



## SCHEME OF SERVICE 2018

August 2018

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# CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES (CUHAS – BUGANDO)

## SCHEME OF SERVICE

### PREAMBLE

#### 1. ESTABLISHMENT OF CUHAS

The declaration made by the Tanzania Episcopal Conference (TEC) in 1994 marks the initial thought to establish a Catholic University of Health and Related Sciences at Bugando. The decision by the Conference was based in part to enable the Church to contribute to the training of more doctors and other health professionals in Tanzania; in the face of about 60% deficit of qualified personnel in the Health Sector. However, in 2003, the University was established as a Constituent College of the Saint Augustine University of Tanzania (SAUT). In 2011 the College was upgraded to a full-fledged University in the name of the Catholic University of Health and Allied Sciences (CUHAS). CUHAS was launched on the 15<sup>th</sup> of October 2011 to become the second University of the Tanzania Episcopal Conference. CUHAS was established with a **VISION** to become an outstanding Tanzanian Catholic University: excelling in health care training, research, and a service which espouses moral and ethical values. Activities of the University are guided by a **MISSION** to provide skilled and competent human resource in the health sector; a human resource vested with moral and ethical values.

In order to achieve its mission functions and transform the University into a respectable Tanzanian institution, the University is committed to ensure that the following **VALUES** will be observed and upheld at all times:

**Equity and Justice:** CUHAS-BUGANDO Management through its operations will ensure equal opportunity and exercise social justice and non-discrimination on the basis of gender, race, religion, political affiliation, disability or any other form.

**Professional Standards, Ethical and Moral Norms:** The University Management, staff and students will uphold the highest professional standards, ethical practices, respect for persons and human dignity.

**Academic Excellence:** Academic excellence will be a corner stone in all teaching, learning and advancement of frontiers of knowledge as well as by delivery of quality and relevant public services to communities in the country, region and globally.

**Academic Freedom:** Academic freedom of expression, critical thought and enquiry through openness, transparency and tolerance will be upheld and emphasized.

**Creativity:** The University will work towards enhancing creativity by encouraging students and staff to develop entrepreneurial skills and capacity to work independently.

**Respect For and Abide to the Laws and Constitution of the Country:** The University staff and students shall enhance citizenry through abidance to the Tanzanian Constitution and the law of the land.

**Foster it's Catholic Identity:** As a Catholic University it will uphold catholic ideals, attitudes and principles in its teaching, research and service.

## 2. OBJECTIVES AND FUNCTIONS OF THE UNIVERSITY

The broad objects of CUHAS, like all institutions of higher learning, are to advance and to transfer knowledge from one generation to another in the health and allied sciences, advance technology and learning, provide higher education and mentor intellectual, social and moral growth of the students at the University. Specifically, CUHAS functions include:

1. To provide a place of intellectual and professional excellence in education, research and service in health and allied sciences;
2. To prepare students through regular and professional courses in health and allied sciences and conduct examinations leading to award of degrees, diplomas, certificates and other awards in the name of the University;
3. To prepare students to understand the ethical basis of medical practice and to be able to identify social, cultural, psychological and economic factors which influence the health of the individual, family and the community as a whole;
4. To prepare students to be sympathetic to patients, families, and the community as a whole and to be able to identify the difference between a patient suffering from disease and the disease that afflicts a patient;
5. To empower students for lifelong self-evaluation, self-directed learning, and updating one's knowledge and profession, stimulation and promotion of intellectual, cultural, scientific and technological development;
6. To prepare and mould men and women of integrity, dedication, commitment and accountability and who are exemplary in self-conduct and act as role models to others;
7. To play a leading role in advocacy for creativity in and improvement of delivery services of health care to the community as a whole;
8. To provide and pursue original research and scholarship, creativity innovation and advancement of medical sciences and services through integration of research, teaching and consultancy;
9. To be a resource centre for health information and data;
10. To cooperate with the Owner, the Government of the United Republic of Tanzania, and the Revolutionary Government of Zanzibar and other relevant institutions in the development and promotion of education, research and services in health and allied sciences, and contribute towards the satisfaction of demand for experts by the society in health and allied fields;
11. To avail an avenue of social mobility to all able men and women who might otherwise not be selected for or who do not prefer public Universities, promote gender balance, equality and equity in its policies, programmes and regulations relating to teaching, research and consultancy services;
12. To institute professorships and other posts and offices and to make appointments thereto in line with such organizational structure as shall be approved by the Owner on the advice of the Council; and
13. To institute and award fellowships, scholarships, bursaries, medals, prizes and other awards and forms of assistance or sponsorship for the advancement and dissemination of knowledge.

For the achievement of its objects, the University shall have the following other functions and powers:

1. To provide courses of study leading to award of degrees, diplomas, certificates and other academic awards in the name of the University, including short-term training, symposia, colloquia, seminars, workshops and/or conferences in health sciences;
2. To provide a centre for advancement of knowledge, innovation, creativity and continuing education in health and allied sciences and the pursuit of original research and scholarship, innovation and consultancy and take such other steps as may appear necessary for the advancement and dissemination of knowledge;
3. To erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries and other buildings and structures required for the promotion of its objects;
4. To provide and regulate residence, medical, recreational and entertainment facilities, conveniences and opportunities for officers, staff, employees and students of the University including persons with disabilities and other vulnerable groups such as children and women;
5. To collaborate with Governments and other institutions of higher learning, particularly those located in the AMECEA region, in the promotion of education, research and services in health and allied sciences and for the betterment of the environment;
6. To offer medical services to all communities, especially the poorest or the most needy and the marginalised and vulnerable persons in society;
7. To establish or subscribe to pension and superannuation schemes for the benefit of its officers, staff or employees or any section thereof and to enter into arrangements with an insurance company, trustee company, pension fund or scheme or other organization or any person or persons for the operation of such scheme or schemes jointly, severally or otherwise;
8. To provide and maintain sports fields and other recreational facilities for its students and members of staff and generally encourage sports, a spirit of sportsmanship and a healthy life style among the University community;
9. To acquire any property, movable or immovable, and to take, accept and hold property which may become vested in it by way of purchase, exchange, grant, gift, endowment, donation, lease, or testamentary disposition;
10. To sell, mortgage, let or hire, exchange, donate or otherwise dispose of any property held by it;
11. To enter into such contracts, to establish such trusts and to appoint such officers, staff, employees, agents and independent contractors as may be required by the University;
12. To admit graduates of other Universities or Colleges to degrees of equal or similar rank in the University and place them in such part of the attendance at courses of study in the University, upon such terms and conditions and subject to such rules and by-laws as may from time to time be determined by the Senate and the Council;
13. To affiliate other institutions or to admit the members thereof to any of its privileges and to accept attendance at courses of study in such institutions for relevant awards of the University and/or place them in such part of the attendance at courses of study in the University and upon such terms and conditions and subject to such rules and by-laws as may from time to time be determined by the University or to recognize any members of the teaching staff of



any University, College, Institute or similar institution of higher education whether affiliated to the University or not as teachers of the University;

14. To enter into an agreement with any other institution for the incorporation of that institution into the University and for taking over its property and liabilities and for any other legitimate purpose not repugnant to the Act, the Regulations made thereunder, this Charter and these Rules and any other applicable written law;
15. To invest in land or securities such funds as may be vested in it, for the purpose of endowment, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;
16. To borrow or lend money for any purpose deemed appropriate by the Council with the approval of the Owner;
17. Subject to the approval of the Owner, to recommend the persons who have distinguished themselves either through scholarship, research or public service for award of honorary degrees in health and allied sciences;
18. To establish or disestablish campus schools, faculties, institutes, centres and directorates with the approved of the Owner and the Commission;
19. To establish associate status with schools, institutes, centres and directorates; and
20. To do, in accordance with the general law of the United Republic, University Charter and Rules all such other acts and things, whether or not incidental to these objects, powers and functions and whether within or without the United Republic as may be requisite in order to further these objects, powers and functions or any of them.

The realization of the University Mission, Objects and Functions depends to a great extent on the collective efforts of the human resource the University currently has and those it envisages employing in future. It is envisaged that in order to promote efficiency and effectiveness the human resource must be sufficiently motivated in terms of remuneration and career prospects. It is hoped that the revised scheme of service will serve this purpose.

### **3. THE NEED FOR A NEW SCHEME OF SERVICE**

#### **3.1 RATIONALE**

In 2006 the Governing Board approved a Scheme of Service for the Weill Bugando University College of Health Sciences which with time became difficult to put into operation. It did not sufficiently address the different cadres which were required to run the College activities in fulfilling its mission in teaching research and consultancy. WBUCHS auditors, in their report then, noted areas of weakness in the scheme. Similarly, there were expressions from RAAWU that the scheme of service and salary structure were not synchronized. In the same vein the Governing Board noted some weakness and directed those weaknesses be rectified. With changes in Government salaries, WBUCHS salaries became a disincentive and therefore noncompetitive. In line with these directives and in view of the shortfall and changes in government policy the office of the Deputy Principal Planning Finance and Administration constituted a team to review the scheme of service and the salary structure with the following objectives:

- To make physical study of the existing Scheme of Service and compare it with other scheme of service for public and private institutions in Tanzania.
- Identify areas of weakness in the existing Scheme of Service.
- Make recommendations for changes to improve the current Scheme of Service.
- Propose a way forward.

A new Scheme of Service was therefore developed, approved and became operational in 2009. WBUCHS continued to grow and in 2011 the College was upgraded to a full-fledged University. As the institution grew the need for more highly qualified staff both Academic and Administrative/Technical staff was highly evident. The institution took on new responsibilities which with the rising number of academic programmes, technical and administrative staff other flaws in the Scheme of Service began to emerge. It was also apparent that there was a huge difference in the remuneration between academic and Administrative/Technical staff that affected adversely the morale and efficiency of the Administrative and Technical staff. The University Council directed that the Scheme of Service be reviewed again to accommodate the new challenges and increased responsibilities of the Institution in its new status.

In August 2014 a new Scheme of Service was developed in accordance with the new salary structure policy for higher learning institutions as stipulated by the Treasury Registrar's Circulars amended by the Treasury Registrars from time to time with a view to narrow down the disparity in the salary scales between cadres. The Scheme was approved and was effected from September, 2014. However; during implementation of the Scheme, challenging circumstances have made it necessary to revise some parts of this document to address the challenges. The changes that have been made on this document include modification of promotion criteria as per Academic Staff Promotion Guidelines of 2016, Separation of some cadres for smooth operations and easy allocation of responsibilities, changes on entry qualifications of to reflect changes made by Governing Boards, changes on duties for some cadres to reflect realistic duties and responsibilities, introduction of new cadres, removal of some cadres that have been absolute or found to be not needed, changes on salary scales for some cadres to reflect salary scales of those cadres possess similar qualification as well as clarifying that the salary scale at BSSN 21 is for Administrative and Technical staff holding duty post.

### **3.2 OBJECTIVE OF SCHEME OF SERVICE**

The objectives of the new revised Scheme of Service have remained essentially the same. The primary objectives of this Scheme of Service are:

- To enable every employee to understand clearly his/her career prospects and the path he/she will be required to follow to reach the ultimate position in his/her respective cadre. The Scheme of Service, therefore, promotes transparency by laying down the entry qualifications required for appointments and promotions to various positions in the university.
- To put clearly the necessary qualifications set out in the various levels and the eligibility for appointment or promotion. The entry qualifications set out at all levels are minimum, which will normally be considered for appointment or promotion. However, the mere acquisition of the entry qualifications will not be an automatic deciding factor for promotion or appointment.
- To motivate members of staff to understand the need to undergo training and the need for the Management to determine training needs for Institution.
- To enable every employee to understand clearly his/her career prospects and the path to be followed to reach the highest position in that cadre.

This Scheme of Service shall not be static. It will be subject to revision from time to time in order to accommodate changes due to changing environment, technology and need for expansion. The Scheme of Service has been designed to achieve the following:

- Effective and efficient utilization of available human resources.
- Encouraging employees to develop into professionals in their areas;
- Giving employees the opportunity to undertake challenging responsibilities;

- Giving equal opportunities for advancement to all qualified staff and applicants regardless of gender, race, color or physical handicap.
- Minimize bureaucracy
- Ensuring that each staff has enough tasks to occupy his/her working day;
- Maintain salary scales as per government directives.

## **4. FEATURES OF THE SCHEME OF SERVICE**

### **4.1 STAFFING**

The scheme of service includes the following categories of staff.

- A. Duty Posts,
- B. Academic Staff,
- C. Administrative and Technical Staff,
- D. Operational Staff,
- E. Tutor

### **4.2 SCOPE**

This Scheme of Service has retained the broadened scale levels; which had been increased from 10 to 21 in the last Scheme of Service. The notches at each level have also been retained. This is to allow flexibility in slotting staff; taking into consideration the duration of training and experience. Notches were envisaged to be desirable. It was argued that they should not be too many but flexible enough in number not to encourage complacency while providing a reasonable ceiling. Entry points will not only take into account the level and duration of training but also the experience of the individual. Diploma or Advanced Diploma level has been taken as the lowest entry qualification. Holders with certificates will be given least priority for employment. The Salary Scale at BSSN 21 is for Administrative and Technical staff holding duty posts such as Corporate Counsel, University Chaplain, Dean of Students, Chief Internal Auditor, University Bursar, Chief Tutor and Director of ICT; other Administrative and Technical staff holding duty posts other than those mentioned hereby shall be given their substantive salaries with a responsibility allowance as may be determined by Council from time to time.

The University outsourced the following municipal functions: catering services for students, cleaning, environmental sanitation, and security. Schemes of Service for these cadres have been omitted. A Schemes of Service for Laboratory Assistants has also been omitted. A position of Assistant Administrative Officer had been introduced in line with schemes in other institutions of higher learning as a training position. This cadre has been omitted in this scheme of service in line with other institutions of higher learning and Government.

### **4.3 COMPETITIVENESS**

A significant amount of time has elapsed since a salary adjustment to staff salaries was done. CUHAS had retained the current structure, amended in 2009, though since then many changes have occurred; including changes in salaries for academic staff in public institutions of higher learning; as well as in the sister institution the Bugando Medical Centre. As CUHAS struggles to grow and fulfill its mission and vision CUHAS was challenged to remain competitive. Council in its 8<sup>th</sup> meeting directed Management to look at the Scheme of Service to ensure that CUHAS remained competitive. This *revised* Scheme of Service is therefore designed to be competitive in order to attract and retain staff.

### **4.4 SALARY STRUCTURE**

Salaries in this Scheme of Service have been pegged on salaries approved by CUHAS Council at its 7<sup>th</sup> extraordinary meeting. This approved increases in salaries for both Academic and Administrative/Technical Staff taking into consideration salaries of similar public institutions of higher learning; with a differential to recognize the duration of training of the individual in question.

Notwithstanding the stipulated notches it is envisaged that annual increments will consider performance of the individual but also take into consideration the prevailing inflation rate.

#### **4.5 MODE OF ENTRY**

**Direct Entry** and **In-Service** through promotion remain the two main modes of entry into the various levels of the scheme of service.

1. It is recommended that for direct entry, all position should be filled competitively, through an open advertisement. However, priority will be given to qualified aspirants from within the institution.
2. This revised Scheme of Services continues to maintain harmony on the entry levels for candidates with the same or equivalent qualifications, while recognizing differences in the duration of training of the individual.
3. Similar salary scales for equivalent cadres with the same level of education, e.g. Account & Auditors, has been maintained.
4. For each cadre of staff, criteria for direct employment and for in-service promotion have been defined. Duties for each position have also been outlined except where these are detailed elsewhere.

The qualification set up in the various schemes of service for the posts of all levels is the minimum qualifications that will normally be required to consider a candidate eligible for appointment or promotion. The mere acquisition of those qualifications, however, will not automatically be a deciding factor for a candidate to be promoted unless the following conditions are fulfilled.

- The existence of a vacancy in the higher grades as appropriate.
- Availability of funds.
- A decision by appointing authority that candidate is in every way suitable for appointment or promotion on merit.
- Meeting all relevant requirements for the post/position.

The University shall endeavor to have suitable and effective training and staff development programmes that will enable the serving personnel to acquire the necessary skills and qualifications laid down in this scheme of service.

#### **4.6 OTHER GUIDING PRINCIPLES**

**4.6.1 CONTROL AND DISCIPLINE:** All staff will be administered in accordance with the provisions of this Scheme of Service, staff regulations and directives issued from time to time by the Government, Council and other relevant authority.

##### **4.6.2 NEUTRALITY:**

In this Scheme of Service unless otherwise provided, the words imposing singular include plural and vice versa, and the words imposing the masculine gender shall include feminine and vice versa. Words imposing natural person shall not include body corporate.

#### **4.6.3 APPOINTMENT AND PROMOTION:**

Appointment to any position and grade may be made by direct recruitment from outside the University or by promotion of officers within the Institution. This will depend entirely on the candidate meeting the required qualifications laid down in this Scheme of Service for each grade. Officers who acquired professional qualifications will convert horizontally to the relevant cadre if there is a funded vacancy after the individual has requested.

On promotion, an officer will be placed at the minimum of his new salary scale except for the following:

- Where he is already in receipt of a higher salary by virtue of previous personal salary in which case the salary will be maintained.
- Where promotion is as a result of attainment of a relevant professional qualification, the entry point will be the salary approved for that qualification.

#### **4.6.4 INCREMENTAL CREDIT FOR POST GRADUATE DEGREE:**

An employee who acquires a postgraduate qualification or course of at least six months duration, will receive one to two increments within the relevant scale with effect from the date they acquired such qualifications.

#### **4.6.5 DUTY POST:**

An officer, who will be appointed to head a School or Faculty, Directorate, or Department, Section or Unit will be designated as Dean of School/Faculty, Director of Directorate, Head of Department, Head of Section, Head of Unit while retaining his/her substantive post under the Scheme of Service. Deans/Directors and Heads of Department will receive salaries commensurate with their posts/positions but shall receive responsibility allowances as may be determined from time to time by Council.

#### **4.6.6 SCHEDULE OF DUTIES:**

The schedule of service shall be used to prepare individual job descriptions.

#### **4.6.7 STAFF APPRAISAL:**

It is the responsibility of University supervisors to evaluate the job-related performance of all staff members each fiscal year. This performance appraisal process is designed to evaluate an employee's performance over a specified period of time. When the process works well, the employee and his/her supervisor plan together to build on strengths and develop those areas needing improvement. During the performance appraisal session, time is set aside to: (i) restate expectations about job responsibilities and performance standards, (ii) evaluate job performance against previous expectations, (iii) discuss future development opportunities and relate them to organizational needs.

1. **Supervisors:** In evaluating an employee's performance the supervisor is expected to identify strengths and areas of performance which require improvement.
2. **Employees:** The more involved the employee is in the performance appraisal session, the more effective the process is likely to be. All employees are expected to fill in the self-appraisal form annually.

#### **4.6.8 MAIN DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities described in this Scheme of Service are not exhaustive. The Vice Chancellor, Deans, Directors, Heads of Departments and other Duty Post holders reserve the right to assign more duties related to the job discipline as shall be appropriate in the interests of the University.

# DUTY POSTS

## 5. JOB DESCRIPTIONS FOR DUTY POSTS

### 5.1 VICE CHANCELLOR

5.1.1 **Job title:** Vice Chancellor

5.1.2 **Division and Department:** Office of the Vice Chancellor.

5.1.3 **Appointing Authority:** The Chancellor on the advice of Council.

5.1.4 **Organizational relationships**

(i) **Responsible to:**

**Directly:** Chairman of Council

(ii) **Responsible for:**

Deputy Vice Chancellor (ARC),  
Deputy Vice Chancellor (PFA),  
Deans of all Schools and Faculties,  
Directors of all Directorates and Institutes,  
All Heads of Department,  
CUHAS Chaplain.  
Chief Internal Auditor,  
Personal Assistant to the Vice Chancellor,  
Corporate Council.

5.1.5 **Main purpose of the job (Job summary)**

- (i) Is the Chief Executive of the University and in that behalf responsible for the dynamic management of the academic and administrative affairs of the University including formulation of policy for consideration and implementation of the decisions of the Council,
- (ii) Responsible for the general security and welfare of the University, and
- (iii) Have such other functions as are conferred upon him by the Charter.

5.1.6 **Job requirements**

(i) ***Education and Rank***

The Vice Chancellor must have a PhD degree or Equivalent qualification and attained **at least** the rank of Associate Professor.

(ii) ***Experience***

- Excellent record of scholarship, teaching and service;
- Extensive knowledge and experience of university systems; and
- Minimum 6 years' experience at Senior Management Level of at least Dean or Director in a University.

(iii) ***Competencies/skills***

- Ability to develop a vision and provide strategic direction for the institution;
- Ability to interpret and promote the University's key academic mission and vision;
- Ability to stimulate and encourage innovation and creativity by staff and students;
- Excellent human relations, management, communications, interpersonal, public relations skills and negotiation skills;
- Capacity to influence and persuade and to build coalitions and networks;
- Capacity to play a leading part in national and international policy-making in Higher Education;
- Ability to motivate and develop trust in a diverse, collegiate academic institution;
- Ability, presence and skills to promote the University nationally, regionally and internationally;



- Ability to work effectively as a member of the Senior Executive Team;
- Intellectual distinction and professional standing to lead opinion on higher education and public policy issues;
- An international perspective together with an understanding of global trends and opportunities in higher education;
- Ability to source or raise funds externally, from sources other than tuition fees
- Demonstrate a commitment to academic values and personal commitment to excellence;
- Competency in budgetary matters; and
- Computer skills.

#### **5.1.7 Key functions (Tasks and responsibilities)**

1. Provide academic and administrative leadership to the University;
2. Ensure that the governance and administration of the University achieves the University's objectives in a timely, inclusive and purposeful way;
3. Play a leading part in shaping the academic development of the University;
4. Be responsible for academic policy and plan formulation and implementation of teaching, research and service programmes and the overall direction of academic support services with the assistance of the DVC (ARC);
5. Exercise influence and advocacy on behalf of the University and its interests, through active engagement with government, external groups and individuals;
6. Lead the management team in the pursuit of the University's overall mission in fulfilment of policies established by the various governance organs of the university and the owner.

#### **5.1.8 Performance measures:**

- Outstanding and inspiring leadership with strong interpersonal and influencing skills;
- The ability to generate and develop trust in a diverse, devolved and collegiate academic institution;
- The ability to articulate and implement a strong sense of vision and purpose for the University;
- The ability to promote the University to a diverse set of audiences regionally, nationally and internationally;
- The energy and stamina to cope with high personal and institutional demands;
- An enthusiasm and respect for the academic environment embodied in the University along with a personal commitment to the values of fairness, transparency, integrity, diversity and equality in addition to academic excellence and administrative experience.
- A strong commitment to the Catholic Identity of the University.

## 5.2 DEPUTY VICE CHANCELLOR (ARC)

5.2.1 **Job title:** Deputy Vice Chancellor (ARC).

5.2.2 **Division and Department:** Administration: Office of the Vice Chancellor.

5.2.3 **Appointing Authority:** The Chancellor on the advice of Council.

5.2.4 **Reporting relationships:**

(i) **Responsible to:**

**Directly:** Vice Chancellor

**Indirectly:** Council

(ii) **Responsible for:**

**Directly:**

Deans of Schools

Dean, School of Graduate Studies

Directors of academics Institutes

Director, Consultancy Services

Director of Quality Assurance

Director of ICT

Director (Head), Library Services

Director, Research and Innovation Services

Head, Continuing Education and Professional Development

Personal Secretary

**Indirectly:**

Associate Deans

Associate Directors of academic institutes

Heads of academic Departments.

5.2.5 **Liaison**

- Liaises with and consults other senior officials of the University on matters of mutual responsibility such as deployment of staff and planning;
- Reports to and assists the Vice Chancellor on matters relating to Council and Senate; and
- Undertakes any other related duties and as required in the general interests of the University.

5.2.6 **Main purpose of the job (Job summary)**

- To provide leadership in the academic area;
- To be responsible for academic policy and plan formulation and implementation of teaching, research and service programmes and the overall direction of academic support services;
- To be responsible for representing the University in the wider community;
- To be responsible for international education and partnerships;
- To advise the Vice Chancellor on strategic and policy issues;
- To plan for and manage the Division; and
- To act as Vice Chancellor during the Vice Chancellor's absence.
- Principal advisor to the Vice Chancellor

5.2.7 **Job requirements**

(i) ***Education and Rank***

The Deputy Vice Chancellor must have a PhD degree or Equivalent qualification and attained **at least** the rank of Associate Professor.

(ii) ***Experience***

- Excellent record of scholarship, teaching and service;
- Extensive knowledge and experience of university systems; and

- Minimum 6 years' experience at Senior Management Level of at least Dean or Director in a University.
- (iii) ***Competencies/skills***
- Ability to develop a vision and provide strategic direction for the institution;
  - Ability to interpret and promote the University's key academic mission and vision;
  - Ability to stimulate and encourage innovation and creativity by staff and students;
  - Excellent human relations, management, communications, interpersonal, public relations skills and negotiation skills;
  - Capacity to influence and persuade and to build coalitions and networks;
  - Capacity to play a leading part in national and international policy-making in Higher Education;
  - Ability to motivate and develop trust in a diverse, collegiate academic institution;
  - Ability, presence and skills to promote the University nationally, regionally and internationally;
  - Ability to work effectively as a member of the Senior Executive Team;
  - Intellectual distinction and professional standing to lead opinion on higher education and public policy issues;
  - An international perspective together with an understanding of global trends and opportunities in higher education;
  - Demonstrate a commitment to academic values and personal commitment to excellence;
  - Competency in budgetary matters; and
  - Computer skills.

## **5.2.8 Key functions (Tasks and responsibilities)**

### **(a) *Academic Policy and Plan Formulation***

1. Initiates, obtains approval for and promotes policies, plans and programmes that will enhance the academic excellence of the University;
2. Oversees the implementation and on-going review of academic policy, plans and programmes of the institution which are consistent with the mission and objectives, and contribute to the academic excellence of the University in compliance with the Charter;
3. Oversees the creation, implementation and on-going review of academic resource policies to support the University's academic plans and programmes;
4. Represents the University in the wider community and international fora;
5. Takes responsibility for the development and implementation of effective strategies for teaching and learning across the University and ensures that the University becomes aware of best practices and developments in these areas; and.
6. Leads in the development and regular review of appropriate strategies for research.

### **(b) *Management***

1. Coordinates the development and maintenance of academic programmes, teaching and research and service activities which accord with the mission and objectives of the institution;
2. Coordinates the provision of academic support services; and
3. Coordinates the development and review of budget estimates for all the cost centres which fall under the responsibility of the office.

### **(c) *Human resources***

1. Directs the implementation of the Academic Staffing Policy, and participates in the selection and appointment of, or appoints, specified levels of staff in

conjunction with the Director Human Resources and in consultation with Deans and Directors and/or Heads of Departments;

2. Recommends Departmental and Faculty establishments and makes appropriate recommendations to the relevant committee;

#### **5.2.9 Performance measures**

- Ability to perform duties of the Vice Chancellor effectively when he/she is away;
- Clear understanding of the University objectives and regulations;
- Prompt, practical and proper advice to the Vice Chancellor on various matters related to smooth running of the University;
- Prompt follow up of decisions of the Council, Senate, and Management Committees and timely advice to the Vice Chancellor on the same;
- Harmonious relations established between Department/Schooladministration and University administration.
- Effective implementation of all delegated responsibilities.

#### **5.2.10 Appointment**

Appointment and tenure will be in accordance with established University Charter.

### 5.3 DEPUTY VICE CHANCELLOR (PFA)

5.3.1 **Job title:** Deputy Vice Chancellor (PFA)

5.3.2 **Division and Department:** Administration: Office of the Vice Chancellor.

5.3.3 **Appointing Authority:** Chancellor on the advice of Council

5.3.4 **Organizational relationships**

(i) **Responsible to:**

**Directly:** Vice Chancellor

**Indirectly:** Council

(ii) **Responsible for:**

(a) **Directly**

Bursar

Dean of Students

Head, Administration and Human Resources Management

Head, Planning and Development

Coordinator, Performance Management Systems

Personal Secretary

Estates Manager

Procurement Officer

(b) **Indirectly**

Deans of academic Schools

Director of Institutes

All other Directors.

5.3.5 **Liaison**

(i) **Internally:** The Deputy Vice Chancellor liaises with Deputy Vice Chancellor (ARC), Deans and Associate Deans, Directors and Associate Directors, Heads of all Departments on all matters of planning, finance and administration.

(ii) **Externally:** The Deputy Vice Chancellor liaises with Government Departments, development partners, NGOs, commerce and industrial sectors, and counterparts at national, regional and international institutions.

5.3.6 **Main purpose of the job (Job summary)**

- To provide leadership in the finance and administration areas;
- To be responsible for policy formulation and implementation of the financial, administration, information technology, human resources, security, domestic services, general services and the maintenance of physical resource functions of the University;
- To plan and manage the Division;
- To provide strategic and policy advice to the Vice Chancellor on financial and administrative matters;
- Provide leadership in resource mobilization;
- To be accountable for the financial, human and physical resources of the University and for the quality of the University's performance; and
- To act as Vice Chancellor during the Vice Chancellor's absence.

5.3.7 **Job requirements**

(i) **Education and Rank**

The Deputy Vice Chancellor must have a PhD degree or Equivalent qualification and attained **at least** the rank of Associate Professor.

(ii) **Experience**

- Excellent record of Management and Administration of large institutions;
- Extensive knowledge and experience of Financial Management and Investment;
- Experience in managing Human Resources at different levels of education

- Minimum 6 years' experience at Senior Management Level of at least in a University or similar institution.

**(iii) Competencies/skills**

- Ability to develop a vision and provide strategic direction for the institution;
- Ability to interpret and promote the University's mission and vision;
- Competency in Financial matters
- Ability to stimulate and encourage innovation and creativity by staff and students;
- Excellent human relations, management, communications, interpersonal, public relations skills and negotiation skills;
- Capacity to influence and persuade and to build coalitions and networks;
- Capacity to play a leading part in national and international policymaking in Higher Education;
- Ability to motivate and develop trust in a diverse, collegiate academic institution;
- Ability, presence and skills to promote the University nationally, regionally and internationally;
- Ability to work effectively as a member of the Senior Executive Team;
- Intellectual distinction and professional standing to lead opinion on higher education and public policy issues;
- An international perspective together with an understanding of global trends and opportunities in higher education;
- Demonstrate personal commitment to excellence;
- Computer skills.

**5.3.8 Key functions (Tasks and responsibilities)**

**(a) Administration Planning and Policy formulation**

1. Initiates and promotes policies and programmes in the financial and administrative management of the University;
2. Oversees the implementation, review and monitoring of policies, plans and programmes in the financial, administrative, information technology, human resources management and maintenance of physical resource areas; and
3. Determines and approves procurement of the human, fiscal, and other resources required to achieve the University's mission and goals.

**(b) Management**

1. Coordinates the University's overall budget process and the preparation of annual estimates including budget estimates for the financial/administrative division of the University;
2. Coordinates and directs the financial and administrative functions of the University and oversees the design and implementation of sound management and fiscal systems; and
3. Oversees the acquisition, maintenance and replacement of the University's capital resources.

**(c) Human resources**

1. Directs the implementation of the finance/administration staffing policy and participates in the selection and appointment of staff;
2. Directs the development and training of staff;
3. Reviews terms and conditions of service; and
4. Undertake any other related duties as directed by supervisor.

