by interview, subject to vacancy.

4.5 LIBRARY

4.5.1 LIBRARY OFFICER CADRE

Entry point: Library Officer, CONTISS 5 with National Diploma (OND) in Library Studies/Sciences from a recognized Institution with a minimum of Lower Credit. SSCE/NECO/WASC/GCE O/L credit in 5 subjects including Mathematics and English is compulsory with a minimum of three (3) years relevant experience. Promotion avenue to the next level is three (3) years.

Entry point for HND holders is Higher Library Officer, CONTISS 7.

Terminal points for OND holders is Principal Library Officer II, CONTISS 9.

Terminal point for HND holders is Deputy Chief Library Officer, CONTISS 13.

Promotion from Deputy Chief Library Officer, CONTISS 13 to Chief Library Officer, CONTISS 14 is by advertisement and appointment only, subject to vacancy. Higher degree will be an added advantage. In addition, the candidate must be a duly registered member of the Nigeria Library Association. End of cadre.

4.5.2 LIBRARY ASSISTANT CADRE

Entry point for Library Assistant is Library Assistant IV, CONTISS 3 with SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. Promotion avenue to the next level is three (3) years.

The cadre ends at Library Assistant I, CONTISS 6. At this level, staff must have obtained SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics with a minimum of nine (9) years' work experience or OND (Library Studies) from a recognized Institution with a minimum of lower credit with a minimum of three (3) years' work experience.

4.6 PORTER

Entry point: Porter, CONTISS 5, for candidates with National Diploma or University Diploma, minimum of Lower Credit in any of the Social Sciences, Management or Humanities. Promotion avenue for the next level is three (3) years.

Entry point for candidates with National Diploma or University Diploma with a minimum of Lower Credit in any of the Social Sciences, Management or Humanities and three (3) years cognate experience in the Hall Management Unit of a University or an equivalent institution is Hall Manager, CONTISS 6. Promotion avenue for the next level is three (3) years.

Entry points for candidates with a good Honours degree with a minimum of Second Class (Lower Division) in any of the Social Sciences, Management or Humanities is Hall Manager II, CONTISS 7: Promotion Avenue to the next level is three (3) Years).

Hall Manager I, CONTISS 8: Promotion avenue to the next level is three (3 Years).

Senior Hall Manager, CONTISS 9: Promotion avenue to the next level is three (3 Years). Terminal point for holders of OND or its equivalent.

Principal Hall Manager, CONTISS 11: Promotion avenue to the next level is three (3 Years).

Assistant Chief Hall Manager, CONTISS 12: Promotion avenue to the next level is three (3 Years).

Chief Hall Manager, CONTISS 13: End of cadre.

4.7 LEGAL UNIT

Entry point: Legal Officer I, CONTISS 9. Candidate must possess a good Bachelor of Law Degree (LL.B) with at least Second Class (Lower Division) from a recognized University and Barrister at Law (B.L). Promotion avenue to the next level is three (3 Years). Senior Legal Officer, CONTISS 11. A good Bachelor of Law Degree (LL.B) with at least Second Class (Lower Division) from a recognized University and Barrister at Law (B.L). Promotion avenue to the next level is three (3) years.

Principal Legal Officer, CONTISS 12. Same qualification as above. Promotion to the next level is by appointment.

Assistant Director, CONTISS 13. Same qualification as above. Promotion to the next level is by appointment.

Deputy Director, CONTISS 14. Same qualification as above. Promotion to the next level is by appointment.

Director, CONTISS 15. Same qualification as above. Must have a minimum of fifteen (15) years cognate experience in a university. End of cadre.

4.8 WORKS & PHYSICAL PLANNING

4.8.1 ENGINEERING CADRE

Entry point: Engineer II, CONTISS 7 with a good Honours degree in Civil, Electrical or Mechanical Engineering with at least a Second Class (Lower Division) from a recognized University. The candidate must be registered with COREN. Promotion avenue to the next level is three (3 Years).

Engineer I, CONTISS 8. Same as above with cognate experience of three (3) years. Promotion avenue to the next level is three (3 Years).

Senior Engineer, CONTISS 9. Same as above with minimum of six (6) years Engineering experience. Promotion avenue to the next level is three (3) Years).

