



Nigerian Institute of Advanced Legal Studies

SCHEME OF SERVICE

1. DIRECTOR -GENERAL'S OFFICE

Director-General

[A] Salary: Consolidated

[B] Post:

The Director General shall be appointed by the President of the Federal Republic of Nigeria. He/she shall be the Chief Executive of the Institute and shall be responsible for the execution of the policy of the Institute and the day-to-day running of the affairs of the Institute.

2. INTERNAL AUDIT UNIT

Posts

Salaries

Chief Internal Auditor

CONTISS 13

Principal Internal Auditor

CONTISS 11

Senior Internal Auditor

CONTISS 09

Internal Auditor I

CONTISS 08

Internal Auditor II

CONTISS 07

Audit Assistant I

CONTISS 06

Audit Assistant II

CONTISS 05

1. 2 Chief Internal Auditor

CONTISS 13

Duties

- Responsible to the Director-General for the audit of the account and records in the Institute, and for the examination of the internal control system and the accounting procedures in force therein.
- Examine and advise the Director General/Management on the reliability of financial statements and the means used in identifying, measuring, classifying and reporting such statements.
- Initiate and coordinate implementation of audit plan.
- Ensure compliance with policies, plans, procedures, laws and regulations, which could have a significant impact on the operations of the Institute.
- Verify the existence of assets and safeguard them from losses.
- Advise The Director General/Management on the economic and efficient use of resources.
- Advise The Director General/Management if funds accruing to the Institute are properly received and kept.
- Check account books and physical assets against book values and make reports on them at regular intervals.
- Check specific voucher/bills prior to payment.
- Undertake any other financial investigation as may be assigned by the Director-General.

1.2.2. Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate with a degree in Accounting and professional qualification (for example, **ICAN, ACA, ICMA, ICPA**), plus 12 years post-qualification cognate experience. Must have good knowledge in accounting software.
- (b) By promotion of a suitable Principal Internal Auditor after at least 3 years satisfactory performance on the post.

1.3 Principal Internal Auditor CONTISS 11

1.3.1 Duties

- Assist the Chief Internal Auditor in the execution of his duties
- Carry out periodic stocktaking and examine income and expenditure accounts.
- Assist in monitoring the performance and efficiency of the various functions of the Audit Section including end-of-year cash count.
- Prepare monthly audit report.
- Any other duties as may be assigned by the Chief Internal Auditor.

1.3.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate with a degree in Accounting and professional qualification, (for example, **ICAN, ACA, ICMA, ICPA**), plus 9 years post-qualification cognate experience. Must have good knowledge in accounting software.
- (b) By promotion of a suitable Senior Internal Auditor after at least 3 years satisfactory performance on the post.

1.4 Senior Internal Auditor CONTISS 09

1.4.1 Duties

- Assist the Principal Internal Auditor
- Head a unit in the Audit Section.
- Supervise junior Audit staff.
- Conduct value for money Audit.
- Verify quotations.
- Any other duties that may be assigned by the Chief Internal Auditor.

1.4.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate with a degree in Accounting and professional qualification (for example, **ICAN, ICMA, ICPA**), plus 6 years post-qualification cognate experience. Must have good knowledge in accounting software.
- (b) By promotion of a suitable Internal Auditor I after at least 3 years satisfactory performance on the post.

1.5 Internal Auditor 1 CONTISS 08

1.5.1 Duties

- Assist the Senior Internal Auditor.
- Supervise Audit records.
- Carry out physical verification of Supplies.
- Harmonise audit and stores records.
- Any other duties as assigned by Chief Internal Auditor.

1.5.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate with a degree in Accounting, plus 3 years post-qualification cognate experience. Must have good knowledge in accounting software.
- (b) By promotion of a suitable Internal Auditor II after a minimum of 3 years satisfactory performance on the post.

1.6 Internal Auditor II CONTISS 07

1.6.1 Duties

- Assist the Internal Auditor I.
- Supervise subordinate staff while on assignments.
- Any other duties as assigned by the Chief Internal Auditor.

By direct appointment of a holder of Ordinary National Diploma in Accountancy obtained from recognised Institution, plus two years cognate experience.

PUBLIC AFFAIRS UNIT

<u>Posts</u>	<u>Salaries</u>
1 Assistant Secretary [Public Affairs]	CONTISS 09
2 Administrative Officer I [Public Affairs]	CONTISS 08
3 Administrative Officer II [Public Affairs]	CONTISS 07

1.9 Assistant Secretary [Public Affairs] CONTISS 09

1.9.1 Duties

(1) Responsible to the Director General for the following functions:

- Co-ordinate the public relations programmes of the Institute including liaison with MDA, Universities and other Research Institutes.
- Publicise the activities of the Institute;
- Obtain passports and processes other travelling documents for official travels for The Director General, staff and guests of the Institute.
- Liaise with the print and electronics media.
- Make adequate arrangements for Institute's activities including arranging venue, delivering invitations and arranging press conference for the Director-General.
- Produce all in-house publications and update information pertaining to courses, seminars and other academic activities.

1.9.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a degree holder in Mass Communication, or the Social Sciences or Humanities plus six years post-qualification experience.
- (b) By promotion of an administration Officer 1(public affairs) with a minimum of

three years satisfactory performance on the job.

1.10 Administrative Officer I [Public Affairs] CONTISS 08

1.10.1 Duties

- Responsible for airport reception at both local and international Airports.
- Baggage check-in and completion of immigration formalities.
- Hotel reservation, travelling arrangements of the Institute's guests and Institute's staff on official travels.
- Ensuring the security and maintenance of Institute communication facilities including telephones, fax, telex, and public address system.
- Any other duties assigned by the Director General.

1.10.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a degree in Mass Communication or Social Sciences or Humanities plus three years post-qualification experience.
- (b) By promotion of an Administrative Officer II (Public Affairs) with a minimum of three years experience on the job.

1.11 Administrative Officer II [Public Affairs] CONTISS 07

1.11.1 Duties

- Assist in the execution of basic public relations functions.
- Supervise the telephone operators.
- Assist in the distribution of publicity materials.
- Receive and conduct visitors/guests of the Institute to designated areas.

1.11.2 Method of entry and advancement within the cadre

By direct appointment of a holder of a degree in Mass Communication or International Relations or equivalent qualification in relevant discipline.

ACADEMIC/LIBRARY DEPARTMENTS

<u>Posts</u>		<u>Salaries</u>
1.	Research Professor	CONUASS 07
2.	Associate Research Professor	CONUASS 06
3.	Senior Research Fellow	CONUASS 05
4.	Research Fellow I	CONUASS 04
5.	Research Fellow II	CONUASS 03
6.	Assistant Research Fellow	CONUASS 02

2.1 Research Professor CONUASS 07**2.1.1. Duties**

- Provide academic leadership in the research and training activities of the Institute.
- Supervise and co-ordinate the activities of subordinate officers in discharging the mandate of the Institute.

2.1.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a Doctorate degree in Law from a recognised University. In addition he should have 15 years relevant research/teaching experience and must have at least 25 publications and a minimum overall score of 70 points as per sub section 5.14(b), and (c) of the Revised Rules and Regulations Governing Conditions of Service.
- (b) By promotion of a suitable Associate Research Professor who is a holder of a Doctorate Degree in Law with at least 3 years satisfactory performance on the post.
- (c) In any of the above cases, the candidate must have the required number of

publications plus evidence of administrative competence and contributions to the Institute and national affairs.

2.2 Associate Research Professor CONUASS 06

2.2.1 Duties

- Assist Research Professor/Head of Department in research and training activities.
- Supervise and co-ordinate the duties of subordinate officers in discharging the mandate of the Institute.