**(d) Committee membership**

1. Council Member (In Attendance)

2. Senate Member
3. Tender Committee Chairperson
4. Steering Committee
5. Management Committee
6. Planning and Resources Mobilization Committee Chairperson
7. Member of all other committees and boards of the University
8. Disciplinary Committee Chairperson
9. Committee of Administrative and Technical Staff Chairperson

### **5.3.9 Performance measures**

- Existence of policy framework for the creation, implementation, and evaluation of the institutional plans and academic resources models;
- Effectiveness of the management of the University's Integrated Information Systems and the level of satisfaction of the users;
- Effectiveness and comprehensiveness of the studies carried out (or commissioned) into aspects of University policy making, planning or management;
- Effective creation or commissioning of internal surveys, prompt and accurate completion of relevant externally supported projects and programmes;
- High staff morale and productivity;
- The extent of the average surplus on the University's bank account during the year;
- The amount of income derived from investments and from temporary cash surpluses;
- The value of stock held in the central purchasing store as compared to the annual demand for such stock;
- Number and amount of bad debts written off in the year;
- Number of complaints from suppliers/creditors about delays in payment of invoices/account;
- A satisfactory correlation between estimates for a given year;
- General level of satisfaction of members of the University with services provided by the Finance Department (e.g. in the prompt and accurate payment of salaries and benefits);
- Comments of external auditors in their "Management Letter" on completion of annual audits;
- Amount of collected revenue annually from non-traditional sources;
- The existence of reliable models for activities such as resources allocation, cash flow forecasting and the adequacy of financial information for strategic planning purposes and budgeting;
- Level of satisfaction of the Planning, and Finance Committee with the information provided and the service given; and
- Measure of job satisfaction by producing an annual statement of staff turnover.

### **5.3.10 Appointment**

Appointment and tenure will be in accordance with established University Charter.

## 5.4 CORPORATE COUNSEL

5.4.1 **Job title:** Corporate Counsel

5.4.2 **Division/Department:** Administration: Office of the Vice Chancellor.

5.4.3 **Appointing Authority:** The Chancellor with advice of Council

5.4.4 **Organisational relationship**

(i) **Responsible to:** Directly responsible to the Vice Chancellor and indirectly to Council.

(ii) **Responsible for:** Directly responsible for all staff in the Legal Unit or Office of the University Corporate Counsel.

5.4.5 **Liaison**

(i) **Internally:** The Corporate Counsel internally liaises with Deans and Associate Deans of Schools, Directors and Associate Directors of Institutes and staff of the University.

(ii) **Externally:** The Corporate Counsel liaises with relevant Government Ministries and Departments, Counsels of other national and external institutions, international organizations, NGOs, Courts of Law, University Partners and Clients etc.

5.4.6 **Main purpose of the job**

The main purpose of the job is to advise the University Management and the University community on all matters of legal nature; and to provide to the University the necessary legal support, including ensuring that University policies, guidelines and procedures are consistently adhered to. This necessitates that the Corporate Counsel assumes the responsibilities of Secretary to all Committees of Council within the institution.

5.4.7 **Key performance areas**

- Consistent legal advice and minimising legal risk to the University;
- Effective operations of Council; and
- Timely preparation and circulation of Council, Senate, PFC, APC and any other Committee of Council Minutes and other communications.
- Efficient preparation of other documents that must be presented to Council, Senate, PFC, APC and any other Committee of Council

5.4.8 **Job requirements**

(a) **Education**

- At least a Master degree (LLM) in Law from an accredited higher learning institution; and
- Licensed to practice Law in Tanzania.
- Must also be vested in Canon Law knowledge

(b) **Experience**

- Minimum experience of five years law practice;
- Preferred experience in educational administration;
- Evidence of experience in Labour Law, industrial relations, public and business administration; and
- Computer literacy.

(c) **Qualities**

- Maturity, integrity, interpersonal skills and dependable;
- High level communication and negotiation skills;
- Skill in interpreting applicable state laws, policies and procedures;
- Skill in conducting information and organizing material into manageable form;
- Skill in applying data collected to resolve problems;
- Skill in formulating recommendations, proposals and counter proposals;



- Skill in preparing and presenting effective written and oral reports, recommendations, policies and procedures;
- Ability to develop, maintain and coordinate effective relationships with members of the University Council, Senate and other participatory organs, Management and employee organizations; and
- Skill in analysing relationships among complex data and/or employee groups; select, supervise, train and evaluate staff.

#### **5.4.9 Key functions (Tasks and responsibilities)**

1. Candidly weigh and assess legal risks to the University of various courses of action;
2. Provide legal counsel and documentation in furtherance of core functions of the University;
3. Ensure appropriate corporate governance practices are complied with;
4. Prepare and render legal opinions to the University Council and University Management;
5. Prepare and represent the University at administrative law hearings and judicial proceedings;
6. Attend and provide legal advice at meetings of the University participatory organs;
7. Draft contracts deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents for the University;
8. Keep abreast of legislation;
9. Represent the University at national, regional and international workshops and seminars relating to legal services;
10. Advise the University concerning student suspension and expulsion, special attendance permits, and other students' rights;
11. Conduct legal research and prepares reports of various topics as requested by the Council and Vice Chancellor;
12. Coordinate legal matters with outside counsel;
13. Monitor legal services provided to the University by outside counsel, prepares pleadings, and handles depositions, interrogatories, and settlement conferences, studies and interprets laws, court decisions, ordinances and \ other legal authorities;
14. Develops and conducts in-house staff training sessions and workshops on legal matters related to the University; and
15. Serve as Secretary to Council.

#### **5.4.10 Performance measures**

- Coordination of Council functions;
- Legal risks to the University;
- Level of institutional and personal conflicts resolved;
- Industrial actions resolved;
- Cooperation with the Management and members of the University participatory organs;
- Level of abreast with national and international legislations related to education; and
- Number of students' appeals that are resolved.

#### **5.4.11 Appointment**

Appointment and tenure and employment terms will be in accordance with established University Scheme of Service.

## **5.5 PERSONAL ASSISTANT**

### **5.5.1 Organisational relationship**

**5.5.2 Division/Department:** Administration: Office of the Vice Chancellor.

**5.5.3 Appointing Authority:** Council with advice of the Vice Chancellor

### **5.5.4 Organisational relationship**

**(i) Responsible to:** Vice Chancellor.

**(ii) Responsible for:** Secretarial and administrative staff under the office of the Vice Chancellors (or a Deputy Vice Chancellor).

### **5.5.5 Liaison**

**(i) Internally:** Liaises with all staff, Deans, Director, Deputy Director, and Heads of Departments.

**(ii) Externally:**

- Liaises with Government technical Departments, consultants and researchers, various stakeholders of the University
- Other Universities and educational institutions at a technical and administrative level.

### **5.5.6 Main purpose of the job**

To facilitate and assist the Vice Chancellor (or a Deputy Vice Chancellor) through the provision of services including:

- Coordination, organisation and prioritisation of the flow of information through the office in accordance with established guidelines and criteria;
- Organisation, management and control of administrative and secretarial services;
- Carrying out research on behalf of the Vice Chancellor (or Deputy Vice Chancellor) as directed and the preparation of draft reports; and
- Responding to correspondence as directed.

### **5.5.7 Key performance areas**

- Effective time management;
- Coordination of University activities organised by the VC's Office
- Response to correspondence and information flows into/out of office;
- Quality of research work;
- Customer relations; and
- Availability of information as required.

### **5.5.8 Position requirements**

**(i) Education**

A University Degree, preferably at the Masters level. However, at least three years post-graduation experience in office administration, preferably in an educational or research institute environment; knowledge of computerised office practices and procedures is essential together with enhanced computer (word processing and spread sheet) skills. Previous experience in research would be an additional advantage.

**(ii) Qualities**

- Organisational and coordinating skills;
- Strong interpersonal and communication skills; and
- Innovative and pro-active.

### **5.5.9 Key functions (Tasks and responsibilities)**

**(a) Administrative functions**

1. Manages and coordinates the flow of information into and out of the office and ensures the efficient and timely response to correspondence;

2. Reviews incoming correspondence and drafts suitable replies in accordance with established guidelines and criteria;
3. Draws to attention of VC urgent matters which require personal attention;
4. Ensures that all out-going correspondence is typed expeditiously and accurately; checks and proof reads reports and other documents before despatch;
5. Ensures that VC distribution list is maintained up-to-date and manages, the distribution of out-going mail, memoranda, reports, etc.
6. Ensures efficiency and confidentiality of filing systems through the checking and monitoring of secretarial and administrative staff;
7. Prioritises administrative and secretarial work and checks to monitor work in progress to ensure that it is completed in time; and
8. Checks to ensure that administrative arrangements for meetings, travel, etc have been completed.

**(b) Professional support services**

1. Researches and investigates issues as directed and prepares draft reports and recommendations;
2. Collates and tabulates information and carries out technical and professional analysis with conclusions and recommendations;
3. Drafts speeches, policy position and option papers as directed;
4. Attends meetings as required and ensures that accurate minutes are prepared and distributed;
5. Attends meetings as delegated and prepares reports on proceedings for VC;
6. Answers correspondence and enquiries on behalf of VC; and
7. Undertakes such other duties as directed by Supervisor.

**5.5.10 Performance measures**

- Proper advice to the Vice Chancellor;
- Smooth running of the office of the Vice Chancellor;
- Up to date diary of Vice Chancellor's activities and timely managed;
- High degree of staff discipline, morale and productivity within the Vice Chancellor's Office;
- Clear, accurate and timely information from the Vice Chancellor's Office disseminated to the rest of the University community;
- Regular follow up action to be taken by others to ensure decisions of Management are carried out;
- Prompt production and circulation of minutes of meetings organized by the Vice Chancellor;
- Provision to the Vice Chancellor of up to date and accurate information on specific issue on which such information is required; and
- Well prepared speeches, internal circulars and memos.

**5.5.11 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.6 PUBLIC RELATIONS OFFICER**

**5.6.1 Job title:** Public Relations Officer

**5.6.2 Division/Department:** Central Administration.

**5.6.3 Organisational relationship**

**(i) Reports to:** Vice Chancellor

**(ii) Responsible for:** Public Relations and Marketing staff

**5.6.4 Liaison**

**(i) Internally:** Liaises with Head of Departments, Deans of Schools and academic Institutes, Directors; Staff and Student Organizations.

**(ii) Externally:** Liaises with Media (locally/internationally), Alumni members, corporate sponsors, other Universities, etc.

**5.6.5 Main purpose of the job**

To plan, organise, manage and implement a public relations strategy and policy to ensure the promotion of a positive public image of the University nationally, regionally and internationally; and identify and maximise fund raising opportunities to widen the University's financial base by encouraging the participation of individual, organisational and corporate sponsorship of University activities and interests.

**5.6.6 Key performance areas**

- Positive image and reporting of University activities;
- Minimal negative publicity;
- Increased media coverage of, and public interest and participation in University activities;
- Increased private and non-government sponsorship of University activities e.g. academic, cultural and sporting; and
- Participation of alumni in University activities.

**5.6.7 Position requirements**

**(i) Education**

The candidate should be a holder of at least a basic degree in journalism, mass communication or related area. A Master's Degree or experience in Marketing would be of an advantage.

**(ii) Experience**

Three to five years' experience in a public relations function (preferably in a public institutional environment). Hands-on experience in media relations and fund raising at a senior level is essential backed up by strong writing skills.

**(iii) Qualities**

- Excellent interpersonal and communication skills (verbal & written);
- Strong coordinating and organising skills;
- Pro-active and innovative thinker; and
- Ability to evaluate performance and recommends performance based rewards and disciplines staff under him/her in accordance with procedures.

**5.6.8 Key functions (Tasks and responsibilities)**

1. Advises the Vice Chancellor on public relations related issues and recommends the adoption of a Strategy to promote the image of the University;
2. Prepares annual PR activities and budget for public relations services and manages expenditure against approved budget;
3. Advises, liaises and consults with departments and faculties on public relations matters and provides professional and technical assistance;

4. Liaises with the media and implements an appropriate media relations strategy;
5. Initiates research on the University's image and public perception of the Institution and prepares appropriate strategies to change image where necessary;
6. Drafts press releases, speeches and statements for Vice Chancellor and senior management staff;
7. Provides professional and technical assistance for the preparation of university handbooks, calendar, and other publications and journals;
8. Responds to media enquiries and acts as University's chief spokesperson as directed by the Vice Chancellor;
9. Actively initiates and promotes fund raising activities among potential sponsors and, in particular, develops relationship with Alumni organizations to ensure continued involvement of alumni in University activities;
10. Coordinates and organises ceremonial functions, VIP tours and arranges open days, promotional visits, etc.;
11. Advises on development of appropriate institutional image and develops corporate image for the University which reflects the institution's mission and objectives; and
12. Advises on internal communication strategies and promotion of University community and identity among students and staff; and
13. Undertakes any other duties as directed by Supervisor.

#### **5.6.9 Performance measures**

- Existence of comprehensive and sound University relations policies, procedures and operational procedures;
- Efficient, high profile University relations office, with clear performance objectives and targets;
- Unambiguous internal and external communication channels set up;
- Regular production of the University newsletter;
- Well maintained University Website and regularly reviewed;
- Adequate budgetary estimates for the Department prepared annually;
- Good management of expenditure;
- Harmonious relations between the University and the media;
- High degree of discipline, morale and productivity among departmental staff;
- Regular, concise and accurate information about the University released to the press;
- The University community is informed well in advance of all major University and other national events;
- Effective organization of University events; and
- Continual scanning of the internal and external environment and provision of information to the Vice Chancellor.

#### **5.6.10 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## 5.7 DIRECTOR DIRECTORATE OF POSTGRADUATE STUDIES

5.7.1 **Job title:** Director, Directorate of Postgraduate Studies

5.7.2 **Division/Department:** Academic Affairs

### 5.7.3 **Organisational relationship**

(i) **Responsible to:** Deputy Vice Chancellor (ARC) directly and indirectly to the Vice Chancellor and Deputy Vice Chancellor (PFA).

(ii) **Responsible for:** All staff in the Directorate of Postgraduate Studies.

### 5.7.4 **Liaison**

(i) **Internally:** The Director, Directorate of Postgraduate Studies will liaise with all Deans of Schools and Institutes, Director, ICT, Director, Library services and all other Directors, Associate Deans and Associate Directors.

(ii) **Externally:** The Director, Directorate of Postgraduate Studies will liaise with Government Departments, employers, NGOs, private sector, educational institutions nationally, regionally and internationally.

### 5.7.5 **Main purpose for the post**

- Oversee, coordinate and provide an enabling environment for quality graduate training, innovative research and communication of the research outputs;
- To foster and manage graduate training and research in the University units by promoting quality and development impact-oriented research, publication and services to meet the changing needs of society and for sustainable development.

### 5.7.6 **Job requirements**

#### (i) **Education**

The Director of the Directorate of Graduate Studies shall hold a PhD and/or MMED degree or its equivalent from a recognized University.

#### (ii) **Experience**

- Senior academic staff who has attained at least the rank of Associate Professor;
- Extensive knowledge and experience of higher education systems;
- Exemplary records of scholarship, teaching, research and consultancy services;
- Management/leadership experience of higher learning institutions at a level of Associate Dean/Director or Head of Department; and
- Evidence of team building capacity and establishing networks.

#### (iii) **Qualities**

- Good management, inter-personal and communication skills;
- Mature, committed and dedicated approach to work;
- Strategic and visionary;
- Detailed attention to accuracy;
- Innovative; and
- Computer skills and ability to adapt new information technology to the job.

#### (iv) **Authorities and dimensions**

##### (a) *Financial*

- Controls and authorises expenditure for the Directorate; and
- Evaluates services and other products from consultants and suppliers and makes recommendations accordingly.

##### (b) *Assets*

- Recommends purchase of capital equipment and accessories for the Directorate use.

##### (c) *Human resources*

- Assesses performance of support staff in the Directorate and recommends promotions and performance-based awards;

- Disciplines staff in accordance with established University procedures.

### **5.7.7 Key performance areas**

- Effective administration and coordination of graduate studies and research;
- Effective supervision of graduate students;
- Effective policies and operational procedures governing graduate studies;
- Effective collaboration with Schools and Directorate within the University;
- Sustainable collaboration with external stakeholders including employers, commerce and industry; and
- Relevant programmes and research priorities in line with national priorities and development;

### **5.7.8 Key functions (Tasks and responsibilities)**

#### **(i) Academic leadership**

1. Participate in the formulation, implementation and evaluation of the Directorate's academic policy;
2. Promote academic excellence in the graduate teaching, research and service programmes of the Directorate;
3. Guide the Graduate Directorate with respect to teaching, research and service by setting goals and standards;
4. Coordinate Directorate's teaching, research and service commitments;
5. Explore opportunities for research, publication, service and conference attendance to the attention of staff and graduate students assist them to take advantage of such opportunities based on a transparent and objective criteria of merit;
6. Develop performance indicators for monitoring of standards and quality of teaching, learning and examination and ensure that the academic objectives and commitments of the Directorate are fulfilled; and
7. Foster cooperation and unity and maintain team among staff and students in the Department.

#### **(ii) Academic Planning**

1. Identify objectives and set priorities for the Directorate in consultation with the academic and research staff, the Deputy Vice Chancellor (ARC), and other appropriate persons;
2. Project and plan for the future of the Directorate with regard to new programmes, new academic developments and the demand of future expansion and be actively involved in mobilizing resources for realising the plans;
3. Streamline, review and reform, if necessary, regulations, procedures and practices of Postgraduate Studies;
4. Advise on research priorities geared to the fulfilment of national development and professional objectives;
5. Work as an outreach unit, providing a link or bridge between the University and the world of work in identifying research and courses that are relevant to the needs of industry, commerce, and professions etc;
6. Contribute to the academic plan of the Directorate; and
7. Organize and ensure timely preparation of examinations papers and reports for presentation to the University Senate.

#### **(iii) Staff and Student Management**

1. Coordinate and administer all matters related to postgraduate studies;
2. Provide a central channel of communication from and to postgraduate students and their supervisors;

3. Provide a channel of communication between students studying in different disciplines;
4. Give both postgraduate students and supervisors a sense of belonging to a meaningful scholarly community;
5. Recommend staff for promotion, for appointment, confirmation provided they are capable of contributing significantly to the Directorate's goals;
6. Allocate duties and workload equitably and in the light of the Directorate's objectives and plans;
7. Counsel, encourage and evaluate staff, both academic and non-academic with the support and advice on career planning and identification of training and development needs and opportunities;
8. Ensure staff observe University policies and procedures, take timely and appropriate actions when policies and procedures have been breached and recommend disciplinary action where necessary; and
9. Undertake any other relevant activity that is pertinent to Graduate studies and research so as to promote and improve the quality of scholarship in the University.

#### **5.7.9 Performance measures**

- Growing number of graduate programmes and enrolment;
- Quality of the outputs from graduate studies;
- Sustainable partnerships with commerce, Government Departments, private sector and other stakeholders;
- Team work and cooperation between staff of the Directorate;
- Effective management of the Directorate.

#### **5.7.10 Appointment and Tenure**

Appointment and tenure will be accordance with established University Scheme of Service.



## **5.8 DEANS AND DIRECTORS**

**5.8.1 Job title: Dean/Director of Schools/Faculties/Institutes**

**5.8.2 Division/Department: Academic Affairs**

**Department:** Schools, Institutes and Library.

### **5.8.3 Organizational relationship**

**(i) Responsible to:**

**Directly to:** Deputy Vice Chancellor (ARC)

**Indirectly to:** Vice Chancellor and Deputy Vice Chancellor (PFA)

**(ii) Responsible for:** Associate Dean/Director, Head of Department/Unit, academic, technical and administrative staff in the School/Directorate and Institute.

### **5.8.4 Liaison**

**(i) Internally:** Dean of a School or Director of an Institute or Directorate liaises internally with Heads of Departments, academic, technical and administrative staff of the University.

**(ii) Externally:** Dean of a School or Director of an Institute or Directorate liaises externally with relevant Government Departments, NGOs, development partners, international organizations, national, regional and international higher education institutions.

### **5.8.5 Main purpose of the post**

To provide academic leadership to the School/ Institute or Library by planning, directing and coordinating the implementation of academic programmes and plans of the Departments within the School/ Institute or Library.

### **5.8.6 Key performance areas**

**(i) Planning and Policy Formulation**

- Enhances the continuous development and review of the vision and mission, objectives and policies designed to achieve academic excellence in the School or Institute;
- Coordinating the development and implementation of the University policies, plans and programmes, based on the strategic overview of the University and its environment;
- Participates as key manager in the procurement of the resources necessary for the implementation of the University's plans and programmes;
- Advances the frontiers of knowledge through guided relevant School or Institute research agenda in line with national research policy; and
- Communicates the Vision and Mission of the University to the public and community at large.

**(ii) Management and fiscal control**

- Provides executive leadership to the School/Institute through the creation and implementation of a strategic management plan;
- Assists the Senior Management Team responsible for academic, finance and administrative and student affairs functions of the University, and coordinates the activities of the academic affairs of the University;
- Oversees the implementation of the systems designed to ensure sound management and fiscal control and the promotion of good governance throughout the School/Institute;
- Oversees the procurement and allocation of resources to the various cost centres within the School/Institute;
- Mobilises and oversees resources in the School/Institute; and

- Is accountable for the resources entrusted to the School/Institute.

### 5.8.7 Position requirements

#### (i) *Education*

- Senior Academic Member of Staff;
- Holder of a PhD, MMED or equivalent degree.

#### (ii) *Experience*

- Senior academic staff;
- Extensive knowledge and experience of higher education systems;
- Exemplary records of scholarship, teaching, research and consultancy services; and
- Some management/leadership experience of higher learning institutions at a level of Associate Dean/Director, Director or Head of Department.

#### (iii) *Qualities*

- Good management, inter-personal and communication skills;
- Mature, committed and dedicated approach to work;
- Strategic and visionary;
- Detailed attention to accuracy;
- Innovative; and
- Ability to adapt new information technology to the job.

### 5.8.8 Key functions (Tasks and responsibilities)

#### (i) *Academic Leadership*

1. Be the academic and administrative Head of the School/ Institute/Library and shall be responsible to the Vice Chancellor in all matters concerning the School/Institute;
2. Participate in the formulation, implementation, and evaluation of the academic policies and strategic plans of the University;
3. Promote academic excellence in the teaching, research and service (consultancy) programmes of the School/ Institute;
4. Guide the School/ Institute with respect to teaching, research and service (consultancy) by setting goals and standards, by supporting initiatives and new directions in these areas and by personal example;
5. Co-ordinate the School/ Institute's teaching, research and services (consultancy) commitments in consultation with the Heads of Departments;
6. Bring opportunities for research, publications, services and conference attendance to the attention of ALL staff; and assist them to take advantage of such opportunities using a transparent and an objective criterion of merit; and
7. Establish mechanisms and procedures for monitoring teaching and examination standards within the School/ Institute and ensure that the School/ Institute's academic objectives and commitments are fulfilled.

#### (ii) *Academic Planning*

1. Identify objectives and set priorities for the School/Institute in consultation with the academic/ research staff, the Vice Chancellor and other appropriate persons;
2. Plan for the future of the School/Institute with regard to new programmes, new academic developments and the demand of future expansion and be actively involved in mobilizing resources for realising the plans;
3. Contribute to the academic plan on behalf of the School/Institute; and
4. Responsible for the examinations within the School/Institute, ensuring the timely preparation of papers, over-seeing the recommendations for the

appointment of external examiners and collating and approving examination results and preparing for transmission to Senate the examination results from the School/Institute for noting.

**(iii) Students and staff administration**

1. Promote positive student relations within the School/ Institute and actively seek to resolve problems raised by students and staff alike;
2. Ensure that members of staff are accessible to students and those students and staff treat each other with courtesy and consideration;
3. Responsible through the various Departments, for selection of local staff eligible to proceed for further training and co-ordinate the activities of staff undergoing training within the School/ Institute;
4. Oversee in consultation with the Heads, the selection and admission of new students within the School/ Institute;
5. Grant permission to undergraduate students to postpone studies on medical or other genuine reasons;
6. Submit such annual confidential reports as may be requested, on all members of the Academic, Administrative and Technical staff;
7. Recommend, in consultation with Heads of Departments staff for appointment, confirmation, promotion who are capable of contributing significantly to the School and University's mission and goals;
8. Counsel, encourage and evaluate staff, both academic and non-academic, with the support and advice, where appropriate, of the Vice Chancellor or his/ her assistants career planning and on identification of training needs and opportunities, and so seek to ensure that staff may achieve the maximum of their ability;
9. Ensure staff observe University policies and procedures, take timely and appropriate action when policies and procedures have been breached and recommend disciplinary action where necessary;
10. Grant permission for staff travelling outside Tanzania on official business.
11. Grant permission for students travelling outside Tanzania during term time;
12. Submit budgets for the School and institute activities to the Deputy Vice Chancellor (PFA) on time and in accordance with University policy and procedures;
13. Assume responsibility for the planning, control and use of all resources, including staff, space, finances, plant, equipment and all other assets of the School/Institute.
14. Prepare financial estimates for the requirements for the School/Institute, and oversee the preparation of the departmental financial estimates;
15. Manage the revenue and recurrent budget of the School/Institute effectively abiding by general University Regulations and School institute policy;
16. Account quarterly for all School/Institute expenditure, through the Heads of departmental meetings and the School/Institute/Directorate Board to the Vice Chancellor;
17. Provide accurate and timely information and data for University publications, reports and the administrative information systems;
18. Allocate duties and workload equitably amongst the School/Institute Office staff;

19. Prepare and submit to the Vice Chancellor an annual report of the School/Institute each year; and
20. Undertake any other related duties as may from time to time be assigned to him/her by the Vice Chancellor for general interests of the University.

#### **5.8.9 Committee membership**

- School/Institute/Research/Consultancy Publication Committee (Chair).
- School/ Institute Admission Board (Chair).
- School/ Institute Examination Board (Chair).
- School/ Institute Board (Chair).
- School/ Institute Executive/ Heads of Departments (Chair).
- Committee of Deans and Directors (Member).
- Academic Planning and Development Committee (Member).
- Finance, Planning and Development Committee (Member).
- Human Resources Management Committee (Member).

#### **5.8.10 Performance measures**

- Existence of clearly articulated teaching, research and service goals and standards for the School /Institute set in the context of the academic policy of the University;
- Existence of understood and accepted mechanisms and procedures for the monitoring of teaching and examination standards;
- Favourable External Examiner's reports on courses offered by the School/Institute and attainment of high level of scholarly from the students taking those course;
- Existence of sound academic plans which contain new programmes or academic developments and are responsive to the demand of future expansion and the extent to which they were being implemented according to schedule;
- Existence of mechanisms and procedures for monitoring the provision and design of programmes of study;
- Mutual respect unity, teamwork in all departments and harmony between academic staff of the School/ Institute;
- High calibre of highly motivated and productive staff recruited into; and retained by the School/ Institute;
- Quantifiable improvement in research and service programmes provided by the School/ Institute;
- A significant percentage of academic and staff who are able to get opportunities for further study and successfully complete them and are confirmed to the permanent and pension able establishment;
- Adequate budgetary provisions for the School/ Institute, submitted on time to the Deputy Vice Chancellor responsible for planning, finance and administration;
- Equitable allocation and efficient utilization of resources; and
- Good management of income and expenditure over the budget period.

#### **5.8.11 Appointment and Tenure**

Appointment and tenure will be accordance with established University Scheme of Service.

## 5.9 DIRECTOR OF RESEARCH AND INNOVATION SERVICES

### 5.9.1 Job title: Director, Research and Innovation Services

### 5.9.2 Reporting relationship

(i) **Responsible to:** Directly responsible to DVC (ARC)  
**Indirectly responsible to:** the Vice Chancellor and Deputy Vice Chancellor (PFA),  
Director Directorate of Graduate Studies.

(ii) **Responsible for:** Support staff of the Directorate.

### 5.9.3 Liaison

(i) **Internally:** The Director liaises with Deans, Associated Deans, Directors, Associate Directors, Director of Library Services and Heads of Departments.

(ii) **Externally:** The Director liaises with relevant Government Departments; develop partners, patenting authorities, other institutions nationally, regionally and internationally.

### 5.9.4 Main purpose of the job

The main purpose of the job is to coordinate research programmes, publications and innovations services effectively and to mobilize sufficient resources to support the University's vision of being research intensive.

### 5.9.5 Requirements of the job

#### (i) *Education*

- The Director must be a holder of a PhD or MMED degree or equivalent;
- Knowledge of national and international policies on innovations Intellectual Property Rights.

#### (ii) *Experience*

- Sound knowledge in quantitative and qualitative research methodology;
- Proven experience in research and publications.

#### (iii) *Qualities*

- Superior negotiation and human relations skills;
- Excellent communication and organizational skills;
- Team leadership skills;
- Analytical thinking and problem solving;
- Strong interpersonal relations;
- Customer and goal oriented; and
- Well-developed administrative and research skills.

#### (iv) *Authorities dimensions*

##### (a) *Financial*

- Controls and authorises expenditure for the directorate;
- Evaluates service and other products from suppliers and makes recommendations accordingly.

##### (b) *Assets*

- Recommends purchase of capital equipment and accessories for the research use at the University.

##### (c) *Human resources*

- Assesses performance of support staff in the directorate and recommends promotions and performance based awards;
- Disciplines staff in accordance with established University procedures.
- Key functions (Tasks and responsibilities)

### 5.9.6 Key functions (Tasks and responsibilities)

#### (i) **Strategic management**

1. Coordinate all research and publications and innovation activities of the University;

2. Contribute to the development of research and innovations services strategies to guide the development of resources which support research and innovation services;
3. Direct the development of research strategies that would facilitate achievement of the University's goal of intensifying research and innovations;
4. To provide leadership in quality assurance of research, publications and innovations in keeping with best practices;
5. To design and develop University profile of research potential with a view to market available capacities and potentials;
6. Facilitate dissemination of major research findings through seminars, conferences, workshops, symposia hosted by various academic units;
7. Make available to interested parties research abstracts, publications or relevant findings that may inform on policy developments or are instrumental in problem solving; and
8. Contributes to the University' leadership role through research, publications, presentations and dissemination of research findings to national, regional and international fora.

**(ii) Departmental management**

1. Oversees and provides administrative leadership for the directorate and setting direction for research agenda and innovations services;
2. Analyses research and innovation procedures and recommends new systems of approach to ensure efficient and effective delivery;
3. Evaluates performance of directorate staff and recommends performance based awards;
4. Collaborates in setting directorate priorities and budget allocations;
5. Develops, implements and evaluates strategies to best carry out directorate's mission, focusing on systems and technical services and information access;
6. Develops and manages budget; allocates resources in the most cost-effective way to ensure maximum return on services rendered and achieve quality; and
7. Directs the evaluation of research agenda in relation to national, regional and internal research development;
8. Does any other related duties as directed by Supervisor.

**5.9.7 Performance measures**

- Well-coordinated research activities;
- Sound research policy developed and implemented;
- Sound innovations and patenting policy developed;
- Amount of raised funds for research from the private sector and external donors;
- Research budget that compares favourably with planned research activities prepared and successfully defended through to funding stage;
- Research publications and innovation potentials effectively marketed nationally and internationally;
- Number of seminars, conferences, workshop and symposia successfully held annually; and
- Amount and quality of research results disseminated to policy makers annually.

**5.9.8 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.10 DIRECTOR OF CONSULTANCY SERVICES**

### **5.10.1 Job title: Director, Consultancy Services**

### **5.10.2 Organizational relationship**

(i) **Responsible to:** Directly to Deputy Vice Chancellor (ARC)  
**Indirectly to:** the Vice Chancellor and Deputy Vice Chancellor (PFA).

(ii) **Responsible for:** All staff in the directorate.

### **5.10.3 Liaison**

(i) **Internally:** The Director liaises internally with Deans and Associate Deans of Schools, Directors and Associate Directors of Institutes, all Heads of academic, technical and administrative Departments.

(ii) **Externally:** The Director liaises with Government Departments, local and non-local academic institutions, NGOs, employers, industrial sectors and the private sector.

### **5.10.4 Main purpose of the job**

To coordinate and attract consultancy services as well as protect interests of the University in all consultancy negotiations with external agents.

### **5.10.5 Key performance areas**

- Effective partnership with Schools, Institutes and Departments;
- Development and effective policies on consultancy services;
- Effective partnership with employers, Government Departments, the industrial and private sectors;
- Effective management of the directorate;
- Development and maintenance of quality database of consultancy expertise of the University; and
- Effective management of consultancy funds.

### **5.10.6 Position requirements**

#### **(i) Education**

- Must be a holder of a PhD degree or its equivalent.

