



NIALS REVISED SCHEME OF SERVICE

**NIGERIAN INSTITUTE OF
ADVANCED LEGAL STUDIES
2019**



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2019

THE NIGERIAN INSTITUTE OF ADVANCED LEGAL STUDIES

SCHEME OF SERVICE

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DIRECTOR GENERAL'S OFFICE

1. DIRECTOR-GENERAL'S OFFICE

- (A) **Salary:** Consolidated
(B) **Post:** Director-General

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 DIRECTORATE

(i) Internal Audit Officer Cadre

Posts	Salaries
Director, Internal Audit	CONTISS 15
Deputy Director Internal Audit	CONTISS 14
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

	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Director Internal Audit	a. By promotion of a suitable Deputy Chief Internal Auditor after satisfactory 4 years on the post b. Direct appointment of a candidate with B.Sc Accounting, Finance or other related fields with minimum of 2nd class lower division from a recognized Institution with an NYSC Discharge Certificate or Evidence of Exemption. Higher Degree	<ul style="list-style-type: none"> •Responsible to the Director-General for the audit of the accounts 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 	CONTISS 15	

		<p>will be an advantage. In addition must be a duly registered member of ICAN, ANAN or ACCA with 15 years post qualification experience.</p> <p>(c) by a holder of an HND in Accounting, Finance and other related fields; having being converted to officer's cadre through procurement of a master's degree in the relevant field</p>	<p>could have a significant impact on the operations of the Institute.</p> <ul style="list-style-type: none"> • 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. <p>Undertake any other financial investigation as may be assigned by the Director-General.</p> <ul style="list-style-type: none"> • Assist the Chief Internal Auditor on Accounts and Records of the Institute. • Shall be responsible for actualizing the set goals of the divisions. • Check account books and physical assets against book values and make reports on them at regular intervals. • Check specific voucher/bills prior to payment. • Any other duties as may be assigned to him by the Chief Internal Auditor 		
	Deputy Director Internal Audit	<p>a) By promotion of a suitable Assistant Chief Internal Auditor after satisfactory 4 years on the post</p> <p>(b) Direct appointment of a candidate with B.Sc Accounting, Finance or other related fields from a recognized Institution with an NYSC Discharge Certificate or Evidence of Exemption. Higher Degree will be an advantage. In addition must be a duly registered</p>	<ul style="list-style-type: none"> • Assist the Chief Internal Auditor in the execution of his duties. • • Any other duties that may be assigned by Chief Internal Auditor or the Director General as the case maybe. 		Director Internal Audit

		<p>member of ICAN, ANAN or ACCA with 14 years' post qualification experience.</p> <p>(c by a holder of an HND in Accounting, Finance and other related fields; having being converted to officer's cadre through procurement of a master's degree in the relevant field</p>			
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	Chief Internal Auditor	<p>(a) Direct appointment of a candidate with qualification as in Chief Internal Auditor with 13 years experience.</p> <p>(b.) Promotion avenue for Principal Internal Auditor with at least 4 years satisfactory performance.</p> <p>(c) by a holder of an HND in Accounting, Finance and other related fields; having being converted to officer's cadre through procurement of a master's degree in the relevant field. Membership of a professional body such as ANAN, ICAN or ACCA is necessary</p>	<ul style="list-style-type: none"> • Assist the Deputy Internal Auditor in the execution of his duties. • Any other duties that may be assigned by Chief Internal Auditor or the Director General as the case maybe. 	CONTISS 13	Deputy Director Internal Audit
	Principal Internal Auditor	<p>(a) Direct appointment of candidates with qualification as in Assistant Chief Internal Auditor with 9 years cognate experience.</p> <p>b Promotion</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 11	Chief Internal Auditor

		avenue for Senior Internal Auditor with at least 3 years experience. (C)Membership of a professional body such as ANAN, ICAN or ACCA is necessary	<ul style="list-style-type: none"> Any other duties as may be Chief Internal Auditor 		
	Senior Internal Auditor	a. Direct appointment of a candidate with qualification as in principal internal auditor with 6 years' post qualification experience. b. Promotion avenue for Internal Auditor I with at least 3 years experience. (c)Membership of a professional body such as ANAN, ICAN or ACCA is an advantage.	<ul style="list-style-type: none"> Supervise junior Audit staff Conduct value for money Audit Verify quotations Any other duties that may be assigned by the Chief Internal Auditor. 	CONTISS 09	Principal Internal Auditor
	Auditor I	a. Direct appointment of a candidate with qualification in Bsc Accounting, Finance or related fields with minimum of 2nd class lower division plus 3 years post qualification experience. b. Promotion avenue for Internal Auditor II with at least 3 years experience.	<ul style="list-style-type: none"> Supervise Audit records. Carry out physical verification of supplies. Harmonize audit and stores records. Any other duties as assigned by Chief Internal Auditor. 	NTISS 08	Senior Internal Auditor
	Auditor II	Direct appointment of a candidate with qualification as in Auditor 1	<ul style="list-style-type: none"> Assist the Senior Internal Auditor. Supervise subordinate staff while on assignments. Any other duties as assigned by the Internal Auditor. 	CONTISS 07	Auditor I

N/b- whatever qualification required for appointment into respective positions in the Bursary Cadre should be applicable in the equivalent positions in the Internal Audit cadre. To mention, the Chief Internal Auditor is equivalent to Director (Finance& Accounts), therefore the same qualification should apply.

2(ii) EXECUTIVE OFFICER (AUDIT) CADRE

Post

Chief Executive Officer
 Assistant Chief Executive Officer
 Principal Executive Officer I
 Principal Executive Officer II
 Senior Executive Officer
 Higher Executive Officer

Salaries

CONTISS 13
 CONTISS 12
 CONTISS 11
 CONTISS 09
 CONTISS 08
 CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Executive Officer (Audit)	<p>(a) By direct appointment of a candidate with HND in Accounts, Finance or other related fields with minimum of lower credit from a recognized Institution plus NYSC Discharge certificate or evidence of exemption with 14 years post qualification experience. Such candidate must possess necessary professional qualification such as ICAN, ANAN or ACCA.</p> <p>(b) By promotion of a suitable Assistant Chief Executive officer (Audit) with at least 4 years satisfactory performance on the post. Membership of a professional body such as ANAN, ICAN or ACCA is necessary.</p>	<ul style="list-style-type: none"> • Serve as training officer for junior staff. • Assist the Deputy Director (Audit) in his duties. • Design and arrange as appropriate on-the-job training and other training courses for subordinates. 	CONTISS 13	

	Assistant Chief Executive Officer (Audit)	<p>By direct appointment of a candidate with qualification as established in (1) above plus relevant professional qualifications e.g. ANAN, ICAN or ACCA. Such candidate must have 12 years cognate experience.</p> <p>(b) By promotion of a suitable Principal Executive officer I(Audit) with at least 3 years satisfactory performance on the post and relevant professional qualification as stated above.</p>	<ul style="list-style-type: none"> • Supervise and coordinate the activities of a number of junior staff • Assist in training. • Any other duties that may be assigned by the Chief internal Auditor 	CONTISS 12	Chief Executive Officer (Audit)
	Principal Executive Officer I (Audit)	<p>(a)By direct appointment of a candidate with qualification as established in (2) above plus relevant professional qualification e.g. ANAN, ICAN or ACCA. Such candidate must have 10 years cognate experience.</p> <p>(b)By promotion of a confirmed and suitable Principal Executive Officer II with at least 3 years satisfactory performance on the post and has relevant professional qualification as stated above.</p>	<ul style="list-style-type: none"> • Assist the Assistant Chief Executive Officer (Audit) in his duties • Any other duties that may be assigned by the Chief Internal Auditor 	CONTISS 11	Assistant Chief Executive Officer (Audit)

	Principal Executive Officer II (Audit)	<p>(a) By direct appointment of a candidate possessing any of the qualifications specified in 6 below plus at least 9 years post qualification cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Senior Executive Officer with an HND (Audit) who has spent at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • Assist the Principal Executive Officer I (Audit) in his duties • Any other duties that may be assigned by the Chief Internal Auditor 	CONTISS 09	Principal Executive Officer I (Audit)
	Senior Executive Officer (Audit)	<p>(a) By direct appointment of a candidate possessing any of the qualification specified in 6 below plus at least 6(six) years post qualification cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Higher Executive Officer who has spent at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • Assist the Principal Executive Officer II (Audit) in his duties • Any other duties that may be assigned by the Chief Internal Auditor 	CONTISS 08	Principal Executive Officer II (Audit)
	Higher Executive Officer (Audit)	<p>(a) By direct appointment of a candidate with 3 years cognate experience and possessing HND in Accounting, Finance, or other related fields obtained from a recognized Institution.</p> <p>(b) By promotion of a confirmed and suitable</p>	<ul style="list-style-type: none"> • Assist the Senior Executive Officer (Audit) in his duties • Any other duties that may be assigned by the Chief Internal Auditor 	CONTISS 07	Senior Executive Officer (Audit)

		Executive Officer with at least 3 years satisfactory performance on the post. (c) Membership of a professional body such as ANAN, ICAN or ACCA is an advantage.			
	Executive Officer (Audit)	(a) By direct appointment of a candidate possessing OND in Accounting, Finance, or other related fields obtained from a recognized Institution plus at least 2 years cognate experience. (b) By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least 2 years satisfactory performance on the post.	<ul style="list-style-type: none"> • Assist the Higher Executive Officer (Audit) in his duties • Any other duties that may be assigned by the Chief Internal Auditor 	CONTISS 06	Higher Executive Officer (Audit)
	Assistant Executive Officer (Audit)	By direct appointment of a candidate possessing Ordinary National Diploma in Accounting, Finance or other related fields obtained from a recognized Institution.	<ul style="list-style-type: none"> • Assist the Higher Executive Officer (Audit) in his duties • Any other duties that may be assigned by the Chief Internal Auditor 	CONTISS 05	Executive Officer (Audit)

3. PROTOCOL AND INFORMATION (DIRECTOR GENERAL'S OFFICE)

Posts

Director (Protocol & Information)

Deputy Institute Secretary

(Protocol & Information)

Principal Assistant Secretary

(Protocol/Information)

Senior Assistant Secretary

(Protocol/Information)

Assistant Secretary

(Protocol/Information)

Administrative Officer I

(Protocol/Information)

Administrative Officer II

(Protocol/Information)

Salaries

CONTISS 15

CONTISS 14

CONTISS 13

CONTISS 11

CONTISS 09

CONTISS 08

CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Director (Protocol and Information)	<p>(a) By direct appointment of a candidate with a degree in the social sciences or humanities with minimum of a 2nd class lower division plus fifteen (15) years relevant work experience.</p> <p>(b) By direct appointment of a master's degree holder in relevant fields mentioned above plus 14 years post cognate experience.</p> <p>(c) By promotion of a suitable Deputy Institute Secretary after satisfactory four (4) years experience on the post.</p>	<ul style="list-style-type: none"> • Responsible to the Director General for • Co-ordination of the public relations programmes of the Institute including liaison with MDAs, Universities and other Research Institutes. • Publicize the activities of the Institute through the mass media and other possible avenues; • Anchor Institute's programmes or events. • 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 electronic media for purposes of laundering the image of the Institute; • Make adequate arrangements for Institute's activities including arranging venue, delivering invitation letters and arranging press conferences for the Director-General. 	CONTIS S 15	

		(d) In all cases, Possession of relevant professional qualification is necessary.			
2	Deputy Institute Secretary (Protocol & Information)	<p>(a) By direct appointment of a candidate with qualification as established in (1) above with a minimum of 13 years relevant work experience.</p> <p>(b) By Promotion of a suitable Principal Assistant Secretary after successful four (4) years relevant experience on the post.</p> <p>Possession of relevant professional qualification is an advantage..</p>	<ul style="list-style-type: none"> • Assists the Director in the discharge of his functions • Responsible for the Production of all in-house publications and update information pertaining to courses, seminars and other academic activities • Coordinate Press and Media activities • Ensure the Institute stands positive in the eye of the public at all times; • Ensure smooth passages for the Director-General and other Principal Officers of the Institute as well as guests of the Institute; • Any other duties assigned by the Director of Protocol & Information. • Responsible for the accurate dissemination of information as is expected to all shades of interest to the Institute; • Responsible for processing of Travel documents for all deserving members of staff; • Ensure smooth passage for all Institute staff as well as visitors • Responsible for the publication of the Institute's magazines and or bulletins; • Any other assignments as would be assigned from time to time 	CONTISS 14	Director (Protocol & Information)
3	Principal Assistant Secretary (Protocol/ Information)	a) By direct appointment of a degree holder in Mass Communication , the Social Sciences or Humanities plus 12 years post-qualification experience. Membership of relevant professional qualifications is an advantage.	Same as above	CONTISS 13	Deputy Institute Secretary (Protocol & Information)

		(b)By promotion of a qualified Senior Assistant Secretary with 4 years satisfactory performance on the post.			
4.	Senior Assistant Secretary (Protocol and Information)	<p>(a) By direct appointment of a candidate with qualification as in the Principal Assistant Secretary(Protocol/information) plus 9 years cognate experience.</p> <p>(b)By promotion of an Assistant Secretary (Protocol/Information) with a minimum of three (3) years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • Assists in the following functions: • Co-ordinate the public relations programmes of the Institute including liaison with MDA, Universities and other Research Institutes. • Publicize the activities of the Institute; • Anchor Institute's programmes or events. • 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 electronic media. • Make adequate arrangements for Institute's activities including arranging venue, delivering invitation and arranging press conference for the Director-General. • Produce all in-house publications and update information pertaining to courses, seminars and other academic activities. • Any other duties that may be assigned to him from time to time as the case may be. 	CONTISS 11	Principal Assistant Secretary (Protocol/Information)
5.	Assistant Secretary (Protocol/Information)	<p>(a) By direct appointment of a candidate with qualifications as the Principal assistant secretary plus 7 years cognate experience.</p> <p>(b)By promotion of an Admin Officer 1 (Protocol/Information) with a minimum of three (3) years satisfactory</p>	<ul style="list-style-type: none"> • Assists in the discharge of activities of the Division as outlined above and any other duties that may from time to time be assigned. Cover all Institute's functions for purpose of reporting same as appropriate. • Attend to Airport reception and or protocols for the Director-General and other guests of the Institute as would be expected from time to time. • Handle all Hotel reservations for guests of the Institute as well as securing of venues for Institute's functions and 	CONTISS 09	Senior Assistant Secretary (Protocol/Information)

		performance on the post.	activities.		
6.	Admin Officer 1 (Protocol/Information)	<p>(a) By direct appointment of candidates with qualifications as in the Senior Assistant Secretary plus 6 years cognate experience.</p> <p>(b) By promotion of Admin Officer 11 (Protocol/Information) with a minimum of three (3) years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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, public address system and the social media (face book, Twitter, e-mail, YouTube, LinkedIn etc.). • Make adequate arrangements for Institute's activities including arranging venue, delivering invitation. • Any other duties as may be assigned by the Deputy Institute Secretary (Protocol/Information) as the case may be or the Director General. 	CONTISS 08	Assistant Secretary (Protocol/Information)
7.	Administrative Officer 11 (Protocol/Information)	By direct appointment of a candidate with a degree in the social sciences or humanities with minimum of 2nd class lower division plus 3 years post cognate experience.	<ul style="list-style-type: none"> • Assist the Assistant Secretary in the following functions: • 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, public address system and the social media (face book, Twitter, e-mail, YouTube, LinkedIn etc.). • Make adequate arrangements for Institute's activities including arranging venue, delivering invitation. • Any other duties as may be assigned by the Deputy Institute Secretary (Protocol/Information) as the 	CONTISS 07	Administrative Officer I (Protocol/Information)

			case may be or the Director General.		
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4. PROCUREMENT AND SUPPLIES OFFICER CADRE