Principal Engineer, CONTISS 11. Same as above with minimum of ten (10) years Engineering experience. Promotion to the next level is by examination and interview, subject to vacancy.

Chief Engineer, CONTISS 13. Same as above. Higher degree will be an added advantage with minimum of fourteen (14) years Engineering experience. Promotion avenue to the next level is by examination and interview, subject to vacancy.

Deputy Director, CONTISS 14. Same as above. Fellowship of the professional institution and higher degree will be an added advantage with minimum of fourteen (14) years Engineering experience. Promotion avenue to the next level is advertisement and appointment, subject to vacancy.

Director, CONTISS 15. Same as above. Fellowship of the professional institution and higher degree will be an added advantage with minimum of fourteen (14) years Engineering experience. Promotion avenue to the next level is advertisement and appointment only, subject to vacancy. End of cadre.

4.8.2 TECHNICAL ASSISTANT CADRE

Entry point: Technical Officer, CONTISS 6 with OND in Engineering, Architecture, Quantity Surveying, Land Surveying, Building Technology from a recognized institution with a minimum of lower credit. SSCE/NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. Promotion avenue to the next level is three (3) years.

Entry point for HND holders is Higher Technical Officer, CONTISS 7. Promotion avenue to the next level is three (3) years.

Senior Technical Officer, CONTISS 8. Promotion avenue to the next level is three (3) years.

Principal Technical Officer II, CONTISS 9. Promotion avenue to the next level is three (3) years. Terminal point for holders of OND or its equivalent.

Principal Technical Officer I, CONTISS 11. Promotion avenue to the next level is three (3) years.

Assistant Chief Technical Officer, CONTISS 12. Promotion to the next level is by appointment.

Chief Technical Officer, CONTISS 13. By appointment. End of cadre.

4.8.3 DRIVERS/MECHANICS

Entry point: Driver IV, CONTISS 3. SSC/NECO/WASC/GCE/O/L certificate with five (5)

credits including English Language and Mathematics plus Driving License and Trade Test III (Driver's/ Motor Vehicle Mechanic's work. Promotion avenue to the next level is three (3) years.

Driver III, CONTISS 4. Same as above. With trade test II. Promotion avenue to the next level is three (3) years.

Driver II, CONTISS 5. Same as above. Promotion avenue to the next level is three (3) years.

Driver I, CONTISS 6. Same as above. Promotion avenue to the next level is three (3) years. End of cadre.

4.8.4 HORTICULTURE CADRE

Entry point: Horticulturist II, CONTISS 7 for candidates with a good Honours degree with a minimum of Second Class (Lower Division) in Horticulture, Botany or Plant Science. Higher National Diploma (HND) with a minimum of Lower Credit in Horticulture and Landscaping or Ornamental Horticulture from a recognized institution plus Postgraduate Diploma in related discipline. Promotion avenue to the next level is three (3) years.

Promotion from Chief Horticulturist CONTISS 13 to Deputy Director, Horticulturist CONTISS 14 is by appointment. End of cadre.

4.8.5 PARKS AND GARDEN UNIT

Entry point: Garden Attendant III, CONTISS I with Junior School Certificate with 5 credits including English Language.

Garden Attendant II, CONTISS 3. Entry point for Junior School Certificate with 5 credits including English Language, plus 4 years' experience. Promotion avenue to the next level is four (4) years.

Garden Attendant I CONTISS 4. Junior School Certificate with 5 credits including English Language, plus 8 cognate years experience. Promotion avenue to the next level is four (4) years.

Senior Garden Attendant CONTISS 5. Junior School Certificate with 5 credits including English Language, plus 12 cognate years experience. Promotion avenue to the next level is four (4) years.

Head Garden Attendant CONTISS 6. Junior School Certificate with 5 credits including English Language, plus 16 cognate years experience. Promotion avenue to the next level is four (4) years. End of cadre.

4.8.6 ARCHITECT / QUANTITY SURVEYOR/TOWN PLANNER/ESTATE MANAGEMENT/ BUILDER

Entry point: Architect II/Quantity Surveyor II/Town Planner II/Estate Management II/Builder II, CONTISS 7. Promotion avenue to the next level is three (3) years.