#### **(ii) Experience**

- Proven record of scholarship, teaching, research and service to the University;
- Extensive knowledge and experience of university systems; and
- Previous evidence of ability to undertake negotiations, mobilizing projects, developing contacts successfully.

#### **(iii) Qualities**

- Creative person of wisdom, integrity and vigour;
- Superior negotiation and human relations skills;
- Excellent communication and organizational skills;
- Analytical thinking and problem solving;
- Strong interpersonal relations;
- Customer and goal oriented; and
- Well-developed administrative and research skills.

#### **(iv) Authority dimensions**

##### **(a) Financial**

- Controls and authorises expenditure for the directorate;
- Evaluates service and other products from consultants and makes recommendations accordingly.

##### **(b) Assets**

- Recommends purchase of capital equipment and accessories for the directorate use.

(c) *Human resources*

- Assesses performance of support staff in the directorate and recommends promotions and performance based awards;
- Disciplines staff in accordance with established University procedures.

**5.10.7 Key functions (Tasks and responsibilities)**

**(i) Strategic management**

- Contribute to the directorate strategic plans to guide development of policies and operational procedures for consultancy services;
- Regularly review policies and operational procedures in line with national, regional and global consultancy trends;
- Develop strategies for assessment and evaluation of consultancy delivery;
- Develop and implement guidelines for completions and reporting of consultancy services,
- Direct the development of the University' consultancy services database;
- Provide leadership in the quality of consultancy service delivery;
- Coordinate consultancy services at the University;
- Develop long term and sustainable partnerships with stakeholder including Government Departments, NGOs, industry and the private sectors; and
- Organise training sessions for empowering staff in soliciting, implementing and reporting consultancy services.

**(ii) Departmental management**

- Oversee and provide administrative leadership for the directorate in setting direction for consultancy service delivery;
- Evaluate performance of staff in the directorate and recommend promotions and performance based awards;
- Provide leadership and vision for continued development and effective delivery of consultancy services;
- Develop and implement performance objectives and targets for the directorate;
- Develop and manage budgets for the directorate;
- Compile data on income and expenditure accounts, balance sheet and other statements arising from consultancy services;
- Prepare and submit annual reports on consultancy to the relevant University organs;
- Participate in the recruitment of skeleton support staff for the directorate; and
- Assist Schools and institutes to solicit consultancy projects.

**5.10.8 Performance measures**

- Regular and up to date reports on consultancies prepared are submitted to the University Management;
- Effective use and control of financial expenditure on consultancies;
- Consultancy activities are effectively coordinated and monitored to assure high customer satisfaction;
- Number of consultancies satisfactorily completed and accepted by clients;
- Successful contacts made with outside bodies to solicit consultancy projects;
- Number of consultancy contracts won by the University; and
- Number of sustainable consultancy partnerships developed.

**5.10.9 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.



## **5.11 DIRECTOR, QUALITY ASSURANCE**

**5.11.1 Job title:** Director, Quality Assurance

**5.11.2 Department:** Central Administration

**5.11.3 Appointing Authority:** Council with advice of the Vice Chancellor,

**5.11.4 Organisational relationship**

**(i) Responsible to:**

The Director is directly responsible to the Vice Chancellor and indirectly responsible to Council, Deputy Vice Chancellor (ARC) and Deputy Vice Chancellor (PFA).

**(ii) Responsible for:**

The Director is responsible for subordinate staff in his/her office.

### **5.11.5 Liaison**

**(i) Internally:** Internally, the Director liaises with all DVCs, Deans, Directors and Heads of Departments.

**(ii) Externally:** Externally, the Director liaises with respective ministry departments, Tanzania Commission for Universities, other Quality Assurance office at national and external institutions.

### **5.11.6 Main purpose for the job (Job summary)**

- Develop policies and operational procedures for ensuring enhanced quality assurance of major University processes; and
- Coordinate implementation of quality assurance processes at the University.

### **5.11.7 Key performance areas**

- Effective policies and operational procedures;
- Quality teaching, learning, research and services from the University;
- Effectiveness of advises to the University Management on quality outputs from the University; and
- Effectiveness of coordination of quality of the University processes.

### **5.11.8 Requirements for the post**

**(i) Education**

- PhD degree in medical education or MMED from a recognised University.

**(ii) Experience**

- Senior academic staff who must have attained at least a rank of Associate Professor;
- Experienced in strategic planning especially in higher education institutions;
- Evidence of some knowledge of quality assurance particularly of higher education institutions;
- Evidence of experience in developing policies and operational procedures.; and
- Evidence of experience in monitoring and evaluation procedures.

**(iii) Qualities**

- High level maturity, responsible and capable of working independently;
- High level professionalism;
- Managerial skills;
- Capacity to negotiate and interpersonal skills;
- Communication skills

### **5.11.9 Key functions (Tasks and responsibilities)**

**(a) Policy development**

1. Develop policies and operational procedures for the University

2. Regularise revision of policies and procedures in line with changes in trends of higher education nationally and internationally;
3. Inform, educate and empower the University community at all levels about QA policies and operational procedures; and
4. Mobilize community partnership and action for enhanced quality outputs from the University.

**(b) Assessment**

1. Design programmes for assessment of the quality of University-wide academic curricula, teaching and learning e.g. academic audits;
2. Design programmes for assessment of the quality of university-wide research processes and outputs;
3. Design assessment procedures for service delivery;
4. Build capacity for evaluation of content and presentation modules;
5. Monitor the quality of the University outputs;
6. Evaluate external examiners' performance and reports for meaningful quality enhancement;
7. Evaluate teaching and learning processes in line with national, regional and international trends of medical education delivery and assessment;
8. Evaluate effectiveness, accessibility and quality of personal and University-wide measures.

**(c) Assurance enhancement**

1. Enforce implementation of policies and operational procedures on quality assurance;
2. Develop programmes for in-house training on quality assurance to staff and students;
3. Design and circulate newsletters of the Quality Assurance Office, its mandates, plans, strategies, and achievements;
4. Design recognition awards for University constituents excelling in quality of the outputs.

**(d) Academic planning**

1. Play advisory role on academic planning matters.

**(e) Management**

1. Participate in the University-wide management including Management Committee, Senate and Council.

**5.11.10 Performance measures**

- High quality academic programmes;
- Relevant academic curricula offered by the University;
- Relevant research agenda of the University;
- Quality of research outputs;
- Effectiveness and implement-ability of policies and procedures;
- Awareness of university community on quality and assurance;
- Quality and effectiveness of products from the Office of Quality and Assurance.

**5.11.11 Appointment and Tenure**

Appointment and tenure will be accordance with established University Scheme of Service.

## **5.12 HEADS, ACADEMIC DEPARTMENTS**

### **5.12.1 Job title: Head of Department**

### **5.12.2 Division/Department: Academic Affairs.**

### **5.12.3 Organisational relationships**

- (i) Responsible to:** Directly to Dean of School/ Academic Institute and indirectly to Deputy Vice Chancellor (ARC), Deputy Vice Chancellor (PFA) and Vice Chancellor.
- (ii) Responsible for:** Head of Department shall be responsible for all academic, technical and administrative staff in the Department.

### **5.12.4 Liaison**

- (i) Internally:** Head of Department liaises with all staff in his/her Department, Deans and Associate Deans of Schools, Directors and Associate Directors of training and research institutes.
- (ii) Externally:** Head of Department may establish and liaises with Heads of similar Departments of national, regional and international institutions, development partners and society.

### **5.12.5 Main purpose for the post**

- To provide academic leadership at the level of Department by planning, directing and coordinating the implementation of academic programmes, research and quality service delivery to the society; and
- To assist the Dean in the management of School or Institute.

### **5.12.6 Position requirements**

- (i) Education**  
Head of Department shall be holder of a PhD or MMED or equivalent degree.
- (ii) Experience**  
A Head of Department shall be a senior staff at the level of Senior Lecturer or Senior Research Fellow with a minimum experience of at least three years of working in an institution of higher education.
- (iii) Qualities**
  - Senior academic member of Staff with commitment to the vision and mission of the University
  - Exemplary record of scholarship, teaching research and consultancy services;
  - Communication skills; and
  - Ability to lead, build team spirit and supportive.

### **5.12.7 Key performance areas**

- Quality teaching, research and service delivery at departmental level;
- Knowledge and skills development and enhanced student engagement;
- Strategic planning and implementation of School/Institutes and University plans;
- Development of quality and marketable programmes;
- Enhanced research quality and output for image creation and advancement of academic staff; and
- Team spirit and harmonious working environment.

### **5.12.8 Key functions (Tasks and responsibilities)**

- (i) Academic Leadership**
  1. Participate in the formulation, implementation and evaluation of the School's academic policy;

2. Promote academic excellence in the teaching, research and service programmes of the department;
3. Guide the department with respect to teaching, research and service by setting goals and standards;
4. Coordinate department's teaching, research and service commitments;
5. Bring opportunities for research, publication, and service and conference attendance to the attention of departmental staff and assist them to take advantage of such opportunities based on transparent and objective criteria of merit;
6. Develop performance indicators for monitoring of standards and quality of teaching, learning and examination within the department and ensure that the department's academic objectives and commitments are fulfilled; and
7. Foster cooperation and unity and maintain team among staff and students in the department.

**(ii) Academic Planning**

1. Identify objectives and set priorities for the Department in consultation with the academic staff, the Dean and appropriate resource persons;
2. Plan for the future of the Department with regard to new programmes, new academic developments and the demands of future expansion;
3. Contribute to the School academic plan on behalf of the Department;
4. Oversee implementation of departmental research and consultancy plan;
5. In consultation with the teaching staff prepare and submit for the approval of the School Board annually a teaching and research programme for the department;
6. Use his/her best endeavour at all times to ensure that proper and acceptable standards of teaching and instruction are maintained in the Department; and
7. Be responsible for the examination within the Department in consultation with the teaching members of the Department, ensuring the timely preparation and effective management of examination papers, selecting and recommending the appointment of the external examiner, collating and endorsing examination results as well as preparing examination results within the Department for the School/Institute Board's approval.

**(iii) Students and Staff**

1. Promote positive student relations within the Department and actively seek to resolve problems raised by students and staff alike;
2. Ensure that members of staff are accessible to students and that, students and staff treats each other with courtesy and consideration;
3. Recommend staff for promotion, for appointment, confirmation provided they are capable of contributing significantly to the Department's and University mission and goals;
4. Allocate duties and workload equitably and in the light of the departments objectives and plans;
5. Counsel, encourage and evaluate staff, both academic and non-academic with the support and advice, where appropriate, of the Vice Chancellor on career planning and identification of training and development needs and opportunities, to ensure that staff may achieve to the minimum of their ability;
6. Ensure staff observe University policies and procedures, take timely and appropriate actions when policies and procedures have been breached and recommend disciplinary action where necessary;
7. Submit such annual confidential reports as may be required, on all academic administrative and non-academic staff;

8. Grant permission to students to postpone examination after ascertaining they have genuine reasons;
9. Grant permission to staff to travel within Tanzania; and
10. Grant permission to students to travel within Tanzania during term time.

**(iv) Management**

1. Be the academic and administrative Head of the Department and liaise with the Dean in all matters concerning the Department, including the preparation of departmental estimates;
2. Serve as the executive officer of the Department in the implementation of departmental policy, as determined by the departmental board and other university authorities, and responsible for the day-to-day administration of the department;
3. Assume responsibility for the planning, control and use of all resources, including staff, space, finance, plant, equipment and all other assets of the department;
4. Organise resources so that they can be used efficiently and effectively;
5. Submit budgets on time and in accordance with University policy and procedures.
6. Account regularly for all departmental income and expenditure;
7. Provide accurate and timely information and data for University publications, reports and the administrative information systems, including continuous assessment and examination marks to the School Dean; and
8. Undertakes to do any other duties as directed by Supervisor.

**5.12.9 Performance measures**

- Effective guidance and coordination of teaching, research and service delivery by department;
- High morale and commitment of staff to the core functions of the University;
- Clear strategic objectives and departmental targets developed;
- Clear departmental research agenda developed and effectively implemented;
- Quality outputs (research publication, abstracts, innovations, services) from the department;
- Team spirit and cooperation among all departmental staff;
- Effective resource allocation and utilisation;
- Inter-disciplinarily with other Departments; and
- Sustainable collaborations with national and external institutions.

**5.12.10 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## 5.13 CHIEF INTERNAL AUDITOR

### 5.13.1 Job title: Chief Internal Auditor

### 5.13.2 Division and Department: Administration: Office of Vice Chancellor

### 5.13.3 Appointing Authority: Council with advice of the Appointments Committee.

### 5.13.4 Organisational relationship

- (i) **Responsible to:** Vice Chancellor
- (ii) **Responsible for:** Staff in the Internal Audit Unit

### 5.13.5 Liaison

- (i) **Internally:** Liaises with all Departments and Sections of the University in relation to the security of financial accounting and other systems, the use of the University's financial and other resources and any other matters which, with the approval of the Vice Chancellor, the Chief Internal Auditor wishes to investigate.
- (ii) **Externally:** Liaises with external auditors undertake any other related duties as required for the general good of the University.

### 5.13.6 Main purpose for the post (Job summary)

- To promote and to ensure the proper and most efficient use of the University's resources; and
- To report shortcoming to the Vice Chancellor and propose any remedial measures.

### 5.13.7 Key performance areas

- Prompt detection of breaches in the agreed University policies, procedures and regulation governing financial matters;
- Appropriate use of funds;
- Minimal misappropriation of University funds;
- Good relationship with External Auditors; and
- Favourable comment on internal controls or related matters made by External Auditors;

### 5.13.8 Requirements for the post

#### (i) **Education**

- The Chief Internal Auditor must be a holder of ACCA or CPA;
- Membership of the Tanzania Association of Accountants and Auditors;
- Must be registered with NBAA.
- A Master's degree would be of added advantage

#### (ii) **Experience**

- At least three years of proven post – qualification experience in the audit function within a publicly funded organization or with established and reputable firm providing an audit service; and
- Experience of “value for money” audit (as distinct from traditional “security audits”), would be an advantage.

#### (iii) **Qualities**

- High level professionalism;
- Commitment to the vision and mission of the University;
- Effective communicator;
- Responsible and ability to work independently

### 5.13.9 Key functions (tasks and responsibilities)

#### (i) **Financial management**

1. Ensure that financial procedures throughout all Departments comply with University Financial Regulations and that the limits of authority on all matters involving finance are adhered to;
2. Maintain a regular check on the accuracy of accounting records throughout the University and on the observance of standard practices and procedures;
3. Achieve these objectives by carrying out both regular and random investigations of academic and administrative Department accounts;
4. Verify University income from sources to bank and satisfy self that expenditure is properly incurred according to approved and efficiently charged to relevant heads;
5. Evaluate internal control to ensure that accounting systems provide adequate, timely, and accurate information, protection against loss through negligence, dishonesty, or otherwise;
6. Make recommendations to the Vice Chancellor through the Deputy Vice Chancellor, Planning, Finance and Administration about controls and changes in the accounting systems and the adequacy of security arrangements within the systems used by the Finance Department, particularly within computerized systems;
7. Authorize changes from time to time in password governing access to computerized systems within the Finance Department;
8. Check that Deans, Directors and Heads of Department maintain an inventory of furniture, equipment, and other moveable assets in accordance with University policy and regulations;
9. Provide information and advice to budget holders to facilitate the most efficient use of the University's financial resources;
10. Advise the Deputy Vice Chancellor Planning, Finance and Administration on the need to up - date or otherwise change manuals of financial policies and procedures;
11. Build up an effective liaison with the external auditors;
12. Report immediately any suspected occurrence of dishonesty to the Vice Chancellor or, in his absence, to the Deputy Vice Chancellor. Such reports should be made orally and in writing;
13. Carry out such "value for money" audits as may be possible pending on enhancement of staffing;
14. Report to the Finance and Planning Committee; and
15. To do any other duties as directed by Supervisor.
16. To prepare and Implement annual Audit plan
17. To provide Audit reports to all auditable areas to the Management/ Audit Committee
18. To provide knowledge to areas with ambiguities.
19. To provide Quarterly and Annual opinion to the VC and Council via Audit Committee
20. To identify access and manage risks based on Organizational objectives.
21. To advise on, formulate and evaluate policy within the responsibility of the VC
22. To ensure compliance with policies, laws and regulations.
23. To ascertain that systems of control lay down and operate to promote the economy, efficient and effective use of resources and to safeguard assets.
24. To ascertain the integrity and reliability of financial and other information provided to management and stakeholders including that use in decision making.
25. To make follow up to all auditable areas discussed and agreed with auditees.
26. To perform any special assignment raised by management.
27. To perform any duty assigned.

**(ii) Departmental management**

1. Participate in the recruitment and selection process for any subordinate staff or his/ her Department and manage them in accordance with University policies and procedures;
2. Prepare and review departmental budgets and manpower plans in consultation with the Deputy Vice Chancellor Planning, Finance and Administration and HRM and Administration for approval by the Vice Chancellor and the relevant organs;
3. Monitor departmental expenditure to ensure that the departmental plan and budget and the University's financial regulations are not breached; and
4. Supervise the activities of subordinate staff and take corrective action in accordance with the University's policies, rules and regulations.

**5.13.10 Performance measures**

1. Prompt detection of breaches in the agreed University policies, procedures and regulation governing financial matters;
2. Improvements suggested to such policies, procedures and regulations;
3. The identification of any misappropriates use of funds or other financial impropriety which may occur;
4. The maintenance of good relations with budget holders despite the investigative nature of the chief internal auditor's duties;
5. Number of deficiencies identified by the Chief Internal Auditor in a given year in financial procedures or practices (a) within the Department and (b) elsewhere in the University; and
6. Favourable comment on internal controls or related matters made by the External Auditor's annual "Management Letter".

**5.13.11 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.



## **5.14 BURSAR**

### **5.14.1 Job title: Bursar**

**5.14.2 Division/Department:** Planning, Finance and Administration.

**5.14.3 Appointing Authority:** Council with advice Appointment Committee.

### **5.14.4 Organisational relationship**

(i) **Responsible to:** Deputy Vice Chancellor, Planning Finance and Administration, and indirectly to Vice Chancellor.

(ii) **Responsible for:** Accounting, Business Management and all other staffs in the Finance Department.

### **5.14.5 Liaison**

(i) **Internally:** Liaises with Heads of Department, Deans.

(ii) **Externally:** Liaises with suppliers, auditors, bankers and tax authorities.

### **5.14.6 Main purpose of the job (Job summary)**

To plan, organise, coordinate and control the management of the University's accounting and financial management functions to ensure the accurate and timely maintenance and preparation of budgets, accounts and financial reports; and the strict adherence to established accounting systems, procedures and standards.

### **5.14.7 Key performance areas**

- Accuracy of accounting information and financial reports;
- Minimal internal and external audit queries;
- Availability of budgets, accounts and financial information as required and in accordance with accounting schedules and timetables;
- Expeditious payment of producers and creditors;
- Minimise accounts receivable to agreed limits; and
- Maximise income from surplus short-term funds.

### **5.14.8 Position Requirements**

#### **(i) Education**

Master's Degree in Accounting or related subject area. Professional/Technical qualifications e.g. ACCA, CPA or membership of a similar internationally recognised professional accountancy institute; or post graduate academic equivalent.

#### **(ii) Working Experience**

At least twelve years working experience at least five years of which must be at a senior management position in a reputable institution and must possess a strong background of Financial Reporting Standards with advanced computer knowledge on Integrated Financial Reporting Standards with advanced computer knowledge on Integrated Financial Management Systems

#### **(iii) Qualities**

- Analytical skills;
- Strong organisational and managerial skills; and
- Leadership and communication skills.

#### **(iv) Authorities and dimensions**

##### **(a) Financial**

- Advices, manages and controls budget and approves expenditure within limits of authorities;
- Prepared and submits to Council reports on recurrent and capital expenditures;
- Organises for annual audits and presents audited accounts to Council for approval

- (b) *Assets and stocks*
  - Recommends to the University Management the acquisition and disposal of capital assets; and
  - Courses valuation of stocks and presents reports to Council.
- (c) *Human resources*
  - Recommends promotions and performance based rewards; and
  - Disciplines staff in accordance with laid down procedures.

#### **5.14.9 Duties and Responsibilities**

- To head the Finance Department
- To receive, bank and direct proper use of all monies paid to the University
- To prepare financial statements of income and expenditure at appropriate times
- To administer use of trust funds, insurance and royalties
- To control capital and recurrent expenditure
- To prepare and answers timely payment of salaries and emoluments
- To maintain up to date financial information on revenue and expenditure
- To administer trust funds, investments and insurance
- To oversee arrangements for the purchase of equipment and materials (other than furniture) required by the University including their effective use
- To oversee arrangements for the maintenance of an inventory of furniture and equipment held by the University
- To maintain up to date and transparent Management information system on all accounts at all levels
- To insure all properties and assets of the University
- To prepare periodical reports on incomes, expenditure and transaction
- To supervise staff and other functions in the division
- To interpret financial regulations
- To assist in coordinating of the Accounting services
- To conduct internal training of the accounting and supplies staff in liaison with the University Training Section
- To assist in the implementation of Planning and Finance Committee as well as Council resolution of financial matters, annual estimates and budgeting
- To review accounting policies
- To advice top management on all financial and supplies matters
- To perform any other related duties assigned by the supervising officer

#### **5.14.10 Key functions (Tasks and responsibilities)**

1. Establishes, and ensures the implementation of financial management and accounting systems and procedures to ensure the efficient, speedy and prudential recording of financial transactions and management of the University's finances;
2. Coordinates and consolidates University's capital and recurrent expenditure budgets and monitors income and expenditure against budget; accounts for variances. Assists in the negotiation of finances and liaises with Government and other financiers on the payment of tranches and other sums due to the university;
3. Manages University cash flow and surplus funds; determines placement of short term funds to maximise return to University;
4. Negotiates with University bankers for appropriate beneficial facilities in the interests of the University;
5. Establishes and ensures implementation of accounting schedules, cycles and time-tables and monitors accounting processes to ensure adherence to accounting conventions, standards, procedures and time-tables;

6. Consolidates monthly management information reports and status of the University's finances, assets and liabilities;
7. Monitors disbursements of project and special allocation funds to ensure that funds are expended in accordance with laid down procedures, and covenants;
8. Monitors payment of creditors (including staff salaries) to ensure that all payments are duly authorized and that creditors are paid expeditiously;
9. Monitors accounts receivable including student and staff debtors and initiates appropriate action to recover accounts receivable;
10. Consolidates and presents quarterly management accounts and financial statements to Council as required; prepares and finalizes annual accounts and prepares annual financial statements for auditors;
11. Oversees implementation of purchasing activities to ensure adherence to tendering procedures;
12. Identifies and analyses business and income generating potential and carries out cost benefit analysis on development of university services and
13. Undertakes any other related duties as directed by Supervisor.

#### **5.14.11 Performance measures**

- Number of innovative income generation activities successfully initiated;
- Amounts of additional funds from non-traditional sources;
- Number of sound and clear financial policies and procedures in place;
- Accurate income and expenditure statements for all units prepared in time;
- Provision of timely and up to date financial information to budget holders;
- Expenditures well controlled;
- Financial statements timely prepared;
- Salaries and other benefits paid on time;
- Up to date cash and bank accounts maintained;
- Up to date records of the University assets are kept maintained;
- Supplies and stocks effectively managed;
- All insurance premium and renewal of policies timely paid; and
- All income and expenditure transaction conducted in time.

#### **5.14.12 Appointment and tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.15 DEAN OF STUDENTS**

**5.15.1 Job title:** Dean of Students

**5.15.2 Division:** Student Affairs: Deputy Vice Chancellor's Office (PFA).

**5.15.3 Appointing Authority:** University Council

### **5.15.4 Organisational relationships**

#### **(i) Responsible to:**

**Directly:** Deputy Vice Chancellor (PFA)

**Indirectly:** Vice Chancellor and Deputy Vice Chancellor (ARC)

#### **(ii) Responsible for:**

- Deputy Dean of Students
- Head, Counselling services
- Warden
- Coordinator, Health Services
- Personal Secretary
- Janitors

### **5.15.5 Liaison**

#### **(i) Internally**

- Internally liaises with Deans and Directors, Finance Department, and administration departments; and
- Represents the University authorities in consultation and negotiations with the Student Representative Council (SRC) and promotes a positive working relationship with the SRC and its affiliates and other representative bodies of students.

#### **(ii) Externally**

- Liaises with government health and welfare services on matters relating to the general health and welfare of the student body and promotes a positive and cooperative relationship;
- Works with other educational institutions locally, regionally and internationally to promote sporting, cultural and recreational events.

### **5.15.6 Main purpose of the job (Job summary)**

- To provide leadership in the student affairs division;
- To develop policy for all aspects of student life;
- To advise the Deputy Vice- chancellor (PFA) and Vice Chancellor on matters of student affairs;
- To plan, organize and manage all aspects of student life, experience and development;
- To provide consultative and other mechanisms to stimulate a dialogue between the University authorities and the student body and promote good governance and peace at the University;
- To develop and implement policies on student recruitment, enrolment management, admissions and registration and record maintenance, health, wellness, careers, counselling, sport, culture, sport development and residence life; and
- To plan for and manage the division.

### **5.15.7 Job requirements**

#### **(i) Education**

- Must be a holder of a Master's Degree or higher in Education, Educational Psychology, Counselling and Guidance, Social Work or its equivalent from a

recognized University/Institution. Able to communicate well in English and Kiswahili. OR

Must be a holder of a degree at least at the level of Masters in public administration with a major in guidance and counselling.

**(ii) Experience**

- At least twelve years work experience, at least five years of which must be at a senior management position in a reputable Institution and must be conversant with students' affairs
- Broad experience in an academic institution.

**(iii) Qualities**

- Management, leadership and team building competencies;
- Ability to stimulate and encourage new ideas and developments;
- Ability to interpret and promote the University's key goals and objectives;
- Ability to develop a student affairs vision and direction for the institution;
- Capacity to influence and persuade and to build coalitions and networks;
- Ability to promote dialogue in student affairs;
- Ability to develop and implement student welfare programmes;
- Capacity to oversee the development and implementation of policy on a University-wide basis;
- Ability to work effectively as a member of the Senior Executive Team;
- Empathy with academics and students;
- Strong human relations, management, negotiation, public relations and communication skills; and
- Computer skills.

**5.15.8 Duties and Responsibilities**

- Plans, directs and manages the operations of the students' welfare Department.
- Organizes orientation programmed for fresher students in collaboration with Faculty Deans and Institute Directors
- Offers guidance and counseling services to all needy students.
- Organizes orientation programme for new student leaders.
- Develops appropriate strategies for anticipating, controlling and managing conflicts.
- Formulates and recommends an appropriate policy of worship for the entire College Community.
- Manages an acceptable code of conduct and morality for student.
- Manages physical fitness programs for students.
- Coordinates the management of the students BARAZA.
- Acts as a counselor to all students which academic, social and health problems.
- Assist the Deputy Vice Chancellors in the enforcement of student by-laws.
- Prepares Annual Budget, estimates for the Department.
- Career guidance
- Performs any other duties as may be assigned by one's reporting officer.

**5.15.9 Key functions (Tasks and responsibilities)**

**(i) Planning and Policy Formulation**

1. Develops and implements policies and strategies on all matters relating to the health, welfare and general well-being of the student body and to create a positive living and learning environment;

2. Develops and implements policies on student recruitment, enrolment management, admissions and registration and record maintenance, health, wellness, careers, counselling, sport, culture, sport development and residence life;
3. Develops policies and oversees the implementation of catering and book shop services; and
4. Takes a leading role in the development of the University's academic reputation and the quality of the student experience.

**(ii) Management**

1. Manages and is accountable for budget on student welfare, health, wellness, careers and counselling, sports, cultural and recreational activities and academic support services; and
2. Seeks funds and sponsorship of student development, sporting, cultural and recreational activities.

**(iii) Human resources**

1. Dean of Students is responsible for staff under him/her and non-academic student discipline and student appeals.

**5.15.10 Performance measures**

- Effective management of students' affairs;
- Clear policies and operational procedures on students' affairs in place and being followed;
- Effective management of funds allocated for student welfare services;
- Regular recreational activities between students within the University and between inter-universities;
- Effective counselling services;
- High staff to student relationship; and
- State of student accommodation facilities.

**5.15.11 Appointment and tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.16 ESTATES MANAGER**

**5.16.1 Job title:** Estate Manager

**5.16.2 Appointing Authority:** The University Council.

### **5.16.3 Organisational relationship**

**(i) Responsible to:**

Head, Administration and Human Resources Management

**(ii) Responsible for:** Building maintenance staff, estates management and transport staff.

### **5.16.4 Liaison**

**(i) Internally:** Liaises with DVCs, Directors, Managers, planners, Student representatives.

**(ii) Externally:** Liaises with suppliers, sub-contractors, planning authorities, builders.

### **5.16.5 Main purpose of the job (Job summary)**

To plan, organise, develop, manage and control the provision of building and civil works maintenance, estates and property management and the provision of transport services to optimise the cost-effective utilisation of available resources, maximise the useful life of the University's physical infrastructure and maintain the University environs in a well kept and tidy condition at all times to enhance the aesthetic appearance of the institution.

### **5.16.6 Key performance areas**

- Cost control and management of budget;
- Implementation of a planned maintenance programme;
- Response time to effect repairs and quality of repair work,
- Physical appearance of the University buildings and environs; and
- Effective management of sub-contracts and compliance with contract terms, and Availability of transport.

### **5.16.7 Position requirements**

**(i) Education**

- Must be a holder of master's degree in Engineering (Civil, Electrical, Construction), Architecture, Environmental Engineering, Building Economics, Land Management and Valuation or any other related fields and must be registered with relevant professional Board with computer skills or
- Must be a holder of a basic degree and/or master's degree in building, civil engineering, estates management or related area.

**(ii) Experience**

- Working Experience: At least twelve years work experience, at least five years of which must be at a senior management position in reputable institution and must have strong background in Estates Management, Architecture, Civil or Construction Engineering or
- At least twelve years managerial experience in property maintenance and estates management in a major organisation with extensive premises and range of physical plant (e.g. air conditioning);
- Experience in transport fleet management would be an additional advantage;
- Experience in administrative management, budgeting and cost control is essential.

**(iii) Qualities**

- Leadership and managerial skills;
- Organisational and communication skills; and

- Assertive, innovative and pro-active.

#### **5.16.8 Authorities and dimensions**

##### *(a) Financial*

- Drafts and manages budget and authorises expenditure in accordance with delegated limits.

##### *(b) Assets*

- Makes recommendations for the acquisition of capital equipment related to building maintenance, estates management and transport services.

##### *(c) Human resources*

- Evaluates performance and recommends performance-based rewards; and
- Disciplines staff in accordance with procedures.

#### **5.16.9 Duties and Responsibilities:**

- To head the Estates Department.
- To formulate policy proposals related to estates activities.
- To coordinate consultancy services in estates management.
- To maintain and coordinates work contracts with building and maintenance staff of the Estates Unit.
- To prepare and compiles budget estimates for Capital Development.
- To prepare training and development plans for Estates staff.
- To coordinate preparation of the physical master plan.
- To coordinate the effective maintenance and rehabilitation of the infrastructure, including staff houses and students' accommodation.
- To prepare and compiling budget estimates for Capital Development.
- To prepare reports related to Estates Management.
- To coordinate the preparation and reviews of the University Physical Master Plans.
- To supervise preparation of sketches and designs for major modification to the existing University owned buildings.
- To participate in the evaluation and selection of suitable cleaning and sanitation service providers.
- To coordinate and supervise consultancy service in Estates Management.
- To supervise feasibility studies and evaluation of viability of proposed projects on the University land.
- To assist in coordinating the preparation of the physical master plan.
- To assist in coordinating the effective maintenance and rehabilitation of the infrastructure.