Posts	Salaries
1. Director, Procurement	CONTISS 15
2. Deputy Director Procurement	CONTISS 14
3. Chief Procurement Officer	CONTISS 13
4. Principal Procurement Officer	CONTISS 11
5. Senior Procurement Officer	CONTISS 09
6. Procurement Officer I	CONTISS 08
7. Procurement Officer II	CONTISS 07

S/N	Post	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
1.	Director, Procurement	<p>(a) By direct appointment of candidate with B.Sc or equivalent qualification in Economics, Business Administration, Purchase and Supplies or Stores Management etc plus 15 years cognate experience in Procurement.</p> <p>(b) By direct appointment of a holder of higher qualification in relevant fields with 14years relevant work experience could be considered.</p> <p>(c) By promotion of a suitable Deputy Chief Procurement Officer after at least four (4) years satisfactory performance on the post. Membership of Chartered Institute of Purchasing and Supply</p>	<p>* Reports to the Director-General on all Procurement and Stores issues including advice on the best practices for procurement and Stores Management;</p> <ul style="list-style-type: none"> • Obtain and cause to be advertised, bids in accordance with established guidelines from time to time; • Ensure the Internal Tenders' Board is in conformity with regulations relating to Award of Contracts • Execute all contract agreements • Review all requisitions and determine the appropriate method of procurement to be used; • Resolve complaints and disputes, if any, arising from bid processes; 	CONTISS 15	Director Procurement

		Management or related professional qualification and certifications will be necessary.			
2.	Deputy Director Procurement	<p>(a) By direct appointment of candidate with B.Sc or equivalent qualification in Economics, Business Administration, Purchasing and Supplies or Stores Management etc plus 14 years cognate experience in Procurement.</p> <p>b) A holder of higher qualification with 13 years relevant work experience could be considered.</p> <p>c) By promotion of a suitable Assistant Chief Procurement Officer after at least 4 (four) years satisfactory performance on the post. Membership of Chartered Institute of Purchasing and Supply Management or related professional qualification and certifications will be necessary.</p>	<ul style="list-style-type: none"> • Assist the Chief Procurement Officer in all of his duties as assigned; • Liaise with all relevant bodies in ensuring a fair and transparent bid process; • Announce and publicize contract awards; • Any other duties as may be assigned by the Director from time to time. 	CONTIS S 14	Deputy Director Procurement
3.	Chief Procurement Officer	<p>(a) By direct appointment of a candidate with qualification as the Chief Procurement Officer plus 12 years cognate experience.</p> <p>(b) By direct</p>	<ul style="list-style-type: none"> * Assists the Deputy Chief Procurement Officer in all his duties; * Supervises staff of the Division in the discharge of their duties; * Obtain and confirm the validity of all Performance Guarantees; * Receive and maintain 	CONTIS S 13	Chief Procurement Officer

		<p>appointment of a holder of higher degree in relevant area plus 10 years cognate experience.</p> <p>(c) By promotion of a suitable Principal Procurement Officer after at least 4 years satisfactory performance on the post. Membership of the Chartered Institute of Purchasing and Supply Management (CIPSM) or other related professional qualification will be necessary.</p>	<p>appropriate documentation for bids received and ensure compliance with provisions of the Bureau for Public Procurement;</p> <p>* Ensure Issuance of Job/Purchase orders to successful suppliers or Vendors</p> <p>* Any other assignments as would be assigned by the Chief Procurement Officer or the Director-General.</p>		
4.	Principal Procurement Officer	<p>a) By direct appointment of a candidate with qualification as the Assistant Chief Procurement Officer plus 10 years cognate experience.</p> <p>b) A holder of a higher degree in relevant area plus 9 years cognate experience could be considered.</p> <p>c) By promotion of a suitable Senior Procurement Officer after at least three (3) years satisfactory performance on that post. Membership of Chartered Institute of Purchasing and Supply Management (CIPSM) or other relevant</p>	<p>* Carryout duties as will be assigned by the Chief Procurement Officer;</p> <ul style="list-style-type: none"> • Maintains Catalogues of prices and Information of all procurement transactions; • Debrief losers as directed by the Chief Procurement Officer; • Carryout routine market survey and prepare cost analysis; • Assist the Assistant Chief Procurement Officer in the discharge of his functions as will be assigned. 	CONTIS S 11	Principal Procurement Officer

		professional qualifications mandatory			
5.	Senior Procurement Officer	<p>a) By direct appointment of a candidate with qualification as above plus 6 years cognate experience.</p> <p>b) By promotion of a suitable Procurement Officer I after at least 3 years satisfactory performance on the post.</p> <p>d) Professional membership of relevant bodies or professional certification from the Bureau of Public Procurement will be necessary.</p>	<p>* Handle routine Procurement schedules;</p> <ul style="list-style-type: none"> • Supervise junior officers in the division in the discharge of their duties; • Review and Verify price quotations submitted with the requisitions • Carryout routine market surveys • Any other duties as will be assigned by the Chief Procurement Officer. 	CONTIS S 09	Senior Procurement Officer
6.	Procurement Officer I	<p>a) By direct appointment of a candidate with relevant qualifications as above plus three (3) years relevant professional experience.</p> <p>b) By promotion of a suitable Procurement Officer II with demonstrated competence after three (3) years on post.</p> <p>c) Candidates with no procurement experience but have concluded the Bureau of Public Procurement certification could be considered.</p>	<ul style="list-style-type: none"> • Handle routine procurement jobs as assigned; • Any other duties as would be assigned by superior officers from time to time. 	CONTIS S 08	Procurement Officer I
7.	Procurement Officer II	By direct appointment of a candidate with requisite qualifications as	<ul style="list-style-type: none"> • Routine duties as will be assigned from time to time. 	CONTIS S 07	Procurement Officer II

		above. Candidates with certification from the Bureau of Public Procurement (BPP) will be added advantage.			
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ADMINISTRATION

5. ADMINISTRATION DIRECTORATE

(i) ADMINISTRATIVE OFFICERS CADRE

Posts

Institute Secretary
 Director of Administration
 Deputy Institute Secretary
 Principal Assistant Secretary
 Senior Assistant Secretary
 Assistant Secretary
 Admin Officer I
 Admin Officer II

Salaries

CONTISS15 (Consolidated)
 CONTISS 15
 CONTISS 14
 CONTISS 13
 CONTISS 11
 CONTISS 09
 CONTISS 08
 CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Institute Secretary	(a) By direct appointment only of a candidate with a degree in the Social Sciences or Humanities not less than 2nd class lower division plus at least 15 years post-qualification cognate experience or by direct appointment of a candidate with a Masters degree in the Social Sciences or Humanities plus at least 14years post cognitive experience. Possession of a law degree is an added advantage. (b) She/he must possess adequate leadership experience and a high degree of competence and integrity as well as impeccable record	<ul style="list-style-type: none"> 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. 	CONTISS 15 Consolidated	

		<p>of service.</p> <p>(c) Membership of the Chartered Institute of Personnel Management of Nigeria (CIPMN), NIM, CIS, CIA etc. is necessary.</p> <p>(d) By advertisement and appointment only.</p>			
	Director of Administration	<p>a) By direct appointment of candidate with qualification as the Institute Secretary plus 14 years cognate experience.</p> <p>(b) Membership of CIPMN, NIM etc is necessary.</p>	<ul style="list-style-type: none"> • Advice and support the institute secretary in the discharge of administrative responsibilities. • Shall head and direct the affairs of the various divisions in the administrative department. • Any other duties assigned to him by the Institute Secretary. 	CONTISS 15	Institute Secretary
	Deputy Institute Secretary	<p>(a) By direct appointment of a candidate with qualification as the Institute Secretary plus 14 years cognate experience.</p> <p>(a) By direct appointment of a holder of a Masters Degree in Social Sciences or Humanities specifically in Public Administration or related field plus 13 years cognate experience.</p> <p>(b) By promotion of a suitable Principal Assistant Secretary after at least 4 (four) years satisfactory performance on the post.</p> <p>(c) Membership of CIPMN, NIM etc. will be an added advantage.</p>	<ul style="list-style-type: none"> • Assist the Institute Secretary or the Director as the case may be in the day to day administrative work of the Institute. • Assist in the general administration of the department. • Ensure efficiency and excellence in his division • Take responsibility for administrative development planning. • Any other duties that may be assigned by the Director of Administration or the Institute Secretary. 	CONTISS 14	Director of Administration

	Principal Assistant Secretary	<p>(a) By direct appointment of a candidate with qualification as the Deputy Institute Secretary plus 12 years cognate experience.</p> <p>(b) By direct appointment of a holder of Master degree in social science or humanities specifically in Public Administration plus 9 years cognate experience.</p> <p>(b) By promotion of a suitable Senior Assistant Secretary after at least 3 (three) years satisfactory performance on the post.</p> <p>(c) Membership of CIPMN, NIM or equivalent professional qualification will be an advantage.</p>	<ul style="list-style-type: none"> • Shall be responsible to the Deputy Institute Secretary • Co-ordinate the training program of staff. • Assist in the formulation, execution and review of policies. • Take responsibility for Human Resource Management and other work as may be assigned. • Take responsibility for project analysis and management services. • Prepare statutory and periodic reports. • Co-ordinate the activities of Senior and Junior members of staff. • Coordinate activities of the various units • Participate in educational administration in the Institute 	CONTISS 13	Deputy Institute Secretary
	Senior Assistant Secretary	<p>(a) By direct appointment of a candidate with qualification as the Principal Assistant Secretary in 4(a) above plus 9 years cognate experience.</p> <p>(b) By direct appointment of a holder of a Master's degree in Social Sciences or humanities specifically in Public Administration plus 7 years cognate experience</p> <p>(b) By promotion of a suitable Assistant Secretary</p>	<ul style="list-style-type: none"> • Initiate the preparation of draft memoranda. • Supervise the work of a number of subordinate staff. • Analyze and apply data. • Assist in writing reports. <p>Undertake Liaison duties with the Ministry, Agencies and other arms of government.</p> <ul style="list-style-type: none"> • Any other duty that may be assigned by the Director as the case may be or the Institute Secretary. 	CONTISS 11	Principal Assistant Secretary

		after at least 3 (three) years satisfactory performance on that post. (c) Membership of CIPMN, NIM or other relevant professional qualifications will be an advantage.			
	Assistant Secretary	(a) By direct appointment of a candidate with qualification as the Senior Assistant Secretary in 5(a) above plus 6 years cognate experience. (b) By promotion of a suitable Administrative Officer I after at least 3 (three) years satisfactory performance on the post. (c) Membership of CIPM, NIM etc. will be an advantage.	<ul style="list-style-type: none"> • Perform specialized 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.. • Any other duty that may be assigned by the Director as the case may be or the Institute Secretary. 	CONTISS 09	Senior Assistant Secretary
	Administrative Officer I	(a) By direct appointment of a holder of a Master degree in Social Sciences or Humanities specifically in Public Administration plus 3 years cognate experience.. (b) By promotion of a suitable Administrative Officer II after at least 3 (three) years satisfactory performance on the post.	<ul style="list-style-type: none"> • Same as Administrative Officer II but at a higher level of responsibility. • Collect and collate administrative data, report and maintain records • Any other duty that may be assigned by the Director of Administration or the Institute Secretary. 	CONTISS 08	Assistant Secretary

	Administrative Officer II	By direct appointment of a holder of a degree in Social Sciences or Humanities with a minimum of a 2nd class lower Division.	<ul style="list-style-type: none"> • 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 duty that may be assigned by the Director as the case may be or the Institute Secretary. 	CONTISS 07	Administrative Officer I
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(ii) EXECUTIVE OFFICER (ADMINISTRATIVE) CADRE

Posts

Chief Executive Officer
Assistant Chief Executive Officer
Principal Executive Officer I
Principal Executive Officer II
Senior Executive Officer
Higher Executive Officer
Executive Officer
Assistant Executive Officer

Salaries

CONTISS 13
CONTISS 12
CONTISS 11
CONTISS 09
CONTISS 08
CONTISS 07
CONTISS 06
CONTISS 05

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Executive Officer	<p>(a) By direct appointment of a candidate with HND in relevant fields or full Technological Certificate of the City and Guilds of London Institute plus 14 years cognate experience.</p> <p>(b) By promotion of a suitable Assistant Chief Executive Officer with at least 4 (four) years satisfactory performance on the post.</p> <p>(c) Membership of CIPMN, NIM or equivalent professional qualification will be an advantage.</p>	<ul style="list-style-type: none"> • Supervise and co-ordinate the activities of a number of junior staff. • Assist in the training of staff. • Assist in the coordination of specific programmes/projects. • Assist in maintaining discipline. • Any other duties that may be assigned by a Director as the case may be or the Institute Secretary. 	CONTISS 13	

	Assistant Chief Executive Officer	<p>(a) By direct appointment of a holder of qualification as in (1) above plus 12 years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Principal Executive Officer I who has spent at least 3 (three) years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • Collect and Collate monthly reports • Ensure regular distribution and completion of confidential reports • 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 a Director as the case may be or the Institute Secretary. 	CONTISS 12	Chief Executive Officer
	Principal Executive Officer I	<p>By direct appointment of a holder of qualification as in (2) above plus 10 years post cognate experience</p> <p>promotion of a confirmed and suitable Principal Executive Officer II with at least 3 (three) years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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. • Assist in the recruitment processes in the Institute and acknowledge all application forms. 	CONTISS 11	Assistant Chief Executive Officer
	Principal Executive Officer II	<p>(a) By direct appointment of a candidate with HND plus 9 years cognate experience OR with OND plus at least 11 years post qualification cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Senior Executive Officer who has spent at least three years on the post.</p>	<ul style="list-style-type: none"> • As assigned within a Unit or a Division. 	CONTISS 09	Principal Executive Officer I
	Senior Executive Officer	<p>(a) By direct appointment of a candidate with qualification as Principal Executive Officer all above 6 years cognate experience for a holder of a HND and 9 years cognate experience for a candidate with OND.</p>	<ul style="list-style-type: none"> • 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 	CONTISS 08	Principal Executive Officer II

		(b) By promotion of a confirmed and suitable Higher Executive Officer who has spent at least 3 years on the post.	in question or the Institute Secretary.		
	Higher Executive Officer	(a) By direct appointment of a candidate with HND or equivalent qualification, or OND plus 3 years cognate experience. (b) By promotion of a confirmed and suitable Executive Officer with at least three(3) years post cognate experience	<ul style="list-style-type: none"> Assist the Senior Executive Officer in carrying out assigned duties. 	CONTISS 07	Senior Executive Officers
	Executive Officer	(a) By direct appointment of a candidate with OND plus 2 years cognate experience. (b) By the promotion of an Assistant Executive Officer with at least two (2) years satisfactory performance on the post.	<ul style="list-style-type: none"> Assist the Higher Executive Officer in duties that may be assigned. 	NTISS 06	Higher Executive Officer
	Assistant Executive Officer	By direct appointment of a candidate with OND in the relevant discipline.	<ul style="list-style-type: none"> Assist the Executive Officer in the duties that may be assigned. 	NTISS 05	Executive Officer

Advancement beyond the Cadre

Any officer in the Executive Officer Cadre, Para-professional cadre, Secretarial cadre, Printing Press cadre or Data Processing Cadre who acquire the qualifications specified for appointment to a higher grade or post may subject to satisfactory recommendation from his Head of Department be eligible for appointment, conversion to the appropriate grade as per Section 2.12 g (ii) (b) of the Regulation Governing the Conditions of Service.