2.2.3 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a Doctorate Degree in Law plus 12 years cognate experience. In addition he should have at least 18 publications, (journal articles or books) and a minimum overall score of 65 points as per sub section 5.14 (b), and (c) of the Revised Rules and Regulations Governing Conditions of Service.
- (b) By promotion of a suitable Senior Research Fellow who is a holder of Doctorate Degree in Law with at least 3 years experience on the post.
- (c) In any of the above cases, the candidate must have the required number of publications plus evidence of administrative competence and contributions to the Institute and national affairs.

2.3 Senior Research Fellow CONUASS 05

2.3.1 Duties

Assist the Associate Research Professor in research and training.

2.3.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a Doctorate Degree in Law plus 3 years cognate experience. In addition he should have at least 10 publications and a minimum overall score of 55 points.
- (b) By promotion of a suitable Research Fellow I with at least 3 years experience on the post.
- (c) In any of the above cases, the candidate must have the number of publications

required plus evidence of administrative ability and contributions to the Institute and national affairs.

2.4. Research Fellow I

CONUASS 04

2.4.1 Duties

- Assist the Senior Research Fellow in research and training activities.

2.4.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of the Doctorate Degree in law with a minimum overall score of 40 points.
- (b) The candidate must evince evidence of ability to conduct research.
- (c) By appointment of a suitable Research Fellow II after at least 3 years cognate experience. The candidate must have at least 04 publications.

2.5. Research Fellow II CONUASS 03

2.5.1 Duties

- Carry out research in Law and related disciplines.
- Disseminate research findings.
- Any other duties that may be assigned by the Head of Department/Director or the Director General.

2.5.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a Masters degree in law plus 3 years cognate experience.
- (b) The candidate must evince ability to initiate and conduct research work with minimal supervision.
- (c) By promotion of a suitable Assistant Research Fellow with at least 3 years cognate experience provided the candidate has acquired the LL.M degree within the stipulated period.

(d) In either case, the candidate must evince evidence of ability to conduct research.

2.6 Assistant Research Fellow CONUASS 02

2.6.1 Duties

- Carry out research in Law and related disciplines.
- Disseminate research findings.
- Any other duties that may be assigned by the Head of Department/Director.

2.6.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in law.
- (b) The candidate must evince ability to initiate and conduct research work with minimal supervision.
- (c) The candidate must acquire the LL.M degree within three years of employment.

3. LIBRARIAN CADRE

<u>Posts</u>	<u>Salaries (Professional Librarian)</u>
1. Institute Librarian	CONUASS 07
2. Deputy Librarian	CONUASS 06
3. Principal Librarian	CONUASS 05
4. Senior Librarian	CONUASS 04
5. Librarian 1	CONUASS 03
6. Librarian 11	CONUASS 02
7. Assistant Librarian	CONUASS 01

3.1 Institute Librarian CONUASS 07

3.1.1 Duties

- The Librarian is responsible to the Director-General for the day-to-day administration of the Institute's Library.
- Provide academic leadership in initiating and leading general research work.
- Initiate and generate list of required titles for acquisition.
- Initiate and provide leadership in the implementation of the training mandate of the Institute and in extension services.
- See to the development or utilisation of relevant software for the operation of the library.

3.1.2 Method of entry and advancement within the cadre

By direct appointment of a holder of a doctorate degree in Library Science or Social Sciences or Humanities from a recognised university plus 15 years cognate experience. In the last two cases, the candidate must have, in addition, a professional qualification in Library Science. Computer Literacy is essential and a degree in Law is an advantage.

The candidate must have the acceptable number of publications as per sub section 5.14(b) and (c) of the Revised Regulations Governing the Conditions of Service. General administrative competence and contributions to the Institute and national affairs will be considered.

3.2 Deputy Institute Librarian CONUASS 06

3.2.1 Duties

- Assist the Institute Librarian in the overall administration of the Institute's Library.
- Provide academic leadership in initiating and leading research work.
- Any other duties that may be assigned by the Institute Librarian.

3.2.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a Doctorate degree in Library Science or Social Sciences or Humanities plus 12 years cognate experience. In the last two cases the

candidate must have, in addition, a professional qualification in Library Science. Computer literacy is mandatory. A degree in Law will be an advantage.

- (b) By promotion of a suitable Principal Librarian after 3 years satisfactory performance on the post.

In either case, a candidate must have the required number of recognised publications as per sub section 5.14(b) and (c) of the Revised Regulations Governing the Conditions of Service. General administrative competence and contributions to the Institute and national affairs will also be considered.

3.3 Principal Librarian CONUASS 05

3.3.1 Duties

- Assist the Deputy Institute Librarian in providing Library services.
- Head a Section or Unit in the Library.

3.3.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in Library Science or Social Sciences or Humanities plus 9 years cognate experience. In the last two cases, the candidate must have, in addition, a professional qualification in Library Science. Computer literacy is mandatory. Possession of a degree in Law is an advantage.
- (b) By promotion of a suitable Senior Librarian after 3 years satisfactory performance on the post.

In any of the above cases, publication/research work as per sub-section 5.14 (b) and (c) and general administrative competence is required.

3.4 Senior Librarian CONUASS 04

3.4.1 Duties

Assist the Institute Librarian in the performance of the following duties:

- In Acquisition Section, ordering and receiving monographs; ordering and receiving serials; gifts and exchanges; maintenance of records; collection of government documents and special purchases; preparing invoices for payment and fund analysis; reports and statistics; acquisition, correspondence; general supervision and discipline of staff in acquisition section; and any other duties that may be assigned.
- In Cataloguing and Classification Section, subject classification; maintenance of records; card production; processing of new additions; and any other duties that may be assigned.
- In Readers and Bibliographic Services Section, Preparing of bibliographies; indexing of Journal articles; assist in recommending titles; writing sectional reports; inter Library loans; maintenance of readers' profile; maintenance of displays; maintenance of stripdex; supervision of shelf reading; production of section publications; current awareness service; general supervision and discipline of staff; and any other duties that may be assigned.
- In Information Technology (I.T) Section, check the data integrity of the database; train data input staff on software application; monitor the library network to ensure optimum functionality; participate in updating Website content; provide computer-based information services, general supervision and discipline of staff;
- Any other duties that may be assigned by the Institute Librarian.

3.4.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in Library Science or Social Sciences or Humanities plus 6 years cognate experience.
- (b) By promotion of a suitable Librarian 1 after 3 years satisfactory performance on the post.
- (c) In (a) and (b) above, candidate must have acceptable number of recognised publications.
- (d) Computer Literacy and a degree in Law will be an added advantage.

3.5 Librarian I

CONUASS 03

3.5.1 Duties

Assist the Senior Librarian in providing Library services.

3.5.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a good honours degree in Library Science or Social Sciences or Humanities plus 3 years cognate experience.
- (b) By promotion of a suitable Librarian II after 3 years satisfactory performance on the post.
- (c) In (a) and (b) above, ability to initiate research work, Computer literacy and a degree in Law will be an added advantage.

3.6 Librarian II CONUASS 02

3.6.1 Duties

- Assist Librarian I in providing Library services.

3.6.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in Library Science or Social Sciences or Humanities. A higher Degree will be an advantage. Computer literacy is required. The candidate once recruited must acquire a higher Degree within three years of employment.

3.7 Assistant Librarian CONUASS 01

3.7.1 Duties

- General Librarian duties according to whether the staff is posted to Acquisition Section, Cataloguing Section, Reader Services or I.T. section.
- Any other duties that may be assigned by the Institute Librarian.

3.7.2 Method of entry and advancement within the cadre

By direct appointment of a holder of a minimum of second class lower degree in Library Science or Social Sciences or Humanities. A higher Degree is an advantage.

Note. The number and weighting of publication/research work for the librarian cadre are as stipulated in subsections 5.13 to 5.15 of the Revised Regulations Governing the Conditions of Service.