#### **5.16.10 Key functions (Tasks and responsibilities)**

1. Advises the University Management on the provision of building maintenance, estates management and recommends policies and strategies to enhance the provision of services and manage costs, including sub-contracting;
2. Prepares recurrent and capital expenditure estimates and control expenditure against approved budgets; accounts for variances;
3. Establishes, and ensures the implementation of annual maintenance and grounds development programme and lays down working standards and procedures to achieve the highest possible cost-effective standards of work;
4. Establishes and monitors the implementation of work processes and procedures to enhance productivity and efficiency; reviews available technology and makes recommendations for the acquisition of equipment;



5. Evaluates availability of sub-contractors to provide maintenance, grounds development and transport services and makes recommendations to the University Management;
6. Manages sub-contracted services and ensures compliance by sub-contractor with agreements and standards;
7. Consolidates the University's transport requirements and prepares detailed plans for the cost-effective provision of transport and fleet maintenance;
8. Ensures the maintenance of accurate records of University's physical property including furniture and vehicles and liaise with finance and procurement on the inclusion in assets register;
9. Establishes, and ensures the implementation of effective strategies for the allocation of furniture in accordance with the University's policies;
10. Liaises with physical planning department, architects, contractors, etc on building and infrastructure development and advises on maintenance requirements;
11. Liaises with commercial landscaping contractors on the long-term development of the University's environs and the cost-effective maintenance of grounds consistent with the University's aesthetic appearance;
12. Ensures that environmentally sound systems of waste management and waste disposal are put into place and liaises with health authorities and city waste management division on the management of University waste;
13. Evaluates weather related damage to buildings and grounds, defective construction and estimates repair and replacement costs; liaises with University's insurers on claims for building damage to protect the interests of the University;
14. Monitors costs and constantly identifies areas of cost contract and resource management to develop more cost-effective means of achieving objectives;
15. Reviews University transport policies and practices to enhance cost effective delivery of services;
16. Represents the Department of relevant University and other committees and fora concerned with physical infrastructure, estates management; and
17. Undertakes any other duties as directed by Supervisor.

**5.16.11 Performance measures**

- Sound maintenance and repair policies and procedures in place and that are observed;
- Contracted out jobs effectively supervised;
- Sound management of maintenance and repair inputs;
- Sound advice to management on budgets for construction, maintenance and repairs; and
- Maintenance of an up-date physical master plan of the University.

**5.16.12 Appointment and tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.17 DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY**

### **5.17.1 Job title: Director, ICT**

### **5.17.2 Organisational relationship**

(i) **Responsible to:** Deputy Vice Chancellor, Planning, Finance and Administration and indirectly to the Deputy Vice Chancellor ARC and the Vice Chancellor.

(ii) **Responsible for:** All IT Department staff

### **5.17.3 Liaison:**

(i) **Internally:** Liaises DVCs, Directors, Deans, and Heads of Departments.

(ii) **Externally:** Liaises with Consultants, suppliers, contractors, telecommunication authorities, Internet Service Providers

### **5.17.4 Main purpose of the job**

To plan, coordinate and develop the provision and delivery of information services technology to meet communications, information processing, storage and retrieval needs of the University to enhance the cost-effective delivery of academic and administrative services and objectives, the provision of management information, and to advise the University Community on the adoption of IT standards, strategies, and policies.

### **5.17.5 Key performance areas**

- Cost effective development of IT systems and applications to meet operational and management information requirements;
- Maximise reliability and availability of IT systems and equipment;
- Cost control and management of budget;
- Reduction in time required to process information;
- Customer satisfaction;
- Development and training of staff;
- Compliance by contractors, suppliers and service suppliers with specifications and contract obligations;
- Innovative IT solutions to academic and administrative needs; and
- Self-development.

### **5.17.6 Position requirements**

#### **(i) Education**

The Director will be a holder of a Master's degree in Computer Sciences, Information Technology or related areas.

#### **(ii) Experience**

Three years' experience in the development and operation of wide range of communications and business-related applications (preferably in an academic environment) WAN & LAN network development and management, and IT project management. Experience in the management of professional staff and budgetary control is also essential.

#### **(iii) Qualities**

- Strong interpersonal and communication skills Management, leadership and team building competencies;
- Proactive and innovative thinking; and
- Organisational and supervisory skills.

### **5.17.7 Authorities' dimensions**

#### **(a) Financial**

- Authorises expenditure within delegated Limits of Authority;

- To manage, control and be accountable over allocated budget.
- (b) *Assets*
  - Recommends capital expenditure on IT equipment and installation.
- (c) *Human resources*
  - Evaluates performance and recommends performance-based rewards; and
  - Disciplines staff in accordance with procedures.

#### **5.17.8 Key functions (Tasks and responsibilities)**

1. Advises University Community, but in particular University Management, on IT development strategies and long-term use of IT as an integral part of the University's academic and administrative activities to enhance efficiency, cost effective delivery of services, communications and utilisation of resources;
2. Advises on technical policy issues affecting utilisation of IT solutions and the type of hardware, network and software platforms and protocols to be used by the University to provide long-term cost-effective technologies to enhance the delivery of academic and administrative services;
3. Advises on information and communication access and security issues to ensure that protection and security of information is consistent with the needs of the university community, and freedom of information;
4. Prepares draft capital and recurrent expenditure budgets for approval. Controls and authorises expenditure against approved budget. Monitors expenditure against budget; accounts for variances;
5. Identifies, evaluates and recommends appropriate technical standards for information technology components of the University to ensure overall connectivity and maintenance;
6. Initiates, coordinates and manages IT feasibility studies to determine IT development proposals and prepares detailed project specifications for inclusion in tender documentation; carries out technical evaluation of tenders for submission of IT turnkey projects, hardware, software, etc and recommends acceptance of tenders;
7. Establishes and ensures implementation of IT operational procedures to ensure availability and reliability of network, data integrity and security, and access control;
8. Designs and ensures implementation of appropriate disaster preparation plans and data recovery to protect data and information;
9. Initiates consultative fora to stimulate interest in IT development and appropriate responses to end-user requirements;
10. Puts in place appropriate professional structures, personnel and training programmes to enhance the capability and understanding of end-users in Information Technology, and specific applications to maximise utilisation of available technology and end-user demand for development;
11. Liaises with local, regional and international communication providers to ensure that the University Community's information driven communication needs are met;
12. Manage the technical support of application software to ensure its optimum performance through participation in software and hardware selections, on-going market surveys and upgrading of software in accordance with licence agreements;
13. Organise and co-ordinates end-user support services by establishing and supervision of appropriate roles, contacts with suppliers and maintenance contract conditions. Ensures that adequate technical support is available at all times to provide service excellence to end-users;
14. Constantly monitors developments in IT to ensure that the University optimises utilisation of available technologies in a cost effective manner;

15. Establishes & monitors achievement of individual, sectional and departmental performance objectives;
16. Represents the University on IT related initiatives - particularly related to an academic and teaching environment - and prepares necessary technical reports, etc as required; and
17. Undertakes any other duties and responsibilities as directed by Supervisor.

#### **5.17.9 Performance measures**

- Effective management of the directorate;
- Team spirit and morale of staff in the directorate on the core function of the University;
- ICT infrastructure development, capacity and maintenance;
- Effective policies on procurement, installation, security and disposal of ICT equipment in place and followed;
- Effectiveness of guidance on ICT applications;
- Curricula and programmes on ICT application by staff and students in place;
- Training of end-user regularised;
- Effective application of ICT by the University community;
- Status of IT capacity in relation to fast changes in IT globally; and
- Effectiveness of advises given to the University management and other units.

#### **5.17.10 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.18 DIRECTOR LIBRARY SERVICES**

### **5.18.1 Job title: Director, Library Services**

### **5.18.2 Organizational relationship**

- (i) Responsible to:** Directly to Deputy Vice Chancellor (ARC)  
Indirectly to the Vice Chancellor and Deputy Vice Chancellor (PFA).
- (ii) Responsible for:** All staff in the University Library.

### **5.18.3 Liaison:**

- (i) Internally:** Internally, the Director of Library Services liaises with Deans of Schools, Directors, Deputy Directors, Associate Deans, Associate Directors, Heads of Departments and all staff in the University Library.
- (ii) Externally:** Externally, the Director liaises with relevant Government Departments, parastatal organizations, NGOs, national Libraries, regional and international libraries and development partners.

### **5.18.4 Main purpose of the job**

- To plan, develop and coordinate policies and provide strategic and innovative leadership for the University Library relating:
  - Information resources and research services in a technologically advanced environment;
  - Information literacy programmes and user education;
  - Specialised collections including the National Heritage obtained through the legal deposit.
- To provide professional leadership;
- To supervise and monitor performance of Library objectives in order to ensure effective and efficient provision of information resources in supporting learning, teaching and research mission of the University;
- To continuously improve library services through implementation of reviews; and
- To develop training courses to staff and students on the use of technology in the search of information resources.

### **5.18.5 Key performance areas**

- Existence of up-to-date policies in information and research services;
- Effective management and supervision of library services;
- Training and development of staff;
- Forster positive relationship with Schools, Institutes, Departments and other University service sections;
- Evidence of networks for establishment of best practices;
- Cost-effective management of library budget.

### **5.18.6 Position requirements**

#### **(i) Education**

- A holder of Master's degree in an academic discipline or a Master's degree in Library and Information Sciences; and/or
- A degree in Librarianship.

#### **(ii) Experience**

- A minimum of five years relevant experience , three years of which must have been at senior management level in an academic library;
- Understanding and practical experience of ICT application in academic libraries;
- Sound knowledge of developing strategic plans and following them to implementation; and

- Prove skills in the exploitation of traditional and electronic information resources.
- (iii) Qualities**
- Excellent communication and organizational skills;
  - Team leadership skills;
  - Analytical thinking and problem solving;
  - Strong interpersonal relations;
  - Customer and goal oriented; and
  - Well-developed administrative and research skills.
- (iv) Authority dimensions**
- (a) Financial**
- Controls and authorises expenditure for library services;
  - Evaluates service and other products from suppliers and makes recommendations accordingly.
- (b) Assets**
- Recommends purchase of capital equipment and accessories for the library.
- (c) Human resources**
- Assesses performance and recommends promotions and performance based awards;
  - Disciplines staff in accordance with established University procedures.

#### **5.18.7 Key functions (Tasks and responsibilities)**

##### **(i) Strategic management**

1. Contributes to Library Strategic Plans to guide the development of resources which support the teaching, learning and research;
2. Directs the development of library strategies that would facilitate the realisation of the mission and vision of the University;
3. Provides in the proactive development of working relationships and collaborative/partnership activities with academic and support Departments of the University, relevant institutions and organizations locally, regionally and internationally to facilitate the provision of user centred information and research services;
4. Supervises and monitors provision of services in the library to establish user satisfaction;
5. Provide leadership in quality assurance of systems and services in keeping with the best practices;
6. Formulates, implements and reviews library policies and practices to ensure excellence in service provision; and
7. Provides leadership in the quality assurance of Library services in Schools, Institutes and Departmental libraries with a view of ensuring compliance with established internationally accepted standards.

##### **(ii) Departmental management**

1. Oversees and provides administrative leadership for the library, setting direction for programmes conducive to learning, teaching and research;
2. Analyses library procedures, workflow and recommends new systems to ensure efficient and effective delivery;
3. Evaluates performance of library staff and recommends performance based awards;
4. Collaborates in setting library priorities and budget allocations;
5. Develops, implements and evaluates strategies to best carry out library's mission, focusing on systems and technical services and information access;

6. Develops and manages budget; allocates resources in the most cost-effective way to ensure maximum return on services rendered and achieve quality;
7. Develops and implements performance objectives and targets for the library in collaboration with Library Management Team;
8. Contributes to the development of effective consortia relations at national, regional and international levels;
9. Participates in the recruitment and promotion of library staff and manages staff in accordance with established University procedures;
10. Recommends and reviews library security and disaster preparedness programmes to ensure smooth operation of library services;
11. Leads the library in the adoption and use of information technologies as applied to institutional services and web-based reference/support services to facilitate the teaching and learning process; and
12. Directs the evaluation of curriculum and collection programmes to ensure a balanced analysis of information resource collection in all formats to meet the curriculum needs.

**(iii) Staff development**

1. Identifies skills gaps in the library, prepares the training plans and advises the University management on short and long-term training needs; and
2. Develops and mentor's staff.

**(iv) Research and professional service**

1. Contributes to the library's leadership role through research, publications, presentations and participation in the work professional organizations and associations;
2. Undertakes such other related duties as directed by Supervisor.

**5.18.8 Performance measures**

- Comprehensiveness of the University Library Services Strategic plan and implementation;
- Status of the University library;
- Automation systems;
- Level of motivation of staff;
- Quality of library services;
- Customer care and satisfaction;
- Collaboration with other University constituents;
- Collaborations with national, regional and international libraries;
- Effective management of allocated funds and human resources;
- Innovativeness; and
- Strategic staff development and succession plan in place and being implemented.

**5.18.9 Appointment and Tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.19 DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION – BSSN 21**

**5.19.1 Job title:** Director of Human Resources Management and Administration

**5.19.2 Division:** Administration; Deputy Vice Chancellor's Office (Planning, Finance and Administration).

**5.19.3 Appointing Authority:** University Council

### **5.19.4 Organisational relationships**

- 1. Responsible to** Deputy Vice Chancellor – Planning, Finance and Administration and ultimately to the Vice Chancellor in accordance to the University Charter.
- 2. Responsible for:**
  - Administrative & Technical Staff
  - All Academic Staff in collaborations with Deans and Directors

### **5.19.5 Liaison**

#### **1. Internally**

- Internally liaises with heads of Departments, Deans and Directors
- Represents the University authorities in consultation and negotiations with the staff unions and promotes positive working relationships.
- Represents the University Authorities in dealing with Administrative matters within the University.

#### **2. Externally**

- Liaises with government offices and other stakeholders on matters relating to general administration, welfare of the staff and promotes a positive and cooperative relationship;

### **5.19.6 Main purpose of the job (Job summary)**

- To provide leadership in the administration and staff affairs divisions;
- To develop policies for all aspects of staff life;
- To advise the Deputy Vice- chancellor (PFA) and Vice Chancellor on matters of staff affairs and general administration;
- To plan, organize and manage all aspects of staff life, experience, guidance, counselling and development;
- To plan, organise and execute all aspects related to general administration, as a supportive officer to DVC-PFA
- To provide consultative and other mechanisms to stimulate a dialogue between the University authorities and the staff body and promote good governance and peace at the University;
- To develop and implement policies on staff recruitment and record maintenance, staff retention, health, wellness, careers, counselling, culture, development;
- To develop and implement administrative and governance policies;
- To coordinate all HR issues in collaboration with Deans and Directors and
- To plan for and manage the two divisions (HR & Admin).

### **5.19.7 Job Requirements:**

#### **i) Education:**

The candidate for this position must hold a Master's Degree in Human Resources Management, Public Administration, Manpower Planning, MBA in Human Resources Management or equivalent from a recognized University/Institution.

#### **ii) Experience**

- Must have a minimum of twelve years work experience in a relevant field, at least five years of which must be at a Senior Managerial position in a reputable Institution.



- Must possess a strong background of Tanzanian Labour laws and policies.
- Broad experience in an academic institution.

### **iii) Qualities**

- Management, leadership and team building competencies;
- Ability to stimulate and encourage new ideas and developments;
- Ability to interpret and promote the University's key goals and objectives;
- Ability to develop staff affairs vision and direction for the institution;
- Capacity to influence and persuade and to build coalitions and networks;
- Ability to promote dialogue in staff affairs;
- Ability to develop and implement staff welfare programmes;
- Capacity to oversee the development and implementation of policy on a University-wide basis;
- Ability to work effectively as a member of the Senior Executive Team;
- Empathy with staff;
- Strong human relations, management, negotiation, public relations and communication skills; and
- Computer skills and understanding of multiple IT systems.

### **5.19.8 Duties and Responsibilities**

1. To be in charge of the Directorate and overall, in charge of Human Resources Management and General Administration at the University.
2. To Administer and coordinate all administrative functions of both divisions
3. To advise the Deputy Vice Chancellor of Planning, Finance and Administration on all matters pertaining to general administration and the administration on Human Resources Management.
4. To develop, review and oversee the implementation of Human Resources polices, rules and regulations of the University and other administrative policies by providing professional guidance to University organs such as Colleges, Schools, Departments and Units.
5. To develop objectives and formulate Strategies in Human Resources planning, recruitment, training, development and compensation and ensuring preparation and coordination of annual work plans and budget in line with strategic objectives.
6. To develop effective policies, and procedures for hiring, deployment, training, development and retention of high-quality staff.
7. To reviews plans for the University Human Resources requirements and ensure proper development and utilization of the existing Human Resource.
8. To carries out Human Resources audit and inventory of current and needed skill as per the required standards.
9. To prepare long and short-term human resources training programmes.
10. To ensures harmonious and productive labour relations in the University through development and maintenance of policies for good industrial relations.
11. To monitor and liaise with other employers to ensure the university remain competitive in the labour market.
12. To develops and advice on suitable remuneration packages and implement reward policies and incentive systems/scheme.
13. To develop and administer periodic performance and salary reviews.
14. Ensures that, employees' performance appraisals are conducted in a fair and transparent manner as per approved policies and procedures.
15. To interpret human resources polies and services regulations
16. To prepare quarterly reports for the University meetings.
17. To direct and oversee staff compensations, employees benefit plans, pension matters and retirement benefits schemes in accordance with the approved policies.

18. To plan, direct and coordinate all activities in Human Resources and Administration Unit in effort to reach and maintain maximum levels of employee productivity and creativity throughout the entire workforce.
19. To ensures establishment and maintenance of a Human Resource Management Information System (HCMIS).
20. To reviews and monitor all staff information including employment records and salary adjustment for incorporation in the payroll on monthly basis.
21. To oversees recruitment, interview and selection process of all University staff and making sure the work permits and employment permits are requested on time from relevant Authorities.
22. To ensures compliance with any existing legislations and human resources polices.
23. To ensure a safe productive and innovative working environment for all employees.
24. To oversee the University payroll and ensure that payment of salaries and any other staff benefits are paid as per existing scheme of service and government circulars.
25. To establish and enforce University polices on performance reviews and provide complaint channels for employees' grievances.
26. To ensures that staff training needs assessments are undertaken and used to review training and development programs for each category of staff in the University.
27. To ensure the enforcement of discipline and establishment of disciplinary policies and procedures.
28. To keep top management up to date on changes in labour laws which may have impact on the University operations.
29. To carry out job evaluation for vacancies, coordinates the process of conducting salary reviews and advise on staff salary structures and remuneration packages.
30. To ensure that, appropriate tools like Scheme of Service, Human Resources Manuals, Staff Regulations, Human Resources Training and Development Policy and staff welfare policy are in place and are reviewed from time to time.
31. Prepares Directorate budget and budget for HR-issues and controls expenditure thereof.
32. Work closely with the Directorate of Finance to ensure overlapping or closely related activities including staff statutory payments are carried out efficiently and on time.
33. Directs and coordinates staff relations programmes and activities for all administrative staff.
34. To advise on, oversee and coordinate the provision of conducive environmental working conditions.
35. Supervising the preparation and compilation of reports of the Administration Division.
36. To supervise the coordination of transport.
37. Overseeing all Division meetings and coordinating Management Committee meetings.
38. Supervising the undertaking and up keeping the minutes of Management Committee meetings.
39. Studying and reviewing the University Insurance needs and recommending methods by which these needs can be met accordingly.
40. To ensure that the University Management is implementing up to date best practices of Administration and Human Resources Management.
41. Performs other duties as may be assigned from time to time by competent University Authority.

#### **5.19.9 Performance measures**

1. Effective management of the directorate;
2. Effectiveness of advice given to the University management and other units.

3. Provision of timely and up to date HR information, communications and orientations to staff;
4. Salaries and other benefits paid on time;
5. All insurance premium and renewal of policies timely paid; and
6. Effective management of staff affairs;
7. Clear policies and operational procedures on staff affairs in place and being followed;
8. Effective management of funds allocated for staff welfare services;
9. Regular recreational activities between staff within the University and between other stakeholders;
10. Effective mentoring and counselling services;
11. Availability of staff development plans, capacity building and retention mechanisms;
12. State of working environments and staff accommodation facilities
13. Quality services, customer care and satisfaction;
14. Innovativeness, Strategic staff development and succession plan in place and being implemented.

#### **5.19.10 Appointment and tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

## **5.20 DIRECTOR OF PLANNING, BUSINESS DEVELOPMENT AND INVESTMENT- BSSN 21**

### **5.20.1 Job title: Director of Planning, Business Development and Investment**

**5.20.2 Division:** Administration; Deputy Vice Chancellor's Office (Planning, Finance and Administration).

**5.20.3 Appointing Authority:** University Council

### **5.20.4 Organisational relationships**

- 1. Responsible to** Deputy Vice Chancellor – Planning, Finance and Administration and ultimately to the Vice Chancellor in accordance with the University Charter.
- 2. Responsible for:**
  - Planning Officers
  - Investment Project Management Officers

### **5.20.5 Liaison**

#### **i) Internally**

- Internally liaises with Heads of Departments, Deans and Directors

#### **ii) Externally**

- Liaises with Government Offices, development partners, private sector and other stakeholders on matters relating to planning, business development and investment and promotes a positive and cooperative relationship with them, for the betterment of and economic health of the institution.

### **5.20.6 Main purpose of the job (Job summary)**

- To prepare development plans.
- To develop and implement fundraising strategies.
- To scan for investment opportunities and advise the Management on the same.
- To develop and maintain professional relationships with donors, collaborators and investment partners.
- To design and establish development policies.
- To prepare financial budgets for the University's annual development and investment programmes.
- To maintain the sustainability of the University's development and investment plans.

### **5.20.7 Job Requirements:**

#### **i) Education:**

The candidate for this position must hold a Master's Degree in Planning, Business, Economics, Finance, Statistics or equivalent from a recognized University/Institution. Or A Senior Academic member of staff who has a proven record and experience in planning and fund raising.

#### **ii) Experience**

- Must have a minimum of twelve years work experience in a relevant field, at least five years of which must be at a Senior Managerial position in a reputable Institution.
- Must possess a strong background of Business Project Development and Fund-raising.
- Broad experience in an academic institution.
- Must have some Exposure to Marketing or Public Relations

#### **iii) Qualities**

- Ability to stimulate and encourage new ideas and developments;
- Ability to interpret and promote the University's key goals and objectives;
- Ability to secure grants or donations from partners and collaborators
- Ability to plan and implement long- and short-term development initiatives

- Possess interpersonal skills and ability to interact effectively with internal and external stakeholders
- Ability to collect data, analyse information and prepare well researched reports and project proposals
- Ability to exercise good judgement and ethical issues related to development activities
- Ability to manage events and other complex activities in support of development objectives
- Ability to manage and lead the planning and development team
- Computer skills and understanding of multiple IT systems.
- Experience in academic institutions

#### **5.20.8 Duties and Responsibilities**

1. To head the Directorate and overall, in charge of Planning, investments and Development of the University.
2. Secretariat of the University Planning and Finance Committee.
3. To oversee all University development programmes.
4. To prepare investment and planning policies and operational procedures for the University.
5. To prepare investments plans and project documents for submission to the University Council and other donors for funding.
6. To coordinate the preparation, implementation, monitoring and evaluation of the University Strategic Rolling Plan and other short-term plans of the University.
7. To develop fundraising goals and objectives and administer everyday fundraising operations.
8. To coordinate and monitor all fundraising plans, activities and events and ensure the implementation of all University development strategies and projects.
9. To conduct research on potential investment projects and prepare their revenue projections.
10. To identify funding opportunities for University projects and maintain an effective portfolio of donors and development partners.
11. To prepare fundraising proposals for grants and funding applications
12. To identify new areas of long-term investments, supervises projects appraisals, capital budgeting and project implementation.
13. To ensure proper management of the University's investments properties by monitoring all development activities implementation.
14. To recommend research projects and their budgets, ensures execution of research findings to the management and the University.
15. To ensure that there is accurate and up-to date statistical data bank of the University.
16. To prepare periodic performance reports on the activities of the University for the purpose of the Management and University Council.
17. To coordinate the preparation, implementation and periodic review of the investment, planning and estates management policies of the University and recommend major policies of the University.
18. To recommend effective Marketing plans, strategies and techniques and ensure execution of marketing and business promotion campaigns.
19. To advise management on matters related to the Directorate.
20. To coordinate the preparation of the budget of the Directorate, control budget resources and ensure that activities of the directorate are carried out as per annual work plan.
21. To monitor and reports progress against objectives and plans and key milestones for the University.

22. To ensure effective implementation of the investments policy, strategy and plan and alert the management to significant changes in investment performance.

#### **5.20.9 Performance measures**

1. Effective management of the directorate;
2. Effectiveness of advice given to the University management and other units.
3. Number of innovative income generation activities successfully initiated;
4. Amounts of additional funds collected from non-traditional sources;
5. Improvements suggested to investments policies, procedures and regulations;
6. Number of sound and clear business plan and investment policies and procedures in place;
7. Accurate income and expenditure reports from various projects for all units prepared in time;
8. Provision of timely and up to date investment opportunities to stakeholders;
9. Up to date records of the University projects and investment are kept maintained;
10. Availability of risk management policies

#### **5.20.10 Appointment and tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

# ACADEMIC STAFF

## 6 SCHEME OF SERVICE FOR ACADEMIC STAFF

| SNO | STAFF CADRE                                   | SALARY SCALE |
|-----|---|--------------|
| 1   | Tutorial Assistant /Assistant Library Trainee | BSSA 12      |
| 2   | Assistant Lecturer/Librarian/Research Fellow  | BSSA 13-14   |
| 3   | Lecturer/Research Fellow/Librarian            | BSSA 15-16   |
| 4   | Senior Lecturer/Research Fellow/Librarian     | BSSA 17-18   |
| 5   | Associate Professor                           | BSSA 19-20   |
| 6   | Professor                                     | BSSA 21      |

### 6.1 *Tutorial Assistant* **BSSA 12**

6.1.1 **Job title:** Tutorial Assistant/Assistant Library Trainee

6.1.2 **Division:** Academic Affairs

**Section:** Respective Departments

#### 6.1.3 **Organisational relationship**

**Responsible to:**

**Directly:** Head of Department

**Indirectly:** Dean of the Respective School/Faculty

#### 6.1.4 **Direct Entry Requirements:**

- i. A Holder of an MD/DDS, B.Pharm, B.ScN, BMLS or equivalent degree and score of at least B in the relevant subject and a GPA of at least 3.5. Must be registered by respective Councils/Boards.
- ii. A Holder of a Bachelor's (Honours) degree at First or Upper Second-class level or an average grade of B+ and score of at least B in the relevant subject. Must be registered by respective Councils/Boards

#### 6.1.5 **General Attributes**

- Adherence to professional ethics,
- Language proficiency in medium of instruction.
- Ability to communicate information, knowledge and skills to others,
- Computer literacy,
- Good interpersonal skills,
- Ability to work as part of a team,
- Enthusiasm and self-motivation,
- Ability to exercise initiative and be proactive and
- Motivation for innovation, further learning and continuing professional development.

#### 6.1.6 **Duties and Responsibilities**

This is a training position. However, the Tutorial Assistant may be required to perform the following duties:

1. Conducting Tutorials for undergraduate students,
2. Supervising seminars,
3. Teaching Certificates and Diploma Courses,
4. Mark non-assessed coursework assignments and provide feedback,

5. Deal with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary,
6. Supervise the work of students where appropriate,
7. Ensure that the preparation of materials and equipment required during classes is available and where appropriate assist in the assembling and dismantling of laboratory apparatus,
8. Work with other demonstrators and tutorial assistants to ensure that practical classes run effectively and according to timetable requirements
9. Performing any other duties as may be assigned from time to time.

#### 6.1.7 Performance measures

- Registered Postgraduate Student
- Possess sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area.
- Ability to prepare own teaching materials
- Ability to recognise those having difficulties, intervene and provide help and support
- Ability to mark student coursework and provide feedback
- Ability to encourage active participation by students
- Act as a good role model
- Ability to work as part of a team

### 6.2 Assistant Lecturer *BSSA 13-14*

6.2.1 **Job title:** Assistant Lecturer

6.2.2 **Division:** Academic Affairs

**Section:** Respective Departments

#### 6.2.3 Organisational relationship

**Responsible to:**

**Directly:** Head of Department

**Indirectly:** Dean of the Respective School/Faculty

#### 6.2.4 Entry Requirements:

**Direct:** A Holder of a Master's degree (by coursework and dissertation or by Thesis) from recognized University with a GPA of 4.0 and a Bachelor Degree with a GPA of 3.5.

**In-service:** By promotion of Tutorial Assistant/ Assistant Library Trainee who has acquired an appropriate Master Degree with a GPA of 4.0 and above from recognized University.

#### 6.2.5 General Attributes

- Adherence to professional ethics;
- Ability to prepare and deliver own teaching materials;
- Problem solving and innovation skills;
- Ability to recognize students having difficulties, intervene and provided help and support and;
- Ability to prepare quality research proposals.

#### 6.2.6 Duties and Responsibilities

This is still a training position. However, the Assistant Lecturer can take on more teaching and research responsibilities may be required to perform the following duties:

##### Main purpose of the post

- i. Effective teaching;



- ii. Knowledge advancement through research;
- iii. Delivery of quality services; and
- iv. Effective realisation of the institution's mission

#### 6.2.7 Key performance areas

- Affective teaching of all assigned courses within one's area of specialization;
- Design and carry out micro and macro basic and applied research for the advancement and refinement of knowledge, and for application of relevant findings in solving problems; and
- Provide expert advice in finding solution to myriad problems facing the nation within one's area of competence.

#### 6.2.8 Performance measures

- Registered Postgraduate Student
- Possess sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area.
- Ability to prepare own teaching materials
- Ability to recognise those having difficulties, intervene and provide help and support
- Ability to mark student coursework and provide feedback
- Ability to encourage active participation by students
- Act as a good role model
- Ability to work as part of a team

### 6.3 LECTURER/RESEARCH FELLOW/LIBRARIAN BSSA 15-16

6.3.1 **Job title:** Lecturer (Basic Sciences and Clinical Areas) Research Fellow/Librarian

6.3.2 **Division:** Academic Affairs

**Section:** Respective departments

6.3.3 **Organisational relationship**

**Responsible to:**

**Directly:** Head of Department

**Indirectly:** Dean of the Respective School/Faculty

6.3.4 **Entry Requirements:**

**Direct:** A holder of a PhD, M.Med, M.Dent from a recognized Institution with a GPA of 4.0 and above or average grade of B+ performance, and a Bachelor Degree with a GPA of 3.5.

**In-service:** By promotion of an Assistant Lecturer/ Assistant Librarians/ Assistant Research Fellow on PhD training, with at least 2 years working experience coupled with commendable academic service **AND** has made a satisfactory progress in his/her PhD training (as stated in 5.2.2.2 of Academic Staff Promotion Guideline of 2022) **AND** has acquired at least **2 publication points** in a peer reviewed journal (apart from his/her PhD work).

6.3.5 **General Attributes**

- Adherence to professional ethics;
- Ability to design set, administer and supervise different assessment items;
- Ability to recognize students having difficulties, intervene and provide help and support;
- Ability to mark student scripts and course work assessment items and provide feedback;
- Computer skills and application;
- Ability to prepare and deliver own teaching materials;

- Potential to be a good role model and steer students towards dedication to learning, creativity and problem solving;
- Possession of sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area;
- Ability to carry out independent research and provide feedback and;
- Ability to supervise research and other knowledge generating and development activities.

### 6.3.6 Duties and Responsibilities

#### Main purpose of the post

- Effective teaching;
- Knowledge advancement through research;
- Delivery of quality services; and
- Effective realisation of the institution's mission

### 6.3.7 Key performance areas

- Affective teaching of all assigned courses within one's area of specialization;
- Design and carry out micro and macro basic and applied research for the advancement and refinement of knowledge, and for application of relevant findings in solving problems; and
- Provide expert advice in finding solution to myriad problems facing the nation within one's area of competence.