(iii) COUNCIL AFFAIRS DIRECTORATE

Post

Director (Council Affairs)

Deputy Institute Secretary (Council Affairs)

Principal Assistant Secretary (Council Affairs)

Senior Assistant Secretary (Council Affairs)

Assistant Secretary (Council Affairs)

Administrative Officer I

Administrative Officer II

Salary

CONTISS 15

CONTISS 14

CONTISS 13

CONTISS 11

CONTISS 09

CONTISS 08

CONTISS 07

S/N	POST	Method of entry and advancement within the cadre	Duties	Salary	Next Post
	Director, Council Affairs	<p>a) By direct appointment of candidate with qualification as the Institute Secretary plus 14 years cognate experience.</p> <p>(b) By direct appointment of a holder of Masters degree plus at least 14 years post qualification cognate experience.</p> <p>(c) He must possess adequate leadership experience and qualities, competence and integrity as well as impeccable record of service</p> <p>(d) By promotion of a suitable Deputy Institute Secretary (Council Affairs) who has spent four (4) years on post satisfactorily.</p> <p>(e) Relevant professional Membership of CIPMN, NIM etc is necessary.</p>	<ul style="list-style-type: none"> • Advice and support the Institute Secretary in the discharge of administrative responsibilities as concerns Governing Council matters. • Shall head and direct the affairs of the Council Affairs directorate in the administrative department. <p>Any other duties assigned to him by the Institute Secretary.</p> <ul style="list-style-type: none"> • Assist the Institute Secretary on the Governing Council matters of the Institute. 	CONTISS 15	Institute Secretary
	Deputy Institute Secretary, Council Affairs	<p>(a) By direct appointment of a candidate with qualification as the Institute Secretary plus 14 years cognate experience.</p> <p>(a) By direct appointment of a</p>	<ul style="list-style-type: none"> • Deputizes the Director of Council Affairs in the discharge of his responsibilities • Draft Council working papers • Any other functions as maybe assigned by the Director. 	CONTISS 14	Director, Council Affairs

		holder of a Masters Degree in Social Sciences or Humanities specifically in Public Administration or related field plus 13 years cognate experience. (b) 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 added advantage.			
	Principal Assistant Secretary , Council Affairs	(a) By direct appointment of a candidate with qualification as the Deputy Institute Secretary plus 12 years cognate experience. (b) By direct appointment of a holder of Master degree in social science or humanities specifically in Public Administration plus 9 years cognate experience. (b) By promotion of a suitable Senior Assistant Secretary after at least 3 (three) years satisfactory performance on the post. (c) Membership of CIPMN, NIM or equivalent professional qualification will be an advantage.	<ul style="list-style-type: none"> • Handle Council Matters and its Secretariat • Any other functions as may be assigned by the Director, Council Affairs or the Institute Secretary. 	CONTISS 13	Deputy Institute Secretary, Council Affairs
	Senior Assistant Secretary , Council Affairs	(a) By direct appointment of a candidate with qualification as the Principal Assistant Secretary in 4(a) above plus 9 years cognate experience.	<ul style="list-style-type: none"> • Assists the Principal Assistant Secretary in handling of assigned responsibilities • Any other function assigned to him from time to time.. 	CONTISS 11	Principal Assistant Secretary, Council Affairs

		<p>(b) By direct appointment of a holder of a Master's degree in Social Sciences or humanities specifically in Public Administration plus 7 years cognate experience</p> <p>(b) By promotion of a suitable Assistant Secretary after at least 3 (three) years satisfactory performance on that post.</p> <p>(c) Membership of CIPMN, NIM or other relevant professional qualifications will be an advantage.</p>			
	Assistant Secretary , Council Affairs	<p>(a) By direct appointment of a candidate with qualification as the Senior Assistant Secretary in 5(a) above plus 6 years cognate experience.</p> <p>(b) By promotion of a suitable Administrative Officer I after at least 3 (three) years satisfactory performance on the post.</p> <p>© Membership of CIPM, NIM etc. will be an advantage.</p>	<ul style="list-style-type: none"> • Same as above • Any functions assigned to him from time to time. 	CONTISS 09	Senior Assistant Secretary, Council Affairs
	Administrative Officer I	<p>(a) By direct appointment of a holder of a Master degree in Social Sciences or Humanities specifically in Public Administration plus 3 years cognate experience..</p> <p>(b) By promotion of a suitable Administrative Officer II after at least 3 (three) years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • Assists the Assistant Secretary in handling of assigned responsibilities • Any other function assigned to him from time to time.. 	CONTISS 08	Assistant Secretary, Council Affairs

	Administrative Officer II	By direct appointment of a holder of a degree in Social Sciences or Humanities with a minimum of a 2nd class lower Division.	Same as above • Any functions assigned to him from time to time.	CONTISS 07	Administrative Officer I
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(iv) LEGAL SERVICES DIVISION

Post	Salary
Director (Legal Services)	CONTISS 15
Deputy Institute Secretary (Legal Services)	CONTISS 14
Principal Assistant Secretary (Legal Services)	CONTISS 13
Senior Legal Officer	CONTISS 11
Legal Officer I	CONTISS 09
Legal Officer II	CONTISS 08

S/N	POST	Method of entry and advancement within the cadre	Duties	Salary	Next Post
	Director (Legal Services)	(a) By direct appointment of a candidate with a degree in law plus 15 years post qualification cognate experience (b) By direct appointment of a holder of Masters degree plus at least 14 years post qualification cognate experience. (c) He must possess adequate leadership experience and qualities, competence and integrity as well as impeccable record of service (d) By promotion of a suitable Deputy Institute Secretary (Legal Services) who has spent four (4) years on post satisfactorily. (e) Relevant professional membership will be an added advantage.	<ul style="list-style-type: none"> • Drafting legal documents such as contract agreements, memorandum of understanding, consultancy agreements and endorsement of procurement documents. • Review of legal documents • Conducting legal research across litigations • Monitoring court proceedings on matters involving the Institute. • Provide legal opinion on key decisions of the Governing Council of the Institute and management. 	CONTISS 15	Institute Secretary
	Deputy Institute Secretary (Legal Services)	(a) By direct appointment of a candidate with a degree in law plus 14 years post qualification cognate experience (b) By direct appointment	<ul style="list-style-type: none"> • Deputizes the Director of Legal Services in the discharge of his responsibilities • Review of Legal documents • Any other functions as 	CONTISS 14	Director (Legal Services) CONTISS 15

		<p>of a holder of Masters degree plus at least 13 years post qualification cognate experience.</p> <p>(c) He must possess adequate leadership experience and qualities, competence and integrity as well as impeccable record of service</p> <p>(d) By promotion of a suitable Principal Assistant Secretary Who has spent four (4) years on post satisfactorily.</p> <p>(e) Relevant professional qualification will be an added advantage.</p>	maybe assigned by the Director.		
	Principal Assistant Secretary (Legal Services)	<p>(a) By Direct appointment of a candidate with qualification as (1) above.</p> <p>(b) By direct appointment of a holder of Masters degree, plus 10 years post qualification cognate experience.</p> <p>(c) Promotion of a suitable Senior Assistant Secretary after at least 4 years on the post</p> <p>(d) Membership of Association of Professional Negotiators and Mediators (APNM), Alternative Dispute Resolution (ADR) and Institute of Chartered Secretaries and Administrators will be an added advantage.</p>	<ul style="list-style-type: none"> • Handle Legal Services and its Secretariat • Any other functions as may be assigned by the Head of Legal Services or the Institute Secretary. 	CONTISS 13	Institute Secretary (Legal Services)
	Senior Assistant Secretary (Legal Services)	<p>(a) By Direct appointment of a candidate with qualification same as (2) above.</p> <p>(b) By direct appointment of a holder of Masters Degree with 7 years' post qualification cognate experience.</p> <p>(c) By promotion of a</p>	<ul style="list-style-type: none"> • Same as above • Handle litigations on behalf of the Institute and provide legal opinion as required. • Any functions assigned to him from time to time. 	CONTISS 11	Principal Assistant Secretary (Legal)

		qualified Legal officer 1 candidate who has spent at least three (3) years satisfactory service on post. (d) Membership of Association of Professional Negotiators and Mediators (APNM), Alternative Dispute Resolution (ADR) and Institute of Chartered Secretaries and Administrators (ICSA)			
	Legal Officer I	(a) By direct appointment of a candidate with qualification same as (3) above. (b) By direct appointment of a holder of masters degree plus 4 years post qualification cognate experience. (c) By promotion of a qualified Legal Officer 11 (d) Membership of Association of Professional Negotiators and Mediators (APNM), Alternative Dispute Resolution(ADR) and Institute of chartered Secretaries and Administrators(ICSA)	<ul style="list-style-type: none"> • Assists the Principal Assistant Secretary in handling of assigned responsibilities • Any other function assigned to him from time to time.. 	CONTISS 09	Senior Assistant Secretary (Legal)
	Legal Officer II	(a) By Direct appointment of a candidate with qualification as in (4) above. (b) Candidate must show ability to initiate and conduct research across litigations.	<ul style="list-style-type: none"> • Handles assigned legal matters • Works with the Senior Legal Officer I on assigned roles • Any other functions assigned to him. 	CONTISS 08	Legal Officer I

N/B: The Legal Services/Council Matters are two(2) separate Divisions under Administrative Cadre.
For the Legal Services Division, Directors and Senior personnel should be qualified Lawyers with knowledge of Legal Drafting Skills.

On the Council Matters Division, Directors and Senior personnel should be qualified Administrators and full membership of Administrative professional bodies such as NIM, CIPM etc. Any Certificate in Law is added advantage.

EDITORIAL CADRE

Post

Managing Editor

Chief Editor

Deputy Chief Editor

Principal Editor

Senior Editor

Editor/Marketing Officer

Proof Reader

Salaries

CONTISS 15

CONTISS 14

CONTISS 13

CONTISS 11

CONTISS 09

CONTISS 08

CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Managing Editor	By direct appointment of a holder of a degree in Law or Masters in Humanities or Social Sciences plus at least 15 years cognate Editorial and Press experience. By promotion of a suitable Chief Editor after at least 4 years satisfactory performance on the post. Computer literacy and familiarity with relevant software will be an advantage	<ul style="list-style-type: none"> • Responsible to the Director General and liaison with the Director of Research for optimal performance of the Editorial and Publications Division of the Institute, including electronic publishing. • Take care of all editorial publications in the Institute, including electronic publishing. • Formulate the publishing/book policies and marketing strategies of the Institute. • Responsible for the printing of all Institutes' publications including journals and newsletters. 	CONTISS 15	
	Chief Editor	By direct appointment of a candidate with qualification as in (1) above plus at least 13 years cognate experience. By promotion of a suitable Deputy Chief Editor after at least 4 years satisfactory performance on the post.	<ul style="list-style-type: none"> * Assist the head of the Editorial Division in all aspects of the job; * Organize writing workshops and other editorial trainings for staff * Assist in the supervision of staff * Any other duties that may be assigned by the Managing Editor. 	14	Managing Editor

	Deputy Chief Editor	As written in (2) Above plus 10 years cognate experience. By promotion of a suitable Principal Editor after at least 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> ● Handling of editorial work and production of books, monologues etc. ● Supervision of Staff. ● Assist in actualizing goals of the division. ● Any other duties that may be assigned to him. 	13	Chief Editor
	Principal Editor	By direct appointment of a Candidate with qualification as in (3) above plus at least four (9) years cognate experience. By promotion of suitable Senior Editor after at least 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> ● Assist the Deputy Chief Editor in carrying out assigned duties. ● Assist in organizing writing workshops. ● Proof reading of articles and editing various publications of the Institute. ● Assist in the publication of all Internal journals and magazines of the Institute ● Ascertain accurate quotations for all jobs to be printed 	CONTISS 11	Deputy Chief Editor
	Senior Editor	By direct appointment of a candidate with qualification as in (4) above plus at least three (6) years cognate experience. By promotion of a suitable Editor/Marketing Officer after at least 3 years satisfactory performance on the job.	<ul style="list-style-type: none"> ● Work with Senior editors in accomplishing various assigned roles ● Carry out proof reading. ● Edit Article/Manuscripts etc meant for publication. ● Undertake market surveys and provide quotations for printing jobs 	CONTISS 09	Principal Editor
	Editor/Marketing Officer	(a) By direct appointment of a holder of a degree in Mass Communication, humanities or other relevant fields plus 4 years relevant cognate experience. (b) By promotion of a suitable Proof Reader after successful 3 years relevant experience on the post.	<ul style="list-style-type: none"> ● Assist in proof reading of articles/manuscripts meant for publication. ● Undertake market surveys to obtain accurate and reasonable quotations for all publications ● Any other duties as assigned by the Managing Editor. 	CONTISS 08	Senior Editor
	Proof Reader	By appointment of a holder of a degree in Mass Communication, humanities and other relevant fields,	<ul style="list-style-type: none"> ● Proof reading of articles, manuscripts and journals for publication ● Provide support services to the editors ● Any other services as will be assigned. 	CONTISS 07	Editor /Marketing Officer

(vi) PRINTING PRESS CADRE

Posts

Chief Superintendent of Press
 Assistant Chief Superintendent of Press
 Principal Superintendent of Press I
 Principal Superintendent of Press II
 Senior Superintendent of Press
 Higher Superintendent of Press
 Superintendent of Press
 Assistant Superintendent of Press

Salaries

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 CONTISS 07
 CONTISS 06
 CONTISS 05

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Superintendent of Press	<p>(a) By direct appointment of suitable candidate possessing a Higher National Diploma in Machine Printing, Graphic Arts, Printing Technology or Book binding from a recognized Institution plus 14 years of post qualification cognate experience.</p> <p>(b) By promotion of a suitable Assistant Chief Superintendent of Press after at least 4 years of satisfactory performance on the post. Computer literacy is essential.</p>	<ul style="list-style-type: none"> Responsible to the Director of Press and Editorial for the printing and production of Institute Literature and other materials officially assigned by the Institute Secretary. Ensure regular and proper maintenance and repair of printing equipment and plants. Organize control and direct the activities of staff in the section. Identify obsolete equipment and machinery for board. Undertake full supervision and control of classified job to avoid leakages. Take charge of discipline and staff welfare in the unit. 	CONTISS 13	
	Assistant Chief Superintendent of Press	<p>(a) By direct appointment of a candidate with qualification same as the Chief Superintendent of Press plus 12 years of post qualification cognate experience.</p> <p>(b) By promotion of a suitable Principal Superintendent of Press after at least 3 years of satisfactory performance on the post. Computer Literacy is essential.</p>	<ul style="list-style-type: none"> Assist the Chief Superintendent of Press in the management of the section. Co-ordinate the production activities in the section. Supervise the training programmes of staff. Ensure prompt completion and delivery of jobs. 	CONTISS 12	Chief Superintendent of Press

	Principal Superintendent of Press I	<p>(a) By direct appointment of a candidate with qualification same as the Assistant Chief Superintendent of Press plus at least 10 years post qualification cognate experience.</p> <p>(b) By promotion of a suitable Principal Superintendent of Press 11 after at least 3 years of satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 11	Assistant Chief Superintendent of Press
	Principal Superintendent of Press II	<p>(a) By direct appointment of a candidate with qualification same as the Principal Superintendent of Press I plus at least 9 years post qualification cognate experience.</p> <p>(b) By promotion of a suitable Senior Superintendent of Press after at least 3 years of satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 09	Principal Superintendent of Press I
	Senior Superintendent of Press	<p>(a) By direct appointment of a candidate as in (4) above plus at least 6 years cognate experience</p> <p>(b) By promotion of a suitable Higher Superintendent of Press after at least 3 years of satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 08	Principal Superintendent of Press II
	Higher Superintendent of Press	<p>(a) By direct appointment of a candidate as in (5) above plus 3 years cognate experience</p> <p>(b) By promotion of a suitable Superintendent of Press after at least 3 years of satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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 machine and plants. 	CONTISS 07	Senior Superintendent of Press