Promotion from the position of Assistant Chief Architect/Quantity Surveyor /Town Planner /Estate Management/ Builder CONTISS 12 to Chief Architect/Quantity Surveyor /Town Planner /Estate Management/ Builder CONTISS 13 is by appointment.

Promotion from the position of Chief Architect/Quantity Surveyor /Town Planner /Estate Management/ Builder CONTISS 13 to Deputy Director of Physical Planning, Works & Services CONTISS 14 is by appointment.

Promotion from the position of Deputy Director of Physical Planning, Works & Services CONTISS 14 to Director of Physical Planning, Works & Services CONTISS 15 is by appointment.

4.9 ACADEMIC PLANNING CADRE

Entry point: Academic Planning Officer II (AAP), CONTISS 7 for candidates with a good Honours degree with a minimum of Second Class (Lower Division) in any of the Sciences, Social Sciences and Education. Promotion avenue to the next level is three (3) years.

Academic Planning Officer I (APO) CONTISS 8. Same as above. Promotion avenue to the next level is three (3) years.

Senior Academic Planning Officer (SAPO) CONTISS 9. Same as above. Promotion avenue to the next level is three (3) years.

Principal Academic Planning Officer (PAPO) CONTISS 11. Same as above. Promotion avenue to the next level is three (3) years.

Chief Academic Planning Officer (CAPO) CONTISS 13. Same as above. A Masters' degree in relevant discipline will be added advantage. Promotion to the next level is by appointment.

Deputy Director Academic Planning (DDAP) CONTISS 14. Same as above. A Masters' degree in relevant discipline will be added advantage. Promotion to the next level is by appointment.

Deputy Director Academic Planning I (DDAP I) CONTISS 15. Same as above. End of cadre.

4.10 INFORMATION TECHNOLOGY OFFICER (ICT) CADRE

4.10.1 COMPUTER ENGINEERING CADRE

Entry point: Information Technology Officer II, CONTISS 7 B.Sc. in Computer Science, Computer Engineering or equivalent professional qualification from a recognized Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. Promotion avenue to the next level is three (3) years.

Information Technology Officer I CONTISS 8. Same as above. Promotion avenue to the next level is three (3) years.

Senior Information Technology Officer CONTISS 9. Same as above. Higher degree will be an added advantage. Promotion avenue to the next level is three (3) years.

Principal Information Technology Officer. CONTISS 11. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Higher degree will be an added advantage. Promotion avenue to the next level is three (3) years.

Assistant Chief Information Technology Officer, CONTISS 12. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Higher degree will be an added advantage. Promotion to the next level is by interview and examination, subject to vacancy.

Chief Information Technology Officer, CONTISS 13. Same as above. In addition, the candidate must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Higher degree will be an added advantage. Promotion to the next level is by interview and examination, subject to vacancy.

Deputy Director, CONTISS 14. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Fellowship of a recognized body and a Higher degree will be an added advantage. Promotion to the next level is by advertisement and appointment, subject to vacancy.

Director, CONTISS 15. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Fellowship of a recognized body and a Higher degree will be an added advantage. Promotion to the next level is by appointment

4.10.2 INFORMATION TECHNOLOGY (IT) TECHNICAL OFFICER CADRE

Entry point: Assistant (IT) Technical Officer I, CONTISS 5 with SSCE/NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics

and certificates in computer courses.

Entry point: Assistant (IT) Technical Officer, CONTISS 6 for OND holders or equivalent qualification. Promotion avenue to next level is three (3) years.

Entry point: (IT) Technical Officer, CONTISS 7 for HND holders. Promotion avenue to next level is three (3) years.

Higher (IT) Technical Officer, CONTISS 8. Same as above. Promotion avenue to next level is three (3) years.

Senior (IT) Technical Officer, CONTISS 9. Terminal point for OND holders. Promotion avenue to the level is three (3) years.

Principal (IT) Technical Officer, CONTISS 11. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Promotion avenue to next level is three (3) years.

Assistant Chief (IT) Technical Officer, CONTISS 12. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Promotion to the next level is by examination and interview.

Chief (IT) Technical Officer, CONTISS 13. Same as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). End of cadre.