### 6.3.8 Key Functions (Tasks and responsibilities)

#### Teaching

1. Deliver face to face teaching including lectures, small group tutorials, seminars and bedside teaching (where appropriate) across a range of backgrounds of students including undergraduates, postgraduates, AMO and Interns;
2. Participate in the preparation and organization of the undergraduate and postgraduate core teaching and assessment programme including organizing journal clubs;
3. Develop online teaching material and other online resources;
4. Develop and implement new methods of teaching and innovative teaching methods that encourage student participation and problem solving and a content that reflects changes in research;
5. Participate in curricula reform as necessary in the context of an expanding medical knowledge; taking an active part in developing new courses;
6. Promote integrated teaching for medical and other students during lectures, tutorials and clinical teaching;
7. Take part in the University examinations by preparing and administering exam questions, taking part in viva voce as well as marking exam papers and students' coursework;
8. Strive for the holistic development of the student by providing sound knowledge, the highest analytical ability;
9. Instilling in the student the concern for ethical and moral values;
10. Undertake a pastoral role - acting as academic advisor to students.

#### Research

1. Conduct high quality research in area of specialization and interest and actively contribute to the institution's research profile;
2. Take advantage of locally available research funds to conduct research of national priority;
3. Pursue to the extent possible external funding;

4. Publish at least one paper a year in high impact professional and scientific journals;
5. Develop and maintain a competitive research group in a recognized area of research in health and allied sciences;
6. Supervise and guide students as well as junior staff members of the Department in research projects involving health sciences;
7. Develop an educational research portfolio in an area relating to local needs and study for a higher degree in medical education;
8. Disseminate research findings both nationally and internationally;
9. Collaborate with colleagues in other institutions of higher learning in research.

#### **Student and Staff Administration**

1. Participate actively in departmental administrative tasks in areas like student admissions, induction courses, departmental committees and faculty board meetings when called upon to do so;
2. Manage and supervise junior staff in the Department and be prepared to take up the role of head of Department when called upon to do so;
3. Participate in departmental, professional conferences and seminars, and contribute to these as necessary;
4. Establish collaborative links outside the University with industrial, commercial and public organizations and institutions of higher learning;
5. Make yourself accessible to students and make sure you are available during office hours, else your whereabouts should be known to peers/Head of Department;
6. Make sure you observe University policies and procedures;
7. Provide performance appraisal (or confidential) reports timely as may be requested by the department from time to time;
8. Assist in identifying internal and external examiners for courses under your care.

#### **Clinical Service and Teaching**

1. Participate in the delivery of services in area of specialization;
2. Maintain an active registration to practice medicine as regulated by the Medical Council and perform clinical duties;
3. Ensure in the course of the clinical training of medical and other students that the students:
  - Master the art of history taking,
  - Master the art of physical examination,
  - Can suggest appropriate investigations,
  - Carry out simple lab tests in a side room setting,
  - Make tentative conclusions and therefore venture a differential diagnosis and possible treatment,
  - Consider the relative costs and benefits of potential actions to the patient and choose the most appropriate one,
  - Communicate their clinical findings in writing effectively and as appropriate for the needs of the audience,
  - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems,
  - Understand the implications of new information for both current and future problem-solving and decision-making,
  - Adjust actions in relation to other findings or actions of others,
  - Manage one's own time and the time of others effectively.
4. Provide supervision in case assignment to medical students, residents, AMOs including signing off on charts as necessary;
5. Ensure patients under your care are examined properly to obtain information about their physical and mental condition;
6. Ensure appropriate diagnostic tests are ordered;

7. Assist students and residents in the interpretation of diagnostic tests indicating their deviations from normal;
8. Assist in making tentative diagnoses and decisions about management and treatment of patients under your care;
9. Ensure record patient medical data, including health history, progress notes and results of physical examination are obtain, compiled and recorded;
10. Provide young physicians with assistance during complicated medical procedures;
11. Perform therapeutic procedures that are beyond the competence of doctors under your care;
12. Instruct and counsel patients about prescribed therapeutic regimens, and procedures to be undertaken;
13. Visit and observe patients on hospital rounds updating charts and ordering therapy;
14. Acts on all cases referred to your care by other service providers within and outside BMC;
15. Assist in internal quality control within the area of specialization;
16. Provide quality medical care according to standards established by the BMC and CUHAS committee on quality assurance;
17. Be available to participate in providing continuity for hospital in- patient management;
18. Conduct and encourage students and junior staff to attend to admission rounds;
19. Conduct oneself in a manner that upholds ethical principles befitting of a health provider.

#### 6.3.9 Performance Measures

- Existence of clearly articulated teaching, research and service goals and resources;
- Lectures, tutorials and bedside teaching given in time;
- Existence of updated teaching notes, presentations;
- Examinations papers course work set, administered and marked in time;
- Item analysis conducted;
- Regular journal clubs organized.
- Existence of online teaching material and other resources;
- Teaching reflective of changes in research and new developments
- Innovative teaching methods in use;
- Integrated teaching for medical and other students in place.
- Students appropriately advised;
- Curricular in tune reform in medical education;
- Contribute to the ongoing implementation and evaluation of the curriculum;
- Vibrant research programme in place;
- Existence of publications in high impact professional and scientific journals;
- Adequate funds available for research;
- Research programme in tune with national priority;
- Junior staff post-graduate research and MMed students involved in ongoing research;
- Participation local, regional and internal conferences and seminars as means of disseminating research findings;
- Existence of research linkages with other institutions inside and outside the country;
- Mutual respect, unity, teamwork in the Department, and harmony between academic staff as well as student;
- Active contribution in departmental administrative tasks and departmental, professional conferences and seminars;
- Accessible to students all the time;
- College/University policies and procedures observed;
- Confidential reports made available timely;

- Students with sound knowledge, clinical skills that treasure ethical and moral values;
- All patients assigned to students;
- Patients fully worked out and on appropriate treatment;
- Quality patient care.

#### 6.3.10 **Tenure:**

Three years serving renewable for another term of 3 years subject to positive performance appraisal.

### 6.4 **SENIOR LECTURER/ RESEARCH FELLOW/ LIBRARIAN BSSA 17-18**

6.4.1 **Job title:** Senior Lecturer/Research Fellow/Librarian

6.4.2 **Division:** Academic Affairs

**Section:** Respective Departments

#### 6.4.3 **Organisational relationship**

**Responsible to:**

**Directly:** Head of Department

**Indirectly:** Dean of the Respective School/Faculty

#### 6.4.4 **Entry Requirements:**

**Direct:** A holder of a PhD/M.Med/M.Dent or its equivalent qualification from a recognized institution with a GPA of 4.0 and above or average grade of B+ performance, and a Bachelor Degree with a GPA of 3.5 plus at least 3 years of teaching/research experience and publication points from scholarly activities of at least 6 points for Senior Lecturer/ Senior Librarian and 8 points for Senior Research since attainment PhD/MMed/MDent. At least 25% of the publication points should be from diversified journal publications.

**In-service:** By promotion of a Lecturer/Librarian with a PhD or MMed/MDent plus a minimum of three years of notable academic service since the last promotion or appointment, and at least 6.0 Scholarly points (At least 4 from publications). At least 25% of the publication points should be from diversified journal publications.

Or by promotion of Research Fellow with a PhD plus a minimum of three years of notable academic service since the last promotion, and at least 6.0 points from publications. At least 25% of the publication points should be from diversified journal publications.

The promoted Lecturer/Librarian/Research Fellow should have supervised/co-supervised to completion at least 2 postgraduate students.

#### 6.4.5 **General Attributes**

- Adherence to professional ethics;
- Ability to establish academic or professional chairs for the institution;
- Ability to recognize student having difficulties, intervene and provide help and support;
- Ability to promote the vision of the institution;
- Ability to attract funding for different activities of the institution;
- Leadership and management abilities;
- Ability to solve complex institutional problems.

#### 6.4.6 **Duties and Responsibilities**

**Main purpose of the post**

- Effective teaching;
- Knowledge advancement through research;

- Delivery of quality services; and
- Effective realisation of the institution's mission

#### **Key performance areas**

- Affective teaching of all assigned courses within one's area of specialization;
- Design and carry out micro and macro basic and applied research for the advancement and refinement of knowledge, and for application of relevant findings in solving problems; and
- Provide expert advice in finding solution to a myriad of problems facing the nation within one's area of competence.

6.4.7 **Key Functions:** As for lecturer above with bigger demands

6.4.8 **Performance Measures:** As for Lecturer

6.4.9 **Tenure:** As for Lecturer

### **6.5 ASSOCIATE PROFESSOR ASSOCIATE LIBRARY PROFESSOR/ ASSOCIATE RESEARCH PROFESSOR BSSA 19-20**

6.5.1 **Job title:** Associate Professor/Associate Library Professor/ Associate Research Professor

6.5.2 **Appointing Authority:** University Council

6.5.3 **Division:** Academic Affairs

**Section:** Respective Departments

6.5.4 **Organisational relationship**

**Responsible to:**

**Directly:** Head of Department

**Indirectly:** Dean of the Respective School.

**Responsible for:** Providing academic leadership to junior academic staff.

6.5.5 **Liaison**

- i. **Internally:** The professoriate and academic staff liaise with Heads of Departments, Deans and Directors of teaching and research institutes and providing mentorship to all other staff.
- ii. **Externally:** The professoriate and academic staff may establish and liaise with other staff in national, regional and international institutions.

6.5.6 **Entry Requirements:**

**Direct:** A holder of a PhD/M.Med/M.Dent or its equivalent qualification from a recognized institution with a GPA of 4.0 and above or average grade of B+ performance and a Bachelor Degree with a GPA of 3.5 plus publications which on assessment produce 10 points for Associate Professor and Associate Library Professor or 12.0 points for an Associate Research Professor since attainment of PhD/MMed/MDent. At least 30% of the publication points should be from diversified journal publications. Must have a minimum of 6 years of notable academic services.

#### **In-service:**

By promotion of a Senior Lecturer/Senior Librarian/Senior Research Fellow who has attained the following requirements:

- A minimum of three years of notable academic services since the last promotion or appointment.
- Contribution in attracting grants and other resource mobilization activities.

- In addition, the staff member should also have supervised to completion at least 3 postgraduate students.
- i. Promotion of a Senior Lecturer with PhD or MMed with super-speciality with a minimum of three years of notable academic service in that position and has acquired at least 8.0 scholarly points with at least 6 from publications and 2.0 points from teaching. At least 30% of publication points should be from diversified journal publications.
- ii. Promotion of a Senior Lecturer with MMed/MDent with a minimum of three years of notable academic service in that position and has acquired at least 10 scholarly with at least 8 points from publications and 2.0 points from teaching. At least 30% of publication points should be from diversified journal publications.
- iii. At least 10 points from publication since last promotion for Associate Research Professor. At least 30% of the publication points should be from diversified journal publications.

#### 6.5.7 General Attributes

- Adherence to professional ethics;
- Demonstration of experience in the application of course materials;
- Ability to recognize students having difficulties, intervene and provide help and support;
- Ability to apply specialist knowledge and skills to the resolution of problems in the society;
- Ability to offer examples from a variety of sources to support course content;
- Ability to remain current in his/her field through active consultation and continuing education and;
- Ability to establish academic or professional chairs for the institution;
- Ability to maintain vibrant relationships with academic and professional colleagues through attendance at participation in various activities.

#### 6.5.8 Main purpose of the post

- Effective teaching;
- Knowledge advancement through research;
- Delivery of quality services; and
- Effective realisation of the institution's mission

#### 6.5.9 Key performance areas

- Affective teaching of all assigned courses within one's area of specialization;
- Design and carry out micro and macro basic and applied research for the advancement and refinement of knowledge, and for application of relevant findings in solving problems; and
- Provide expert advice in finding solution to myriad problems facing the nation within one's area of competence.

#### 6.5.10 Position requirement

**Education:** A PhD or an M.Med is a required basic qualification for contract tenure for all staff of the University.

##### **Qualities**

- Effective teaching and use of media, gained through compulsory induction programme for all non-professional teaching staff;
- Skills for quantitative and qualitative research;

- Ability to design and successfully carrying out consultancy;
- Effective communication;
- Promotion of collegial working relationship among peer; and
- Computer literacy.

#### 6.5.11 Key functions (Tasks and responsibilities)

##### **Teaching**

1. Design course programmes within one's competence and present them to the department meeting, School/ Institute Board and Academic Committee for approval.
2. Scan the content and references of each course that one teaches each year and upgrade the content and references to make it most up to date;
3. Review periodically lecture/instruction notes and other illustrative materials, in order to become more effective in teaching;
4. Use a variety of teaching methods and illustrative materials that shall promote active learning by the student;
5. Provide tutorials/seminars as a mean of filling in information gaps arising from lecturing to larger classes;
6. Avail times for consultation and provide appropriate guidance to all students requiring individualized assistance;
7. Give enough assignment to students and ensure prompt marking and feedback for each assignment;
8. Set examinations that cover the whole course content and able to test not only mastery but also the application of such knowledge in real life situations;
9. Pursue feedback from examination results and take appropriate measure to improve subsequent performance; and
10. Listen to student's complaints on any matter related to teaching/examining and address them objectively.

##### **Clinical Service and Teaching**

1. Participate fully in the provision of leadership in clinical service and teaching as expected of a senior faculty

##### **Research**

1. Design and carry out basic and applied research projects for the advancement and refinement of knowledge;
2. Develop the habit of reading widely in order to acquire new knowledge, skills and information;
3. Write technical papers for presentation in various scholarly for a (staff/students seminars, workshops and conferences) both locally and abroad;
4. Write scientific papers for publication in local and internationally refereed journals;
5. Write and publish teaching manuals, technical notes and books within one's area of specialization;
6. Coordinate and effectively manage joint research projects;
7. Guide and effectively supervise students in writing independent research papers.
8. Provide guidance to students on writing good research proposals and supervise preparation and defence of graduate dissertations/theses;
9. Disseminate research finding to policy makers and practitioners; and
10. Prepare and present professorial inaugural lectures when due.



## Consultancy

1. Design and effectively market proposals for undertaking applied research/advisory services in one's area of competence;
2. Coordinate and manage effectively and macro consultancy projects for a variety of clients (Government, the private sector and the international donor community);
3. Supervise effective implementation of advice given to clients whenever need arises; and
4. Do any other assignment that may from time to time be assigned to him/her by the University management, the Government on the private sector after due consultation with the University.

### 6.5.12 Performance measures

- Up to date course outlines containing enriched references;
- Lively lectures and tutorials that are well illustrated and promote students morale and satisfaction with teaching;
- Availability for and resourcefulness of consultation;
- Regular assignments to students and provision of prompt feedback;
- Positive comments by external examiners on courses taught and overall good performance by students;
- Positive evaluation of one's teaching by peers and students;
- Satisfactory of peers in having you as one among the teachers in the department;
- Quantity and quality of research projects completed annually;
- Number and quality of research reports produced annually;
- Number and quality of papers prepared and presented in a conference;
- Quantity and quality of publications in a given year;
- Number of teaching manuals and books published;
- Number of quality of independent study report successfully supervised annually;
- Number and quality of research and consultancy projects won for the department/institution;
- Awards and honours received annually;
- Consultancy projects successfully implemented; and
- Macro consultancy projects successfully completed; and Satisfaction of client with quality of work done by staff.

### 6.5.13 Appointment and tenure

Appointment and tenure will be in accordance with established University Scheme of Service.

## 6.6 **PROFESSOR/LIBRARY PROFESSOR/ RESEARCH PROFESSOR BSSA 21**

6.6.1 **Job title:** Professor/Library Professor/ Research Professor

6.6.2 **Appointing Authority:** University Council

6.6.3 **Division:** Academic Affairs

**Section:** Respective Departments

6.6.4 **Organisational relationship**

**Responsible to:**

**Directly:** Head of Department

**Indirectly:** Dean of the Respective School.

**Responsible for:** Providing academic counselling and leadership to junior academic staff.

#### 6.6.5 **Liaison**

- i. **Internally:** The professoriate and academic staff liaise with Heads of departments, Deans and Directors of teaching and research institutes and providing mentorship to all other staff.
- ii. **Externally:** The professoriate and academic staff may establish and liaise with other staff in national, regional and international institutions.

#### 6.6.6 **Entry Requirements:**

**Direct:** A holder of a PhD/M.Med/M.Dent or its equivalent qualification from a recognized institution with a GPA of 4.0 and above or average grade of B+ performance and a Bachelor Degree with a GPA of 3.5 plus publications which on assessment produce 16 points for Professors or 19.0 points for Research Professor. At least 40% of the publication points should be from diversified journal publications since attainment of PhD/MMed/ and must have notable academic service experience of not less than 9 years.

**In-service:** By promotion of Associate Professor/ Associate Library Professor/ Associate Research Professor who has attained the following requirements:

- i. A minimum of three years of notable academic services since last promotion or appointment
- ii. At least 10 Scholarly points with at least 8 points from publications since last promotion and 2.0 points from teaching. At least 40% of the publication points should be from diversified journal publications.
- iii. At least 12.0 points from publication since last promotion from Associate Research Professor to Research Professor. At least 40% of the publication points should be from diversified journal publications.
- iv. In addition, the staff member should also have supervised to completion at least 4 postgraduate students.

#### 6.6.7 **General Attributes**

- Adherence to professional ethics;
- Ability to recognize student having difficulties, intervene and provide help and support;
- Ability to command authority in a specific field of one's profession or discipline;
- Ability to establish academic or professional chairs for the institution;
- Ability to spearhead new knowledge, innovation and processes taking into account the current state of development as well as forecasting the future trends, and;
- Ability to establish a professorial chair.

#### 6.6.8 **Main purpose of the post**

- Effective teaching;
- Knowledge advancement through research;
- Delivery of quality services; and
- Effective realisation of the institution's mission

#### 6.6.9 **Key performance areas**

- Affective teaching of all assigned courses within one's area of specialization;
- Design and carry out micro and macro basic and applied research for the advancement and refinement of knowledge, and for application of relevant findings in solving problems; and
- Provide expert advice in finding solution to myriad problems facing the nation within one's area of competence.

#### 6.6.10 **Position requirement**

**Education:** A PhD or an MMED is a required basic qualification for contract tenure for all staff of the University to this position.

#### **Qualities**

- Effective teaching and use of media, gained through compulsory induction programme for all non-professional teaching staff;
- Skills for quantitative and qualitative research;
- Ability to design and successfully carrying out consultancy;
- Effective communication;
- Promotion of collegial working relationship among peer; and
- Computer literacy.

#### 6.6.11 **Key functions (Tasks and responsibilities)**

As for Associate Professor but in addition:

1. To prepare progress reports on research for funding bodies as required.
2. To contribute to the preparation and drafting of research bids and proposals.
3. To contribute to the overall activities of the research team and department as required.
4. To undertake a limited amount of teaching in relation to subject area.
5. To contribute to the induction and direction of other research staff and students as requested.
6. To provide guidance in the administration of the University.

#### 6.6.12 **Performance measures**

As for Associate Professor.

#### 6.6.13 **Appointment and tenure**

Appointment and tenure will be in accordance with established University Scheme of Service.

# ADMINISTRATIVE AND TECHNICAL STAFF

## 7 ADMINISTRATIVE AND TECHNICAL STAFF

### 7.1 HUMAN RESOURCES OFFICERS

| SNO | STAFF CADRE                          | SALARY SCALE |
|-----|--------------------------------------|--------------|
| 1   | Human Resources Officer III          | BSSN 10      |
| 2   | Human Resources Officer II           | BSSN 11      |
| 3   | Human Resources Officer I            | BSSN 12-14   |
| 4   | Senior Human Resources Officer II    | BSSN 15      |
| 5   | Senior Human Resources Officer I     | BSSN 16      |
| 6   | Principal Human Resources Officer II | BSSN 17      |
| 7   | Principal Human Resources Officer I  | BSSN 18-20   |

#### 7.1.1 HUMAN RESOURCES OFFICER III – BSSN 10

##### a) Minimum Entry Qualifications

###### Direct Entry Qualification

Holder of Bachelor Degree in Public Administration, Business Administration, Law, Human Resources, Management Education or its equivalent from a recognized University/ Institution. This is a training position.

##### b) Duties and Responsibilities

1. Assisting in collecting, keeping and updating personnel data and information.
2. Assisting in making Training Needs Assessment.
3. Assisting in preparing periodic performance reports.
4. Collecting, analyzing and planning proper statistical records for human resources plans.
5. Preparing and handling seniority list.
6. Drafting internal circulars, letters and internal memorandum for official use.
7. Assisting in coordinating various meetings and preparing periodic performance reports.
8. Assisting in collection, analyses, tabulates and maintain workforce records and statistics.
9. Assisting in the administration of recruitment and placement
10. Assisting in carry out orientation of new staff
11. Performing any other relevant assignments/tasks as may be assigned by his/her seniors

#### 7.1.2 HUMAN RESOURCES OFFICER II – BSSN 11

##### a) Minimum Entry Qualifications

- (i) **Direct Entry:** Holder of a University Degree in Public Administration, Management, Sociology, Human Resource Management or Law plus Internship or law school and any other relevant field.
- (ii) **In service:** By promotion of Human Resources Officer III who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

##### b) Duties and Responsibilities

1. Collecting, keeping and updating personnel data and information.
2. Interpreting and implementing scheme of service.

3. Making Training Needs Assessment.
4. Processing staff training.
5. Preparing periodic performance reports.
6. Collecting, analyzing and planning proper statistical records for human resources plans.
7. Preparing and handling seniority list.
8. Drafting internal circulars, letters and internal memorandum for official use.
9. Coordinating various meetings and preparing periodic performance reports.
10. Collects, analyses, tabulates and maintains workforce records and statistics.
11. Prepare and manage Staff Performance Appraisal Forms.
12. Assist in dealing with general disciplinary matters for junior staff.
13. Perform any other duties as may be assigned by immediate supervisor.

### **7.1.3 HUMAN RESOURCES OFFICER I – BSSN 12-14**

#### **a) Minimum Entry Qualifications**

- (i) **Direct Entry:** Holder of a University Degree in Public Administration, Management, Sociology, Human Resource Management or Law plus Internship or Law school and any other relevant field plus three (3) years working experience in a similar position.
- (ii) **In-Service:** By promotion of Human Resources Officer II who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

#### **b) Duties and Responsibilities**

1. Administering of recruitment and placement
2. Orientating of new staff
3. Providing advice and support to staff on human resources related matters
4. To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules
5. To participate in human resources planning
6. Identification of training needs
7. Monitoring staff work attendance
8. Maintaining harmonious working environment
9. Participating in preparation of annual budget.
10. Educating employee on approved training programs relating to their cadre.
11. Coordinating long and short-term training programs in consultation with all units of the University.
12. Participating in coordinating Staff Performance Review and Appraisal.
13. Providing on-the-job training to the junior staff.
14. Monitoring implementation of scheme of service.
15. Monitoring Collection, analyzing and planning proper statistics records for human resources plans.
16. Monitoring the coordination of various meetings and preparation periodic performance reports.
17. Assists in collecting, analyzing and presenting manpower statistics.
18. Assists in conducting periodic surveys to determine the prospective manpower demands and supply situation with respect to situations requiring the largest investment of time and money.
19. Assist in dealing with staff welfare matters such as sport and games, canteen, burial services and any other welfare matters required by members of staff.

20. Performs any other duties assigned from time to time by one's reporting Officer.

#### **7.1.4 SENIOR HUMAN RESOURCES OFFICER II – BSSN 15**

##### **a) Minimum Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Human Resources Management, Public Administration, Business Administration, Law, Management Education or its equivalent qualifications from a recognized University **OR** by re-categorization of a Human Resources Officer who has acquired a Master's Degree or its equivalent.
- (ii) **In-Service:** By promotion of Human Resources Officer I, who has shown potential to shoulder higher responsibilities, has a minimum of B grade in performance appraisal after serving in that position for at least three years. He/she must have obtained a Master's Degree in Human Resources Management, Public Administration, Business Administration, Law, Management Education or its equivalent from a recognized University/ Institution.

##### **b) Duties and Responsibilities**

1. Monitoring employment, confirmation of staff within the University.
2. Making follow-ups and monitoring the records of staff expecting to retire.
3. Preparing, storage and updating seniority list of the University.
4. Proposing staff for training as per University Staff Training and Development Policy and Directives.
5. Preparing periodical training reports.
6. Identifying and estimating training requirements
7. Monitoring Training Needs Assessment (TNA).
8. Carrying out analysis for human resource requirement and market availability in relation to financial capability of the University.
9. Monitoring on-the-job training to the junior staff.
10. Administers Regulations and Conditions of Service.
11. Prepares staff training and Development programs.
12. Processes staff recruitment.
13. Deals with promotion and remuneration schemes.
14. Deals with pension and terminal benefit schemes.
15. Collects, analyses and tabulates Human Resources statistics and records.
16. Conducts periodic surveys to determine the prospective manpower demands.
17. Checks on respective dates of confirmation of unconfirmed employees and advises heads of Departments accordingly.
18. implementing strategies for maintaining harmonious working environment
19. Coordinating staff performance appraisal process
20. Advising and counsel staff in respect to rights, responsibilities, code of conduct and entitlements
21. Assisting in Appointment Committees and ensures Implementation of resolutions.
22. Performs any other related duties as may be assigned by one's reporting officer.

#### **7.1.5 SENIOR HUMAN RESOURCES OFFICER I - BSSN 16**

##### **a) Minimum Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Human Resources Management, Public Administration, Business Administration, Law, Management Education or its equivalent from a recognized University with at least three years' work experience in a similar or relevant field in a reputable institution/organization.

- (ii) **In-Service** : By promotion of Senior Human Resources Management Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal for at least three.

**b) Duties and Responsibilities**

1. Developing and proposing policies, regulations and training procedures.
2. Designing and developing criteria to be used for identification and estimation of training requirement.
3. Participating and proposing selection of employees selected for training.
4. Supervising on-the-job training in collaboration with heads of Schools and Directorates.
5. Developing mechanisms in order to motivate staff to go for training for their career development through evening classes and distance learning.
6. Supervising preparation of Payroll and training budget.
7. Interpreting and implementing relevant laws and regulations pertaining staff rights and benefits such as Terminal benefits, Pension and Gratuity.
8. Collecting, analyzing and making plans for human resources.
9. Analyzing and providing advice for requirements of human resources plans.
10. Supervising and providing on-the-job training to the junior staff.
11. Participates in performance appraisals of s staff.
12. Establishes standards of quality of work of staff.
13. Establishes policy governing work priorities.
14. Interviews employees who present problems of attitude and/or performance.
15. Recommends disciplinary action for staff.
16. Recommends changes in classification of job positions.
17. Orients and trains new staff.
18. Provides a consultative service to the Units of the University on the interpretation and application of the Scheme of Service, policy and the administration and interpretation of the University Service Regulations, and other directives.
19. Performs any other duties as may be assigned by one's reporting officer.

**7.1.6 PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER II BSSN 17**

**a) Minimum Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Human Resources Management, Public Administration, Law, and Management Education or its equivalent qualifications from a recognized University or equivalent qualifications with at least six years' work experience in a relevant position in a reputable organization/ institution.
- (ii) **In-Service:** By promotion of Senior Human Resources Officer I who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Develops and recommends plans, policies and procedures for recruitment and related staffing action and for custody and maintenance of consolidated records.
2. Supervises and participates in candidate selection and is responsible for manpower turnover analysis and for statistical reporting of personnel data.
3. Maintains a constant review of policies and procedures affecting his/her area of responsibility and recommends changes to achieve improvement.
4. Forecasts workload requirements for staff and estimates operating costs including cost for advertising and interviews.

5. Liaises with Schools and Departments' staffing services to ensure compliance with approved policies and procedures.
6. Conducts regular and special studies of turnover rates, feedback by users on quality of new employees, existing interview data and responses to advertising in order to establish foundations for appraising staffing performance and identifies needs for changes in policies or methods.
7. Organizes and assigns work to subordinate staff in accordance with workload forecast.
8. Supervises and guides subordinates in the conduct of recruiting and related staffing processes to ensure that.
9. Prescribed procedures are followed.
10. Good judgment in applied and decisions are supported with appropriate documentations.
11. Work proceeds efficiently in accordance with priorities agreed with users.
12. Close coordination is maintained with the compensation section on position descriptions, evaluations and starting salaries.
13. Advertising in keeping with the University image and recruiting requirements, and
14. New employees receive appropriate orientation information.
15. Supervises the maintenance of consolidated personnel records and the relay of personnel data for input into the personnel/pay roll Systems.
16. Directs and coordinates staff relations programmes and activities for all administrative staff.
17. Develops and recommends for approval staff relations policy strategies, programmes and procedures.
18. Administers the ELRA, 2004 and its Rules and any other Government and University Staff Regulations and Procedures.
19. Participates in the handling of grievance by:
  - i. Discussing with supervisors and Heads of Department what happened, when it happened, where it happened, who is involved.
  - ii. Analyzing and identifying key issues in disputes and preparing counter - proposals and representing Management at joint meeting with Trade Unions.
  - iii. Taking appropriate disciplinary action against an employee in accordance with the ELRA, 2004, and other University Policies and Regulations.
20. Directs the work of the staff in the staff Relations Section by:
  - i. Establishing objectives for the Section.
  - ii. Allocating workload.
  - iii. Providing guidance and assistance as required.
  - iv. Reviewing completed work for accuracy and adequacy for presentation.
21. Assessing work performance, appraising staff contribution, potential and development needs.
22. Administers NSSF, PPF and PSPF remissions
23. Performs any other duties, which may be assigned by one's reporting officer.

#### **7.1.7 PRINCIPAL HUMAN RESOURCES OFFICER I - BSSN 18-20**

##### **a) Minimum Entry Qualifications**

- (i) **Direct Entry:** Holder of Master Degree in Human Resources Management, Public Administration, Business Administration, Law, Management Education or its equivalent from a recognized University with at least nine years' work experience in a similar position in a reputable organization/ institution.
- (ii) **In-Service:** By promotion of Principal Human Resources Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal for at least three years.



## **b) Duties and Responsibilities**

1. Advising Deputy Vice Chancellor –PFA and the Director of HR Management and Administration on HR issues.
2. Supervising and coordinating implementation of Staff Performance Review and Appraisal in accordance to the Scheme of Service and Staff Promotion Guidelines.
3. Supervising, interpreting and complying with policy, regulations and training procedures as approved by the University Management and participating in providing education of the same.
4. Evaluating training programs for measuring performance and on the required improvement.
5. Reviewing training programs in accordance to University requirements.
6. Supervising all HR related jobs.
7. Supervising analysis for human resource requirement and market availability in relation to financial capability of the University.
8. Advising the Head of HR on the relevant requirements of human resources plans.
9. Keeping and improving statistics for HR requirements.
10. Monitoring discipline matters of the University.
11. Administers and maintains the salary administration and staff benefit programmes.
12. Provides and interprets policy statements on the above programmes.
13. Monitors and evaluates salary increase requests received by the personnel office during the annual merit review.
14. Directs the work of salary administration and benefits through subordinate officers.
15. Plans, develops and directs administration of schemes of service, compensation and staff benefit programmes to ensure maintenance of integrity of the schemes of service and active worth of jobs in the University:-
16. By reviewing and recommending for approval new schemes of service, compensation and benefits administration policies.
17. By reviewing existing programmes to determine their adequacy and recommending changes where necessary.
18. By providing a consultative service to management on the interpretation and application of schemes of service and their policy, and other government directives/regulations.
19. Perform any other duties, which may be assigned by one's reporting officer.

## **7.2 ADMINISTRATIVE OFFICERS**

| <b>SNO</b> | <b>STAFF CADRE</b>                  | <b>SALARY SCALE</b> |
|------------|-------------------------------------|---------------------|
| 1          | Administrative Officer III          | BSSN 10             |
| 2          | Administrative Officer II           | BSSN 11             |
| 3          | Administrative Officer I            | BSSN 12-14          |
| 4          | Senior Administrative Officer II    | BSSN 15             |
| 5          | Senior Administrative Officer I     | BSSN 16             |
| 6          | Principal Administrative Officer II | BSSN 17             |
| 7          | Principal Administrative Officer I  | BSSN 18-20          |

### 7.2.1 ADMINISTRATIVE OFFICER III – BSSN 10

#### a) Direct Entry Qualification

Holder of Bachelor Degree in Public Administration, Business Administration, Law, Human Resources, Management Education, Industrial Relations, Sociology or its equivalent from a recognized University/ Institution. This is a training position.