	Superintendent of Press	<p>(a) By direct appointment of a candidate OND in relevant field plus at least 2 years cognate experience.</p> <p>(b) By the Promotion of a suitable Assistant Superintendent of Press after at least 2 years of satisfactory performance.</p>	<ul style="list-style-type: none"> • Organize all Printing works • 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. 	CONTISS 06	Higher Superintendent of Press
	Assistant Superintendent of Press	By direct appointment of suitable candidate possessing OND in Machine Printing, Graphic Arts, Printing Technology or Book binding from a recognized Institution.	<ul style="list-style-type: none"> • Perform under supervision printing duties such as costing and estimating, letter assembly, proofreading, and striping of negative and positive, 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. 	CONTISS 05	Superintendent of Press

(vii) SECRETARIAL CADRE**Posts**

Chief Personal Secretary
 Assistant Chief Personal Secretary
 Principal Personal Secretary
 Senior Personal Secretary
 Personal Secretary I
 Personal Secretary II
 Secretarial Assistant I
 Secretarial Assistant II

Salaries

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S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Personal Secretary	(a) By direct appointment of a holder of HND in Secretarial Studies plus at least 14 years cognate experience. (b) By promotion of a suitable Assistant Chief Personal Secretary after at least 4 years satisfactory performance on the post.	<ul style="list-style-type: none"> • Serve as Confidential Secretary in a position commensurate with his status preferably for an officer not below the rank of a Principal Officer or Director. • Provides Secretarial and Administrative services to the Office assigned • Provides direction on filing and retrieval of documents, in strict adherence to the ethics of the provision • Manages the time and appointments of his Principal and ensures strict supervision of the affairs of the office • Supervises junior officers in the office so assigned • Any other responsibilities as would be assigned by his principal. 	CONTISS 13	
	Assistant Chief Personal Secretary	(a) By direct appointment of candidates with qualification same as the Chief Personal Secretary plus at least 12 years cognate experience. (b) By promotion of a suitable Principal Personal Secretary after at least 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> • Same as (1) above but at a lower level of responsibility. • Must be able to make draft memos for his principal • Any other responsibilities as will be assigned. 	CONTISS 12	Chief Personal Secretary

	Principal Personal Secretary	(a) By direct appointment of a candidate with qualification same as the Assistant chief Personal Secretary plus at least 10 years cognate experience (b) By promotion of a confirmed and suitable Senior Personal Secretary who has spent at least 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> ● 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. 	CONTISS 11	Assistant Chief Personal Secretary
	Senior Personal Secretary	(a) By direct appointment of a candidate with qualification same as the Principal Personal Secretary plus at least 9 years cognate experience. (b) By promotion of a suitable Personal Secretary I after at least 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> ● Assist the Principal Personal Secretary in carrying out official duties and diligently perform office duties as assigned. ● Cover meetings and develop minutes as appropriate ● Other duties as would be assigned from time to time. 	CONTISS 09	Principal Personal Secretary
	Personal Secretary I	(a) By direct appointment of a candidate with qualification same as the Senior Personal Secretary 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.	<ul style="list-style-type: none"> ● Assist the Senior Personal Secretary in carrying out official duties. Maintains strict confidentiality of records and documents ● Maintain accurate file system ● Perform secretariat and office duties as assigned 	CONTISS 08	Senior Personal Secretary
	Personal Secretary II	(a) By direct appointment of a candidate with HND in Secretarial Studies or its equivalent OR a holder of OND in Secretarial Studies plus at least 3 years post qualification experience. (b) By promotion of a suitable Secretarial Assistant I after at least 3 years of satisfactory performance on the post.	<ul style="list-style-type: none"> ● Assist Personal Secretary I in carrying out official duties Typing of correspondences ● Maintains accurate file system ● Handles both incoming and outgoing mails, ● Receiving of visitors to the office 	CONTISS 07	Personal Secretary I
	Secretarial Assistant I	(a) By direct appointment of a candidate with OND in Secretarial Studies, Computer Science or equivalent qualification <i>plus</i> 50/120 wpm in Typewriting and Shorthand and 3 years	<ul style="list-style-type: none"> ● Assist Personal Secretary II in carrying out official duties including typing of correspondences, filing and retrieval of same; ● Data Processing 	CONTISS 06	Personal Secretary II

		cognate experience. (b) By promotion of a Secretarial Assistant II after two years on the post who has successfully completed an approved course of instruction in Secretarial studies or related field and passing the Typewriting and Shorthand tests.	<ul style="list-style-type: none"> ● Accurate file system ● Handling of incoming and outgoing mails ● Dispatch mails 		
	Secretarial Assistant II	(a) By direct appointment of candidates with OND or equivalent qualification as Secretarial Assistant 1 plus demonstrated skill in Typewriting and Shorthand.	<ul style="list-style-type: none"> ● Provide secretarial service such as reproducing handwritten notes in a typed script. ● Receive telephone calls on behalf of the officer to whom he/she is attached. ● Perform office routine associated with the duties attached to the office. Handling mail dispatches 	CONTISS 05	Secretarial Assistant I

Note: In all cases, proven competence in Computer skills is necessary.

(viii) DATA PROCESSING CADRE

Post

Chief Data Processing Officer
 Assistant Chief Data Processing Officer
 Principal Data Processing Officer
 Senior Data Processing Officer
 Data Processing Officer I
 Data Processing Officer II
 Senior Data Processing Assistant I
 Senior Data Processing Assistant II
 Data Processing Assistant I
 Data Processing Assistant II

Salaries

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 CONTISS 03

	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Data Processing officer	(a) By direct appointment of a holder of HND in Computer Science, Statistics or related field plus at least 14 years cognate experience. (c) By promotion of a suitable Assistant Chief Data Processing Officer after at least 4 years satisfactory performance on the post	<ul style="list-style-type: none"> Performing the duties relating to data entry Operating the Data Processing Computers and other Machines of the Institute: Producing desired outputs from source documents, in accordance with standard processing practice; ensuring accuracy of input and output Ensuring the safety of the Computer Hard and Software of the Institute Ensuring Data output are safe guarded for easy retrieval whenever required. 	CONTISS13	
	Assistant Chief Data Processing officer.	(a) By direct appointment of a candidate with qualification same as established in (1) above plus 12 years post cognate experience (c) By promotion of a suitable Principal Data Processing officer after at least 3 years satisfactory performance on that post.	<ul style="list-style-type: none"> Assist the Chief Data Processing Assistant Performing duties specified in 1 above 	CONTISS 12	Chief Data Processing officer.
	Principal Data Processing officer	(a) By direct appointment of a Candidate with qualification same as specified in (2) above plus at least 10 years cognate	<ul style="list-style-type: none"> Same as Assistant Chief Data Processing officer but a lower level of Responsibility 	CONTISS 11	Assistant Chief Data Processing officer.

		experience. (b) By promotion of a suitable Senior Data Processing officer after at least 3 years satisfactory performance on that post			
	Senior Data Processing officer	(a) By Direct appointment of a candidate with qualification same as specified in(3) above plus at least 9 years cognate experience. (b)By promotion of a suitable Data Processing officer I after at least 3 years satisfactory performance on that post.	<ul style="list-style-type: none"> Same as Principal Data Processing officer but a lower level of Responsibility 	CONTISS 09	Principal Data Processing officer
	Data Processing Officer I	a) By Direct appointment of a candidate with qualification same as specified in(4) above plus at least 6 years cognate experience. b)By promotion of a suitable Data Processing officer II after at least 3 years satisfactory performance on the post.	Same as Senior Data Processing officer but a lower level of Responsibility.	CONTISS 08	Senior Data Processing officer.
	Data Processing officer II	(a) By direct appointment of a holder of OND in Computer Science, Statistic or related field plus at least 3 years post qualification experience. (a) By promotion of a suitable Assistant Data processing officer II after at least 3 years of satisfactory performance on the post.	Same as Data Processing officer I but a lower level of Responsibility	CONTISS 07	Data Processing Officer I
	Senior Data Processing Assistant I	By direct appointment of a candidate with OND in Computer Science, Statistics or its equivalent qualification plus demonstrated skill and competence in Data or Word Processing. OR by promotion of suitable Senior Data Processing Assistant II who has spent at least 2	Same as Data Processing Officer II but a lower level of Responsibility.	CONTISS 06	Data Processing officer II

		years satisfactory performance on the post			
	Senior Data Processing Assistant II	<p>(a) By direct appointment of a candidate with HND in Computer Science, Statistics or its equivalent</p> <p>OR a holder of OND in Computer Science, Statistics or related field plus at least 3 years post qualification experience.</p> <p>(a) By promotion of a suitable Assistant Data Processing officer I after at least 3 years of satisfactory performance on the post.</p>	Same as Senior Data Processing Assistant I but a lower level of Responsibility	CONTISS 05	Senior Data Processing Assistant I
	Data Processing Assistant I	<p>(a) By promotion of a suitable data processing assistant II after at least two years satisfactory performance on the post.</p> <p>(b) By direct appointment of a suitable candidate possessing any of the following equivalent qualification: (I). West African School Certificate (WASC) or Senior Secondary Examination Certificate (SSCE) with credit in four papers at or two sittings preferably with a pass in Mathematics and a certificate in Data or word processing/computer Science plus four (4) years cognates experience (II) general certificate of education (Ordinary Level) with credit in four papers at one or two sittings preferably with a pass in mathematics and a certificate in data or word processing/computer science plus four years cognates experience (III) By direct appointment of candidate possessing National Diploma in Computer Science or Statistics</p>	Same as Senior Data Processing Assistant II but a lower level of Responsibility	CONTISS 04	Senior Data Processing Assistant II

	Data Processing Assistant II	By direct appointment of a suitable candidate possessing any of the following equivalent qualification: (I). West African School Certificate (WASC) or Senior Secondary Examination Certificate (SSCE) with credit in four papers at or two sittings preferably with a pass in Mathematics and a certificate in Data or word processing/computer Science plus four (4) years cognates experience (II) general certificate of education (Ordinary Level) with credit in four papers at one or two sittings preferably with a pass in mathematics and a certificate in data or word processing/computer science plus four years cognates experience	Same as Data Processing Assistant I but a lower level of Responsibility	CONTISS 03	Data Processing Assistant I
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NOTE: All candidates from the Data Processing Cadre must be proficient in Word Processing.

(ix) ENGINEERING, WORKS AND PHYSICAL PLANNING DIVISION

Post

Chief Engineer

Deputy Chief Engineer

Assistant Chief Engineer

Principal Engineer

Senior Engineer

Engineer I

Engineer II

Salaries

CONTISS 15

CONTISS 14

CONTISS 13

CONTISS 11

CONTISS 09

CONTISS 8

CONTISS 7

	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Engineer	<p>By appointment of a qualified candidate with a B. Eng or B.Sc degree in Civil / Mechanical Engineering, Computer Engineering, Electrical/Electronics, Building, Architecture, Estate Management or Quantity Surveying plus NYSC discharge certificate or evidence of Exemption. Candidates must have spent at least fifteen (15) years relevant post qualification experience</p> <p>OR</p> <p>By promotion of a suitable Deputy Chief Engineer who must have demonstrated satisfactory service for at least four (4) years on post.</p> <p>In each case, evidence of appropriate registration by approved relevant professional will be necessary.</p>	<ul style="list-style-type: none"> • Provide leadership to the Division in the discharge of its mandate. • Supervise all construction and maintenance works of the Institute, advising the Director-General on over all best practices; • Advise the Institute on all matters relating to award of contracts for structural development of the Institute as well as maintenance works to be carried. • Ensure prudent utilization of facilities of the Institute. 	CONTISS 15	Chief Engineer

	Deputy Chief Engineer	Same as above except for direct appointment, a candidate must have had proven satisfactory experience of at least fourteen (14) years in area of specialization while promotion avenue opened for an Assistant Chief Engineer who has spent four (4) years satisfactory service on post.	Deputizes for the Chief Engineer and in his absence, cover his duties. He shall handle such other assignments as would be assigned to him by the Chief Engineer.	CONTISS 14	Deputy Chief Engineer
	Assistant Chief Engineer	Same as above except for a direct appointment, a candidate must have completed twelve (12) years relevant cognate experience while promotion avenue opened for a Principal Engineer who has served satisfactorily on post for at least three (3) years.	Carry out assigned responsibilities in his area of specialization. He shall deploy his professionalism to the overall target of projects being handled by the Institute. He shall handle such other assignments as would be delegated to him from time to time.	CONTISS 13	Assistant Chief Engineer
	Principal Engineer	Same as above except that for direct appointment, candidate must have had nine (9) years post qualification cognate experience in his specific area of specialization while promotion avenue shall be opened for a Senior Engineer who has satisfactory record of service for at least three (3) years on post.	Responsible for costing of jobs and maintenance works. He shall liaise with relevant departments and units for inputs on maintenance of Institute facilities. He shall also handle assignments as would be assigned from time to time.	CONTISS 11	Principal Engineer
	Senior Engineer	Same as above except that for direct appointment, candidate must have acquired at least six (6) years post qualification experience while promotion avenue shall be opened for an Engineer I, who has performed satisfactory on post for at least three (3) years.	Provide support services to senior colleagues in the discharge of their duties. He shall further handle assignments as would be assigned to him from time to time.	CONTISS 09	Senior Engineer
	Engineer I	Same as above. For direct entry, a candidate shall have at least three (3) years post qualification experience while promotion avenue shall be opened for an	Handle assignments as shall be assigned to him from superior officers. He must demonstrate interest in his area of assignment	CONTISS 08	Engineer I

		Engineer II with demonstrated satisfactory service for at least three (3) years on post.	as well as the work of the Division.		
	Engineer II	By direct appointment of a candidate with qualifications as above except that professional registration shall not be a pre-requirement.	Undertake assignments as shall be delegated to him. He must be prepared to commit himself to the duties of the Unit or Division assigned to as the case may be.	CONTISS 07	Engineer II

(x) SYSTEMS ADMINISTRATOR CADRE

Post

Chief System Administrator
Deputy Chief System Administrator
Assistant Chief Systems Administrator
Principal Systems Administrator
Senior System Administrator
System Administrator I
System Administrator II

Salaries

CONTISS 15
CONTISS 14
CONTISS 13
CONTISS 11
CONTISS 09
CONTISS 08
CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief System Administrator	<p>(a) By appointment of a candidate with a degree in computer science, computer engineering or related field plus 15 years post qualification cognate experience.</p> <p>(b) Extensive experience in the design and implementation of large network and communication systems is mandatory.</p> <p>(c) Candidate must possess a strong evidence of project team group leadership and scholarly research.</p> <p>(d) By promotion of a suitable Deputy Chief System Administrator after 4 years of satisfactory performance on the post. In each case, full membership of relevant professional body e.g Computer Professionals of</p>	<ul style="list-style-type: none"> • Responsible to the Institute Secretary for the I.T. system of the Institute. • Design, operate Institute Website liaise with other officers of the Institute for the update of the website. • Design and implement networking and communication projects. • Ensure that all IT – related equipments are in proper working condition. • Carry out regular inspections on maintenance and overhauling of the systems. • Ensure that the work infrastructure is up and running regularly. 	CONTISS 15	