4.10.3 SYSTEM ANALYSTS/PROGRAMMERS (ICT) CADRE

Entry point: Systems Analyst II/ Programmer II, CONTISS 7. B.Sc./HND in Computer Science, Computer Engineering or equivalent professional qualification from a recognized Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics.

Entry point for B.Sc is CONTISS 7 with enhanced steps (step 5). Qualification is same as above.

Entry point is Senior System Analyst/ Programmer CONTISS 9 for B. Sc /HND holders with professional certification e.g. CISCO, JAVA, etc.

Principal System Analyst/ Programmer, CONTISS 11. Same qualification as above. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Promotion avenue to the next level is three (3) years.

Assistant Chief System Analyst/Assistant Chief Programmer, CONTISS 12. Same qualification as above. In addition, must be duly registered with Computer Professionals

Registration Council of Nigeria (CPRCN). Promotion avenue to the next level is three (3) years.

Chief System Administrator, CONTISS 13. Same qualification as above. In addition, the candidate must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Higher degree will be an added advantage. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Promotion is by examination and interview, subject to vacancy.

Deputy Director, CONTISS 14. Same qualification as above. Fellowship of a recognized body and a Higher degree will be an added advantage. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Promotion to the next level is by advertisement and appointment. Terminal point for programmers.

Director, CONTISS 15. Same qualification as above. Fellowship of a recognized body and a Higher degree will be an added advantage. In addition, must be duly registered with Computer Professionals Registration Council of Nigeria (CPRCN). Promotion to the next level is by advertisement and appointment. End of cadre.

4.11 LABORATORY/WORKSHOP TECHNOLOGIST CADRE

4.11.1 LABORATORY TECHNOLOGIST

Entry point: Technologist II, CONTISS 7 with HND/B.Tech/B.Sc. in relevant Technology from a recognized Institution with a minimum of 2nd Class Lower Division/ Lower Credit Plus NYSC Discharge Certificate or Evidence of Exemption. SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. In addition, must be duly registered with the relevant Professional Institutes.

Technologist I, CONTISS 8. Same as above. Promotion avenue to the next level is three (3) years.

Senior Technologist, CONTISS 9. Same as above. Promotion avenue to the next level is three (3) years.

Principal Technologist, CONTISS 11. Same as above. Promotion avenue to the next level is three (3) years.

Assistant Chief Technologist, CONTISS 12. Same as above. Promotion avenue to the next level is three (3) years.

Chief Technologist III, CONTISS 13. Same as above. Promotion to the next level is by examination and interview, subject to vacancy. End of Cadre for HND holders.

Chief Technologist II, CONTISS 14. Same as above. Must have M. Sc in relevant field. Promotion to the next level is by advertisement and appointment, subject to vacancy.

Chief Technologist I, CONTISS 15. Same as above. Must have P.hD in relevant field. Promotion to the next level is by advertisement and appointment, subject to vacancy. End of cadre.

4.11.2 LABORATORY ASSISTANT

Entry level: Laboratory Assistant IV, CONTISS 3 with SSCE /NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics plus two (2) Science subjects. Promotion avenue to next level is three (3) years.

Laboratory Assistant III, CONTISS 4. Same as above. Promotion avenue to next level is three (3) years.

Laboratory Assistant II, CONTISS 5. Same as above. Promotion avenue to next level is three (3) years.

Laboratory Assistant I, CONTISS 6. Same as above. End of cadre.

4.12 DIRECTORATE OF CHAPLAINCY SERVICES STAFF CADRE

CHAPLAINCY

Entry point is Assistant Chaplain II, CONTISS 8. An ordained Pastor of the Christ Apostolic Church with a minimum of First Degree from a recognized Institution with a minimum of 2nd Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption. With a minimum of two (2) years post-Ordination work experience.

Assistant Chaplain I, CONTISS 9. Same as above. Promotion avenue to the next level is three (3) years. With a minimum of three (3) years post-Ordination work experience.

Senior Assistant Chaplain. CONTISS 11. Same as above. Promotion avenue to the next level is three (3) years. With a minimum of six (6) years post-Ordination work experience.