PARA-PROFESSIONAL CADRE

Chief Library Officer	CONTISS 12
Assistant Chief Library Officer	CONTISS 11
Principal Library Officer	CONTISS 09
Senior Library Officer	CONTISS 08
Higher Library Officer	CONTISS 07
Library Officer	CONTISS 06

3.9 Chief Library Officer CONTISS 12

3.9.1 Duties

- Assist the Principal Librarian in carrying out library activities.

3.9.2 Method of entry and advancement within the cadre

- (i) By direct appointment of a holder of HND in Library Science plus 12 years cognate experience. Must be computer literate.
- (ii) By promotion of a suitable Assistant Chief Library Officer after at least 3 years satisfactory performance on the post.

3.10 Assistant Chief Library Officer CONTISS 11

3.10.1 Duties

- Assist the Chief Library officer in carrying out Library activities.

3.10.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of HND in Library Science plus 9 years cognate experience. Must be computer literate.

- (b) By promotion of a suitable Principal Library Officer after at least 3 years satisfactory performance on the post.

3.11 Principal Library Officer CONTISS 09

3.11.1 Duties

- Assist the Assistant Chief Library Officer in carrying out Library activities.
- Manning some sections or units of the Library.

3.11.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of HND in Library Science plus 6 years cognate experience.
- (b) By promotion of a suitable Senior Library Officer after at least 3 years satisfactory performance on the post.

3.12. Senior Library Officer CONTISS 08

3.12.1 Duties

- Assist the Principal Library Officer in carrying out Library activities.

3.12.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of HND in Library Science plus 3 years cognate experience.
- (b) By promotion of a suitable Higher Library Officer after at least 3 years satisfactory performance on the post.

3.13 Higher Library Officer CONTISS 07

3.13.1 Duties

- Assist the Senior Library Officer in carrying out Library activities.
- Prepare Statistics and data.
- Maintain and Supervise subordinate staff.

3.13.2 Method of Entry and advancement within the cadre

- (a) By direct appointment of a holder of HND in Library Science plus 2 years cognate experience.
- (b) By promotion of a suitable Library Officer after at least 3 years satisfactory performance on the post.

3.14 Library Officer CONTISS 06

3.14.1 Duties

- Carry out duties in Acquisition, Cataloguing, Readers Services or Information Technology section.
- Organise and store data.
- Compile bibliographical list.
- Any other duty that may be assigned by Institute Librarian.

3.14.2 Method of entry and advancement within the cadre

By direct appointment of a holder of OND in Library Science plus two years cognate experience.

3.14.3 Advancement beyond the cadre

It should be noted that a Library Officer may convert to the professional Librarian cadre after obtaining the requisite qualifications, cognate experience and undergoing a conversion course.

4. ADMINISTRATION

ADMINISTRATIVE OFFICER CADRE

Institute Secretary	CONTISS 15
Deputy Institute Secretary	CONTISS 14
Principal Assistant Secretary	CONTISS 13
Senior Assistant Secretary	CONTISS 11
Assistant Secretary	CONTISS 09
Admin Officer I	CONTISS 08

4.1. Institute Secretary CONTISS 15**4.1.1 Duties**

- The Secretary is responsible to the Director-General for the day-to-day administrative work of the Institute, and shall also be the Secretary to the Governing Council and its Committees.

4.1.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a candidate with a minimum of a second class degree in the Social Sciences or Humanities with at least 15 (fifteen) years post-qualification cognate experience. Possession of a law degree is an advantage.
- (b) By the direct appointment of a holder of Masters degree plus at least 13 (thirteen) years post qualification cognate experience.
- (c) He/She must possess adequate leadership experience and qualities, a high degree of competence and integrity as well as impeccable record of service.
- (d) Membership of the Chartered Institute of Personnel Management of Nigeria (CIPMN), NIM, CIS, CIA etc will be an advantage.

4.2. Deputy Institute Secretary CONTISS 14**4.2.1 Duties**

- Assist the Institute Secretary in the day to day administrative work of the Institute.
- Assist in the general administration of the department.
- Take responsibility for administrative development planning.
- Any other duties that may be assigned by the Institute Secretary.

4.2.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree, plus 12 years cognate experience.
- (b) By direct appointment of a holder of a Masters Degree plus 10 years cognate experience.
- (c) By promotion of a suitable Principal Assistant Secretary after at least 4 (four) years satisfactory performance on the post.
- (c) Membership of CIPMN, NIM etc will be an advantage.

4.3. Principal Assistant Secretary CONTISS 13

4.3.1 Duties

- Take charge of a Division.
- Co-ordinate the training programme of staff.
- Assist in the formulation, execution and review of policies.
- Take responsibility for Human Resource Management.
- Take responsibility for project analysis and management services.
- Prepare statutory and periodic reports.
- Co-ordinate the activities of Senior and Junior members of staff
- Participate in educational administration in the Institute.

4.3.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree plus 9 years cognate experience.
- (b) By direct appointment of a holder of Masters degree plus 7 years cognate experience.
- (c) By promotion of a suitable Senior Assistant Secretary after at least 3 (three) years satisfactory performance on the post.
- (d) Membership of CIPMN, NIM etc will be an advantage.

4.4. Senior Assistant Secretary

CONTISS 11

4.4.1 Duties

- Initiate the preparation of draft memoranda.
- Supervise the work of a number of subordinate staff.
- Analyse and apply data.
- Assist in writing reports.

4.4.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree plus 7 years cognate experience.
- (b) By direct appointment of a holder of a Masters degree plus 5 years cognate experience.
- (c) By promotion of a suitable Assistant Secretary after at least 3 (three) years satisfactory performance on that post.
- (d) Membership of, for example, CIPMN, NIM etc will be an advantage.

4.5. Assistant Secretary

CONTISS 09

4.5.1 Duties

- Perform specialised functions in Human Resource Management, General Administration, General Services or Procurement Planning Division of the department.
- Assist in physically checking all stock items, inventory and record management.
- Assist in initiating and implementing approved training policy and programmes.
- Maintain and take custody of statutory records and documents.

4.5.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of a second class lower degree,

plus 6 years cognate experience.

- (b) By direct appointment of a holder of a Masters Degree, plus 4 years cognate experience.
- (c) By promotion of a suitable Administrative Officer I after at least 3 (three) years satisfactory performance on the post.
- (d) Membership of CIPM, NIM etc will be an advantage.

4.6 Administrative Officer I CONTISS 08

4.6.1 Duties

- Same as Administrative Officer II but at a higher level of responsibility.
- Collect and collate administrative data, report and maintain records.

4.6.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in Social Sciences or Humanities plus at least 3 years cognate experience.
- (b) By direct appointment of a holder of a Masters degree in Social Sciences or Humanities.
- (c) By promotion of a suitable Administrative Officer II after at least 3 (three) years satisfactory performance on the post.

4.7 Administrative Officer II CONTISS 07

4.7.1 Duties

- Assist in all matters pertaining to general administration in any one of the following Divisions; General Administration, Human Resource Management, General Services and Procurement.
- Any other duties that may be assigned by the Institute Secretary.

4.7.2 Method of entry and advancement within the cadre

By direct appointment of a holder of a minimum of a second class lower degree in the Social Sciences or Humanities.

- Compile and maintain accurate staff records
- Processes routine general administrative and personnel matters including leave, increment and disciplinary matters.
- Supervise and control junior administrative staff
- Any other duties that may be as assigned by the Institute Secretary.

4.8.2 Methods of entry and advancement within the cadre

By promotion of a confirmed and suitable Principal Executive Officer who has spent at least 3 (three) years satisfactory performance on the post.

4.9 Principal Executive Officer I CONTISS 11

4.9.1 Duties

- Assist in the supervision of defined functions.
- Assist in the planning, execution and supervision of specific programmes.
- Assist in the collection and collation of data for the preparation of manpower budget.