		Nigeria (CPN) or Nigeria Computer Society (NCS) is mandatory.			
	Deputy Chief Systems Administrator	<p>(a) By appointment of a Candidate with qualification as established in (1) above plus 14 years cognate experience including strong evidence of project team group, leadership and scholarly research.</p> <p>(b) By promotion of a suitable Assistant Chief System Administrator after 3 years of satisfactory performance on the post.</p> <p>(c) Full membership of relevant professional body e.g Computer Professionals of Nigeria (CPN) or Nigeria Computer Society (NCS) is mandatory</p>	<ul style="list-style-type: none"> • Assist in drawing up annual budget estimate for the unit in consultation with the Chief Systems Administrator. • Assist the Chief Systems Administrator in the supervision of staff in the unit. • Head and coordinate the activities of all IT service project teams. • Analyze system logs and identifies potential issues with computer systems. • Introduce and integrate new technologies into existing data centre environment. 	CONTISS 14	Chief Systems Administrator
	Assistant Chief Systems Administrator	<p>(a) By direct appointment of a candidate with qualification as in (2) above</p> <p>(b) Experience in the design and implementation of networking and communication systems is required.</p> <p>(c) Candidate must possess a minimum of 12 years post qualification cognate experience.</p> <p>(d) By promotion of a suitable Principal System Administrator after 3 years of satisfactory performance on the post.</p> <p>Membership of relevant professional body is necessary.</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 13	Deputy Chief Systems Administrator
	Principal Systems Administrator	<p>(a) By direct appointment of a candidate with qualification as established in (3) above.</p> <p>(b) Experience in the design and implementation</p>	<ul style="list-style-type: none"> • Perform computer hardware assembly and maintenance. • Perform the maintenance of other IT related equipment and systems. 	CONTISS 11	Assistant Chief Systems Administrator

		<p>of networking and communication systems is required.</p> <p>(c) Candidate must possess a minimum of 9 years post qualification cognate experience.</p> <p>(d) By promotion of a suitable Senior System Administrator after 3 years of satisfactory performance on the post. Membership of Relevant professional body is an added advantage.</p>	<ul style="list-style-type: none"> • Install, service and maintain networking and communication systems. • Provide help-line support for users in the area of equipment operation and malfunctions. • Operate and maintain the network. • Integrate virus protection into the network system. 		
	Senior System Administrator	<p>(a) By direct appointment of a candidate with as established in (4) above.</p> <p>(b) Candidate must possess a minimum of 6 years post qualification cognate experience.</p> <p>(d) By promotion of a suitable Systems Administrator after 3 years of satisfactory performance on the post. Membership of relevant professional body is an added advantage.</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 09	Principal Systems Administrator
	Systems Administrator I	<p>(a) By direct appointment of a candidate with qualification as established in (5) above</p> <p>(b) Candidate must possess a minimum of 3 years post qualification cognate experience.</p> <p>(c) By promotion of a suitable Systems Administrator II after 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> • 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 network 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 	CONTISS 07	Senior System Administrator

			associated peripherals.		
	Systems Administrator II	By direct appointment of a holder of a degree in Computer Science, Computer Engineering or related field with a minimum of a 2nd class lower division. Relevant Professional certification is an added advantage.	<ul style="list-style-type: none"> • 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 network 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. 	CONTISS 07	System Administrator I

OFFICE ASSISTANT

Posts

Office Assistant I

Office Assistant II

Office Assistant III

Office Assistant IV

Salaries

CONTISS 05

CONTISS 04

CONTISS 03

CONTISS 02

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Office Assistant I	(a) By promotion of a Office Assistant II with at least 3 years demonstrated competence/satisfactory experience on the job schedule.	<ul style="list-style-type: none"> ● Routine office assistant duties such as sorting documents, filing, indexing, recording and making cross-referencing, receiving and registering mails. ● Register and dispatch of official memos and letters ● Receive and register mails and files ● Index files and bring them up for further action. ● Keep a record of file movements. ● Maintain absence, resignation, new appointment, confirmation/promotion and training registers. ● Any other duties as assigned. 	CONTISS 05	
	Office Assistant II	(a) By direct appointment of the holder of WASC, GCE or SSCE, NECO Certificate or equivalent qualification with at least 4 credits at a sitting including the English Language. (b) By Promotion of a suitable Office Assistant III with demonstrated competence after at least 2 years on the post.	<ul style="list-style-type: none"> ● The duties of Office Assistant II are similar to the duties of Office Assistant I but at a lower level of responsibility. 	CONTISS 04	Office Assistant I
	Office Assistant III	By promotion of Office Assistant IV who has spent at least 2 (two) years on the post.	<ul style="list-style-type: none"> ● Report directly to the Administrative Officer or such other superior officer as the case may be for day-to-day supervision. ● Perform any other duties that may be assigned. 	CONTISS 03	Office Assistant II

	Office Assistant IV	Evidence of attempt of Secondary School Certificate Examination	● As may be assigned by the supervising officer.	CONTISS 02	Office Assistant III
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TRANSPORT/DRIVER CADRE

Posts

Transport Officer
Transport Supervisor
Chief Driver
Senior Driver
Driver I/Driver Mechanic
Driver II
Driver

Salaries

CONTISS 09
CONTISS 08
CONTISS 07
CONTISS 06
CONTISS 05
CONTISS 04
CONTISS 03

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Transport Officer	<p>(a) By direct appointment of a holder of OND or equivalent qualification in Transport Studies or Auto Mechanical Engineering or related field with at least 9 years cognate experience.</p> <p>(b) By promotion of a confirmed staff who has passed Trade Test Grade II and I for driver/mechanic and has spent at least 3 years satisfactory performance as Transport Supervisor. Such candidate should in addition acquire at least an OND in relevant field.</p>	<ul style="list-style-type: none"> ● Administer/manage the Institute's transport services. ● Take charge of all Institutes' Vehicles. ● Ensure that vehicles are kept in good working condition ● Supervise and ensure efficiency of drivers making sure they are qualified, at all times, to drive ● Maintain record of all drivers as it relates to non-compliance with traffic regulations as well as their accident free records ● Keep records of motor vehicle movement. ● Assign vehicles for approved journeys. Ensure proper registration and renewal of papers of Institute Vehicles 	CONTISS 09	

	Transport Supervisor	<p>(a) By direct appointment of a holder of OND in Transport, Logistics or Auto Mechanical Engineering or related field plus 6 years relevant cognate experience.</p> <p>(b) By promotion of a confirmed Chief Driver/Mechanic who has passed Grade II and I Trade Test for driver/mechanic after 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> ● 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 figure 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. 	CONTISS 08	Transport Officer
	Chief Driver	<p>(a) By direct appointment of a qualified driver who has passed the Grade I Trade Test for a motor driver-mechanic, plus 6 years cognate experience.</p> <p>(b) By promotion of a suitable Senior Driver with satisfactory performance on the job for at least 3 years.</p>	<ul style="list-style-type: none"> ● 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. 	CONTISS 07	Transport Supervisor
	Senior Driver	<p>(a) By the direct appointment of a qualified driver who has passed the Grade I Trade Test for a motor driver mechanic. plus 4 years cognate experience.</p> <p>(b) By promotion of a suitable Driver I/Driver Mechanic with satisfactory performance on the job with at least 2 years experience.</p>	<ul style="list-style-type: none"> • 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. 	CONTISS 06	Chief Driver

	Driver Mechanic I	<p>(a) By direct appointment of a qualified driver who has passed the Grade II Trade Test for Motor Driver-Mechanic and with 2 years cognate experience.</p> <p>(b) By promotion of a suitable Driver II with at least 2 years satisfactory performance on the job.</p>	<ul style="list-style-type: none"> •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 pressure, the load and the carrying capacity of the vehicle assigned to him. •Perform such other related duties as may be assigned by Institute Secretary. 	CONTISS 05	Senior Driver
	Driver/ Mechanic 11	<p>(a) By direct appointment of a qualified driver as in (5a) above</p> <p>(b) By the promotion of a Driver who has spent satisfactory 2 years on the post with an accident free record.</p>	<ul style="list-style-type: none"> •Drive with care and in accordance with traffic regulations, assigned vehicles. •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. Avoid contravention of traffic regulations 	CONTISS 04	Driver Mechanic I
	Driver	By direct appointment of qualified motor driver/mechanic with a valid driver's license plus a Trade Test II certificate.	<ul style="list-style-type: none"> •Dispatch of mails or routine errands as shall be assigned •Ensure all vehicles are ready for assignment at all times. •Any duties as shall be assigned to him by the Transport Officer or Chief Driver. 	CONTISS 03	DRIVER II

ARTISAN CADRE

Post

1. Chief Artisan
2. Assistant Chief Artisan
3. Senior Artisan
4. Artisan I
5. Artisan II
6. Craftsman

Salaries

- CONTISS 08
CONTISS 07
CONTISS 06
CONTISS 05
CONTISS 04
CONTISS 03

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Artisan	<p>(a) By direct appointment of a qualified Artisan who has passed the class I Trade Test for Artisan in Electrical, Plumbing and Carpentry or has an OND in relevant field as the case may be, with at least 9 years cognate experience.</p> <p>(b) By promotion of a suitable Assistant Chief Artisan after 3 years satisfactory performance on the job.</p>	<p>Maintain Institute's building and properties. Assist the Maintenance/Technical Officer in charge.</p> <ul style="list-style-type: none"> Any other duties that may be assigned by a Director as the case may be or the Institute Secretary. 	CONTISS 08	
	Assistant Chief Artisan	<p>(a) By direct appointment of candidate with qualifications same as the Chief Artisan with at least 6 years cognate experience.</p> <p>(b) By promotion of a suitable Senior Artisan after 2 years satisfactory performance on the job.</p>	<ul style="list-style-type: none"> Assist the Chief Artisan in the discharge of his duties above. Any other duties that may be assigned by a Director as the case may be or the Institute Secretary. 	CONTISS 07	Chief Artisan

	Senior Artisan	<p>(a) By direct appointment of a candidate with qualification same as the Assistant Chief Artisan with at least 4 years cognate experience.</p> <p>(b) By promotion of a suitable Artisan I after 2 years satisfactory performance on the job.</p>	<ul style="list-style-type: none"> • Assist the Assistant Chief Artisan in the discharge of his duties above. • Any other duties that may be assigned by a Director as the case may be or the Institute Secretary. 	CONTISS 06	Assistant Chief Artisan
	Artisan I	<p>(a) By direct appointment of candidate with qualification as in the Senior Artisan with at least 3 years cognate experience.</p> <p>(b) By promotion of a suitable Artisan II after 2 years satisfactory performance on the job.</p>	<ul style="list-style-type: none"> • Assist the Senior Artisan in the discharge of his duties above. • Any other duties that may be assigned by a Director as the case may be or the Institute Secretary. 	CONTISS 05	Senior Artisan
	Artisan II	<p>(a) By direct appointment of a candidate with qualification as with Artisan 1 with demonstrated cognate experience.</p> <p>(b) By promotion of a Craftsman with demonstrable experience who has spent at least 2 years on post.</p>	<ul style="list-style-type: none"> • Assist the Artisan I in the discharge of his duties above. • Any other duties that may be assigned by a Director as the case may be or the Institute Secretary. 	CONTISS 04	Artisan I
	Craftsman	<p>(a) By direct appointment of an artisan with demonstrable competence in carpentry, masonry etc.</p>	<ul style="list-style-type: none"> • Assist other Artisans in the discharge of their functions • Any other assigned responsibilities 	CONTISS 03	Artisan II

(xiv) RECEPTIONIST CADRE**Posts**

Chief Receptionist

Principal Receptionist

Senior Receptionist

Receptionist

Salaries

CONTISS 08

CONTISS 07

CONTISS 06

CONTISS 05

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Receptionist	(a) By direct appointment of a holder of the Ordinary National Diploma or equivalent qualification plus 9 years post qualification cognate experience. (b) By promotion of a suitable Principal Receptionist plus 3 years post qualification cognate experience.	<ul style="list-style-type: none">• 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.	CONTISS 08	
	Principal Receptionist	(a) By direct appointment of candidates with qualification same as Chief Receptionist plus 6 years post qualification cognate experience. (b) Promotion prospects for Senior Receptionist after at least 2 years of satisfactory performance on the post.	<ul style="list-style-type: none">• Assist Chief Receptionist in the discharge of his duties.• Any other duties that may be assigned by the Institute Secretary.	CONTISS 07	Chief Receptionist
	Senior Receptionist	(a) By direct appointment of candidate with qualification as Principal Receptionist with 3 years' post qualification cognate	<ul style="list-style-type: none">• Assist Principal Receptionist in the discharge of his duties.• Any other duties that may be assigned by the Institute Secretary.	CONTISS 06	Principal Receptionist

		experience. (b) Promotion prospects for Receptionist after at least 2 years of satisfactory performance on the post.			
	Receptionist	(a) By direct appointment of candidate with qualification same as Senior Receptionist.	<ul style="list-style-type: none"> ● Assist Senior Receptionist in the discharge of his duties. ● Any other duties that may be assigned by the Institute Secretary. 	CONTISS 05	Senior Receptionist

BURSARY

6. BURSARY DIRECTORATE

(i) ACCOUNTANT CADRE

Posts

Institute Bursar
 Director (Finance & Accounting)
 Deputy Institute Bursar
 Chief Accountant
 Principal Accountant
 Senior Accountant
 Accountant I
 Accountant II

Salaries

CONTISS15 (Consolidated)
 CONTISS 15
 CONTISS 14
 CONTISS 13
 CONTISS 11
 CONTISS 09
 CONTISS 08
 CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Institute Bursar	<p>(a) By direct appointment only of a candidate with degree in Accounting, Finance, or related courses (not less than 2nd class lower Division) from a recognized University with at least 15 (fifteen) years post qualification cognate experience and must possess full professional qualification of a recognized accounting body e.g. ICAN/ANAN, ACCA etc.</p> <p>(b) By direct appointment of a holder of Masters degree in Business Administration, Accounting, Finance or related courses or Finance with at least 14 years post qualification cognate</p>	<ul style="list-style-type: none"> • The Bursar is the Chief financial officer and is responsible to the Director-General for the day-to-day coordination of the Finance and Accounts Department of the Institute. • Maintain and keep proper books of accounts in accordance with recognized accounting standard • Responsible for the preparation of the Institute's financial accounts • Ensures timely check and preparation of the Institute's books of records. 	CONTISS 15 (Consolidated)	

		<p>experience and must possess full professional qualification of a recognized accounting body e.g. ANAN, ACCA, ICAN. The candidate must be familiar with accounting software.</p> <p>(c) By advertisement and appointment only.</p>			
	Director (Finance & Accounts)	<p>(a) By direct appointment only of a candidate with degree in Accounting, Finance or related courses (not less than 2nd class Lower Division) from a recognized University with at least 15 (fifteen) years post qualification cognate experience and must possess full professional qualification of a recognized accounting body e.g. ICAN/ANAN, ACCA.</p> <p>(b) By direct appointment of a holder of Masters degree in Business Administration, Accounting, Finance or related field with at least 13 years post qualification cognate experience and must possess full professional qualification of a recognized accounting body e.g. ANAN, ACCA, ICAN. The candidate must be familiar with accounting software.</p>	<ul style="list-style-type: none"> ● Assist the Institute Bursar on the day-to-day coordination of the Finance and Accounts Department of the Institute. ● Shall be responsible for managing and actualizing set goals of the divisions in Accounts Department. ● He shall head a Division within the department as assigned. ● Any other duties as may be assigned by the Institute Bursar. 	CONTISS 15	Institute Bursar