#### b) Duties and Responsibilities

1. Assisting in office administration
2. Assisting in monitoring implementation of security and cleanliness activities
3. Assisting in orientation of new staff and students
4. Assisting in providing advice and support to staff and students on administration related matters.
5. Assisting in collecting, analysis and maintaining personnel/students records and statistics Drafting internal circulars, letters and internal memorandum for official use.
6. Assists in conducting staff performance appraisal.
7. Assists in the provision of administrative services.
8. Keeping records of various events and meetings.
9. Helps in studying insurance need at the University.
10. Helps in the initiation of new insurance coverage where they do not exist.
11. Assisting in various meetings and preparing periodic performance reports.
12. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

### 7.2.2 ADMINISTRATIVE OFFICER II – BSSN 11

#### a) Minimum Entry Qualifications

(i) **Direct Entry/New Appointment** Holder of University Degree in Public Administration, Human Resources Management, Business Administration, Industrial Relations, Sociology or Law with at least three years' working experience in a relevant field.

(ii) **In-Service:** By promotion of Administrative Officer III, who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

#### b) Duties and Responsibilities

1. Monitoring implementation of security and cleanliness activities
2. Drafting internal circulars, letters and internal memorandum for official use.
3. Handling correspondences pertaining to administrative issues.
4. Assists in conducting staff performance appraisal.
5. Assists in the provision of administrative services.
6. Keeping records of various events and meetings.
7. Help in studying insurance need at the University.
8. Helps in the initiation of new insurance coverage where they do not exist.
9. Handles insurance claims arising out of the risks of fire, group/personal accident, workmen's compensation, cash-in-transit, public liability, motor vehicles, marine, fidelity guarantee, burglary and all risks.
10. Examining and scrutinizing staff claims for submission to the administration for action.
11. Coordinating various meetings and preparing periodic performance reports.
12. Performing any other duties related to his/her work as assigned by his/her superior

### 7.2.3 ADMINISTRATIVE OFFICER I – BSSN 12-14

#### a) Minimum Entry Qualifications

- (i) **Direct Entry:** Holder of University Degree in Public Administration, Human Resources Management, Business Administration, Industrial Relations, Sociology or Law with at least six years' work experience in a similar position in a reputable organization/ institution.
- (ii) **In-Service:** By promotion of Administrative Officer II who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

#### b) Duties and Responsibilities

1. Conduct performance appraisal for the staff under him/her.
2. Administer the implementation of administrative laws, policies and regulations.
3. Interpreting and supervising the compliance and
4. Implementation of Government/Institute laws, by-laws, policies, rules and regulations at the Institute.
5. Coordinate and advise on oral issues related to disciplinary matters.
6. Ensures that policy warranties and conditions are fully observed.
7. Checks value on University property for insurance purposes
8. Monitoring the coordination of various meetings and preparation periodic performance reports.
9. Prepare other charges and development budget.
10. Monitoring implementation of security and cleanliness activities
11. Drafting internal circulars, letters and internal memorandum for official use.
12. Handling correspondences pertaining to administrative issues.
13. Performing any other duties related to his/her work as assigned by his/her superior.

### 7.2.4 SENIOR ADMINISTRATIVE OFFICER II – BSSN 15

#### a) Minimum Entry Qualifications

- (i) **Direct Entry:** Holder of Master's Degree in Public Administration, Human Resources Management, Business Administration, Sociology, Industrial Relations, Law or its equivalent qualifications from a recognized University; OR by re-categorization of Administrative Officer who has acquired a Master's Degree or its equivalent.
- (ii) **In-Service:** By promotion of Administrative Officer I, who has shown potential to shoulder higher responsibilities, has a minimum of B grade in performance appraisal after serving in that position for at least three years. He/she must have obtained a Master's Degree in Public Administration, Business Administration, Law, Human Resources, Sociology, Management Education or its equivalent from a recognized University/ Institution.

#### b) Duties and Responsibilities

1. Organizes, supervises and manages the operations of the Authority.
2. Coordinate the completion of annual budget proposals.
3. Controls disbursements from operating budget.
4. Taking and up-keeping minutes of directorates and management committee meetings.
5. Resolves with Finance Office discrepancies in periodic budget reports.
6. Organizes and supervises supporting staff services for the Institute. This includes recruiting, selecting and appointing candidates to vacant positions in liaison with the personnel office.
7. Ensures adequate insurance coverage for existing general policies.

8. Compiles and maintains a record of current insurance policies issued to the University.
9. Participates in performance appraisals of supporting staff.
10. Establishes standards of quality of work of supporting staff.
11. Propose policy governing work priorities.
12. Recommends disciplinary action for administrative staff.
13. Orients and trains new staff.
14. Provides a consultative service to the University on the administration and interpretation of the University Service Regulations, the Public Service Act and Regulation and other directives.
15. Monitoring implementation of security and cleanliness activities
16. Drafting internal circulars, letters and internal memorandum for official use.
17. Handling correspondences pertaining to administrative issues.
18. Performing any other duties related to his/her work as assigned by his/her superior.

#### **7.2.5 SENIOR ADMINISTRATIVE OFFICER I – BSSN 16**

##### **a) Minimum Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Public Administration, Human Resources Management, Business Administration, Sociology, Industrial Relations, Law or its equivalent from a recognized University with at least three years' work experience in a similar or relevant field in a reputable institution/organization.
- (ii) **In-Service:** By promotion of Senior Administrative Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal for at least three.

##### **b) Duties and Responsibilities**

1. Organizes, supervises and manages the operations of a large unit of the University, e.g. a School or an Institute.
2. Prepares annual budget proposals for approval by the Dean/Director/Head of the Department.
3. Controls disbursements from operating budget.
4. Resolves with Finance Office, discrepancies in periodic budget reports.
5. Organizes and supervises supporting staff services for the Unit. This includes recruiting, selecting and appointing candidates to vacant positions in liaison with the personnel office.
6. Compiles and maintains a record of current insurance policies issued to the University.
7. Scrutinizes Insurance policy documents, endorsement and open cover contracts.
8. Participates in performance appraisals of supporting staff.
9. Establishes standards of quality of work of supporting staff.
10. Establishes policy governing work priorities.
11. Interviews employees who present problems of attitude and/or performance.
12. Recommends disciplinary action for administrative staff.
13. Recommends changes in classification of job positions.
14. Orients and trains new staff.
15. Provides a consultative service to the Unit on:
  - i. The interpretation and application of the scheme of service and its policy.
  - ii. The administration and interpretation of the College Service Regulations, and other directives.
  - iii. The Public Service Act and Regulations.
16. Monitoring implementation of security and cleanliness activities
17. Drafting internal circulars, letters and internal memorandum for official use.

18. Handling correspondences pertaining administrative issues.
19. Performs any other duties as may be assigned by one's reporting officer.

#### **7.2.6 PRINCIPAL ADMINISTRATIVE OFFICER II BSSN 17**

##### **a) Minimum Entry Qualifications**

- (i) Direct Entry:** Holder of Master's Public Administration Degree in Human Resources Management, Business Administration, Sociology, Industrial Relations, Law or its equivalent from a recognized University with at least six years' work experience in a relevant in a reputable organization/ institution.
- (ii) In-Service:** By promotion of Senior Administrative Officer I, who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal and has served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. Maintains a constant review of policies and procedures affecting his/her area of responsibility and recommends changes to achieve improvement.
2. Forecasts workload requirements for staff and estimates operating costs including cost for advertising and interviews.
3. Liaises with Schools and Departments' staffing services to ensure compliance with approved policies and procedures.
4. Conducts regular and special studies of turnover rates, feedback by users on quality of new employees, existing interview data and responses to advertising in order to establish foundations for appraising staffing performance and identifies needs for changes in policies or methods.
5. Organizes and assigns work to subordinate staff in accordance with workload forecast.
6. Supervises and guides subordinates in the conduct of recruiting and related staffing processes.
7. Supervises the maintenance of consolidated personnel records and the relay of personnel data for input into the personnel/pay roll Systems.
8. Directs and coordinates staff relations programmes and activities for all administrative staff.
9. Studying and reviewing the University Insurance needs and recommends methods by which these needs can be met accordingly.
10. Reviews and recommends changes to ensure adequacy of personal coverage of all University staff when in the course of employment.
11. Advises and provides guidance to the University authority on claims initiated against the University in which the insurers are not financially liable by reason of the compulsory excess to which the policy has been made subject.
12. Develops and recommends for approval staff relations policy strategies, programmes and procedures.
13. Performs any other duties, which may be assigned by one's reporting officer.

#### **7.2.7 PRINCIPAL ADMINISTRATIVE OFFICER I – BSSN 18- 20**

##### **a) Minimum Entry Qualifications**

- (i) Direct Entry:** Holder of Master's Degree in Public Administration Degree in Human Resources Management, Business Administration, Sociology, Industrial Relations, Law or its equivalent from a recognized University with at least nine years' work experience in a similar position in a reputable organization/ institution.
- (ii) In-Service:** By promotion after of Principal Administrative Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal for at least three years.

## **b) Duties and Responsibilities**

1. Interprets administrative policies, laws, regulations, and any other directives for better implementations.
2. Administer and coordinate all administrative functions of the Unit.
3. Analyze and to advice on the proposed administrative policies.
4. Coordinate supply, use and safe custody of office facilities.
5. Coordinating protocol and transport.
6. Coordinating provision of conducive environmental working conditions.
7. Supervising the preparation and compilation of monthly, quarterly, semi-annual and annual progress reports of the Unit.
8. Supervising all Unit meetings such as Schools and Directorates and management committee meetings.
9. Supervising the undertaking and keeping the minutes of Schools and Directorates and management committee meetings.
10. Performing any other duties related to his/her work as assigned by his/her superior.

## **7.3 PLANNING OFFICERS**

| <b>SNO</b> | <b>STAFF CADRE</b>            | <b>SALARY SCALE</b> |
|------------|-------------------------------|---------------------|
| 1          | Planning Officer III          | BSSN 10             |
| 2          | Planning Officer II           | BSSN 11             |
| 3          | Planning Officer I            | BSSN 12-14          |
| 4          | Senior Planning Officer II    | BSSN 15             |
| 5          | Senior Planning Officer I     | BSSN 16             |
| 6          | Principal Planning Officer II | BSSN 17             |
| 7          | Principal Planning Officer I  | BSSN 18-20          |

### **7.3.1 PLANNING OFFICER III – BSSN 10**

#### **a) Minimum Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution. This is a training position.

#### **b) Duties and Responsibilities**

1. To assist in collecting information and data on the goals and objectives of the University
2. To assist in analyzing and evaluating data as a basis of formulation of plans
3. To assist in collecting information on students and staff
4. To assist in collecting data on physical facilities (plant and equipment by categories and functions educational programs, goals and achievements
5. To prepare profiles to bring together available statistics on the activities and resources of each school/ institute and department.
6. To combine and analyses categories of data as basis of plan formulation
7. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

### **7.3.2 PLANNING OFFICER II – BSSN 11**

#### **a) Entry Qualification**

- i) **Direct Entry:** Holder of Bachelor Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution,

with at least three years' work experience in related fields in a reputable organization/ institution.

- ii) **In Service:** By promotion of Planning Officer III who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To assist in collecting information and data on the goals and objectives of the University
2. To assist in analyzing and evaluating data as a basis of formulation of plans
3. To assist in collecting information on students and staff
4. To assist in collecting data on physical facilities (plant and equipment by categories and functions educational programs, goals and achievements
5. To prepare profiles to bring together available statistics on the activities and resources of each school/ institute and department.
6. To combine and analyses categories of data as basis of plan formulation
7. Develops methodologies for data collection on various aspects of the College operational programmes.
8. Assesses the system clientele needs.
9. Analyses programme loads and implementation techniques.
10. Finds out operational efficiency of the programme using costs and other indicators.
11. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

**7.3.3 PLANNING OFFICER I – BSSN 12-14**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution with at least six years' work experience in related fields in a reputable organization/ institution.
- (ii) **In service:** By promotion of Planning Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To participate in developing methodologies for data collection on various aspects of University operational programs.
2. To design and reviews data collection instruments.
3. To participate in the analysis and evaluation of information gathered.
4. To assist in the assessment of systems clientele needs.
5. To take part in analyzing programs loads and implementation techniques.
6. To find out operational efficiency of the program using costs and other indicators.
7. To draft statistical and management reports.
8. To store and retrieve inventory information.
9. To assist interpreting and analyzing data for plan formulation.
10. Prepare estimates for capital development.
11. Liaises with Bursar's office in preparing the recurrent budget.
12. Prepares basic statistical and management reports.
13. Stores and retrieves inventory.
14. Interprets information and analyses data for plan formulation.
15. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

### 7.3.4 SENIOR PLANNING OFFICER II – BSSN 15

#### a) Entry Qualification

- (i) **Direct Entry:** Holder of Master's Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution. Or by re-categorization of a Planning Officer who has acquired a Master's degree or its equivalent.
- (ii) **In service:** By promotion of Planning Officer I, who has shown good performance and has served in that position for at least three years. He/ She must have obtained a Master's Degree in Economics, Educational Planning and Statistics, Planning or its equivalent for a recognized University/ Institution

#### b) Duties and Responsibilities

1. To prepare income analyses and projections for the Institute
2. To establish operational efficiency of the University's programs by using costs and other indicators
3. To advice on planning and development of financial policies
4. To analyze and interpret information pertaining to students' enrolment vs. institute facilities
5. To develop methodologies for data collection on various aspects of University operational programs
6. To participate in the preparation of estimates for capital development
7. To implement systems for fiscal control, monitoring and reporting
8. Formulates and co-ordinates corporate plans and strategies based upon priorities for resource allocation to various functional programmes.
9. Reviews and evaluates reports on plan performance.
10. Co-ordinates preparation of recurrent and capital development budgets and prepares mid-term cost adjustments.
11. Participates in educational and administrative efficiency studies.
12. Develops training programme.
13. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

### 7.3.5 SENIOR PLANNING OFFICER I –BSSN 16

#### a) Entry Qualification

- (i) **Direct Entry:** Holder of Master's Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution with at least three years' work experience in related field in a reputable organization/ institution
- (ii) **In service:** By promotion of Senior Planning Officer II, who has shown good performance and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. To prepare income analyses and projections for the University
2. To establish operational efficiency of the Institute's programs by using costs and other indicators
3. To advice on planning and development of financial policies
4. To analyse and implement information pertaining to students' enrolment vs institute facilities
5. To develop methodologies for data collection on various aspects of University operational programs
6. To participate in the preparation of estimates for capital development
7. To implement systems for fiscal control, monitoring and reporting



8. To develop annual budgets including assumptions and general rationale
9. To make recommendation to optimize the use of resources of the institute.
10. To prepare cost benefit analysis to various Universities cost and revenue centres
11. Designs and carries-out studies on performance, efficiency and capacities and recommends solutions to problems
12. Co-ordinates the preparation of project write-ups
13. Identifies problems related to goals and policies and makes proposals for review
14. Advises on suitable investment opportunities for the University and sets necessary criteria and guidelines
15. Prepare planning policy for the University
16. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

### **7.3.6 PRINCIPAL PLANNING OFFICER II – BSSN 17**

#### **a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution with at least six years' work experience in related fields in a reputable organization/ institution.
- (ii) **In service:** By promotion of Senior Planning Officer I, who has shown good performance and has served in that position for at least three years.

#### **b) Duties and Responsibilities**

1. To supervise preparation of income analyses and projections for the University
2. To establish operational efficiency of the University's programs by using costs and other indicators
3. To participate in planning and development of financial policies
4. To supervise analysis and interpretation of information pertaining to students' enrolment vs University facilities
5. To supervise development of methodologies for data collection on various aspects of University operational programs
6. To participate in the preparation of estimates for capital development
7. To oversee implementation of systems for fiscal control, monitoring and reporting
8. To supervise development of annual budgets including assumptions and general rationale
9. To recommend optimization of the use of resources of the University
10. To supervise preparation of cost benefit analysis to various University cost and revenue centres.
11. To supervise development of reports including budget projections and variance analyses.
12. Designs and carries-out studies on performance, efficiency and capacities and recommends solutions to problems
13. Co-ordinates the preparation of project write-ups
14. Identifies problems related to goals and policies and makes proposals for review
15. Advises on suitable investment opportunities for the University and sets necessary criteria and guidelines
16. Prepare planning policy for the University
17. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

### 7.3.7 PRINCIPAL PLANNING OFFICER I - BSSN 18-20

#### a) Entry Qualification

- (i) **Direct Entry:** Holder of Master's Degree in Economics, Educational Planning, Statistics, Planning or its equivalent from a recognized University/ Institution with at least nine years' work experience in related fields in a reputable organization/ institution.
- (ii) **In service:** By promotion of Principal Planning Officer II who has shown good performance and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. To supervise preparation of income analyses and projections for the University
2. To establish operational efficiency of the University's programs by using costs and other indicators
3. To participate in planning and development of financial policies
4. To supervise analysis and interpretation of information pertaining to students' enrolment vs. University facilities
5. To supervise development of methodologies for data collection on various aspects of University operational programs
6. To participate in the preparation of estimates for capital development
7. To oversee implementation of systems for fiscal control, monitoring and reporting
8. To supervise development of annual budgets including assumptions and general rationale
9. To recommend optimization of the use of resources of the University
10. To supervise preparation of cost benefit analysis to various University cost and revenue centres.
11. To supervise development of reports including budget projections and variance analyses.
12. The main advisor of the Directors of Planning and Development on all matters pertaining to planning, developments and management information system of the University
13. Supervises preparation of plans, projects and program documents for submission through the University Council to the government and other donors for funding.
14. Coordinate preparations of planning policy for the University.
15. Plan educational and administrative efficiency studies
16. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

## 7.4 LEGAL OFFICERS

| SNO | STAFF CADRE                | SALARY SCALE |
|-----|----------------------------|--------------|
| 1   | Legal Officer III          | BSSN 11      |
| 2   | Legal Officer II           | BSSN 12      |
| 3   | Legal Officer I            | BSSN 13-15   |
| 4   | Senior Legal Officer II    | BSSN 16      |
| 5   | Senior Legal Officer I     | BSSN 17      |
| 6   | Principal Legal Officer II | BSSN 18      |
| 7   | Principal Legal Officer I  | BSSN 19-20   |

### 7.4.1 LEGAL OFFICER III - BSSN 11

#### a) Entry Qualification

**Direct Entry:** Holder of Degree in Law (LLB) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General. This is a training position.

**b) Duties and Responsibilities**

1. Assisting in taking charge of documents and correspondences of already assigned cases.
2. Assisting in dealing with all legal routine correspondences addressed to the University Drafts prescribed legal documents and forms.
3. Assisting the head of Legal Unit to coordinate all Legal matters
4. Assisting in making follow up on documents and proceedings in courts.
5. To assist in administering compliance to the terms of agreements and contracts
6. To compile a list of amended legislations, regulations and rules
7. To maintain an update database of court decisions
8. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

**7.4.2 LEGAL OFFICER II – BSSN 12**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Degree in Law (LLB) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General with at least three years' work experience in related fields in a reputable organization/ institution.
- (ii) **In service:** By promoting of Legal Officer III who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Takes charge of documents and correspondences of already assigned cases.
2. Deals with all legal routine correspondences addressed to the University Drafts prescribed legal documents and forms.
3. Coordinate with the head of Legal Unit with regard to Legal matters
4. Follow up on documents and proceedings in courts.
5. Offering Legal Opinions to the Head of Unit in all matters relating to legal.
6. To pursue insurance covers for employees, equipment and premises is current
7. To compile evidences relevant for court cases involving the University
8. Administering compliance to the terms of agreements and contracts
9. To compile a list of amended legislations, regulations and rules
10. To maintain an update database of court decisions
11. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

**7.4.3 LEGAL OFFICER I – BSSN 13-15**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Degree in Law (LLB) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General with at least six years' work experience in related fields in a reputable organization/ institution.
- (ii) **In service:** By promoting of Legal Officer II who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. Takes charge of documents and correspondence of already filed cases.
2. Deals with legal routine correspondence addressed to the University
3. Drafts University legal documents and forms.
4. Over all in charge of the Legal matters of the entire University.
5. To assist the Head of legal Unit in all matters concerning Legal matters

6. Performs any other related duties as may be assigned by one's reporting officer.
7. To pursue insurance covers for employees, equipment and premises is current
8. To compile evidences relevant for court cases involving the University
9. To assist in dealing with legal routine correspondences addressed to Authority
10. To assist in administering compliance to the terms of agreements and contracts
11. To compile a list of amended legislations, regulations and rules
12. To maintain an update database of court decisions
13. To assist in drafting legal documents for the University

#### **7.4.4 SENIOR LEGAL OFFICER II – BSSN 16**

##### **a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Law (LLM) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General or equivalent from a recognized University/ Institution. Or by re-categorization of a Legal Officer who has acquired a Master's Degree or its equivalent.
- (ii) **In service:** By promoting of Legal Officer I, who has shown good performance and has served in that position for at least three years. She/he must possess a Master's Degree in Law (LLM).

##### **b) Duties and Responsibilities**

1. Files and appears in court for legal proceedings.
2. Prepares legal briefs and provides legal advice to the University.
3. Liaises with retained external legal agencies.
4. Prepares draft amendments to the University Charter and regulations made there under.
5. To pursue insurance covers for employees, equipment and premises is current
6. To represent the University in legal pursuits
7. To deal with legal correspondences addressed to the University
8. To administer compliance to the terms of agreements and contracts
9. To draft legal documents for the University as and when required
10. To respond to changes in the legal environment
11. To monitor validity of insurance covers for equipment and premises
12. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### **7.4.5 SENIOR LEGAL OFFICER I BSSN 17**

##### **a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Law (LLM) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General with at least three years' work experience in related field in a reputable organization/ institution.
- (ii) **In service:** By promoting of Senior Legal Officer I, who has shown good performance and has served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. Files and appears in court for legal proceedings.
2. Prepares legal briefs and provides legal advice to the University.
3. Liaises with retained external legal agencies to the University

4. Scrutinizes and effects registration of leases and transfer of properties in liaison with Estates Manager and participates in negotiations for writing up of University contracts pertaining to such leases and transfer of properties.
5. To pursue insurance covers for employees, equipment and premises is current
6. To represent the University in legal pursuits
7. To deal with legal correspondences addressed to the University
8. To administer compliance to the terms of agreements and contracts
9. To draw up legal documents for the University as and when required
10. To monitor validity of insurance covers for equipment and premises
11. To act on changes in relevant legislations and the regulatory environment
12. To evaluate and recommend on contractual agreements with suppliers, customers and other parties
13. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

#### **7.4.6 PRINCIPAL LEGAL OFFICER II BSSN 18**

##### **a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Law (LLM) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General with at least six years' work experience.
- (ii) **In service:** By promoting of Senior Legal Officer I, who has shown good performance and has served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. Scrutinizes and effects registration of leases and transfer of properties in liaison with Estates Manager and participates in negotiations for writing up of University contracts pertaining to such leases and transfer of properties.
2. Handles negotiations and drafting of University contracts, leases and other legal instruments.
3. Processes probates and administers property for the University.
4. Interprets legal documents or instruments.
5. Ensures that the legal interests of the University are protected.
6. Appears in Court on behalf of the University.
7. Makes recording and custody of contracts and ensuring contractual obligations are met.
8. Vets all legal documents emanating from outside the University in which the University is/will be a party.
9. Participates in and witnessing the signing of the University contracts.
10. Guides, coordinates and supervises junior staff in the legal office.
11. To represent the University in legal pursuits
12. To authenticate legal correspondences addressed to the University
13. To verify the adherence of contractual agreements to legal requirement
14. To approve substance in legal documents drafted for the University
15. To approve contractual agreements with suppliers, customers and other parties
16. To liaise with external regulators and advisers
17. To advice on legal interpretation of human resource management policies
18. To vet all legal documents emanating from outside in which the University has an interest
19. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### 7.4.7 PRINCIPAL LEGAL OFFICER I BSSN 19-20

##### a) Entry Qualification

- (i) **Direct Entry:** Holder of Master's Degree in Law (LLM) from any recognized University/Institution who has passed Law school and undergone internship program recognized by the Attorney General with at nine years' work experience in related fields in a reputable organization/ institution.
- (ii) **In service:** By promotion of Senior Legal Officer II who has shown good performance and has served in that position for at least three years.

##### b) Duties and Responsibilities

1. Participating in negotiations with outside parties.
2. Providing legal advice on all aspects of the law in University operations.
3. Appearing in court on behalf of the University.
4. Proper recording and custody of contracts implementation follow up and ensuring the contractual obligations are met under the contracts.
5. Vetting all legal documents emanating from outside the University in which the University is/will be a party.
6. Participating in and witnessing all contracts.
7. Records all council minutes in the absence of CC.
8. Make follow-up on implementation of council resolutions in the absence of CC.
9. To represent the University in legal pursuits
10. To authenticate legal correspondences addressed to the University
11. To verify the adherence of contractual agreements to legal requirement
12. To approve substance in legal documents drafted for the University
13. To approve contractual agreements with suppliers, customers and other parties
14. To liaise with external regulators and advisers
15. To advice on legal interpretation of human resource management policies
16. To vet all legal documents emanating from outside in which the University has an interest
17. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

### 7.5 PUBLIC RELATIONS OFFICERS

| SNO | STAFF CADRE                           | SALARY SCALE |
|-----|---------------------------------------|--------------|
| 1   | Public Relations Officer III          | BSSN 10      |
| 2   | Public Relations Officer II           | BSSN 11      |
| 3   | Public Relations Officer I            | BSSN 12-14   |
| 4   | Senior Public Relations Officer II    | BSSN 15      |
| 5   | Senior Public Relations Officer I     | BSSN 16      |
| 6   | Principal Public Relations Officer II | BSSN 17      |
| 7   | Principal Public Relations Officer I  | BSSN 18-20   |

#### 7.5.1 PUBLIC RELATIONS OFFICER III – BSSN 10

##### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution. This is a training position.

**b) Duties and Responsibilities**

1. To assist in the routine public relations activities such as the writing features for the University newsletter, carrying out of photographic assignments, handling of advertisements
2. To report public criticisms and complaints to one's superiors
3. Assists in manning exhibitions stand (e.g. Trade Fairs, exhibitions).
4. Assists in facilitating conferences, seminars, ceremonies, etc.
5. Assists in the production of mass media programmes.
6. Maintaining photographic records.
7. To perform any other relevant assignments/tasks as may be assigned by his/her seniors or reporting officer

**7.5.2 PUBLIC RELATIONS OFFICER II – BSSN 11**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution, with at least three years' work experience in related fields in a reputable organization/institution.
- (ii) **In service:** By promotion of Public Relations Officer III who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years

**b) Duties and Responsibilities**

1. Assists in the routine public relations activities such as the compiling features for the University Newsletter, carrying out of photographic assignments and handling of advertisements.
2. Reports public comments and concerns about the University to one's superiors.
3. Assists in liaising with mass media on press matters.
4. Assists in organizing official functions, tours and protocol.
5. Assists in marketing of the University products.
6. Organizes Alumni events.
7. To report public criticisms and complaints to one's superiors
8. Assists in manning exhibition stands (e.g. Trade Fairs, exhibitions).
9. Assists in facilitating conferences, seminars, ceremonies, etc.
10. Assists in the production of mass media programmes.
11. Maintaining photographic records.
12. Performs any other related duties as may be assigned by the one's reporting officer.

**7.5.3 PUBLIC RELATIONS OFFICER I – BSSN 12-14**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution PLUS at least six years' work experience in a similar position in a reputable organization/institution
- (ii) **In service:** By promotion of Public Relations Officer II who has completed satisfactory service after serving in that position for at least three years.

**b) Duties and Responsibilities**

1. To assist in manning exhibitions stands (e.g. Trade Fairs, Open day Exhibitions)

2. To collect and sub-edit materials for radio programmes and the University newsletter
3. To assist in facilitating conferences, seminars, ceremonies pertaining the University's operational activities etc
4. To assist in the production of Radio and TV programmes and other relevant media programmes
5. To maintain photographic records of major events
6. To assist in a designing the marketing plan for University products
7. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### **7.5.4 SENIOR PUBLIC RELATIONS OFFICER II – BSSN 15**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's degree in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution. Or by re-categorization of a Public Relations Officer who has acquired a Master's or its equivalent.
- (ii) **In service:** By promotion of Public Relations Officer I, who has completed satisfactory service after serving in that position for at least three years. She/he must possess a Master's Degree in Journalism, Public Relations, Mass Communication or any Social Sciences with a major in communication from a recognized University/ Institution.

##### **b) Duties and Responsibilities**

1. To liaise with printers to ensure timely production of the University newsletter and other public relationship publications
2. To plan, develop and implement an effective public information program which includes but it not limited to preparation and distribution of information publications, promotional brochures, fact sheets, news articles and related materials
3. To organize and promote group visits to premises and university facilities
4. To arrange radio talk shows/ interviews for University officials
5. To design, develop and update department website content including but not limited to press releases, current events, training/operations and safety/prevention information
6. To edit press materials collected and sub-edited by junior Public Relation Officers
7. Collects and sub-edits materials for radio programmes and the University newsletter.
8. Arranges radio talk shows/interviews for University officials.
9. Analyses public criticisms, complaints.
10. Produces and distributes calendars, greeting cards and posters.
11. Participates in handling protocol and travel arrangements for the University dignitaries
12. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### **7.5.5 SENIOR PUBLIC RELATIONS OFFICER I – BSSN 16**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution with at least three years' work experience in related field in a reputable organization/ institution



(ii) **In service:** By promotion of Senior Public Relations Officer II who has completed satisfactory serving in that position for at least three years.

**b) Duties and Responsibilities**

1. To analyze public criticisms, complaints directed against the university and scrutinize for reaction
2. To produce and distribute calendars, greeting cards and posters
3. To participate in handling protocol and travel arrangements for the University dignitaries
4. To assist in preparing radio talk shows/ interviews for senior university officials
5. Participates in preparing the Public Relation's budget.
6. Prepares different reports of the Unit.
7. Predicts events basing on the analysis of situations in the University.
8. To perform any other relevant assignments/tasks as may be assigned by his/her senior

**7.5.6 PRINCIPAL PUBLIC RELATIONS OFFICER II – BSSN 17**

**a) Entry Qualifications**

(i) **Direct Entry:** Holder of Master's Degree in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution PLUS at least six years working experience in a similar position in a reputable organization/institution.

(ii) **In service:** By promotion of Senior Public Relations Officer I, who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

**b) Duties and Responsibilities**

1. To handle protocol and travel arrangements for University dignitaries
2. To prepare radio talk shows/ interviews for senior university officials
3. Analyses public complaints, criticism and enquiries with a view to improving and promoting the University Public image by suggesting to Management on the appropriate remedial action.
4. Planning and editing the University public relations publications.
5. Undertaking advertising activities in the press.
6. Organizing College participation in trade fair and similar events.
7. Supervises and trains junior staff.
8. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

**7.5.7 PRINCIPAL PUBLIC RELATIONS OFFICER I BSSN- 18-20**

**a) Entry Qualifications**

(i) **Direct Entry:** Holder of Master's Degree in Journalism, Public Relations, Mass Communication or any degree in Social Sciences with a major in communication from a recognized University/ Institution PLUS at least nine years' work experience in a similar position in a reputable organization/institution.