Principal Assistant Chaplain. CONTISS 13. Same as above. Promotion avenue to the next level is three (3) years. With a minimum of nine (9) years post-Ordination work experience.

Deputy Chaplain, CONTISS 14. Same as above. Promotion to the next level is by examination and interview. With a minimum of twelve (12) years post-Ordination work experience.

Chaplain, CONTISS 15. Same as above. By advertisement and appointment. With a minimum of fifteen (15) years post-Ordination work experience. End of cadre.

4.13 SECURITY UNIT

4.13.1 SECURITY OFFICERS

Entry point: Assistant Security Officer, CONTISS 6. Ex Police or Armed forces not below the rank of Inspector or its equivalent with substantial training in the Police or any of the Armed Forces/Security Service and experience in the Police or the Armed forces. Also, National Diploma (ND) certificate or University Diploma in Criminology with at least Lower Credit, from a recognized institution. Promotion avenue to the next level is three (3) years.

Entry point: Security Officer II, CONTISS 7 for candidates with B. Sc. Promotion avenue to the next level is three (3) years.

Security Officer I, CONTISS 8. Same as above. Promotion avenue to the next level is three (3) years.

Senior Security Officer, CONTISS 9. Same as above. Promotion avenue to the next level is three (3) years.

Principal Security Officer, CONTISS 11. Same as above. Promotion avenue to the next level is three (3) years.

Assistant Chief Security Officer, CONTISS 12. Same as above. Promotion avenue to the next level is three (3) years.

Chief Security Officer, CONTISS 13. Good Honours degree in any discipline with at least Second Class (Lower Division), from a recognized University and not less than thirteen (13) years' experience in the Police or the Armed Forces/Security Services not below the rank of Superintendent of Police or its equivalent. Promotion to the next level is Appointment. End of cadre.

4.13.2 SECURITY SUPERINTENDENT

Entry point: Patrol man, CONTISS 5 with OND. Promotion avenue to the next level is three (3) years.

Entry point is Senior Patrol man, CONTISS 6 with OND and years of experience. Promotion avenue to the next level is three (3) years.

Terminal point for Security staff with OND without experience as ex-military or police officer is CONTISS 9.

Terminal point for Security staff with OND and experience as ex-military or police

officer is CONTISS 11. End of cadre.

4.14 SPORT CADRE

Entry point: Coach II, CONTISS 7 with B. Sc in Physical Health Education or Human Kinetics & Health Education from a recognized institution with a minimum of second class, lower division plus NYSC Discharge Certificate or evidence of exemption. SSCE/NECO/WASC/GCE O/L credits in 5 subjects including English and Mathematics. Promotion avenue to the next level is three (3) years.

Coach I, CONTISS 8. Same as above. Promotion avenue to the next level is three (3) years.

Senior Coach, CONTISS 9. Same as above. Promotion avenue to the next level is three (3) years.

Principal Coach, CONTISS 11. Same as above. Must be a duly registered member of the Nigerian Institute of Sports (NIS). Promotion avenue to the next level is three (3) years.

Assistant Chief Coach, CONTISS 12. Same as above. Must be a duly registered member of the Nigerian Institute of Sports (NIS). Promotion avenue to the next level is three (3) years.

Chief Coach, CONTISS 13. Same as above. Must be a duly registered member of the Nigerian Institute of Sports (NIS). Higher degree will be an added advantage. Promotion to the next level is by examination and interview.

Deputy Director, CONTISS 14. Same as above. Must be a duly registered member of the Nigerian Institute of Sports (NIS). Higher degree will be an added advantage. Promotion to the next level is by advertisement and appointment subject to vacancy.

Director, CONTISS 15. Same as above. Must be a duly registered member of the Nigerian Institute of Sports (NIS). Higher degree will be an added advantage. By appointment only. End of cadre.

4.15 GUIDANCE AND COUNSELLING

Entry point: Guidance and Counselor II, CONTISS 7. Candidate must have five (5) O/L credits (WASSCE/ SSCE/GCE/NECO/NABTEB) including English Language and Mathematics in not more than two sittings plus a good first degree in Guidance and Counseling/Psychology not below second class lower division from a recognized University. Promotion avenue to the next level is three (3) years.