4.9.2 Methods of entry and advancement within the cadre

- (a) By promotion of a confirmed and suitable Senior Executive Officer with at least 3 (three) years satisfactory performance on the post.
- (b) By direct appointment of a candidate with HND in Business Studies or relevant subject or full Technological Certificate of the City and Guilds of London Institute plus at least nine years post-qualification cognate experience.

4.10 Principal Executive Officer II CONTISS 9

4.10.1 Duties

- As assigned within a Unit or a Division.

4.10.2 Methods of entry and advancement within the cadre

- (a) By promotion of a confirmed and suitable Higher Executive Officer who has spent at least

three years on the grade.

- (b) By direct appointment of a candidate with Ordinary National Diploma plus at least eleven years post-qualification cognate experience.

4.11 Senior Executive Officer CONTISS 08

4.11.1 Duties

- Duties to be performed relate to the Section/Unit in Administration.
- The exact nature of duties shall be assigned by the Supervising Officer of the Department/Section/Unit in question or the Institute Secretary.

4.11.2 Methods of entry and advancement within the cadre

Qualifications for direct entry into the executive officer cadre shall be the Ordinary National Diploma (OND) or the Higher National Diploma (HND) in the relevant field.

4.12 Higher Executive Officer CONTISS 07

4.12.1 Duties

- Assist the Senior Executive Officer in carrying out assigned duties.

4.12.2 Method of entry and advancement within the cadre

By direct appointment of a candidate with HND or equivalent qualification, or OND plus four years cognate experience.

4.13 Executive Officer CONTISS 06

4.13.1 Duties

Assist the Higher Executive Officer in duties that may be assigned.

4.13.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a candidate with OND plus two years cognate experience.

- (b) By the promotion of an Assistant Executive Officer with at least two (2) years satisfactory performance on the post.

4.14 Assistant Executive Officer CONTISS 05

4.14.1 Duties

- Assist the Executive Officer in the duties that may be assigned.

4.14.2 Method of entry and advancement within the cadre

By direct appointment of a candidate with OND in the relevant discipline.

4.14.3 Advancement Beyond the Cadre

Any officer in the Executive Officer Cadre or para-professional cadre who acquires the qualifications specified for appointment to a higher grade may be eligible for appointment, conversion to the appropriate grade as per Public Service Rules.

OFFICE ASSISTANT/CLERICAL OFFICER CADRE

Office/clerical Assistant I	CONTISS	05
Office/Clerical Assistant II	CONTISS	04
Office/Clerical assistant III	CONTISS	03
Office/Clerical Assistant IV	CONTISS	02

4.15 Office/Clerical Assistants I CONTISS 05

4.15.1 Duties

- Routine clerical duties such as sorting documents, filing, indexing, recording and making cross-referencing, receiving and registering mails.
- Register and dispatch memos and letters.
- Receive and register mails and file same.

Relevant cognate experience of at least 2 years by Office Assistant IV who has spent at least 2 (two) years on the post.

4.18 Office/Clerical Assistant IV CONTISS 02

4.18.1 Duties

- As may be assigned by the supervising officer.

4.18.2 Method of entry and advancement within the cadre

Minimum of Senior Secondary School Certificate with at least 4 (four) credit passes at a sitting including English Language and Mathematics.

SECRETARIAL CADRE

Asst. Chief Personal Secretary CONTISS 12

Principal Personal Secretary CONTISS 11

Senior Personal Secretary CONTISS 09

Personal Secretary I CONTISS 08

Personal Secretary II CONTISS 07

Secretarial Assistant I CONTISS 06

Secretarial Assistant II CONTISS 05

4.19 Assistant Chief Personal Secretary CONTISS 12

4.19.1 Duties

- Serve as confidential secretary, co-ordinate/manage a team, maintain good relationship and project good organisational and professional image.

4.19.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of HND in Secretarial Studies plus at least 9 years cognate experience.

- (b) By promotion of a suitable Principal Personal Secretary after at least 3 years satisfactory performance on the post.

4.20 Principal Personal Secretary CONTISS 11

4.20.1 Duties.

- Provide secretarial service such as take dictation in shorthand and reproduce them in a typed script.
- Receive visitors, enquiries, and telephone calls on behalf of the officer to whom he/she is attached.
- Perform office routines associated with the duties attached to the office.

4.20.2 Method of entry and advancement within the cadre

By promotion of a confirmed and suitable Senior Personal Secretary who has spent at least three years on the grade.

4.21 Senior Personal Secretary CONTISS 09

4.21.1 Duties

Assist the Principal Personal Secretary in carrying out official duties.

4.21.2 Method of entry and advancement within the cadre

- (a) By Direct Appointment of a holder of HND in Secretarial Studies, plus at least 6 years cognate experience.
- (b) By promotion of a suitable Personal Secretary I after at least 3 years satisfactory performance on the post.

4.22 Personal Secretary I CONTISS 08

4.22.1 Duties

Assist the Senior Personal Secretary in carrying out official duties.

4.22.2 Method of entry and advancement within the cadre

- (a) By Direct Appointment of a holder of HND in Secretarial Studies, plus at least 6 years cognate experience.
- (b) By promotion of a suitable Personal Secretary II after at least 3 years satisfactory performance on the post.

4.23 Personal Secretary II CONTISS 07

4.23.1 Duties

- Assist Personal Secretary I in carrying out official duties.

4.23.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of HND in Secretarial Studies plus at least 3 years cognate experience.
- (b) By promotion of a suitable Secretarial Assistant I after at least 3 years of satisfactory performance on the post.

4.24 Secretarial Assistant I CONTISS 06

4.24.1 Duties

- Assist Personal Secretary II in carrying out official duties.

4.24.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of OND in Secretarial Studies from a recognised Institution plus 50/120 wpm in Typewriting and Shorthand and 2 years working experience.
- (b) By promotion of a Secretarial Assistant I/Confidential Secretary II who has successfully completed an approved in-service training/improvement course by passing the Typewriting and Shorthand tests at 50/120 wpm respectively.

4.25 Secretarial Assistant II CONTISS 05

- Assign vehicles for approved journeys.
- Any other duties that may be assigned by Institute Secretary.

4.26.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of HND or equivalent qualification in Transport Studies with at least 6 years cognate experience.
- (b) By promotion of a confirmed staff who has passed Grade II and I Trade Test for driver/mechanic and has spent at least 3 years as Transport Supervisor.

4.27 Transport Supervisor CONTISS 07

4.27.1 Duties:

- Keep an accurate and up-to-date log book of movement of vehicles and report promptly to the appropriate officer any faults(s) or defects(s) discovered.
- Maintain records of fuel and lubrication consumption of vehicles.
- Work out vehicle performance figures and apply knowledge of indenting and purchase procedures.
- Assist the Officer in charge of transport in the disposition of vehicles and supervision of staff.
- Any other duties that may be assigned by Institute Secretary.

4.27.2 Method of entry and advancement within the cadre

By the promotion of a suitable Chief Driver/Mechanic after three years on the post.

4.28**Chief Driver****CONTISS 06****4.28.1****Duties**

- Assist the Transport Supervisor.
- Drive with care and caution any motor vehicle of the Institute assigned to him.
- Maintain and be responsible for the upkeep of the vehicle which shall include ensuring the correct tyre pressures, the weight and load carrying capacity of the vehicle, keeping the vehicle clean.
- Any other duties that may be assigned.

4.28.2**Method of entry and advancement within the cadre**

- (a) By direct appointment of a qualified driver who has passed the Grade I Trade Test for a motor driver- mechanic, plus two years cognate experience.
- (b) By promotion of a suitable Senior Driver with satisfactory performance on the job for at least two years.

4.29**Senior Driver****CONTISS 05****4.29.1****Duties**

- Perform the duties of a Driver Mechanic at a higher level of responsibility.
- Perform such other related duties as may be assigned from time to time by Institute Secretary.