		(c) By promotion of a suitable Deputy Institute Bursar after at least 4 (four) years of satisfactory performance on the post, plus full membership of a recognized professional accounting body e.g. ANAN, ACCA, ICAN. The candidate must be familiar with accounting software.			
	Deputy Institute Bursar	<p>(a) By direct appointment of a candidate with a qualification as in (2) above plus 14 years post qualification cognate experience and must possess full professional qualification of a recognized professional accounting body e.g. ANAN, ACCA, ICAN.</p> <p>(b) By direct appointment of a candidate with a Masters degree in Accounting, Finance or related courses from a recognized University plus 13 years post qualification cognate experience and must possess full professional qualifications of a recognized professional accounting body e.g. ANAN, ACCA, ICAN.</p> <p>(c) By promotion of a suitable Chief Accountant after at least 4 years of satisfactory performance on the job, plus full</p>	<ul style="list-style-type: none"> ● Assist the Institute's Bursar in co-coordinating 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 Director (Finance & Accounts) or the Bursar as the case may be.. ● Shall be responsible for a Division within the Department. 	CONTISS 14	Director (Finance & Accounts)

		membership of a recognized professional accounting body e.g. ANAN, ACCA, ICAN. The candidate must be familiar with accounting software.			
	Chief Accountant	<p>(a) By direct appointment of a candidate with qualification as in (3) above plus 13 years post qualification cognate experience and must possess full professional accounting qualification of a recognized professional accounting body, e.g. ANAN, ACCA, ICAN. The candidate must be familiar with accounting software.</p> <p>(b) By direct appointment of a holder of a Masters degree in Accounting, Finance and related courses plus 12 years cognate experience.</p> <p>(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 recognized professional accounting body e.g. ANAN, ACCA or ICAN. She/he must be familiar with accounting software.</p>	<ul style="list-style-type: none"> ● Assist the Deputy Bursar in planning, organizing, directing and co-coordinating 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. 	CONTISS 13	Deputy Institute Bursar
	Principal Accountant	<p>(a) By direct appointment of a candidate as in (4) above plus at least 9</p>	<ul style="list-style-type: none"> ● Assist the Chief Accountant in his duties. ● Perform other related duties as may be assigned by a 	CONTISS 11	Chief Accountant

		<p>years post qualification cognate experience.</p> <p>Professional membership of ANAN, ICAN or ACCA is mandatory. The candidate must be familiar with accounting software.</p> <p>(b) By direct appointment of a holder of a Masters degree in Accounting, Finance or related courses plus 8 years post qualification cognate experience.</p> <p>(c) By promotion of a suitable Senior Accountant with at least 3 (three) years satisfactory performance on the post. Must possess professional membership of ANAN, ICAN or ACCA.</p>	Director as the case may be or the Bursar.		
	Senior Accountant	<p>(a) By direct appointment of a candidate as in (5) above plus at least 6 years post qualification cognate experience. In addition, he/she must be computer literate. Possession of Professional membership of ANAN, ICAN or ACCA is an advantage.</p> <p>(b) By promotion of a suitable Accountant I after a minimum of 3 years satisfactory performance on the post .</p> <p>Possession of Professional membership of ANAN, ICAN, or ACCA is an advantage.</p>	<ul style="list-style-type: none"> ● Receive of all cash, cheques, warrant and A.I.E. accruing to the Institute and prepare daily cash positions. ● Maintain cash books for capital account (CBN), overhead, personnel accounts and prepare bank reconciliation. ● Render account on monthly departmental imprest, and post into the imprest cash book. ● Maintain necessary ledgers, journals and prepare trial balance on monthly basis. ● Perform any other duties that may be assigned by a Director as the case me be or the Bursar. 	CONTISS 09	Principal Accountant

	Accountant I	(a) By direct appointment of a candidate with qualification as in (6) above plus at least 3 years cognate experience. Must be computer literate. (b) By promotion of a suitable Accountant II after a minimum period of 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> • Prepare and document all payments. • Reconciliation of Accounts • Efficient handling of all revenues • Bank all monies collected 	CONTISS 08	Senior Accountant
	Accountant II	(a) By direct appointment of a candidate with degree in Accounting, Finance or related courses (not less than 2nd class Lower Division) from a recognized University. The candidate must be computer literate.	<ul style="list-style-type: none"> • Maintain imprest cashbook and bank reconciliation. • Maintain Vote Book and Fixed Assets Register. • Perform other related duties that may be assigned by a Director as the case may be or the Bursar. 	CONTISS 07	Accountant I

(ii) EXECUTIVE OFFICER (ACCOUNTS) CADRE

Posts

Chief Executive Officer	CONTISS 13
Assistant Chief Executive Officer	CONTISS 12
Principal Executive Officer I	CONTISS 11
Principal Executive Officer II	CONTISS 09
Senior Executive Officer	CONTISS 08
Higher Executive Officer	CONTISS 07
Executive Officer	CONTISS 06
Assistant Executive Officer	CONTISS 05

Salaries

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Executive (Accounts)	(a) By direct appointment of a candidate with HND in Accounts, Finance or other related field with minimum of lower credit from a	<ul style="list-style-type: none"> • Serve as training officer for junior staff. • Authorize payments and sign payment vouchers. • Design and arrange as appropriate on-the-job training and other training courses for 	CONTISS 13	

		<p>recognized Institution plus NYSC Discharge certificate or evidence of exemption with 14 years post qualification experience.</p> <p>(b) By promotion of a confirmed and suitable Assistant Chief Executive Officer who has spent at least 4 years satisfactory performance on the post.</p> <p>Should have HND.</p> <p>(c) Full Membership of a professional body such as ANAN, ICAN or ACCA is mandatory.</p>	<p>subordinates.</p> <ul style="list-style-type: none"> • Assist the Deputy Institute Bursar in his duties • Any other duties as will be assigned by the Director (Finance and Accounts) or the Bursar. 		
	Assistant Chief Executive Officer (Accounts)	<p>(a) By direct appointment of a candidate as in (2) above plus at least 12 years post qualification cognate experience. The candidate must be familiar with accounting software.</p> <p>(b) By promotion of a confirmed and suitable Principal Executive Officer I (Accounts) with an HND, who has spent at least 3 years satisfactory performance on the post.</p> <p>(c) Full Membership of a professional body such as ANAN, ICAN or ACCA is mandatory.</p>	<ul style="list-style-type: none"> • Supervise and coordinate the activities of a number of junior staff • Assist in training. • Handle various finance and accounting assignments as will be assigned 	CONTISS 12	Chief Executive Officer (Accounts)

	Principal Executive Officer I (Accounts)	<p>(a) By direct appointment of a candidate with an HND in Accounting, Finance or related fields plus 11 years post qualification cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Principal Executive Officer II with an HND, who has spent at least three (3) years satisfactory performance.</p> <p>(c) Membership of an Accounting professional body such as ANAN, ICAN or ACCA is mandatory.</p>	<ul style="list-style-type: none"> • Take charge of Final Account. • Prepare and submit Bank Reconciliation Statements. • Other assignments as will be assigned 	CONTISS 11	Assistant Chief Executive Officer (Accounts)
	Principal Executive Officer II	<p>(a) By direct appointment of a candidate possessing an HND in Accounting or related field plus at least 9 years post qualification cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Senior Executive Officer who has an HND in Accounting or related fields.</p> <p>(c) Membership of an Accounting professional body such as ANAN, ICAN or ACCA is an advantage.</p>	<p>Receive and issue security books and render returns at regular intervals.</p> <ul style="list-style-type: none"> • Keep and reconcile vote books. • Inspect Revenue Collectors Books of Accounts and Returns at regular intervals • Issue advances and maintain advance ledgers. • Maintain and update a debt register. 	CONTISS 09	Principal Executive Officer I (Accounts)
	Senior Executive Officer	<p>(a) By direct appointment of a candidate possessing an HND in Accounting or related courses plus at least 6 years</p>	<ul style="list-style-type: none"> • Maintain Revenue Collector's Chart. • Reconcile Bank Statements with the Cash Book. • Assist in the preparation of pay roll. • Any other assignments as 	CONTISS 08	Principal Executive Officer II

		<p>post qualification cognate experience.</p> <p>Membership of a professional Accounting body such as ICAN, ANAN or ACCA is an advantage.</p> <p>(b) By promotion of a confirmed and suitable Higher Executive Officer who has an HND in Accounting or related fields and has spent at least 3 years satisfactory performance on the post.</p> <p>(c) Membership of a professional body such as ANAN, ICAN or ACCA is an advantage.</p>	will be assigned.		
	Higher Executive Officer	<p>(a) By direct appointment of a candidate possessing HND in Accounting, Finance, or other related fields obtained from a recognized Institution plus 3 years cognate experience.</p> <p>(b) By promotion of a confirmed and suitable Executive Officer with at least 3 years satisfactory performance on the post.</p> <p>(c) Membership of a professional body such as ANAN, ICAN or ACCA is an advantage.</p>	<ul style="list-style-type: none"> •Scrutinize payment vouchers. •Deal with Audit queries. •Assist with other Accounts functions as delegated by the Chief Accountant. 	CONTISS 07	Senior Executive Officer
	Executive Officer	<p>(a) By appointment of a candidate possessing OND in Accounting, Finance or other related fields plus at least 2 years post-qualification</p>	<ul style="list-style-type: none"> •Maintain variation control sheets. • Maintain vote books and render expenditure returns. • Check payment vouchers. • Supervise revenue 	CONTISS 06	Higher Executive Officer

		cognate experience (b) By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years satisfactory performance on the post.	collection. ● Handle routine correspondences		
	Assistant Executive Officer	By direct appointment of a candidate possessing OND in Accounting, Finance or other related fields obtained from a recognized Institution.	<ul style="list-style-type: none"> ● Perform under supervision the following duties. ● Check and pass payment vouchers. ● Keep advances registers. ● Render monthly returns on advance. ● Maintain vote books and unclaimed wages register and cash books. ● Hand bank reconciliation returns ● Any other functions as would be assigned. 	CONTISS 05	Executive Officer

(iii) BUDGET & PLANNING CADRE

Post	Salaries
Director (Budget & Planning)	CONTISS 15
Deputy Institute Bursar (Budget & Planning)	CONTISS 14
Chief Accountant (Budget & Planning)	CONTISS 13
Principal Accountant (Budget)	CONTISS 11
Senior Accountant (Budget)	CONTISS 09
Accountant I	CONTISS 08
Accountant II	CONTISS 07

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Director (Budget & Planning)	<p>a) By the direct appointment of a candidate sufficiently qualified in Accounts, Economics, finance or statistics with at least 15 (fifteen) years post qualification cognate experience. The candidate must possess full professional qualification of a recognized accounting body e.g. ICAN, ACCA or ANAN.</p> <p>(b) By direct appointment of a holder of post graduate and professional qualification in the areas above plus cognate experience in Budgetary and Planning procedures with at least 13 years professional experience.</p> <p>(c) By promotion of a suitable Deputy Institute Bursar (Budget & Planning) after at least 4 (four) years of satisfactory performance on the</p>	<ul style="list-style-type: none"> Responsible to the Bursar and the Director-General for the day-to-day planning and budgeting of Institute's human and material requirements as well as Financial Management of the Institute. Ensure effective liaison with relevant Ministries and Agencies including the National Assembly for a smooth and comprehensive budgetary process. 	CONTISS 15	Institute Bursar

		<p>job, plus full membership of a recognized professional accounting body e.g. ACCA, ICAN or ANAN.</p> <p>The candidate must be familiar with planning and budgetary procedures.</p>			
	Deputy Institute Bursar (Budget & Planning)	<p>(a) As in (1) above.</p> <p>(b) By the promotion of a suitable Chief Accountant who has spent at least four (4) years satisfactory service.</p>	<ul style="list-style-type: none"> Assist the Director (Budget & Planning) in the preparation of middle term revenue and recurrent expenditure framework for the Institute. Any other assignments that the Bursar may direct as the need arises. 	CONTISS 14	Director (Budget & Planning)
	Chief Accountant (Budget & Planning)	<p>(a) By direct appointment of a candidate with qualification as in (1) above plus 13 years post qualification cognate experience and must possess full professional accounting qualification of a recognized professional accounting body, e.g. ACCA, ICAN or ANAN. The candidate must be familiar with accounting software and budgetary procedures.</p> <p>(b) By direct appointment of a holder of a Masters degree plus 12 years cognate experience.</p> <p>(c) By promotion of a suitable Principal Accountant with at least four (4) years satisfactory performance on the post, and must possess full</p>	<ul style="list-style-type: none"> Assist the Deputy Bursar (Budget & Planning) in budgeting,, planning, organizing, directing and coordinating the budgeting, accounting/financial system of the Institute. Assist in monitoring the performance and efficiency of the various units of the Budget and Planning Division. Ensure an all year round planning of the human and material needs of the Institute as well as prepare capital budgets and ensure compliance with implementations. Prepare annual personnel and overhead budgets. Ascertain expected staff strength; make provisions for promotions, retirements and overall personnel management functions.. Liaise with relevant Ministries and Agencies as well as the National Assembly for a 	CONTISS 13	Deputy Institute Bursar (Budget & Planning)

		<p>professional qualification of a recognized professional accounting body e.g. ACCA, ICAN or ANAN.</p> <p>The candidate must be familiar with accounting software.</p>	<p>comprehensive budgetary process for the Institute.</p> <ul style="list-style-type: none"> Any other duties that may be assigned by the Bursar or the Director-General. 		
	Principal Accountant (Budget)	<p>(a) By direct appointment of a candidate as in (3) above plus at least 9 years post qualification cognate experience. The candidate must be familiar with accounting and budgetary software.</p> <p>(b) By direct appointment of a holder of a Masters degree in relevant fields plus 8 years post qualification cognate experience.</p> <p>(c) By promotion of a suitable Senior Accountant with at least 3 (three) years satisfactory performance on the post.</p> <p>In each case, full membership of ICAN, ACCA or ANAN is mandatory.</p>	<ul style="list-style-type: none"> Assist the Chief Accountant in his duties. Handle assignments as related to the Chief Accountant but with lower levels of responsibility. Perform other related duties as may be assigned by the Bursar or the Director-General 	CONTISS 11	Chief Accountant (Budget & Planning)
	Senior Accountant (Budget)	<p>(a) By direct appointment of a candidate as in (3) above plus at least 6 years post qualification cognate experience. In addition, he/she must be computer literate.</p> <p>(b) By promotion of a suitable Accountant I after a minimum of 3 years satisfactory performance on the grade.</p>	<ul style="list-style-type: none"> Assists in the preparation of annual budgets Assist with Planning human, material and cost projections of the Institute Collation of budgetary requirements of the Institute Any other duties that may be assigned from time to time. 	CONTISS 09	Principal Accountant (Budgets)

	Accountant I (Budget)	(a) By direct appointment of a candidate with qualification as in (5) above plus at least 3 years cognate experience. Must be computer literate. (b) By promotion of a suitable Accountant II after a minimum period of 3 years satisfactory performance on the post.	<ul style="list-style-type: none"> ● Handle responsibilities as above but at lower levels of responsibility ● Other assigned responsibilities as may be assigned from time to time. 	CONTISS 08	Senior Accountant (Budget)
.	Accountant II	By direct appointment of a candidate with qualification as in (6) above The candidate must be computer literate.	<ul style="list-style-type: none"> ● Perform duties as above 	CONTISS 07	Accountant I

RESEARCH/ACADEMIC

7. ACADEMIC/LIBRARY DEPARTMENTS

(i) RESEARCH ACADEMIC CADRE

Posts

1. Research Professor
2. Associate Research Professor
3. Senior Research Fellow
4. Research Fellow I
5. Research Fellow II
6. Assistant Research Fellow.