(ii) **In service:** By promotion of Senior Public Relations Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

**b) Duties and Responsibilities**

1. To assist the Chief Public Relations officer in Managing the Department
2. To react to public criticisms and complaints directed against the university
3. To edit press materials collected and sub-edited by public Relation Officers
4. Prepare speeches for top University executives for University functions.
5. Arrange with media the Joint Media programmes.
6. Handling the media such as responding to their enquires, facilitate coverage of important events to the media, arrange interviews with journalists prepare and distribute news release.
7. Keep an eye on public opinion about the University and report public criticisms and complains to the superiors.
8. Editing and arranging the production of the University Newsletter.
9. Liaises with printers to ensure timely production of public relations materials
10. Organizing conferences, seminars, ceremonies, etc for the University
11. Arranging for radio/TV interviews for the University officials.
12. Organize special events such as exhibitions, Career Day, Open day, visits etc
13. Report public concerns and comments to the Vice Chancellor.
14. Prepare and disseminate relevant information about the University to the public.
15. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

**7.6 RECORDS MANAGEMENT OFFICERS**

| <b>SNO</b> | <b>STAFF CADRE</b>                      | <b>SALARY SCALE</b> |
|------------|---|---------------------|
| 1          | Records Management Officer III          | BSSN 10             |
| 2          | Records Management Officer II           | BSSN 11             |
| 3          | Records Management Officer I            | BSSN 12-14          |
| 4          | Senior Records Management Officer II    | BSSN 15             |
| 5          | Senior Records Management Officer I     | BSSN 16             |
| 6          | Principal Records Management Officer II | BSSN 17             |
| 7          | Principal Records Management Officer I  | BSSN 18-20          |

**7.6.1 RECORDS MANAGEMENT OFFICER III – BSSN 10**

**a) Direct Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree in Records Management or its equivalent from a recognized University/ Institution. **OR** By the Re-categorization of a Records Management Assistant who has acquired Bachelor Degree in Records Management or its equivalent from a recognized University/ Institution .

**b) Duties and Responsibilities**

1. To maintain statistical records of University Students and Staff
2. To update admission and registration records of students.
3. To maintain records of students for administrative purposes.
4. To receive and document all documents and other relevant information.
5. To perform any other related duties as may be assigned by one’s supervisors.

**7.6.2 RECORDS MANAGEMENT OFFICER II – BSSN 11**

**a) Direct Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree in Records Management or its equivalent from a recognized University/ Institution and at least three years’ working experience in related field in a reputable organization/ institution.

- (ii) **In service:** By promotion of Records Management Officer III, who has completed at least three years of good service.

**b) Duties and Responsibilities**

- As for Records Management Officer III, with added responsibilities.

**7.6.3 RECORDS MANAGEMENT OFFICER I – BSSN 12 - 14**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree in Records Management or its equivalent from a recognized University/ Institution and at least nine years' working experience in related field in a reputable organization/ institution.
- (ii) **In Service:** By promotion of Records Management Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

- As for Records Management Officer II, with added responsibilities.

**7.6.4 SENIOR RECORDS MANAGEMENT OFFICER II BSSN 15**

**a) Direct Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Records Management or its equivalent from a recognized university/institution. Or by re-categorization of a Records Management Officer who has acquired a Master's Degree or its equivalent.

- (ii) **In Service:** By promotion of Records Management Officer I who has shown good performance and has served in that position for at least three years. He/she must have obtained a Master's Degree in the relevant field or its equivalent from a recognized University/ Institution.

**b) Duties and Responsibilities**

1. Ensuring that records are accurately recorded and kept.
2. To pre-view mail and ensure the mail responses are timely.
3. Marking and indexing of files.
4. Ensuring other related duties as may be assigned.
5. Performing other related duties as may be assigned

**7.6.5 SENIOR RECORDS MANAGEMENT OFFICER I - BSSN 16**

**a) Direct Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Records Management or its equivalent from a recognized university/institution and at least three years' working experience in related field in a reputable organization/ institution.
- (ii) **In Service:** By promotion of Senior Records Management Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

- As for Senior Records Management Officer II, but with added responsibilities.

**7.6.6 PRINCIPAL RECORDS MANAGEMENT OFFICER II - BSSN 17**

**a) Direct Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Records Management or its equivalent from a recognized university/institution and at least six years' working experience in related field in a reputable organization/ institution.
- (ii) **In Service:** By promotion of Senior Records Management Officer I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Ensuring that records are accurately recorded and kept
2. Mail previewing and marking to appropriate files
3. Opening and maintaining a diary of Bring Up (BU) files and ensuring that the files are sent for action on specified time period
4. Providing orientation to newly recruited Records Management Assistants
5. Ensuring the safety, security and neatness of the registry
6. May be in charge of the registry.
7. Performing other related duties as may be assigned.

**7.6.7 PRINCIPAL RECORDS MANAGEMENT OFFICER I BSSN 18- 20**

**a) Direct Entry Qualification**

(i) **Direct Entry:** Holder of Master’s Degree in Records Management or its equivalent from a recognized university/institution and at least nine years’ working experience in related field in a reputable organization/ institution.

(ii) **In Service:** By promotion of Principal Records Management Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Assisting internal and external researchers in getting the relevant data from the data bank
2. Supervising and training junior staff about the use and maintenance of up-to-date data in the institution
3. To prepare the section’s annual budget
4. Responsible for taking care of university archives i.e summarizing, storing and retrieving the data.
5. Ensuring the availability of record books in offices

**7.7 WARDEN**

| <b>SNO</b> | <b>STAFF CADRE</b>                          | <b>SALARY SCALE</b> |
|------------|---|---------------------|
| 1          | Warden III                                  | BSSN 10             |
| 2          | Warden II                                   | BSSN 11             |
| 3          | Warden I                                    | BSSN 12-14          |
| 4          | Senior Warden II                            | BSSN 15             |
| 5          | Senior Warden I                             | BSSN 16             |
| 6          | Principal Warden II                         | BSSN 17             |
| 7          | Principal Warden I/ Deputy Dean of Students | BSSN 18-20          |

**7.7.1 WARDEN III BSSN 10**

**a) Entry Qualification**

(i) **Direct Entry:** Holder of Bachelor Degree in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/Institution. This is a training position.

**b) Duties and Responsibilities**

1. To assist in dealing with cases involving students on social matters.
2. To disseminate University’s directives to students
3. To offer first aid support when needed and appropriate and

4. To assist in maintaining accurate records pertaining to students' welfare.
5. To perform any other related duties assigned by the supervising officer

#### 7.7.2 WARDEN II BSSN 11

##### a) Entry Qualification

- i) **Direct Entry:** Holder of Bachelor Degree in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/Institution with at least three years' work experience in a similar position in a reputable institution.
- ii) **In Service:** By promotion of Warden III who has served the institution for at least three years in that grade and shown good performance.

##### b) Duties and Responsibilities

1. To assist in dealing with cases involving students on social matters.
2. To disseminate University's directives to students
3. To offer first aid support when needed and appropriate and
4. To assist in maintaining accurate records pertaining to students' welfare.
5. To perform any other related duties assigned by the supervising officer

#### 7.7.3 WARDEN I - BSSN 12-14

##### a) Entry Qualification

- (i) **Direct Entry:** Holder of Bachelor Degree in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/Institution with at least six years relevant work experience in a similar position in a reputable institution.
- (ii) **In-service:** By promotion of Warden II who has shown good performance and has served in that position for at least three years

##### b) Duties and Responsibilities

1. To assist in dealing with cases involving students on social matters.
2. To disseminate Universities' directives to students.
3. To offer first aid support when needed and appropriate.
4. To assist in maintaining accurate records pertaining to students' welfare.
5. To participate in identifying behavioral trends that may require action.
6. To assist in administering students' welfare services.
7. To assist in facilitating Students' Organization activities.
8. To participate in career guidance and counseling to students.
9. To assist in maintaining conducive learning environment.
10. To perform any other related duties assigned by the supervising officer

#### 7.7.4 SENIOR WARDEN II - BSSN 15

##### a) Entry Qualification

- i) **Direct Entry:** Holder of Master's Degree in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/Institution. OR by re-categorization of a Warden who has acquired a Master's Degree or its equivalent.
- ii) **In-service:** By promotion of Warden I who has shown good performance and has served in that position for at least three years. She/he must have obtained a Master's Degree in Education, Psychology, Counseling, Sociology, Social Welfare and Home Economics or its equivalent from a recognized University/institution.

**b) Duties and Responsibilities**

1. To deal with cases involving students on social matters.
2. To disseminate University's directives to students
3. To 'maintain accurate records pertaining to students' welfare.
4. To participate in identifying behavioral trends that may require action.
5. To administer students' welfare services.
6. To facilitate Students' Organization activities.
7. To participate in career guidance and counseling to students.
8. To maintain a conducive learning environment.
9. To deal with the student disciplinary issues.
10. To present students' needs to the University departments, faculty and administration.
11. To perform any other related duties assigned by the supervising officer

**7.7.5 SENIOR WARDEN I – BSSN 16**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of a Master's in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/Institution with at least three years relevant work experience in a similar position in a reputable institution.
- ii) **In-service:** By promotion of Senior Warden II who has shown good performance and has served in that position for at least at least three years.

**b) Duties and Responsibilities**

1. To deal with cases involving students on social matters.
2. To disseminate University's' directives to students.
3. To maintain accurate records pertaining to students' welfare.
4. To participate in identifying behavioral trends that may require action.
5. To administer students' welfare services.
6. To facilitate Students' Organization activities.
7. To participate in career guidance and counseling to students.
8. To maintain conducive learning environment.
9. To deal with the student disciplinary issues.
10. To assist students in securing permits from relevant authorities.
11. To perform any other related duties assigned by the supervising officer

**7.7.6 PRINCIPAL WARDEN II – BSSN 17**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of a Master's in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/Institution with at least six years relevant work experience in a similar position in a reputable institution.
- ii) **In-service:** By promotion of Senior Warden I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To deal with cases involving students on social matters.
2. To oversee students' welfare services.
3. To facilitate Students' Organization activities.
4. To participate in career guidance and counseling to students.
5. To maintain conducive learning environment.
6. To deal with the student disciplinary issues.

7. To present students' needs to the University departments, faculty and administration.
8. To guide students in observing By-Laws and Regulations.
9. To organize and implement orientation programme for new students in collaboration with other Departments.
10. To develop extracurricular programmes with students' organization to promote their personal growth and development.
11. To participate in developing and coordinating policies and procedures related to students' welfare.
12. To perform any other related duties assigned by the supervising officer

#### **7.7.7 PRINCIPAL WARDEN I/DEPUTY DEAN OF STUDENTS – BSSN 18-20**

##### **a) Entry Qualification**

- i) **Direct Entry:** Holder of a Master's in Education, Psychology, Counseling, Sociology, Social welfare and Home Economics or its equivalent from a recognized University/institution with at least nine years relevant work experience in a similar position in a reputable institution.
- ii) **In-service:** By promotion of Principal Warden II who has shown good performance and has served in that position for at least three years

##### **b) Duties and Responsibilities**

- As for Principal Warden II, but with added responsibilities.

### **7.8 JANITORS**

| <b>S/NO</b> | <b>STAFF CADRE</b>   | <b>SCALE</b> |
|-------------|----------------------|--------------|
| 4           | Janitor III          | BSSN 7       |
| 5           | Janitor II           | BSSN 8       |
| 6           | Janitor I            | BSSN 9       |
| 7           | Senior Janitor II    | BSSN 10      |
| 8           | Senior Janitor I     | BSSN 11      |
| 9           | Principal Janitor II | BSSN 12      |
| 10          | Principal Janitor I  | BSSN 13-14   |

#### **7.8.1 Janitor III – BSSN 7**

##### **a) Entry Qualification**

**Direct Entry:** Holder of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/ institution and.

##### **b) Duties and Responsibilities**

1. To enforce students' rules and regulations.
2. To assist in answering questions from students, delegates and other visitors who may require certain information.

#### **7.8.2 Janitor II – BSSN 8**

##### **a) Entry Qualification**

- i) **Direct Entry:** Holders of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/

institution and work experience of at least three years in a similar position in a reputable institution.

- ii) **In Service:** By the promotion of Janitor III who has served in that grade for at least three years and shown good performance.

**b) Duties and Responsibilities**

1. To enforce students' rules and regulations.
2. To assist in answering questions from students, delegates and other visitors who may require certain information.

**7.8.3 JANITOR I –BSSN 9**

**a) Entry Qualification**

- i) **Direct Entry:** Holders of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/institution with at least six years' work experience in related fields in a reputable institution.
- ii) **In-service:** By promotion of Janitor II who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. To assist in supervising hall attendants.
2. To assist in enforcing students' rules and regulations.
3. To assist in keeping and maintaining proper residence records
4. To assist in ensuring security in and around halls of residence.

**7.8.4 SENIOR JANITOR II BSSN 10**

**a) Entry Qualification**

- i) **Direct Entry:** Holders of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/institution with at least nine years' work experience in related fields in a reputable institution.
- ii) **In-service:** By promotion of Janitor I who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. To be in-charge of all rooms, stores and common rooms in a hall of residence.
2. To enforce students' rules and regulations.
3. To keep and maintain proper residence records
4. To ensure security in and around halls of residence.

**7.8.5 SENIOR JANITOR I BSSN 11**

**a) Entry Qualification**

- i) **Direct Entry:** Holders of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/institution with at least twelve years' work experience in related fields in a reputable institution.
- ii) **In-service:** By promotion of Janitor I who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. To be an in-charge of all rooms, stores and common rooms in a hall of residence.
2. To enforce students' rules and regulations.



3. To keep and maintain proper residence records
4. To ensure security in and around halls of residence.

### 7.8.6 PRINCIPAL JANITOR II BSSN 12

#### a) Entry Qualification

- i) **Direct Entry:** Holders of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/institution with at least fifteen years work experience in related fields in a reputable institution, plus an additional certificate in relevant field
- ii) **In-service:** By promotion of Senior Janitor I who has shown good performance and has served in that position for at least three years , plus an additional certificate in relevant field

#### b) Duties and Responsibilities

1. To be an in-charge of other janitors
2. To write reports on various events concerning residents of his/her area

### 7.8.7 PRINCIPAL JANITOR I BSSN -13 - 14

#### a) Entry Qualification

- i) **Direct Entry:** Holders of Diploma in Education, Home Economics, Community Development or its equivalent qualification from a recognized University/institution with at least eighteen years' work experience in related fields in a reputable institution, plus an additional certificate in relevant field.
- ii) **In-service:** By promotion of Principal Janitor II who has shown good performance and has served in that position for at least three years , plus an additional certificate in relevant field

#### b) Duties and Responsibilities

1. To be an in-charge of other janitors
2. To write reports on various events concerning residents of his/her area

## 7.9 GAME TUTORS

| SNO | STAFF CADRE              | SALARY SCALE |
|-----|--------------------------|--------------|
| 1   | Games Tutor III          | BSSN 10      |
| 2   | Games Tutor II           | BSSN 11      |
| 3   | Games Tutor I            | BSSN 12-14   |
| 4   | Senior Games Tutor II    | BSSN 15      |
| 5   | Senior Games Tutor I     | BSSN 16      |
| 6   | Principal Games Tutor II | BSSN 17      |
| 7   | Principal Games Tutor I  | BSSN 18-20   |

### 7.9.1 GAMES TUTOR III - BSSN 10

#### a) Entry Qualifications

**Direct Entry:** Holders of Bachelor Degree or its equivalent in Physical Education and Sports or equivalent from a recognized University/institution. This is a training position.

#### b) Duties and Responsibilities

1. To assist senior games staff in their duties
2. To assist in taking charge of playing grounds, courts and sports gears.
3. To assist in basic training in various sports and games.

### 7.9.2 GAMES TUTOR II – BSSN 11

#### a) Entry Qualifications

- i) **Direct Entry:** Holders of Bachelor Degree/Advanced Diploma in Physical Education and Sports or its equivalent from a recognized University/institution and at least three years' work experience in a similar position in a reputable institution.
- ii) **In Service:** By promotion of Games Tutor III who has served in that grade for at least three years and has shown good performance.

#### b) Duties and Responsibilities

1. To assist senior games staff in their duties
2. To assist in taking charge of playing grounds, courts and sports gears.
3. To assist in basic training in various sports and games.

### 7.9.3 GAMES TUTOR I – BSSN 12-14

#### a) Entry Qualification

- i) **Direct Entry:** Holder of Bachelor Degree/Advanced Diploma in Physical Education and Sports or its equivalent from a recognized University/institution with at least six years working experience in related fields in a reputable institution.
- ii) **In-service:** By promotion of Games Tutor II who has shown good performance and has served in that position for at least three years

#### b) Duties and Responsibilities

1. To take charge of playing grounds, courts and sports gears.
2. To conduct basic training in various sports and games.

### 7.9.4 SENIOR GAMES TUTOR II – BSSN 15

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Master Degree in Physical Education and Sports or its equivalent from a recognized University/institution. Or by re-categorization of a Game Tutor who has acquired a master's Degree or its equivalent.
- ii) **In-service:** By promotion of Games Tutor I who has shown good performance and has served in that position for at least three- years. He/she must possess a Master Degree in Physical Education and Sports or its equivalent from a recognized University/institution.

#### b) Duties and Responsibilities

1. To assist in teaching physical education at elementary stage.
2. To perform any other duties as may be assigned from time to time by one's reporting officer.

### 7.9.5 SENIOR GAMES TUTOR I – BSSN 16

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Master Degree in Physical Education and Sports or its equivalent from a recognized University/institution and at least three years working experience in a similar position in a reputable institution.
- ii) **In-service:** By promotion of Senior Games Tutor II who has shown good performance and has served in that position for at least- three years.

#### b) Duties and Responsibilities

1. To teach physical education at elementary stage.
2. To organize and coach games and sports within the University.

3. To plan programmes and extension of playgrounds

#### 7.9.6 PRINCIPAL GAMES TUTOR II – BSSN 17

##### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Master Degree in Physical Education and Sports or its equivalent from a recognized University/institution with at least six years work experience in related fields in a reputable institution.
- (ii) **In-service:** By promotion of Senior Games Tutor I who has shown good performance and has served in that position for at least three years

##### b) Duties and Responsibilities

1. To liaise with the Dean of Students and other relevant University authorities on matters related to sports
2. To scrutinize sports, games and infrastructure budget

#### 7.9.7 PRINCIPAL GAMES TUTOR I – BSSN 18-20

##### a) Entry Qualifications

- i) **Direct Entry:** Holders of Master Degree in Physical Education and Sports or its equivalent from a recognized University/institution with nine years work experience in related fields in a reputable institution.
- ii) **In-service:** By promotion of Principal Games Tutor II who has shown good performance and has served in that position for at least three years.

##### b) Duties and Responsibilities

1. To be an overall in charge of the Games and Sports Department
2. To co-ordinate all sports and games activities
3. To supervise all sports and games staff and ensures all records are kept in the proper order

### 7.10 COMPUTER TECHNICIANS

| SNO | STAFF CADRE                                | SALARY SCALE |
|-----|--|--------------|
| 1   | Assistant Computer Technician III          | 5            |
| 2   | Assistant Computer Technician II           | 6            |
| 3   | Assistant Computer Technician I            | 7            |
| 4   | Senior Computer Technician II              | 8-9          |
| 5   | Senior Computer Technician I               | 10-11        |
| 6   | Principal Assistant Computer Technician II | 12-13        |
| 7   | Principal Assistant Computer Technician I  | 14-15        |

#### 7.10.1 ASSISTANT COMPUTER TECHNICIAN III – BSSN 5

##### a) Entry Qualifications

**Direct Entry:** Holder of a Secondary School Education Certificate PLUS a Certificate in Computer Sciences or Data processing or related Computer Studies, from a recognized institution. This is a training position.

##### b) Duties and Responsibilities

1. Equipment and Systems Maintenance, Development and Security.
2. Respond to assigned jobs from the IT helpdesk database and other requests.

3. Assist the IT team with the maintenance of this fault reporting system. Install and set up hardware, peripherals etc., on the college network.
4. Install curriculum and administrative systems software on the college network.
5. Move IT and AV equipment as needed and set up IT & AV systems for group display on request. Clear printer jams. Change / replenish printer paper, toner and ink cartridges when needed. Keep the computer systems and surrounding areas in the student access areas clean (mice, keyboards, screens, printers, desk areas).
6. Staff and Student Support, Liaison & Communication Provide timely support for all users (staff and students) reporting faults or requesting assistance. Liaise with staff and students on any IT systems support issues or related matters. Attend meetings as required.
7. Policies, Procedures and Record Keeping: Assist the IT Support Department to: Maintain the IT Helpdesk, Maintain the IT inventory, Maintain reports on network and equipment performance, problems failures etc
8. Product Acquisition: Identify items required for repair or replacement.
9. Other Duties: Stand in for other IT support staff during their absence.

#### **7.10.2 ASSISTANT COMPUTER TECHNICIAN II- BSSN 6**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of a certificate in Computer Sciences or Data processing or related Computer Studies from any recognized institution with at least three years' work experience in a similar position in a reputable organization/institution.
- ii) **In Service:** By promotion of Assistant computer technician III who has shown good performance and has served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. As for Assistant Computer Technician III, with added responsibilities.

#### **7.10.3 ASSISTANT COMPUTER TECHNICIAN I- BSSN 7**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of a certificate in Computer Sciences or Data processing or related Computer Studies from any recognized institution with at least six years' work experience in a similar position in a reputable organization/institution.
- ii) **In Service:** By promotion of Assistant computer technician II who has shown good performance and has served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. As for Assistant Computer Technician II, with added responsibilities.

#### **7.10.4 SENIOR COMPUTER TECHNICIAN II- BSSN 8 - 9**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of a Diploma in Computer Sciences or Data processing or related Computer Studies or by re-categorization of computer technician who has attained diploma in relevant field
- ii) **In Service:** By promotion of Assistant Computer Technician I, who has shown good performance after serving in that position for at least three years and has obtained a Diploma in Computer Science or Data processing or related computer studies from a recognized institution.

**b) Duties and Responsibilities**

1. Installing hardware and software systems
2. Maintaining or repairing equipment
3. Troubleshooting a variety of computer issues
4. Setting up computer security measures
5. Configuring computer networks
6. Offering technical support on-site or via phone or email

**7.10.5 SENIOR COMPUTER TECHNICIAN I-BSSN 10-11**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of a Diploma in Computer Sciences or Data processing or related Computer Studies from any recognized institution with at least three years' work experience in a similar position in a reputable organization/institution.
- ii) **In Service:** By promotion of Senior Computer technician II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Repair computers with damage or dysfunctions.
2. Install or download computer applications
3. Assemble computer parts.
4. Do network maintenance and troubleshooting
5. Check the capacity of the computer
6. Ensure the functions of the computer
7. Check and repair computer connections
8. Communicate with clients about the computer condition
9. Advise proper care of computer and the best computer programs and brand.

**7.10.6 PRINCIPAL COMPUTER TECHNICIAN II - BSSN 12-13**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of a Diploma in Computer Sciences or Data processing or related Computer Studies from any recognized institution with working experience of least six years in a similar position in a reputable organization/institution.
- ii) **In Service:** By promotion of Senior Computer technician I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Repair computers with damage or dysfunctions.
2. Install or download computer applications
3. Assemble computer parts.
4. Do network maintenance and troubleshooting
5. Check the capacity of the computer
6. Ensure the functions of the computer
7. Check and repair computer connections
8. Communicate with clients about the computer condition

**7.10.7 PRINCIPAL COMPUTER TECHNICIAN I - BSSN 14-15**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of a Diploma in Computer Sciences or Data processing or related Computer Studies from any recognized institution with working

experience of least nine years in a similar position in a reputable organization/institution.

ii) **In Service:** By promotion of Principal Computer Technician II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

As per Principal Computer Technician II with added responsibilities.

**7.11 SYSTEM ANALYST**

| SNO | STAFF CADRE                 | SALARY SCALE |
|-----|-----------------------------|--------------|
| 1   | System Analyst III          | BSSN 11      |
| 2   | System Analyst II           | BSSN 12      |
| 3   | System Analyst I            | BSSN 13-15   |
| 4   | Senior System Analyst II    | BSSN 16      |
| 5   | Senior System Analyst I     | BSSN 17      |
| 6   | Principal System Analyst II | BSSN 18      |
| 7   | Principal System Analyst I  | BSSN 19-20   |

**7.11.1 SYSTEM ANALYST III – BSSN 11**

**a) Entry Qualifications**

**Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent from a recognized institution. This is a training position.

**b) Duties and Responsibilities**

1. To assist and document system analysis and relevancy for users problem solutions
2. To investigate current user operational requirements and documents details for proposed change and assist in guiding the proposed changes to existing system
3. To assist users in the preparing for the installation of and start-up of any new system approved for implementation
4. To perform any other duties relevant to his/her job as assigned by one's superior

**7.11.2 System Analyst II – BSSN 12**

**a) Entry Qualifications**

i) **Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent from a recognized institution, with at least three years' work experience in a similar position in a reputable organization/institution.

ii) **In service:** By promotion of System Analyst III who has completed satisfactory service in that position for at least at least three years.

**b) Duties and Responsibilities**

- Same as for System Analyst III, with added responsibilities.

**7.11.3 SYSTEM ANALYST I – BSSN 13-15**

**a) Entry Qualifications**

i) **Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS at least six years work experience in a similar position in a reputable organization/institution.

- ii) **In-service:** By promotion of System Analyst II who has scored at least an average of B grade in performance appraisal after serving in that position for at least at least three years.

**b) Duties and Responsibilities**

1. To advise on the operating system for different users within the university
2. To carry feasibility studies on system solution in consideration of anticipated opportunities
3. To ensure the consistent guidance and users acceptance on the implementation of approved new system
4. To assist a project manager in identifying the skills and resources needed to implement a new system or suggested changes to the existing system

**7.11.4 SENIOR SYSTEM ANALYST II – BSSN 16**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master’s Degree in Computer Science or Information technology or its equivalent from a recognized institution. Or by re-categorization of a System Analyst who has acquired a Master’s Degree or its equivalent.
- ii) **In-service:** By promotion of System Analyst I who has completed satisfactory service after serving in that position for at least at least three years and Has obtained a Master’s Degree in Computer Science or Information technology or its equivalent from a recognized institution.

**b) Duties and Responsibilities**

1. To write programmes on the according to the instructions determined system developers on completed designs
2. To update, repairs and modifies and expands existing programs as well as running tests to authenticate the desired results of a program
3. To participate in system and program review for changes and replacement in collaboration of the system stakeholders
4. To ensure the compliance of security and ethical matters in all system reviews, designs and implementation
5. To document current users requirements in business operations and suggests for futures changes and system improvements or replacements

**7.11.5 SENIOR SYSTEM ANALYST I – BSSN 17**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master’s Degree in Computer Science or Information technology or its equivalent from a recognized institution, with at least three years’ work experience in a similar position in a reputable organization/institution.
- ii) **In-service:** By promotion of Senior System Analyst II who has completed satisfactory service after serving in that position for at least at least three years.

**b) Duties and Responsibilities**

1. To coordinate system reviews, feasibility studies, resources identification and program implementation on system changes and introduction within the university
2. To ensure the updates of the ICT technology in the existing ICT Policy and plan for problem solutions
3. To assist a project manager in identifying the skills and resources needed to implement a new system or suggested changes to the existing system

4. To ensure control on the program development and implementation through documented programming procedures approved by relevant organ within the university
5. To ensure monitoring of system interface and terminals in all access levels to maximize controls to perform any other duties relevant to his/her job as assigned by one's superior

#### **7.11.6 PRINCIPAL SYSTEM ANALYST II – BSSN 18**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS at least six years work experience in a similar position in a reputable organization/institution.
- ii) **In-service:** By promotion of Senior System Analyst I, who has performed satisfactorily after serving in that position for at least three years. He/she must have a relevant Master's Degree from a recognized institution.

##### **b) Duties and Responsibilities**

1. To keep track on relevant update on the business operations and implied need for system change or review
2. To prepare ICT implementation plan for short and long-term periods in line to the National ICT policy and statutory requirements
3. To prepare program manuals and ensure the custody for current and future use and reference
4. To perform any other duties relevant to his/her job as assigned by one's superior.

#### **7.11.7 PRINCIPAL SYSTEM ANALYST I – BSSN 19-20**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS at least nine years work experience in a similar position in a reputable organization /institution.
- ii) **In-service:** By promotion of Principal System Analyst II who has performed satisfactorily after serving in that position for at least at least three years

##### **b) Duties and Responsibilities**

1. To ensure the timely strategic system review and advice on relevant changes for strategic comparative advantage to the university
2. To Identify relevant ICT project design, development and implementation
3. To coordinate the ICT operations on systems security, integrity and customer satisfaction in view of resources maximization
4. To assist the ICT Manager in technical and administrative activities and preparation for annual plans and budgets
5. To liaise with service provides to identify partnership opportunities in system development
6. To supervise subordinate staff in line command
7. To perform any other duties relevant to his/her job as assigned by one's superior.



## 7.12 COMPUTER PROGRAMMER

| SNO | STAFF CADRE                      | SALARY SCALE |
|-----|----------------------------------|--------------|
| 1   | Computer Programmer III          | BSSN 11      |
| 2   | Computer Programmer II           | BSSN 12      |
| 3   | Computer Programmer I            | BSSN 13-15   |
| 4   | Senior Computer Programmer II    | BSSN 16      |
| 5   | Senior Computer Programmer I     | BSSN 17      |
| 6   | Principal Computer Programmer II | BSSN 18      |
| 7   | Principal Computer Programmer I  | BSSN 19-20   |

### 7.12.1 COMPUTER PROGRAMMER III - BSSN 11

#### a) Entry Qualifications

**Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent from a recognized institution. This is a training position.

#### b) Duties and Responsibilities

1. To assist and document system analysis and relevancy for users problem solutions
2. To investigate current user operational requirements and documents details for proposed change and assist in guiding the proposed changes to existing system
3. To assist users in preparing for the installation of and start-up of any new system approved for implementation
4. To perform any other duties relevant to his/her job as assigned by one's superior

### 7.12.2 COMPUTER PROGRAMMER II - BSSN 12

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent from a recognized institution, with at least three years' work experience in a similar position in a reputable organization /institution.
- ii) **In service:** By promotion of Computer Programmer III who has complete satisfactory service in that position for at least at least three years.

#### b) Duties and Responsibilities

- Same as for Computer Programmer II, with added responsibilities.

### 7.12.3 COMPUTER PROGRAMMER I - BSSN 13-15

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS at least six years working experience in relevant field in a reputable organization/ institution.
- ii) **In-service:** By promotion of Computer Programmer II who has satisfactory service after serving in that position for at least three years.

#### b) Duties and Responsibilities

1. To advice on the operating system for different users within the university
2. To carry feasibility studies on the system solution in consideration of anticipated opportunities
3. To ensure the consistent guidance and users' acceptance on the implementation of approved new system

4. To assist a project manager in identifying the skills and resources needed to implement a new system or suggested changes to the existing system

#### **7.12.4 SENIOR COMPUTER PROGRAMMER II – BSSN 16**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution. Or by re-categorization of a Computer Programmer who has acquired a Master's Degree or its equivalent.
- ii) **In-service:** By promotion of Computer Programmer I who has completed satisfactory service after serving in that position for at least three years and has acquired a Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution.

##### **b) Duties and Responsibilities**

1. To write programmes on the according to the instructions determined system developers on completed designs
2. To update, repairs and modifies and expands existing programs as well as running tests to authenticate the desired result of a program
3. To participate in system and program review for changes and replacement in collaboration of the system stakeholders
4. To ensure the compliance of security and ethical matters in all system reviews, designs and implementation
5. To document current users requirements in business operations and suggest for future changes and system improvements or replacements

#### **7.12.5 SENIOR COMPUTER PROGRAMMER I – BSSN 17**

##### **a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution, with at least three years working experience in a similar position in a reputable organization/ institution.
- ii) **In-service:** By promotion of Senior Computer Programmer II who has completed satisfactory service after serving in that position for at least three years.