4.29.2**Method of entry and advancement within the cadre**

- (a) By the direct appointment of a qualified driver who has passed the Grade I Trade Test for a motor driver – mechanic.
- (b) By promotion of a suitable Driver I/Driver Mechanic with satisfactory performance on the job with at least two years experience.

4.30 Driver I/Driver Mechanic. CONTISS 04

4.30.1 Duties

- Drive with care and caution, a motor vehicle assigned to him.
- Keep an accurate and up-to –date log book of the movement of the vehicles and report promptly to his supervisor any fault or defect discovered.
- Understand and ensure the correct tyre pressures, the load and the carrying capacity of the vehicle assigned to him.
- Perform such other related duties as may be assigned by Institute Secretary.

4.30.2 Method of Entry

By direct appointment of a qualified driver who has passed the Grade II Trade Test for Motor Driver – Mechanic and with two years cognate experience.

4.31 Driver II CONTISS 03

4.31.1 Duties.

- Dispatch urgent mails by the use of motorcycle.
- Dispatch or retrieve any urgent mails from the post office or from other offices.
- Any other duty that may be assigned by the Institute Secretary.

4.31.2 Method of Entry

By direct appointment of a candidate with at least a primary six certificate, plus a valid motor driving license.

RECEPTIONIST/TELEPHONE OPERATOR CADRE

Chief Receptionist/Telephone Operator CONTISS 08

Principal Receptionist/Telephone Operator CONTISS 07

Senior Receptionist / Chief Telephone Operator CONTISS 06

Receptionist / Principal Telephone Operator CONTISS 05

4.32 Receptionist

4.32.1 Duties

- Receive visitors to the Institute and direct them to the appropriate place and Liaise with the Security Officers in maintaining the staff and visitor movement Register and in case of a telephone operator, to receive calls and transfer same to staff.
- Any other duties that may be assigned by the Institute Secretary.

4.32.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of the Ordinary National Diploma or equivalent qualification.
- (b) Promotional prospects exist from CONTISS 05-06 after at least 2 years of satisfactory performance on the post.
- (c) For movement from CONTISS 06-07, or from CONTISS 07-08 at least 3 years of satisfactory performance on the post is required.

4.33 ARTISAN CADRE

1. Senior Artisan CONTISS 06
2. Artisan I CONTISS 05

4.33.1 Duties

- Maintain Institute's building and properties.
- Assist the Maintenance/Technical Officer in charge.
- Any other duties that may be assigned by Institute Secretary.

Note: The level of responsibility shall vary according to the grade of the officer provided that subordinate Artisans shall be responsible to superior officers in the discharge of their duties.

4.33.2 Method of entry and advancement within the cadre

- (a) For CONTISS 02 and 03, by direct appointment of a qualified Artisan who has passed the Class II Trade Test for Artisan in Electrical, Plumbing, and Carpentry as the case may be. Two years cognate experience is required for CONTISS 03.
- (b) For CONTISS 04, 05, and 06 by the direct appointment of a qualified Artisan who has passed the Class I Trade Test for Artisan. Those on CONTISS 05 shall have at least 2 years cognate experience.
- (c) For CONTISS 06, only by promotion of the Artisan on CONTISS 05 after at least 2 years satisfactory performance on the post.

PRINTING PRESS CADRE

Chief Superintendent of Press	CONTISS 13
Assistant Chief Superintendent of Press	CONTISS 12
Principal Superintendent of Press I	CONTISS 11
Principal Superintendent of Press II	CONTISS 09
Senior Superintendent of Press	CONTISS 08
Higher Superintendent of Press	CONTISS 07
Superintendent of Press	CONTISS 06
Assistant Superintendent of Press	CONTISS 05

4.34 Chief Superintendent of Press

CONTISS 13

- (b) By promotion of a suitable Principal Superintendent of Press after at least 3 years of satisfactory performance on that post. Computer Literacy is essential.

4.36 Principal Superintendent of Press I CONTISS 11

4.36.1 Duties

- Monitor the execution of jobs.
- Ensure that machines and equipment are in perfect working conditions at all times.
- Estimate and cost the materials needed in job production.
- Supervise the activities of a number of subordinates.

4.36.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate possessing a High National Diploma in Machine Printing, Graphic Arts, Printing Technology or book binding from a recognised Institution plus at least 6 years post qualification cognate experience.
- (b) By promotion of a suitable Senior Superintendent of Press after at least 3 (three) years of satisfactory performance on the post.

4.37 Principal Superintendent of Press II CONTISS 09

4.37.1 Duties:

- Assist in the planning and execution of jobs.
- Train the junior staff on the job.
- Identify materials required for production.
- Supervise repairs and maintenance of machines and plants.
- Prepare work-tickets, cost and estimate materials required for job production.
- Supervise the distribution of finished products.

4.37.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate possessing a Higher National diploma in

Machine Printing, Graphic Arts, Printing Technology or Book Binding from a recognised Institution plus at least 5 years post qualification cognate experience.

- (b) By promotion of a suitable Senior Superintendent of Press after at least 3 years of satisfactory performance on the post.

4.38 Senior Superintendent of Press CONTISS 08

4.38.1 Duties

- Take responsibility for production on the machine.
- Maintain and repair printing machines and plants.
- Check intricate jobs and effect on the spot corrections and alterations.

4.38.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate possessing a Higher National diploma in Machine Printing, Graphic Arts, Printing Technology or Book Binding from a recognised Institution.
- (b) By promotion of a suitable Higher Superintendent of Press after at least 3 (three) years of satisfactory performance on the post.

4.39 Higher Superintendent of Press CONTISS 07

4.39.1 Duties

- Supervise the production of jobs.
- Check records of stocks and spare parts.
- Investigate and rectify technical problems that may arise in the course of job production.
- Ensure proper conditioning of machines for production on daily basis.
- Keep records of production, repairs and maintenance of machines and plants.

4.39.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a suitable candidate possessing a Higher National Diploma in Machine Printing, Graphic Arts, Printing Technology or Book Binding from a recognised institution.
- (b) By promotion of a suitable Superintendent of Press after at least 3 (three) years of satisfactory performance on the post.

4.40 Superintendent of Press CONTISS 06

4.40.1 Duties

- Organise Printing in any of the areas specified in 4.34.2 (a) above.
- Perform operations on more complicated machines and classified jobs.
- Scrutinize and identify technical problems in the course of job production.
- Supervise and train new operators on the machines.

4.40.2 Methods of Entry and Advancement within the Cadre

- (a) By direct appointment of a suitable candidate possessing any of the qualifications specified in 4.34.2 (a) above.
- (b) By the Promotion of a suitable Assistant Superintendent of Press after 3 (three) years of satisfactory performance.

4.41 Assistant Superintendent of Press CONTISS 05

4.41.1 Duties

- Perform under supervision printing duties such as costing and estimating, letter assembly, proofreading, striping of negatives and positives, camera/plate making machine, printing book, binding and recovery.
- Undergo appropriate one year on-the-job-training.

- Assist in repairs and maintenance of printing machines and plants

4.41.2 Methods of Entry and Advancement within the Cadre

By direct appointment of a candidate possessing ordinary National Diploma in Machine Printing, Graphic Arts and Printing Technology or Book Binding from a recognised Institution.

5 BURSARY

ACCOUNTANTS CADRE

The Bursar	CONTISS 15
Deputy Bursar	CONTISS 14
Chief Accountant	CONTISS 13
Principal Accountant	CONTISS 11
Senior Accountant	CONTISS 09
Accountant I	CONTISS 08
Accountant II	CONTISS 07

5.1 The Bursar CONTISS 15

5.1.1 Duties

- The Bursar is the chief financial officer and is responsible to the Director-General for the day-to-day finances of the Institute.
- Maintain and keep proper books of accounts in accordance with recognised accounting standard.