Salaries

- CONUASS 07
CONUASS 06
CONUASS 05
CONUASS 04
CONUASS 03
CONUASS 02

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Research Professor	<p>(a) By direct appointment of a holder of a Doctorate degree in Law from a recognized University. In addition the candidate should have 15 years relevant research/teaching experience and must have at least 25 publications and a minimum overall score of 75 points as per sub section 6.16(a), to (c) of the Revised Rules and Regulations Governing Conditions of Service.</p> <p>(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.</p> <p>(c) In any of the above cases, the candidate must have</p>	<ul style="list-style-type: none"> ● 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. Disseminate research findings ● Any other duties that may be assigned by the Head of Department/Director or the Director-General. ● Teaching responsibilities that may be assigned from time-to-time by the Head of Departments, Director or Director-General. 	CONUASS 07	

		the required number of publications plus evidence of administrative competence and contributions to the Institute and national affairs.			
	Associate Research Professor	<p>(a) By direct appointment of a holder of a Doctorate Degree in Law plus 12 years cognate experience. In addition the candidate should have at least 18 publications, (journal articles or books) and a minimum overall score of 65 points as per sub section 6.16(a), to (c) of the Revised Rules and Regulations Governing Conditions of Service.</p> <p>(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.</p> <p>(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.</p>	<ul style="list-style-type: none"> ● Conduct research and training activities. ● Supervise and co-ordinate the duties of subordinate officers in discharge of the mandate of the Institute. ● Disseminate research findings ● Any other duties that may be assigned by the Head of Department/Director or the Director-General. ● Teaching responsibilities that may be assigned from time-to-time by the Head of Departments, Director or Director-General. 	NUASS 06	Research Professor
	Senior Research Fellow	<p>(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.</p>	<ul style="list-style-type: none"> ● Participates in Research and training activities ● Disseminate research findings ● Any other duties that may be assigned by the Head of Department/Director or the Director-General. ● Teaching responsibilities that any be assigned from time-to-time by the Head 	CONUASS 05	Associate Research Professor

		<p>(b) By promotion of a suitable Research Fellow I with at least 3 years experience on the post.</p> <p>(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.</p>	of Departments, Director or Director-General.		
	Research Fellow I	<p>(a) By direct appointment of a holder of a Doctorate Degree in law with a minimum overall score of 45 points.</p> <p>(b) The candidate must evince ability to conduct research.</p> <p>(c) By appointment of a suitable Research Fellow II after at least 3 years cognate experience. The candidate must have at least 4 publications.</p>	<ul style="list-style-type: none"> ● Handles activities as in (3) above. 	CONUASS 04	Senior Research Fellow
	Research Fellow II	<p>(a) By direct appointment of a holder of a Masters degree in law plus 3 years cognate experience.</p> <p>(b) The candidate must evince ability to initiate and conduct research work with minimal supervision.</p> <p>(c) By promotion of a suitable Assistant Research Fellow with at least 3 years cognate experience provided that the candidate has acquired the LL.M degree within the stipulated period.</p> <p>(d) In either case, the candidate must evince ability to conduct research.</p>	<ul style="list-style-type: none"> ● 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. Teaching responsibilities that may be assigned from time-to-time by the Head of Department, Director or Director-General. ● Carryout Research and Training Activities in Law related matters. 	NUASS 03	Research Fellow I

	Assistant Research Fellow	<p>By direct appointment of a holder of a minimum of second class lower degree in law.</p> <p>The candidate must evince ability to initiate and conduct research work with minimal supervision.</p> <p>The candidate must acquire the LL.M degree within three years of employment.</p>	<ul style="list-style-type: none"> • Carry out research in Law and related disciplines. • Disseminate research findings. • Any other duties that may be assigned by the Head of Department/Director. 	NUASS 02	Research Fellow II
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(ii) LIBRARIAN CADRE**(Professional Librarian)****Posts**

1. Institute Librarian
2. Professor Librarian
3. Reader Librarian
4. Senior Librarian
5. Librarian I
6. Librarian II
7. Assistant Librarian.

Salaries

- CONUASS 07(Consolidated)
 CONUASS 07
 CONUASS 06
 CONUASS 05
 CONUASS 04
 CONUASS 03
 CONUASS 02

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Institute Librarian	<p>By direct appointment of a holder of a doctorate degree in Library Science of Social Sciences or Humanities from a recognized university plus 15 years cognate experience and must have at least 25 publications and a minimum overall score of 75 points as provided for in the Staff Rules and Regulations.</p> <p>(b)He must, in addition, be a member of Nigerian Library Association and Librarian's Registration Council of Nigeria</p> <p>(c)Computer literacy is essential.</p> <p>(d) By advertisement and appointment only</p>	<ul style="list-style-type: none"> 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 utilization of relevant software for the operation of the library. 	CONUASS 07	
	Professor Librarian	<p>(a) By direct appointment of a candidate with qualification as the Institute Librarian plus 15 years cognate experience</p> <p>(b) By promotion of a suitable Reader</p>	<ul style="list-style-type: none"> 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 	CONUASS 07	Institute Librarian

		<p>Librarian who is a holder a of Doctorate degree in Library Science with at least 3 years satisfactory performance on the post.</p> <p>General administrative competence and contributions to the Institute and national affairs will also be considered.</p> <p>(c) Computer Literacy is essential.</p> <p>In addition, must be a duly registered member of Nigerian Library Association and Librarian's Registration Council of Nigeria.</p>	may be assigned by the Institute Librarian.		
	Reader Librarian	<p>(a) By direct appointment of a holder of a doctoral degree in Library Science plus 12 years cognate experience.</p> <p>In addition, he must have at least 18 publications and a minimum of overall 65 points as specified in the Rules and Regulations Governing Staff Conditions of Service.</p> <p>(b) By promotion of a suitable Senior Librarian who is a holder of a Doctorate degree in Library Science with at least 3 years satisfactory performance on the post.</p> <p>(c) In any of the above cases, publication/research work as per the Regulations Governing the Conditions of</p>	<ul style="list-style-type: none"> Assist the Professor/Institute Librarian in initiating and leading research work. Head a Section or Unit in the Library. Any other duties that may be assigned by the Institute Librarian. 	CONUASS 06	Professor Librarian

		Service and general administrative competence is required. Candidate must be a registered member of Nigerian Library Association as well as Librarian Council of Nigeria. Computer literacy is essential.			
	Senior Librarian	<p>(a) By direct appointment of a candidate with doctorate degree in Library Science plus 9 years cognate experience. In addition, should have at least 10 publications and a minimum overall score of 55 points. Computer literacy is essential.</p> <p>(b) By promotion of a suitable Librarian 1 after 3 years satisfactory performance on the post.</p> <p>(c) In (a) and (b) above, candidate must have acceptable number of recognized publications plus evidence of administrative competence. Computer literacy is essential.</p> <p>(d) In addition, must be a duly registered member of Nigerian Library Association and Librarian's Registration Council of Nigeria.</p>	<ul style="list-style-type: none"> Assist the Reader Librarian in providing Library services Head a Section or Unit in the Library Any other duties that may be assigned by the Professor/Institute Librarian. 	NUASS 05	Reader Librarian
	Librarian I	<p>(a) By direct appointment of a candidate with qualification same as the Senior Librarian plus 3 years cognate experience with a minimum overall score of 45 points.</p>	<ul style="list-style-type: none"> Assists the Senior Librarian in providing Library services. 	CONUASS 04	Senior Librarian

		<p>(b) By promotion of a suitable Librarian II after 3 years satisfactory performance on the post.</p> <p>(c) In (a) and (b) above, ability to initiate research work, Computer literacy and a degree in Law will be an added advantage. Candidate must be a duly registered member of the Nigerian Library Association and Librarians Registration Council of Nigeria.</p>			
	Librarian II	<p>(a) By direct appointment of a candidate with a Masters degree in Library Science plus 3 years cognate experience. Computer literacy is required.</p> <p>(b) By promotion of a suitable Assistant Librarian with at least 3 years cognate experience provided the candidate has acquired a Master degree in Library Science and holds requisite professional membership.</p> <p>(c) In either case, the candidate must show evidence of ability to initiate and conduct research work with minimal supervision.</p>	<ul style="list-style-type: none"> Assists Librarian I in providing Library services. 	CONUASS 03	Librarian I
	Assistant Librarian	<p>(a) By direct appointment of a candidate with a minimum of second class lower division in Library Science.</p> <p>(b) The candidate must show evidence of ability to initiate and</p>	<ul style="list-style-type: none"> General Librarian duties according to whether the staff is posted to Acquisition Section, Cataloguing Section, Reader Services or Information Technology section. Any other duties that 	CONUASS 02	Librarian II

		conduct research work with minimal supervision.	may be assigned by the Institute Librarian.		
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(iii) LIBRARY PARA-PROFESSIONAL CADRE

Posts	Salaries
Chief Library Officer	CONTISS 13
Assistant Chief Library Officer	CONTISS 12
Principal Library Officer I	CONTISS 11
Principal Library Officer II	CONTISS 09
Senior Library Officer	CONTISS 08
Higher Library Officer	CONTISS 07
Library Officer	CONTISS 06

S/N	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Chief Library Officer	<p>i) By direct appointment of a holder of B.Sc 2nd Class Lower Division degree or HND with minimum of lower credit in Library Science plus 14 years cognate experience. Must be computer literate.</p> <p>ii) By promotion of a suitable Assistant Chief Library Officer after at least 4 years satisfactory performance on the post.</p>	<p>Provides Para Professional leadership in initiating and leading research work</p> <p>Any other duties that may be assigned by the Head of Section or the Institute Librarian.</p>	CONTISS 13	
	Assistant Chief Library Officer	<p>i) By direct appointment of a holder of qualification as in Chief Library Officer plus 12 years cognate experience. Must be computer literate.</p> <p>ii) By promotion of a suitable Principal Library Officer I after at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> Assist the Chief Library officer in carrying out Library activities. 	CONTISS 12	Chief Library Officer

	Principal Library Officer I	<p>a) By direct appointment of a holder of HND in Library Science plus 10 years cognate experience. Must be computer literate.</p> <p>b) By promotion of a suitable Principal Library Officer 11 after at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> Assist the Assistant Chief Library officer I in carrying out Library activities. 	CONTISS 11	Assistant Chief Library Officer I
	Principal Library Officer II	<p>a) By director appointment of a holder of HND in Library Science plus 9 years cognate experience.</p> <p>b) By promotion of a suitable Senior Library Officer after at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> Assist the Assistant Chief Library Officer in carrying out Library activities. Maintaining some sections or units of the Library. 	CONTISS 09	Principal Library Officer I
	Senior Library Officer	<p>a) By direct appointment of a holder of HND in Library Science plus 6 years cognate experience.</p> <p>b) By promotion of a suitable Higher Executive Library Officer after at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> Assist the Principal Library Officer in carrying out Library activities. 	CONTISS 08	Principal Library Officer II
	Higher Executive Library Officer	<p>a) By direct appointment of a holder of HND in Library Science plus 3 years cognate experience.</p> <p>(b) By promotion of a suitable Library Executive Officer after at least 3 years satisfactory performance on the post.</p>	<ul style="list-style-type: none"> Assist the Senior Library Officer in carrying out Library activities. Prepare Statistics and data. Maintain and Supervise subordinate staff. 	CONTISS 07	Senior Library Officer
	Library Executive Officer	By direct appointment of a holder of OND in Library Science plus 2 years cognate	<ul style="list-style-type: none"> Carry out duties in Acquisition, Cataloguing, Readers Service or Information Technology 	NTISS 06	Higher Library Officer

		experience.	section. <ul style="list-style-type: none"> Organize and store data. Compile bibliographical list. Any other duty that may be assigned by Institute Librarian. 		
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(iv) LIBRARY ASSISTANT CADRE

Library Assistant I

CONTISS 5

Library Assistant II

CONTISS 4

Library Assistant III

CONTISS 3

	POST	METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE	DUTIES	SALARY	NEXT POST
	Library Assistant I	(i) By direct appointment of a holder of SSCE/NECO/GCE/O LEVELS certificate with five(5) credits including English Language and Mathematics ii)By promotion of a suitable Library assistant Officer 11 after at least 3 years satisfactory performance on the post.	Assist the library officers in carrying out library functions.	5	
	Library Assistant II	(i)By direct appointment of a holder of SSCE/NECO/GCE/O LEVELS certificate with five(5) credits including English Language and Mathematics (ii)By promotion of a suitable Library assistant Officer 111 after at least 3 years satisfactory performance on the post.	Assist the library assistant 1 in carrying out library functions including maintenance of facilities and Book shelf in the Library.	4	Library Assistant I
	Library Assistant III	(i)By direct appointment of a holder of SSCE/NECO/GCE/O LEVELS certificate with five(5) credits including English Language and Mathematics	.Handles routine cleaning and maintenance of Book shelf and the entire library environment.	3	Library Assistant II

Departments, Divisions and Units in the Institute

Directorate of Research

1. Department of Public Law
2. Department of Private and Property Law
3. Department of Commercial Law
4. Department of International Law
5. Department of African and Comparative Law

Directorate of Studies

1. Post-Graduate Studies
2. Continuing Legal Education and Consultancy (CLEC)

Library Department

1. Acquisitions Division
2. Cataloguing and Classification Division
3. Readers Services and Bibliographic Division
4. Information Technology Division
5. Serial Management Division

Administration

1. General Administration Division
2. Human Resource Management Division
3. General Services Division
4. Procurement & Supplies Division
5. Legal Services/Council Matters Division
6. Protocol and Information Division
7. Editorial & Press Division
8. Engineering, Works & Physical Development Division

Bursary

Revenue Division

Expenditure Division

Salaries and Wages Division

Final Accounts Division

Budget and Planning Division

POSITIONS IN THE INSTITUTE

DIRECTOR-GENERAL'S OFFICE

A. DIRECTOR-GENERAL

CONTISS CONSOLIDATED

B INTERNAL AUDIT DIVISION

(i) AUDITOR'S CADRE

Posts

Salaries

1. Director Internal Audit	CONTISS 15
2. Deputy Director Internal Audit	CONTISS 14
3. Chief Internal Auditor	CONTISS 13
4. Principal Internal Auditor	CONTISS 11
5. Senior Internal Auditor	CONTISS 09
6. Internal Auditor I	CONTISS 08
7. Internal Auditor II	CONTISS 07

(ii) EXECUTIVE OFFICERS (AUDIT) CADRE

Posts

Salaries

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

C. PROTOCOL AND INFORMATION DIVISION

Posts

Salaries

1. Director (Protocol & Information)	CONTISS 15
2. Deputy Institute Secretary (Protocol/Information)	CONTISS 14
3. Principal Assistant Secretary (Protocol/Information)	CONTISS 13
4. Senior Assistant Secretary (Protocol/Information)	CONTISS 11
5. Assistant Secretary (Protocol/Information)	CONTISS 09
6. Administrative Officer I (Protocol/Information)	CONTISS 08
7. Administrative Officer II (Protocol/Information)	CONTISS 07

8	Executive Officer (Protocol/Information)	CONTISS 06
9	Assistant Executive Officer (Protocol/Information)	CONTISS 05

D. PROCUREMENT and SUPPLIES OFFICER CADRE

Posts	Salaries
1. Director, Procurement	CONTISS 15
2. Deputy Director Procurement	CONTISS 14
3. Chief Procurement Officer	CONTISS 13
4. Principal Procurement Officer	CONTISS 11
5. Senior Procurement Officer	CONTISS 09
6. Procurement Officer I	CONTISS 08
7. Procurement Officer II	CONTISS 07