Guidance and Counselor I, CONTISS 8. Same as above. Promotion avenue to the next level is three (3) years.

Senior Guidance and Counselor, CONTISS 9. Same as above. Promotion avenue to the next level is three (3) years.

Principal Guidance and Counselor, CONTISS 11. Same as above. Plus a Master degree in Guidance and Counseling/Psychology from a recognized University Promotion avenue to the next level is three (3) years.

Chief Guidance and Counselor, CONTISS 13. Same as above. Plus a Master degree in Guidance and Counseling/Psychology from a recognized University Promotion avenue to the next level is three (3) years. Terminal point for non-registered member of professional body.

Deputy Director, Guidance and Counselor, CONTISS 14. Same as above. Plus a Master degree in Guidance and Counselling/Psychology from a recognized University. The candidate must be subjected to Proficiency Test in area of specialization and oral interview and found appointable.

Director, Guidance and Counselor, CONTISS 15. Same as above. Plus a Master degree in Guidance and Counselling/Psychology from a recognized University. By promotion of a confirmed and suitable Deputy Director, Guidance and Counselor who has spent at least 5 years in post. The candidate must be subjected to Proficiency Test in area of specialization and oral interview and found appointable. End of cadre.

4.16 CONFIDENTIAL SECRETARY CADRE

Entry point: Confidential Secretary II, CONTISS 7. Candidates must possess Higher National Diploma (HND) in Secretarial Studies or its equivalent with a minimum of Lower Credit from a recognized institution. Ordinary National Diploma (OND) or University Diploma in Secretarial Studies or its equivalent with a minimum of Lower Credit from a recognized institution plus at least six (6) years cognate experience in a university or an equivalent institution. Promotion avenue to next level is three (3) years. Note: All appointees in Confidential Secretary cadres must be computer-Literate.

Confidential Secretary I, CONTISS 8. Same as above. Promotion avenue to next level is three (3) years.

Senior Confidential Secretary, CONTISS 9. Same as above. Promotion avenue to next level is three (3) years. Terminal Point for OND/NCE holders.

Principal Confidential Secretary, CONTISS 11. Same as above. Promotion avenue to next level is three (3) years.

Deputy Chief Confidential Secretary, CONTISS 12. Same as above. Promotion to the next

level shall be by appointment.

Chief Confidential Secretary, CONTISS 13. By appointment. End of cadre.

4.17 CLERICAL CADRE

Entry Point: Clerical Officer, CONTISS 3 with WASC/GCE/SSCE. Promotion avenue to the next level is three (3) years.

Senior Clerical Officer, CONTISS 4. Same as above.

Assistant Chief Executive Officer, CONTISS 5. Same as above in addition with OND. Promotion avenue to the next level is three (3) years.

Chief Clerical Officer, CONTISS 6. End of cadre.

5.0 RECOMMENDATIONS

- a. All senior staff in the University must be computer literate.
- b. For Bursary staff, presentation of notification of result of professional qualification can be considered in lieu of certificate for upgrading.
- c. University should create directorates to accommodate Deputy Registrars' position to Director
- d. Career structure for Academic Planning Officers should be included in the University career structure.
- e. Legal Officers should be included in the University career structure.
- f. Chaplaincy Unit should be included in the University career structure.
- g. The Career Structure of the University should be reviewed as the need arise.
- h. Promotion examination questions should be tailored according to the function of the Department to ensure fairness.
- i. Welfare of the non-academic staff should be given priority in the university.
 - Responsibility allowance should also be extended to key officers in administrative cadre.
 - Non-teaching staff on weekend study programme should not be deprived of their annual leave.
 - Allocation of imprest to departments/unit to ease official oppressions.
 - Promotion of non-teaching staff members should be given priority like their counterparts in Academics.

MEMBERS OF COMMITTEE

- | | | | |
|----|-------------------|---|----------|
| 1. | Mr. E. A. Onilado | - | Chairman |
| 2. | Mr. John Babalola | - | Member |

3. Mr. Lekan Aderibigbe - Member
4. Mr. Lawrence Esan - Member
5. Mr. Tayo Akinrujomu - Member
6. Mrs. Tolu Faleye - Member/Secretary