5.1.2 Methods of entry and advancement within the cadre

- (a) By direct appointment of a candidate with a minimum of second class lower degree in Accounting or Finance from a recognised University with at least 15 (fifteen) years post qualification cognate experience and must possess full professional qualification of a

recognised accounting body e.g ICAN, ACCA etc.

- (b) By direct appointment of a holder of Masters degree in Business administration or Finance with at least 13 years post qualification cognate experience and must possess full professional qualification of a recognised accounting body e.g ACCA, ICAN etc. The candidate must be familiar with accounting software.

5.2 Deputy Bursar

CONTISS 14

5.2.1 Duties

- Assist the Institute's Bursar in co-ordinating and implementing the accounting procedures and system of internal control in the Institute.
- Assist the Institute's Bursar in the general administration of the Bursary.
- Any other duties that may be assigned by the Bursar.

5.2.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a candidate with a minimum of second class lower degree in Accounting from a recognised University plus 12 (twelve) years post qualification cognate experience and must possess full professional qualification of a recognised professional accounting body e.g ACCA, ICAN etc.
- (b) By direct appointment of a candidate with a Masters degree in Accounting from a recognised University plus 10 (ten) years post qualification cognate experience and must possess full professional qualifications of a recognised professional accounting body e.g ACCA, ICAN etc.
- (c) By promotion of a suitable Chief Accountant after at least 4 (four) years of satisfactory performance on the job, plus full membership of a recognised professional accounting body e.g ACCA, ICAN etc. The candidate must be familiar with accounting software.

5.3 Chief Accountant

CONTISS 13

5.3.1 Duties

- Assist the Deputy Bursar in planning, organising, directing and co-ordinating the accounting/financial system of the Institute.
- Assist in monitoring the performance and efficiency of the various units of the Bursary Department.
- Check receipts and ensure all revenue collected have been properly accounted for.
- Check all payments vouchers and ensure proper documentation and coding.
- Budget and budgetary control.
- Liaise with relevant Ministries and Agencies as well as Banks and the National Assembly.
- Any other duties that may be assigned by the Bursar.

5.3.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in Accounting or Finance from a recognised University or equivalent qualification plus ten (10) years post qualification cognate experience and must possess full professional accounting qualification of a recognised professional accounting body. e.g. ACCA, ICAN etc. The Candidate must be familiar with accounting software.
- (b) By direct appointment of a holder of a Masters degree plus eight (8) years cognate experience.
- (c) By promotion of a suitable Principal Accountant with at least four (4) years satisfactory performance on the post, and must possess full professional qualification of a recognised professional accounting body e.g. ACCA, ICAN etc. He/She must be familiar with accounting software.

5.4 Principal Accountant

CONTISS 11

5.4.1 Duties

- Head an Accounting Unit in the Institute.

5.9.1 Duties

- Supervise and coordinate the activities of a number of junior staff
- Assist in training.

5.9.2 Method of entry and advancement within the cadre

By promotion of a confirmed and suitable Principal Executive Officer I who has spent at least three (3) years on the post and has attended and passed the middle Financial Management Course in a recognised training Institution.

5.10 PRINCIPAL EXECUTIVE OFFICER I CONTISS 11

5.10.1 Duties

- Take Charge of Final Account.
- Prepare and Submit Bank Reconciliation Statements.

5.10.2 Method of entry and advancement within the cadre

By promotion of a confirmed and suitable Principal Executive Officer II who has spent at least three (3) years on the post and has attended and passed the middle Financial Management Course.

5.11 PRINCIPAL EXECUTIVE OFFICER II CONTISS 09

5.11.1 Duties

- Receive and issue security books and render returns at regular intervals.
- keep and reconcile vote books.
- Inspect Revenue Collectors Books of Accounts and Returns at regular intervals
- Issue advances and maintain advance ledgers.

5.11.2 Method of entry and Advancement within the Cadre

- (a) By promotion of a confirmed and suitable Senior Executive Officer who has attended and passed the middle Financial Management Course in a recognised training Institution.
- (b) By direct appointment of a candidate possessing any of the qualifications specified in subparagraph 5.13.2 (b) below plus at least 11 (eleven) years' post qualification cognate experience.

5.12 SENIOR EXECUTIVE OFFICER

CONTISS 08

5.12.1 Duties

- Maintain Revenue Collector's Chart.
- Reconcile Bank statements with the Cash Book.
- Assist in the preparation of pay roll.

5.12.2 Method of entry and advancement within the Cadre

- (a) By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
- (b) By direct appointment of a candidate possessing any of the qualifications specified in subparagraph 5.13.2 (b) below plus at least 8 (eight) years post qualifications cognate experience.

5.13 HIGHER EXECUTIVE OFFICER

CONTISS 07

5.13.1 Duties

- Scrutinize payment vouchers.
- Deal with Audit queries.

5.13.2 Method of entry and advancement within the cadre

- (a) By promotion of a confirmed and suitable Executive officer who has spent at least 3 (three) years on the grade.

(b) By direct appointment of a candidate possessing any of the following qualifications below plus at least five years post qualification cognate experience.

- i. Associate member of the Chartered Institute of Secretaries and Administration in Accounting.
- ii. Higher National Diploma in Accountancy or Business Administration obtained from a recognised Institution.
- iii. The Professional Examination (PE) I Certificate of the Institute of Chartered Accountants of Nigerian.

5.14 EXECUTIVE OFFICER CONTISS 06

5.14.1 Duties

- Maintain variation control sheets.
- Maintain vote books and render expenditure returns.
- Check payment vouchers.
- Supervise revenue collection.
- Handle routine correspondences.

5.14.2 Method of entry and advancement within the Cadre

- (a) By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on the grade.
- (b) By direct appointment of a candidate possessing any of the qualifications specified in subparagraph 5.13.2 (b) above plus at least two years post-qualification cognate experience.

5.15 Assistant Executive Officer CONTISS 05

5.15.1 Duties

- Perform under supervision the following duties.

- check and pass payment vouchers.
- keep advances registers.
- Render monthly returns on advances.
- Maintain vote books and unclaimed wages register and cash books.
- Handle bank reconciliation returns.

5.15.2 Method of entry and advancement within the cadre

By direct appointment of a candidate possessing any of the following qualification

- (a) pass in section I and II (intermediate) of the Association of Certified and Corporate Accountants or the parts I and II of Accounts Technicians Scheme of ICAN.
- (b) Intermediate Certificate of the Institute of Chartered Secretaries and Administrators.
- (c) Ordinary National Diploma in Accountancy or Business Administration obtained from a recognised Institution.

6. EDITORIAL CADRE

Managing Editor	CONTISS 14.
Chief Editor	CONTISS 13
Principal Editor	CONTISS 11.
Senior Editor /Marketing Officer	CONTISS 09
Editor	CONTISS 08
Proof Reader	CONTISS 07

6.1 Managing Editor CONTISS 14

6.1.2 Duties

- Responsible to the Director of Research for optimal performance of the editorial, Publications Section of the Institute, including electronic publishing.
- Develop and maintain the website of the Institute.

- Take care of all editorial publications in the Institute, including electronic publishing.
- Formulate the publishing/book policies and marketing strategies of the Institute.

6.1.3 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower degree in Law, Humanities or Social Sciences plus at least 15 years cognate experience.
- (b) By promotion of a suitable Chief Editor after at least 4 (four) years satisfactory performance on the post.
- (c) By direct appointment of a holder of a Masters degree plus at least 13 years experience.
- (d) Computer literacy and familiarity with relevant software will be an advantage.

6.2 Chief Editor CONTISS 13

6.2.1 Duties

- Head the Editorial Unit.
- Assist in formulating the publishing/book policies of the Institute.
- Any other duties as assigned by the Managing Editor.