E. ADMINISTRATION DEPARTMENT

(i) ADMINISTRATIVE OFFICERS CADRE

Posts	Salaries
1. Institute Secretary	CONTISS 15 (Consolidated)
2. Director of Administration	CONTISS 15
3. Deputy Institute Secretary	CONTISS 14
4. Principal Assistant Secretary	CONTISS 13
5. Senior Assistant Secretary	CONTISS 11
6. Assistant Secretary	CONTISS 09
7. Administrative Officer I	CONTISS 08
8. Administrative Officer II	CONTISS 07

(ii) EXECUTIVE OFFICER CADRE (ADMINISTRATION)

Posts	Salaries
1. Chief Executive Officer	CONTISS 13
2. Assistant Chief Executive Officer	CONTISS 12
3. Principal Executive Officer I	CONTISS 11
4. Principal Executive Officer II	CONTISS 09
5. Senior Executive Officer	CONTISS 08
5. High Executive Officer	CONTISS 07
6. Executive Officer	CONTISS 06
7. Assistant Executive Officer	CONTISS 05

F. COUNCIL AFFAIRS DIRECTORATE

Posts	Salaries
Director (Council Affairs)	CONTISS 15
Deputy Institute Secretary (Council Affairs)	CONTISS 14
Principal Assistant Secretary (Council Affairs)	CONTISS 13
Senior Assistant Secretary (Council Affairs)	CONTISS 11
Assistant Secretary (Council Affairs)	CONTISS 09
Administrative Officer I	CONTISS 08
Administrative Officer II	CONTISS 07

G. LEGAL SERVICES/COUNCIL SECRETARIAT DIVISION

Posts	Salaries
1. Director (Legal Services)	CONTISS 15
2. Deputy Institute Secretary (Legal Services)	CONTISS 14
3. Principal Assistant Secretary (Legal Services)	CONTISS 13
4. Senior Legal Officer	CONTISS 11
5. Legal Officer I	CONTISS 09
6. Legal Officer II	CONTISS 08

H. EDITORIAL OFFICER CADRE DIVISION

Posts	Salaries
1. Managing Editor	CONTISS 15
2. Chief Editor	CONTISS 14
3. Deputy Chief Editor	CONTISS 13
4. Principal Editor	CONTISS 11
5. Senior Editor	CONTISS 09
6. Editor/Marketing Officer I	CONTISS 08
7. Proof Reader	CONTISS 07

I. PRINTING PRESS UNIT CADRE

Posts	Salaries
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

J. SECRETARIAL CADRE

Posts	Salaries
1. Chief Personal Secretary	CONTISS 13
2. Assistant Chief Personal Secretary	CONTISS 12
3. Principal Personal Secretary	CONTISS 11
4. Senior Personal Secretary	CONTISS 09
5. Personal Secretary I	CONTISS 08
6. Personal Secretary II	CONTISS 07
7. Secretarial Assistant I	CONTISS 06
8. Secretarial Assistant II	CONTISS 05

K. DATA PROCESSING CADRE SECTION

Posts	Salaries
1. Chief Data Processing Officer	CONTISS 13
2. Assistant Chief Data Processing Officer	CONTISS 12
2. Principal Data Processing Officer	CONTISS 11
3. Senior Data Processing Officer	CONTISS 09
4. Data Processing Officer I	CONTISS 08
5. Data Processing Officer II	CONTISS 07
6. Senior Data Processing Assistant I	CONTISS 06
7. Senior Data Processing Assistant II	CONTISS 05
8. Data Processing Assistant I	CONTISS 04
9. Data Processing Assistant II	CONTISS 03

L. ENGINEERING, WORKS AND PHYSICAL PLANNING CADRE

Posts	Salaries
1. Chief Engineer	CONTISS 15
2. Deputy Chief Engineer	CONTISS 14
3. Assistant Chief Engineer	CONTISS 13
4. Principal Engineer	CONTISS 11
5. Senior Engineer	CONTISS 09
6. Engineer I	CONTISS 08
7. Engineer II	CONTISS 07

M. SYSTEMS ADMINISTRATOR CADRE SECTION

Posts	Salaries
1. Chief System Administrator	CONTISS 15
2. Deputy Chief System Administrator	CONTISS 14
3. Assistant chief System Administrator	CONTISS 13
4. Principal Systems Administrator	CONTISS 11
5. Senior System Administrator	CONTISS 09

6	System Administrator I	CONTISS 08
7	System Administrator II	CONTISS 07

N. OFFICE ASSISTANT & DISPATCH RIDER CADRE

Posts	Salaries
1. Office Assistant I	CONTISS 05
2. Office Assistant II	CONTISS 04
3. Office Assistant III	CONTISS 03
4. Office Assistant IV	CONTISS 02

O. TRANSPORT/DRIVER CADRE UNIT

Posts	Salaries
1. Transport Officer	CONTISS 09
2. Transport Supervisor	CONTISS 08
3. Chief Driver	CONTISS 07
4. Senior Driver	CONTISS 06
5. Driver /Mechanic I	CONTISS 05
6. Driver II	CONTISS 04
7. Driver	CONTISS 03

P. ARTISAN CADRE UNIT

Posts	Salaries
1. Chief Artisan	CONTISS 08
2. Assistant Chief Artisan	CONTISS 07
3. Senior Artisan	CONTISS 06
4. Artisan I	CONTISS 05
5. Artisan II	CONTISS 04
6. Craftsman	CONTISS 03

Q. RECEPTIONIST CADRE UNIT

Posts	Salaries
1. Chief Receptionist	CONTISS 08
2. Principal Receptionist	CONTISS 07
3. Senior Receptionist	CONTISS 06
4. Receptionist.	CONTISS 05

R. ACADEMIC DEPARTMENTS

(i) RESEARCH ACADEMIC CADRE

Posts	Salaries
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

(ii) PROFESSIONAL LIBRARIAN CADRE (RESEARCH)

Posts	Salaries
1. Institute Librarian	CONUASS 07(Consolidated)
2. Professor Librarian	CONUASS 07
3. Reader Librarian	CONUASS 06
4. Senior Librarian	CONUASS 05
5. Librarian I	CONUASS 04
6. Librarian II	CONUASS 03
7. Assistant Librarian	CONUASS 02

S. PARA-PROFESSIONAL LIBRARY OFFICER CADRE

Posts	Salaries
1. Chief Library Officer	CONTISS 13
2. Assistant Chief Library Officer	CONTISS 12
3. Principal Library Officer I	CONTISS 11
4. Principal Library Officer II	CONTISS 09
5. Senior Library Officer	CONTISS 08
6. Higher Library Officer	CONTISS 07
7. Library Officer	CONTISS 06

T. LIBRARY ASSISTANT CADRE

Posts	Salaries
1. Library Assistant 1	CONTISS 05
2. Library Assistant 1I	CONTISS 04
3. Library Assistant III	CONTISS 03

U. BURSARY DEPARTMENT

(i) ACCOUNTANT CADRE

Posts	Salaries
1. Institute Bursar	CONTISS 15 (Consolidated)
2. Director (Finance & Accounts)	CONTISS 15
3. Deputy Institute Bursar	CONTISS 14
4. Chief Accountant	CONTISS 13
5. Principal Accountant	CONTISS 11
6. Senior Accountant	CONTISS 09
7. Accountant I	CONTISS 08
8. Accountant II	CONTISS 07

(ii) EXECUTIVE OFFICER (ACCOUNTS) CADRE

Posts	Salaries
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 06
8. Assistant Executive Officer (Accounts)	CONTISS 05

NIALS ORGANISATIONAL CHART

ADMINISTRATION DIRECTORATE

AS AT 29TH NOVEMBER, 2019

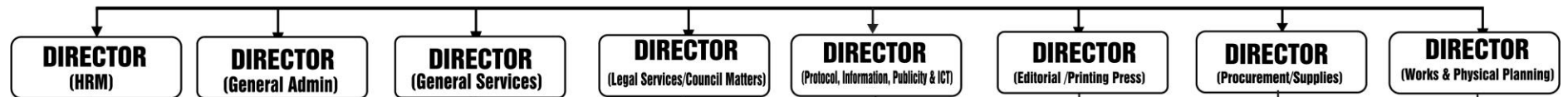
GOVERNING COUNCIL



DIRECTOR-GENERAL



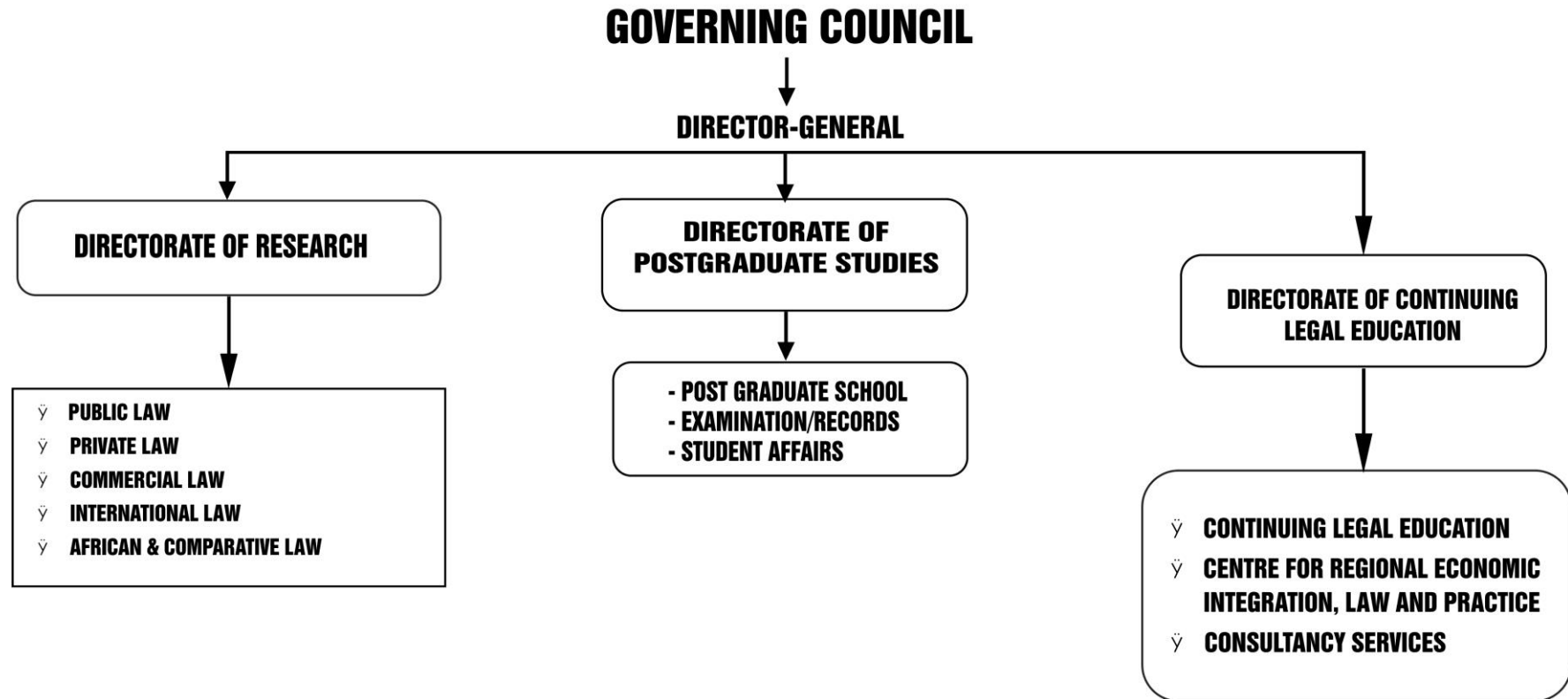
INSTITUTE SECRETARY



NIALS ORGANISATIONAL CHART

ACADEMIC DIRECTORATES

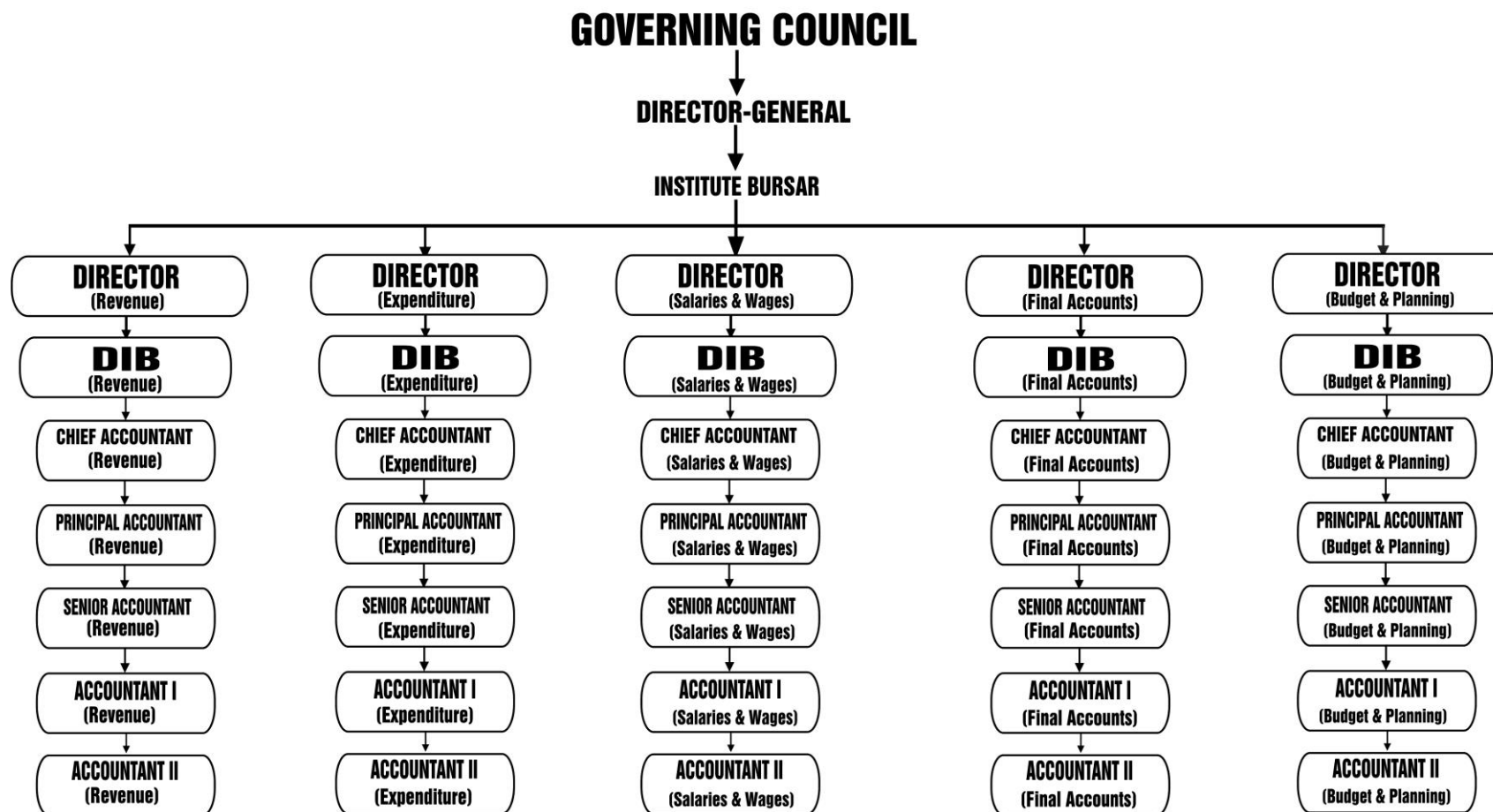
AS AT 29TH NOVEMBER, 2019



NIALS ORGANISATIONAL CHART

BURSARY DIRECTORATES

AS AT 29TH NOVEMBER, 2019



NIALS ORGANISATIONAL CHART

LIBRARY DIRECTORATE

AS AT 29TH NOVEMBER, 2019