6.2.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of a minimum of second class lower Degree in Law, Humanities or Social Science from a recognised University plus at least twelve (12) years cognate experience.
- (b) By direct appointment of a holder of a Masters degree plus at least ten (10) years cognate experience.
- (c) By promotion of a suitable Principal Editor after 3 years satisfactory performance on the job.

6.3 Principal Editor CONTISS 11

6.3.1 Duties

7.3. Assistant Chief Systems Administrator CONTISS 12

7.3.1 DUTIES:

- Assist in the technical supervision of Systems Administrators.
- Lead project teams in the design and implementation of networking and communication projects.
- Perform routine audits of systems and softwares.
- Develop standards and conventions to meet the Institute's goals.
- Train Systems Administrators.

7.3.2 Method of entry and advancement within the cadre

- (a) A minimum of second class lower degree in Computer Science or Computer Engineering or in a related field, or equivalent professional qualification.
- (b) Experience in the design and implementation of networking and communication systems is mandatory.
- (c) Candidate must possess a minimum of twelve (12) years post qualification cognate experience including strong evidence of project team, group leadership.

7.4 Principal Systems Administrator CONTISS II

7.4.1 Duties

- Work with user requirements in assembling and maintaining computer hardware.
- Perform the maintenance of IT-related equipment.
- Install, Service and Maintain networking and communication systems.
- Investigate and test viable network software solutions to meet goals and needs of the Institute.
- Answer technical queries.
- Troubleshoot any reported problems.

7.4.2 Method of entry and advancement within the cadre

- (a) A minimum of second class lower degree in Computer Science or Computer Engineering or in a related field, or equivalent professional qualification.

- (b) Experience in the design and implementation of networking and communication systems is required.
- (c) Candidate must possess a minimum of eight (8) years post qualification cognate experience.

7.5. Senior Systems Administrator CONTISS 09

7.5.1 Duties

- Perform computer hardware assembly and maintenance.
- Perform the maintenance of other IT-related equipment and systems.
- Install, service and maintain networking and communication systems.
- Provide help-line support for users in the areas of equipment operation and malfunctions.
- Operate and maintain the network.
- Integrate virus protection into the network system.

7.5.2 Method of entry and advancement within the cadre

- (a) A minimum of second class lower degree in Computer Science or Computer Engineering or in a related field, or equivalent professional qualification.
- (b) Experience in the design and implementation of networking and communication systems is required.
- (c) Candidate must possess a minimum of five (5) years post qualification cognate experience.

7.6. Systems Administrator CONTISS 08

7.6.1 Duties

- Assist in computer hardware assembly and maintenance.
- Assist in the maintenance of other IT-related equipment and systems.
- Assist in installing, servicing and maintenance of networking and communication systems.
- Provide help-line support for users in the areas of equipment operation and malfunction.
- Maintain and repair computers.
- Install software and hardware.
- Maintain the central web server.

7.6.2 Method of entry and advancement within the cadre

- (a) A minimum of second class lower degree in Computer Science or Computer Engineering or in a related field, or equivalent professional qualification.
- (b) Candidate must possess a minimum of two (2) years post qualification cognate experience.

7.7. Systems Administrator II CONTISS 07

7.7.1 Duties

- Assist in computer hardware assembly and maintenance.
- Assist in the maintenance of other IT-related equipment and systems.
- Assist in installing, servicing and maintenance of networking and communication systems.
- Provide help-line support for users in the areas of equipment operation and malfunctions.
- Assist in the configuration of network print server, network printers, and necessary drivers.
- Diagnose and identifies computer faults on the CPU or any of the associated peripherals.

7.7.2 Method of entry and advancement within the cadre

A minimum of second class lower degree in Computer Science or Computer Engineering or in a related field, or equivalent professional qualification.

8. DATA PROCESSING CADRE

Chief Data Processing Officer	CONTISS 13
Principal Data Processing Officer	CONTISS 11
Senior Data Processing Officer	CONTISS 09
Programme analyst I	CONTISS 08
Graphic Artist/Higher Data Processing Officer	CONTISS 07
Data Processing Officer	CONTISS 06
Data Processing Assistant I	CONTISS 05
Data Processing Assistant II	CONTISS 04

8.1 Chief Data Processing Officer CONTISS 13

8.1.1 Duties

- Co-ordinate computer and Data control and data preparation operations.
- Initiate development of job procedure and scheduling.
- Train operational staff.
- Develop system for data control.

8.1.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of Higher National Diploma in Data Processing or Computer Science from a recognised Institution plus at least 9 years cognate experience.
- (b) By promotion of a Principal Data Processing Officer plus at least 4 (four) years post qualification cognate experience.

8.2. Principal Data Processing Officer CONTISS 11

8.2.1 Duties

- Supervise and coordinate the activities of the Computer Unit.
- Maintain data processing equipment.
- Assist in the administration of the Unit.
- Review performance of equipment and staff.
- Assist the Chief Data Processing Officer.
- Perform other related duties that may be assigned.

8.2.2 Method of entry and advancement within the cadre

- (a) By promotion of a confirmed and suitable Principal Data Processing Officer after at least three (3) years satisfactory performance on the post. Membership of a professional body will be an advantage.
- (b) By the direct appointment of the holder of Higher National Diploma in Data Processing or Computer Science from a recognised Institution plus at least five (5) years cognate experience.

8.3. Senior Data Processing Officer CONTISS 09

- Perform any other jobs that may be assigned.

8.4.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a candidate with HND or a degree in Computer Science or Statistics from a recognised Institution, plus at least three (3) years cognate experience.
- (b) By direct appointment of a candidate possessing the Masters Degree in Computer Science, Statistics or Data Processing.

8.5 Graphic Artist/Higher Data Processing Officer CONTISS 07

8.5.1 Duties.

- Ensure accuracy of computer outputs before despatching them to users.
- Train new operators on the job.
- Keep records of uncompleted and outstanding jobs.
- Supervise and co-ordinate the functions of junior staff of the Unit.
- Keep inventory of stationery to ensure that the prescribed levels are maintained.
- Keep records arising from data processing operations.

8.5.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a candidate with HND in Graphic Artist or a degree in Computer Science or Statistics from a recognised Institution, plus at least three (3) years cognate experience.
- (b) By direct appointment of a candidate possessing the Masters Degree in Computer Science, Statistics or Data Processing.

8.6 Data Processing Officer CONTISS 06

8.6.1 Duties

- Assist the Senior Data Processing Officer in the activities of the computer unit.

8.6.2 Method of entry and advancement within the cadre

- (a) By promotion of a suitable Assistant Data Processing Officer II after at least three (3) years satisfactory performance on the post.
- (b) By direct appointment of a candidate possessing the National Diploma or equivalent professional qualification in Computer Science or Statistics plus 2 years cognate experience.

8.7 Data Processing Assistant I CONTISS 05

8.7.1 Duties

- Assist the Data Processing Officer.

8.7.2 Method of entry and advancement within the cadre

- (a) By direct appointment of a holder of Ordinary National Diploma.

8.8 Data Processing Assistant II CONTISS 04

8.8.1 Duties

- Assist Data Processing Assistant I.

8.8.2 Method of entry and advancement within the cadre

By direct appointment of a candidate possessing the Ordinary Diploma or equivalent professional qualification in Computer Science or Statistics.

NOTE: All candidates from the data processing Cadre must be proficient in word processing.

Departments, Sections, Divisions/Units **in the Institute**

1. Department of Public and Private Law
2. Department of Commercial & Property Law
3. Department of International Law
4. Department of African and Comparative Law
5. Case Law/Litigation Centre
6. Centre for Conflict and Dispute Resolution

(ii) **Directorate of Studies**

Post-Graduate Studies

Continuing Legal Education and Consultancy (CLEC)

B. **Library Department**

1. Office of the Institute Librarian: (Administration Section)
2. Acquisitions Section
3. Cataloguing and Classification Section
4. Readers Services and Bibliographic Section
5. Information Technology Section

C. **Administration**

1. General Administration Division
2. Human Resource Management Division
3. General Services Division
4. Procurement Planning Division
5. Council Secretariat
6. Printing Press

D. **Bursary**

1. Revenue Division
2. Expenditure Division
3. Salaries and Wages division
4. Final Accounts Division

E. **Vacancies in the non-academic units/departments**

- (a) Each of the above divisions shall be headed by a Principal Assistant Secretary (PAS), CONTISS 13 in the case of Administrative Department and in other departments by an officer of equivalent grade.
- (b) There are six (6) divisions in Administration Department and four (4) in the Bursary Department.
- (c) It should be noted that there can only be as many Principal Assistant Secretaries or equivalent grade as there are divisions in a department.

POSITIONS AT THE INSTITUTE

1. DIRECTOR-GENERAL'S OFFICE

A. Director-General

INTERNAL AUDIT UNIT

B. Posts and Salaries.

- 1. Chief Internal Auditor CONTISS 13
- 2. Principal Internal Auditor CONTISS 11
- 3. Senior Internal Auditor CONTISS 09
- 4. Internal Auditor I CONTISS 08
- 5. Internal Auditor II CONTISS 07
- 6. Audit Assistant I CONTISS 06
- 7. Audit Assistant II CONTISS 05

C. **PUBLIC AFFAIRS UNIT**

POSTS AND SALARIES

- 1. Assistant Secretary [Public Affairs] CONTISS 09
- 2. Administrative Officer I [Public Affairs] CONTISS 08
- 3. Administrative Officer II [Public Affairs] CONTISS 07

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|----|--|------------|
| 4. | Executive Officer III [Public Affairs] | CONTISS 06 |
| 5 | Assistant Executive Officer [Public Affairs] | CONTISS 05 |

D. **ACADEMIC DEPARTMENT**

ACADEMIC CADRE

- | | | |
|----|------------------------------|------------|
| 1. | Research Professor | CONUASS 07 |
| 2. | Associate Research Professor | CONUASS 06 |
| 3. | Senior Research Fellow | CONUASS 05 |
| 4. | Research Fellow I | CONUASS 04 |
| 5. | Research Fellow II | CONUASS 03 |
| 6. | Assistant Research Fellow | CONUASS 02 |
| 7. | Research Assistant | CONUASS 01 |

LIBRARY CADRE

POSTS AND SALARIES. (Professional Librarian)

- | | | |
|----|---------------------|------------|
| 1. | Institute Librarian | CONUASS 07 |
| 2. | Deputy Librarian | CONUASS 06 |
| 3. | Principal Librarian | CONUASS 05 |
| 4. | Senior Librarian | CONUASS 04 |
| 5. | Librarian I | CONUASS 03 |
| 6. | Librarian II | CONUASS 02 |
| 7. | Assistant Librarian | CONUASS 01 |

PARA-PROFESSIONAL LIBRARY OFFICER CADRE

- | | | |
|----|---------------------------------|------------|
| 1. | Chief Library Officer | CONTISS 12 |
| 2. | Assistant Chief Library Officer | CONTISS 11 |
| 3. | Principal Library Officer | CONTISS 09 |
| 4. | Senior Library Officer | CONTISS 08 |

5. Higher Library Officer CONTISS 07

6. Library Officer CONTISS 06

3. ADMINISTRATION DEPARTMENT

1. ADMINISTRATION CADRE

Institute Secretary CONTISS 15

Deputy Institute Secretary CONTISS 14

Principal Assistant Secretary CONTISS 13

Senior Assistant Secretary CONTISS 11

Assistant Secretary CONTISS 09

Admin Officer I CONTISS 08

Admin Officer II CONTISS 07

EXECUTIVE CADRE

1. Chief Executive Officer CONTISS 13

2. Assistant Chief Executive Officer CONTISS 12

3. Principal Executive Officer I CONTISS 11

4. Senior Executive Officer II CONTISS 09

5. Higher Executive Officer CONTISS 07

6. Executive Officer II CONTISS 06

7. Assistant Executive Officer CONTISS 05

OFFICE/CLERICAL ASSISTANT CADRE

1. Office /Clerical Assistant I CONTISS 05

2. Office /Clerical Assistant II CONTISS 04

3. Office/Clerical Assistant III CONTISS 03

4. Office Assistant IV CONTISS 02

SECRETARIAL CADRE

1.	Asst. Chief Personal Secretary	CONTISS 12
2.	Principal Personal Secretary	CONTISS 11
3.	Senior Personal Secretary	CONTISS 09
4.	Personal Secretary I	CONTISS 08
5.	Personal Secretary II/Secretarial Assistant I.	CONTISS 07
6.	Secretarial Assistant II	CONTISS 05

4. TRANSPORT/DRIVER CADRE

1.	Transport Officer	CONTISS 08
2.	Transport Supervisor	CONTISS 07
3.	Chief Driver	CONTISS 06
4.	Senior Driver	CONTISS 05
5.	Driver I/Mechanic I	CONTISS 04
6.	Dispatch Rider	CONTISS 03

RECEPTIONIST/TELEPHONE OPERATOR CADRE

1.	Chief Receptionist/Telephone Operator	CONTISS 08
2.	Principal Receptionist/Telephone Operator	CONTISS 07
3.	Senior Receptionist /Telephone Operator	CONTISS 06
4.	Receptionist /Telephone Operator	CONTISS 05

ARTISAN CADRE

Post

1.	Chief Artisan	CONTISS 06
2.	Senior Artisan	CONTISS 05
3.	Artisan I	CONTISS 04

BURSARY

1. ACCOUNTANT CADRE

1	Bursar	CONTISS 15
2	Deputy Bursar	CONTISS 14
3	Chief Accountant	CONTISS 13
4	Principal Accountant	CONTISS 11
5	Senior Accountant	CONTISS 09
6	Accountant I	CONTISS 08
7	Accountant II	CONTISS 07

PARA-PROFESSIONAL ACCOUNTANT

1.	Chief Executive Officer (Accounts)	CONTISS 13
2.	Assistant Chief Executive Officer	CONTISS 12
3.	Principal Executive Officer I (Accounts)	CONTISS 11
4.	Principal Executive Officer II (Accounts)	CONTISS 09
5.	Senior Executive Officer (Accounts)	CONTISS 08
6.	Higher Executive Officer (Accounts)	CONTISS 07
7.	Executive Officer (Accounts)	CONTISS 05
8.	Assistant Executive Officer (Accounts)	CONTISS 04

EDITORIAL CADRE

1.	Managing Editor	CONTISS 14
2.	Chief Editor	CONTISS 13
3.	Principal Editor	CONTISS 11
4.	Senior Editor	CONTISS 09
5.	Editor	CONTISS 08

6. Proof Reader CONTISS 07

PRINTING PRESS CADRE

Post

1.	Chief Superintendent of Press	CONTISS 13
2.	Assistant Chief Superintendent of Press	CONTISS 12
3.	Principal Superintendent Press I	CONTISS 11
4.	Principal Superintendent of Press II	CONTISS 09
5.	Senior Superintendent of Press	CONTISS 08
6.	Higher Superintendent of Press	CONTISS 07
7.	Superintendent of Press	CONTISS 06
8.	Assistant Superintendent of Press	CONTISS 05

DATA PROCESSING OFFICER CADRE

1.	Chief Data Processing Officer	CONTISS 13
2.	Assistant Chief Data Processing Officer	CONTISS 12
3.	Principal Data Proc. Officer I.	CONTISS 11
4.	Principal Date Proc. Officer II.	CONTISS 09
5.	Senior Data Proc. Officer	CONTISS 08
6.	Graphic Artist	CONTISS 07
7.	Data Processing Officer	CONTISS 06
8.	Data Processing Assistant I	CONTISS 05
9.	Data Processing Assistant II	CONTISS 04