##### **b) Duties and Responsibilities**

1. To coordinate system reviews, feasibility studies, resources identification and program implementation on system, changes and introduction within the university
2. To ensure the updates of the ICT technology in the existing ICT policy and plan for problem solutions
3. To assist a project manager in identifying the skills and resources needed to implement a new system or suggested changes to the existing system
4. To ensure control on the program development and implementation through documented programming procedures approved by relevant organ within the university
5. To ensure monitoring of system interface and terminals in all access levels to maximize controls
6. To perform any other duties relevant to his/ her job as assigned by one's superior

### 7.12.6 PRINCIPAL COMPUTER PROGRAMMER II – BSSN 18

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS at least six years working experience in similar position in a reputable organization/ institution.
- ii) **In-service:** By promotion of Senior Computer Programmer I who has completed satisfactory service after serving in that position for at least three years. He/she must have a relevant Master's Degree from a recognized institution

#### b) Duties and Responsibilities

1. To keep track on relevant update on the business operations and implied need for system change or review
2. To prepare ICT implementation plan for short and long-term periods in line to the National ICT policy and statutory requirements
3. To prepare program manuals and ensure that custody for current and future use and reference
4. To perform any other duties relevant to his/her job as assigned by one's superior

### 7.12.7 PRINCIPAL COMPUTER PROGRAMMER I – BSSN 19-20

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS at least nine years' working experience in similar position in a reputable organization/ institution.
- ii) **In-service:** By promotion of Principal Computer Programmer II who has completed satisfactory service after serving in that position for at least three years. He/she must have a relevant Master's Degree from a recognized institution

#### b) Duties and Responsibilities

1. To ensure the timely strategic system review and advise on relevant changes for strategic comparative advantage to the university
2. To identify relevant ICT project design, development and implementation
3. To coordinate the ICT operations on systems security, Integrity and customer satisfaction in view of resources maximization
4. To assist the ICT Manager in technical and administrative activities and preparation for annual plans and budgets
5. To liaise with service provides to identify partnership opportunities in system development
6. To supervise subordinate staff in line command
7. To perform any other duties relevant to his/ her job as assigned by one's superior.

## 7.13 SYSTEMS AND NETWORKS ADMINISTRATOR.

| SNO | STAFF CADRE                                    | SALARY SCALE |
|-----|--|--------------|
| 1   | Systems and Network Administrator III          | BSSN 11      |
| 2   | Systems and Network Administrator II           | BSSN12       |
| 3   | Systems and Network Administrator I            | BSSN 13-15   |
| 4   | Senior Systems and Network Administrator I     | BSSN 16      |
| 5   | Senior Systems and Network Administrator I     | BSSN 17      |
| 6   | Principal Systems and Network Administrator II | BSSN 18      |
| 7   | Principal Systems and Network Administrator I  | BSSN 19-20   |

### 7.13.1 SYSTEMS AND NETWORK ADMINISTRATOR III – BSSN 11

#### a) Entry Qualifications

**Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent from a recognized institution. This is a training position.

#### b) Duties and Responsibilities

1. Diagnose hardware and software problems and replace defective components.
2. Perform data backups and disaster recovery operations.
3. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
4. Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
5. Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
6. Perform routine network startup and shutdown procedures and maintain control records.

### 7.13.2 SYSTEMS AND NETWORK ADMINISTRATOR II – BSSN 12

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent from a recognized institution, with at least three years' work experience in a similar position in a reputable organization /institution.
- ii) **In service:** By promotion of Systems and Network Administrator III who has completed satisfactory service in that position for at least at least three years.

#### b) Duties and Responsibilities

- Same as for Network Systems Administrator III, with added responsibilities.

### 7.13.3 SYSTEMS AND NETWORK ADMINISTRATOR I – BSSN 13-15

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Bachelor Degree in Computer Science or Information technology or its equivalent PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent from a recognized institution, with at least six years' working experience in

relevant field in a reputable organization/ institution.

- (ii) **In-service:** By promotion of Systems and Network Administrator II who has satisfactory service after serving in that position for at least three years.

**b) Duties and Responsibilities**

- As for Systems and Network Administrator II, with added responsibilities.

**7.13.4 Senior Systems and Network Administrator II – BSSN 16**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent from a recognized institution. Or by re-categorization of a Systems and Network Administrator who has acquired a Master's Degree or its equivalent.
- ii) **In-service:** By promotion of Systems and Network Administrator I who has completed satisfactory service after serving in that position for at least three years and has acquired a Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution.

**b) Duties and responsibilities**

1. To create and manage user profiles on active directory and exchange mailboxes.
2. To create and manage email profiles/accounts
3. To maintaining and troubleshoot servers.
4. Maintain and monitor server performances and other network devices.
5. To monitor communication between network peripherals
6. To maintain logs for server and all network related equipment for better performances.
7. To maintain equipment inventories in the ict unit
8. Manage the internet bundle usage and allocation
9. To maintain systems mapping, start-up, installation, maintenance, and improvement to the network.
10. To ensure security of the equipment, server room access and the authentication to lan/wan network and applications to authorized users.
11. Perform routine/scheduled backups and archival of user and systems files stored on the network.

**7.13.5 SENIOR SYSTEMS AND NETWORK ADMINISTRATOR I – BSSN 17**

**a) Entry Qualifications**

- i) **Direct Entry:** Holder of Master's Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent, with at least three years' working experience in similar position in a reputable organization/ institution.
- ii) **In-service:** By promotion of Senior Systems and Network Administrator II who has completed satisfactory service after serving in that position for at least three years.

**b) Duties and Responsibilities**

- Same as for Senior Network System Administrator II, with added responsibilities.

### 7.13.6 PRINCIPAL SYSTEMS AND NETWORK ADMINISTRATOR II – BSSN 18

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Master’s Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent and at least six years’ working experience in similar position in a reputable organization/ institution.
- ii) **In-service:** By promotion of Senior Systems and Network Administrator I who has completed satisfactory service after serving in that position for at least three years. He/she must have a relevant Master’s Degree from a recognized institution.

#### b) Duties and Responsibilities

1. To plan, co-ordinate, and implement preventive maintenance and security patches for local machines, servers and network devices.
2. To conduct systems performance tuning to enhance performance.
3. To install, configure, and maintain server software, upgrade and patches.
4. Plan for backup strategies as a measure for preventive and disaster recovery.
5. Implement and maintain new and existing corporate servers’ security, DMZ, and development of VM Ware infrastructure clusters running on servers’ hardware.
6. To ensure deployment of security and management in the virtualized environment
7. To manage and deploy security on LAN/MAN/WAN using routers and manageable L2 & L3 switches

### 7.13.7 PRINCIPAL SYSTEMS AND NETWORK ADMINISTRATOR I – BSSN 19-20

#### a) Entry Qualifications

- i) **Direct Entry:** Holder of Master’s Degree in Computer Science or Information technology or its equivalent from a recognized institution PLUS a Certificate in Microsoft Certified Systems Engineering (MCSE), Cisco Certified Network Associate (CCNA) or its equivalent and at least nine years’ working experience in similar position in a reputable organization/ institution.
- ii) **In-service:** By promotion of Principal Systems and Network Administrator II who has completed satisfactory service after serving in that position for at least three years.

#### b) Duties and Responsibilities

- As for Principal Systems and Network Administrator I, with added responsibilities.

## 7.14 LIBRARY ASSISTANTS

| SNO | STAFF CADRE                    | SALARY SCALE |
|-----|--------------------------------|--------------|
| 1   | Library Assistant III          | BSSN 5       |
| 2   | Library Assistant II           | BSSN 6       |
| 3   | Library Assistant I            | BSSN 7       |
| 4   | Senior Library Assistant II    | BSSN 8-9     |
| 5   | Senior Library Assistant I     | BSSN 10-11   |
| 6   | Principal Library Assistant II | BSSN 12-13   |
| 7   | Principal Library Assistant I  | BSSN 14-15   |

### 7.14.1 LIBRARY ASSISTANT III – BSSN 5

#### a) Entry Qualifications

**Direct Entry:** Form IV or Form VI certificate Plus a Certificate in Library Studies from a recognized institution. This is a training position.

**b) Duties and Responsibilities**

1. Handles simple enquiries from readers
2. Helps readers in searching for bibliography
3. Assists in collection of library statistics etc as determined by superior
4. Shelf books
5. Performs any other duties assigned by the superior

**7.14.2 LIBRARY ASSISTANT II – BSSN 6**

**a) Entry Qualifications**

- (i) **Direct Entry:** Form IV or Form VI certificate Plus a Certificate in Library Studies from a recognized institution with at least three years working experience in a similar position in a reputable organization/ institution.
- (ii) **In – Service:** By promotion of Library Assistant III who has scored at least an average of B grade in performance appraisal after serving in that position for at least three years.

**b) Duties:**

1. Assists in the running of manual operation in various sections of the library
2. Assists in lending and receipt of books at Issue Desk
3. Shelf books
4. Performs any other duties as assigned by the superior

**7.14.3 LIBRARY ASSISTANT I – BSSN 7**

**a) Entry Qualifications**

- (i) **Direct Entry:** Form IV or Form VI certificate Plus a Certificate in Library Studies from a recognized institution with at least six years working experience in a similar position in a reputable organization/ institution.
- (ii) **In – Service:** By promotion of Library Assistant II who has scored at least an average of B grade in performance appraisal after serving in that position for at least three years.

**b) Duties**

1. Assists in the running of manual operation in various sections of the library
2. Assists in lending and receipt of books at Issue Desk
3. Shelf books
4. Cataloguing and Classification books
5. Entering books in the Library Database
6. Performs any other duties as assigned by the superior

**7.14.4 SENIOR LIBRARY ASSISTANT II– BSSN 8-9**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a Diploma in Library and Information studies from any recognized institution or by re-categorization of Library assistant who has attained diploma in the relevant field
- (ii) **In – service:** By promotion of Library Assistant I who has scored at least an average of B grade in performance appraisal after serving in that position for at least three years

**b) Duties:**

1. Carries out professional duties
2. Processes added copies and continuations
3. Maintains public and staff catalogues

4. Ensure proper shelves of books and periodicals
5. Copies catalog with CIP data
6. Handles inter library loans – gifts and exchanges
7. Performs any duties assigned by superior

#### **7.14.5 SENIOR LIBRARY ASSISTANT I BSSN 10-11**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Diploma in Library and Information studies from any recognized institution with working experience of at least three years in a similar position in a reputable organization/ institution.
- ii. **In – service:** By promotion of Library Assistant I who has scored at least an average of B grade in performance appraisal after serving in that position for at least three years.

##### **b) Duties:**

1. Carries out professional duties
2. Processes added copies and continuations
3. Maintains public and staff catalogues
4. Ensure proper shelves of books and periodicals
5. Copies catalog with CIP data
6. Handles inter library loans – gifts and exchanges
7. Performs any duties assigned by superior

#### **7.14.6 PRINCIPAL LIBRARY ASSISTANT II BSSN 12-13**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Diploma in Library and Information studies from any recognized institution with working experience of at least six years in a similar position in a reputable organization/ institution.
- ii. **In – Service :**By promotion of Senior Library Assistant I who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

##### **b) Duties**

1. Performs routine professional and supervisory duties
2. Administers reference and readers services
3. Undertakes bibliographical searching
4. Undertake online searches
5. Compiles legal deposits and cataloguing with NVC
6. Administers routine ordering and processing of books
7. Performs any other duties assigned by superior
8. Administers library records

#### **7.14.7 PRINCIPAL LIBRARY ASSISTANT I BSSN 14-15**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Diploma in Library and Information studies from any recognized institution with working experience of at least nine years in a similar position in a reputable organization/ institution.
- ii. **In – Service :** By promotion of Senior Library Assistant I who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

##### **b) Duties**



1. Performs routine professional and supervisory duties
2. Administers reference and readers services
3. Undertakes bibliographical searching
4. Undertake online searches
5. Compiles legal deposits and cataloguing with NVC
6. Administers routine ordering and processing of books
7. Performs any other duties assigned by superior
8. Administers library records

### 7.15 **LIBRARY OFFICERS**

| SNO | STAFF CADRE                  | SALARY SCALE |
|-----|------------------------------|--------------|
| 1   | Library Officer III          | BSSN 10      |
| 2   | Library Officer II           | BSSN 11      |
| 3   | Library Officer I            | BSSN 12-14   |
| 4   | Senior Library Officer II    | BSSN 15      |
| 5   | Senior Library Officer I     | BSSN 16      |
| 6   | Principal Library Officer II | BSSN 17      |
| 7   | Principal Library Officer I  | BSSN 18-20   |

#### 7.15.1 LIBRARY OFFICER III – BSSN 10

##### a) Entry Qualifications

**Direct Entry:** Holder of a first degree in Library or Information Technology or its equivalent qualifications from a recognized institution. This is a training position. **Or** By re-categorization of a Library Assistant who has acquired a Bachelor's Degree or its equivalent.

##### b) Duties and Responsibilities

1. Assisting in general supervision of junior library staff
2. Shelving books and periodicals
3. Assisting in teaching computers use to the other Library staff and users
4. Undertaking library project work

#### 7.15.2 LIBRARY OFFICER II – BSSN 11

##### a) Entry Qualifications

- (i) **Direct Entry:** Holder of a first degree in Library or Information Technology or its equivalent qualifications from a recognized institution with three years working experience in a similar position in a reputable organization/ institution.
- (ii) **In-service:** By promotion of Library Officer III who has completed at least three years of satisfactory service in that grade.

##### b) Duties and Responsibilities

1. Assisting in general supervision of junior library staff
2. Shelving books and periodicals
3. Assisting in teaching computers use to the other Library staff and users
4. Undertaking library project work
5. Deal with queries from readers
6. Compiles statistical data.
7. Performs bibliographical searching
8. Assists in identifying book/Journals requirements.
9. Performs any other duties as may be assigned

### 7.15.3 LIBRARY OFFICER I – BSSN 12-14

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of a first degree in Library or Information Technology or its equivalent qualifications from a recognized institution with at least six years of working experience in a similar position in a reputable organization/institution.
- (ii) **In-service:** By promotion of Library Officer II who has completed at least three years of satisfactory service in that grade.

#### b) Duties and Responsibilities

1. Performs routine professional and supervisory duties.
2. Administers Library records.
3. Administers reference and readers services.
4. Undertakes bibliographical searching.
5. Drafts original catalogue entries, reference work, collection development, correspondences, etc.
6. Administers routine ordering and processing of books.
7. May head a sub-section in the library.
8. Performs any other related duties as may be assigned by ones' reporting officer.

### 7.15.4 SENIOR LIBRARY OFFICER II – BSSN 15

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of a Master's Degree in Library or Information Technology or its equivalent qualifications from a recognized institution. **Or** by re-categorization of a Library Officer who has acquired the above qualifications.
- ii. **In-service:** By promotion of Library Officer I who has completed at least three years of satisfactory service in that grade. Must have a Master's Degree in Library or Postgraduate Diploma in Librarianship or Library and Information Technology or its equivalent qualifications from a recognized institution

#### b) Duties and Responsibilities

1. Supervising junior library staff in a given section
2. Supervising shelving of books and periodicals
3. Identifying uses of books requirement
4. Allocation of UDC and ISB or numbers
5. Supervises Library staff in a given section.
6. Assists in library project work.
7. Identifies Library users book requirements.
8. Performs any other duties as may be assigned by one's reporting officer.

### 7.15.5 SENIOR LIBRARY OFFICER I – BSSN 16

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of a Master's Degree in Library or Information Technology or its equivalent qualifications from a recognized institution with at least three years of working experience in a similar position in a reputable organization/institution
- ii. **In-service:** By promotion of Library Senior Library Officer II who has completed at least three years of satisfactory service in that grade.

#### b) Duties and Responsibilities

1. As for Senior Library Officer II with added responsibilities
2. Undertakes library project work.

3. Compiles and analyses statistical data.
4. Teaches computer use in the library such as bibliographic searches, to other library staff and users.
5. Assists in the establishment and organization of mini libraries in Departments.
6. Performs any other duties as may be assigned by one's reporting officer

#### **7.15.6 PRINCIPAL LIBRARY OFFICER II – BSSN 17**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Master's Degree in Library or Postgraduate Diploma in Librarianship or Library and Information Technology or its equivalent qualifications from a recognized institution with at least six years of working experience in a similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion of Library Senior Library Officer I who has completed at least three years of satisfactory service in that grade.

##### **b) Duties and Responsibilities**

1. The incumbent is expected to exhibit greater initiative by assisting in the administration of the library
2. Supervises the administration of library records
3. Supervises the administration of reference and readers services
4. Supervises ordering and processing of books
5. Ensures safety of library tools, machines and equipment.
6. Assists in ensuring smooth running of the Library and Information Services.
7. Provides user education.
8. Ensures proper hardware and software installation.
9. May head a section or unit.
10. Supervises junior staff.
11. Performs any other related duties as may be assigned by one's reporting officer.

#### **7.15.7 PRINCIPAL LIBRARY OFFICER I – BSSN 18-20**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Master's Degree in Library or Postgraduate Diploma in Librarianship or Library and Information Technology or its equivalent qualifications from a recognized institution with at least nine years of working experience in a similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion of Principal Library Officer II who has completed at least three years of satisfactory service in that grade.

##### **b) Duties and Responsibilities**

1. Allocation of UPC and ISBN number
2. Undertakes Library promotion activities.
3. Head of Sections
4. Provides user education.
5. Supervises performance of Library professional duties.
6. Assists Library users in accessing the web.
7. Undertakes Library IT management/technical work.
8. Ensures proper hardware and software installation.
9. Performs any other duties as may be assigned by one's reporting officer.

## 7.16 ACCOUNTS ASSISTANTS

| SNO | STAFF CADRE                     | SALARY SCALE |
|-----|---------------------------------|--------------|
| 1   | Accounts Assistant III          | BSSN 7       |
| 2   | Accounts Assistant II           | BSSN 8       |
| 3   | Accounts Assistant I            | BSSN 9       |
| 4   | Senior Accounts Assistant II    | BSSN 10      |
| 5   | Senior Accounts Assistant I     | BSSN 11      |
| 6   | Principal Accounts Assistant II | BSSN 12      |
| 7   | Principal Accounts Assistant I  | BSSN 13 -14  |

### 7.16.1 ACCOUNTS ASSISTANT GRADE III – BSSN 7

#### a) Entry Qualifications

**Direct Entry:** Holder of Diploma in Accountancy or equivalent professional qualifications, must have a Form IV/VI Certificate. This is a training position.

#### b) Duties and Responsibilities

1. To receive and keeps in proper custody all bills, invoices and other claims pending payment
2. To prepare petty payment vouchers after approval
3. To check totals in accounting documents
4. Prepares journal voucher/batches
5. Prepares various payment schedules.
6. Receives and paying out cash and cheques
7. Ensure availability of Bank reconciliation statements
8. Update accounting records.
9. To perform any other related duties assigned by the supervising officer

### 7.16.2 ACCOUNTS ASSISTANT GRADE II – BSSN 8

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Diploma in Accountancy or equivalent professional qualifications, must have Form IV/VI Certificate with at least three years' work experience in a similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion on merit of Accounts Assistant Grade II who has completed at least three (3) years of good service in that grade.

#### b) Duties and Responsibilities

1. To receive and keeps in proper custody all bills, invoices and other claims pending payment
2. To prepare petty payment vouchers after approval
3. To check totals in accounting documents
4. Prepares journal voucher/batches
5. Prepares various payment schedules.
6. Receives and paying out cash and cheques
7. Ensure availability of Bank reconciliation statements
8. Update accounting records.
9. To perform any other related duties assigned by the supervising officer.

### 7.16.3 ACCOUNTS ASSISTANT GRADE I BSSN 9

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Diploma in Accountancy or equivalent professional qualifications, must have Form IV/VI Certificate with at least six years' work experience in a similar position in a reputable organization/ institution.
- (ii) **In-service:** By promotion on merit of Accounts Assistant Grade II who has completed at least three (3) years of good service in that grade.

#### b) Duties and Responsibilities

1. Prepares on journal voucher/batches
2. Prepares various payment schedules (e.g. student allowance, cheques).
3. Prepares various payment reports schedules and lists of various expenditures.
4. Maintains vote books and various registers.
5. Keep the accounting records updated.
6. To serve as a cashier for both receiving and paying funds, issues receipt for funds received and obtains acknowledgements for funds paid and completes and maintains Cheque Dispatch Registers
7. Performs any other duties as assigned to him/her by ones supervisor.

### 7.16.4 SENIOR ACCOUNTS ASSISTANT GRADE II – BSSN 10

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Diploma in Accounting or equivalent professional qualifications, must have Form IV/VI Certificate with at least nine years' work experience in a similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion on merit of Accounts Assistant grade I who has completed at least three (3) years of good service in that grade.

#### b) Duties and Responsibilities

1. Prepares payment reports, schedules and lists of various expenditure.
2. Maintains vote book and various registers e.g. debtor, imprest creditors, etc.
3. Receives and pays out cash and cheques.
4. Maintains accounting records.
5. To coordinate reconciliation of fees register etc
6. To supervise the preparation of bank reconciliation statements
7. To verify reconciled general ledger balances with subsidiary ledger balances for approval
8. To maintain books of accounts
9. To authenticate correctness of claims and retirement
10. To serve as a cashier for both receiving and paying funds, issues receipt for funds received and obtains acknowledgements for funds paid and completes and maintains Cheque Dispatch Register
11. To prepare payment vouchers, cheques and post to relevant accounts.

### 7.16.5 SENIOR ACCOUNTS ASSISTANT GRADE I – BSSN 11

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Diploma in Accounting or equivalent professional qualifications, must have Form IV/VI Certificate with at least twelve years' work experience in a similar position in a reputable organization/ institution.
- (ii) **In-service:** By promotion on merit of Senior Accounts Assistant grade II who has completed at least three (3) years of good service in that grade.

#### b) Duties and Responsibilities

1. Verify payment reports, schedules and lists of various expenditure.

2. Keep vote book and various registers e.g. debtor, imprest creditors, etc.
3. Collect and pay out cash and cheques.
4. Maintains accounting records.
5. Prepares monthly trial balances.
6. Prepares Bank reconciliation statements.
7. To serve as a cashier for both receiving and paying funds, issues receipt for funds received and obtains acknowledgements for funds paid and completes and maintains Cheque Dispatch Registers
8. Performs any other related duties as may be assigned by one's reporting officer.

#### **7.16.6 PRINCIPAL ACCOUNTS ASSISTANT II BSSN 12**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Diploma in Accounting or equivalent professional qualifications, must have Form IV/VI Certificate with at least fifteen years' work experience in a similar position at a reputable institution.
- (ii) **In-service:** By promotion on merit of a Senior Account Assistant grade I who has completed at least three (3) years of good service in that grade.

##### **b) Duties and Responsibilities**

1. To oversee reconciliation of fees register etc
2. To oversee the preparation of bank reconciliation statements
3. To verify reconciled general ledger balances with subsidiary ledger balances for approval.
4. To authenticate correctness of claims and retirement
5. To assist in preparation of accounts reports
6. To assist maintaining fixed asset register
7. To assist in preparation of unit annual budget
8. To serve as a cashier for both receiving and paying funds, issues receipt for funds received and obtains acknowledgements for funds paid and completes and maintains Cheque Dispatch Registers
9. To assist in correction and approving internal audit query reports

#### **7.16.7 PRINCIPAL ACCOUNTS ASSISTANT I BSSN 13-14**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Diploma in Accounting or equivalent professional qualifications, must have Form IV/VI Certificate with at least eighteen years' work experience in a similar position at a reputable institution.
- (ii) **In-service:** By promotion on merit of a Principal Account Assistant grade II who has completed at least three (3) years of good service in that grade.

##### **b) Duties and Responsibilities**

1. Plan time for preparation n payment reports, schedules of various expenditure.
2. Uphold vote book and various registers e.g. debtor, imprest creditors, etc.
3. Pay out cash and cheques.
4. Maintains accounting records.
5. Receives and keeps in proper custody all incoming bills and claims.
6. Prepares bank reconciliation statements.
7. To serve as a cashier for both receiving and paying funds, issues receipt for funds received and obtains acknowledgements for funds paid and completes and maintains Cheque Dispatch Registers
8. Performs any other related duties as may be assigned by one's reporting officer

## 7.17 ASSISTANT ACCOUNTANTS

| SNO | STAFF CADRE                    | SALARY SCALE |
|-----|--------------------------------|--------------|
| 1   | Assistant Accountant III       | BSSN 10      |
| 2   | Assistant Accountant II        | BSSN 11      |
| 3   | Assistant Accountant I         | BSSN 12-14   |
| 4   | Senior Assistant Accountant II | BSSN 15      |
| 5   | Senior Assistant Accountant I  | BSSN 16      |
| 6   | Principal Assistant Accountant | BSSN 17      |

### 7.17.1 ASSISTANT ACCOUNTANT III – BSSN 10

#### a) Entry Qualification

**Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualifications with ability to use relevant computer application software **OR** by re-categorization Accounts Assistant who has acquired the above qualifications. This is a training position.

#### b) Duties and Responsibility

1. Prepare invoices and issue to customers
2. To prepare and keep payment vouchers and other records in safe custody
3. To carry out posting of accounting entries into books of accounts, balances the books of accounts
4. To prepare reconciliation statements
5. To perform any other related duties assigned by the supervising officer

### 7.17.2 ASSISTANT ACCOUNTANT II – BSSN 11

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualifications with ability to use relevant computer application software with at least three years' working experience in a similar position in a reputable organization.
- ii. **In Service:** By promotion of Assistant Accountant III who has scored a minimum of B grade in Performance Appraisal after serving for at least three years in that position.

#### b) Duties and Responsibility

1. Prepare invoices and issue to customers
2. To prepare and keep payment vouchers and other records in safe custody
3. To carry out posting of accounting entries into books of accounts, balances the books of accounts
4. To prepare reconciliation statements
5. To perform any other related duties assigned by the supervising officer

### 7.17.3 ASSISTANT ACCOUNTANT I – BSSN 12-14

#### a) Entry Qualification

- (i) **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualifications with ability to use relevant computer application software with at least six years' work experience in a similar position in a reputable organization.
- (ii) **In service:** By promotion of Assistant Accountant II who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. To carry out posting of accounting entries into books of accounts, balances the books of accounts
2. To prepare reconciliation statements
3. To serve as a cashier for both receiving and paying funds, issues receipts for funds received and obtains acknowledgements for funds paid and completes and maintain Cheque Dispatch Registers
4. To deposit and withdraw funds into/ from the fund's bank accounts and prepares bank reconciliation statements
5. To maintain ledger accounts, journal, cash book and other accounting records and reconciles control accounts in the general ledger with subsidiary ledgers
6. To perform any other related duties assigned by the supervising officer

**7.17.4 SENIOR ASSISTANT ACCOUNTANT II – BSSN 15**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree or Postgraduate Diploma in Business Administration, Accountancy, Finance or equivalent qualifications with ability to use relevant computer application software **OR** by re-categorization of Assistant Accountant who has acquired the above qualifications.
- (ii) **In service:** By promotion of Assistant Accountant I who has shown good performance and has served in that position for at least three years. He/she must have obtained a Master's Degree in Business Administration, Finance, Accountancy or its equivalent from a recognized University/ Institution.

**b) Duties and Responsibilities**

1. To serve as a cashier for both receiving and paying funds, issues receipt for funds received and obtains acknowledgements for funds paid and completes and maintains Cheque Dispatch Registers
2. To deposit and withdrawal funds into/from the Fund's bank accounts and prepares bank reconciliation statements
3. To maintain ledger accounts, journal, cash book and other accounting records and reconciles control accounts in the general ledger with subsidiary ledgers
4. Prepare trial balance and periodic financial reports
5. Maintains fixed assets register and ensures that it is up to date

**7.17.5 SENIOR ASSISTANT ACCOUNTANT I – BSSN 16**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree in Business Administration, Finance, Accountancy or its equivalent from a recognized University/Institution with ability to use relevant computer application software and at least three years' work experience in related field in a reputable organization/Institution.
- (ii) **In service:** By promotion of Senior Assistant Accountant II who has shown a good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To serve as a cashier for both receiving and paying funds, issues receipts for funds received and obtains
2. To deposit and withdrawal funds into/from the Fund's bank accounts and prepares bank reconciliation statements
3. To maintain ledger accounts, journal, cash book and other accounting records and reconciles control accounts in the general ledger with subsidiary ledgers
4. Prepare trial balance and periodic financial reports



5. Maintains fixed assets register and ensures that it is up to date
6. Tallies and checks arithmetical accuracy of accounting documents and records
7. To perform any other related duties assigned by the supervising officer

#### 7.17.6 PRINCIPAL ASSISTANT ACCOUNTANCY – BSSN 17

##### a) Entry Qualification

- i. **Direct Entry:** Holder of Master's Degree/Postgraduate Diploma in Business Administration, Finance, Accountancy or its equivalent from a recognized University/Institution with ability to use relevant computer application software and at least six years work experience in a similar position in a reputable organization.
- ii. **In service:** By promotion of Principal Assistant Accountant II who has shown a good performance and has served in that position for at least three years.

##### b) Duties and Responsibilities

1. Prepares and checks the accuracy and completeness of payment vouchers, journal vouchers and other accounting records
2. Supervises the filling of payment vouchers and other accounting records
3. Carries out fixed asset verification
4. Prepares and scrutinize bank and other reconciliation statements for accuracy and completeness
5. Checks postings into books of accounts for accuracy and completeness and prepares reconciliation reports
6. Verifies the arithmetical accuracy and balances postings made into cash books and other books of accounts
7. Tallies and checks arithmetical accuracy of accounting documents and records
8. To perform any other related duties assigned by the supervising officer

### 7.18 ACCOUNTANTS

| SNO | STAFF CADRE             | SALARY SCALE |
|-----|-------------------------|--------------|
| 1   | Accountant III          | BSSN 14      |
| 2   | Accountant II           | BSSN 15      |
| 3   | Accountant I            | BSSN 16      |
| 4   | Senior Accountant II    | BSSN 17      |
| 5   | Senior Accountant I     | BSSN 18      |
| 6   | Principal Accountant II | BSSN 19      |
| 7   | Principal Accountant I  | BSSN 20      |

#### 7.18.1 ACCOUNTANT III – BSSN 14

##### a) Entry Qualifications

**Direct Entry:** Holder of Bachelor Degree/ Advanced Diploma in Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T) or its equivalent with at least three years working experience in a similar position in a reputable institution. **OR** by re-categorization of Assistant Accountant who has acquired CPA (T) or its equivalent with at least three years working experience in that position.

##### b) Duties and Responsibilities

1. To file all accounting document properly
2. To properly record and file all invoices after payments

3. To follow-up outstanding payment
4. To maintain employees ledger for staff advances, loans or imprests
5. To maintain accurate registers for debtors
6. To maintain cheques register
7. To prepare bank reconciliation statements
8. To perform any other related duties assigned by the supervising officer.

### 7.18.2 ACCOUNTANT II – BSSN15

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Bachelor Degree/ Advanced Diploma in Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T) or its equivalent and at least six years working experience in a similar position in a reputable institution.
- (ii) **In service:** By promotion of Accountant III who has shown a good performance and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. Performs a variety of accounting tasks including receiving and paying out cash and cheques.
2. Maintains accurate accounts records.
3. Prepares trial balance.
4. Checks the correctness of claims and retirements ensuring that they are supported by appropriate authority/evidence.
5. Acts as custodian of accountable documents. To file all accounting document properly
6. To properly record and file all invoices after payments
7. To follow-up outstanding payment
8. To maintain employees ledger for staff advances, loans or imprests
9. To maintain accurate registers for debtors
10. To maintain cheques register
11. To prepare bank reconciliation statements
12. To perform any other related duties assigned by the supervising officer

### 7.18.3 ACCOUNTANT I – BSSN 16

#### a) Entry Qualification

- (i) **Director Entry:** Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance or its equivalent from a recognized University/Institution PLUS CPA (T) or its equivalent with at least nine years' work experience in a similar position in a reputable organization/institution.
- (ii) **In service:** By promotion of Accountant II who has shown good performance and has served in that position for at least three years.

#### b) Duties and Responsibility

1. To file all accounting document properly
2. To properly record and file all invoices after payments
3. To follow-up outstanding payment
4. To maintain employees' ledger for staff advances, loans or imprests
5. To maintain accurate registers for debtors
6. To maintain cheques register
7. To prepare bank reconciliation statement
8. To assist in preparing reports on revenue, expenditure and returns
9. To assist in preparing the University's financial statement
10. To assist in preparing monthly payslips for staff

11. To keep records and payroll registers
12. To participate in preparing Journal Vouchers and monthly payroll
13. Prepares financial statements.
14. To perform any other related duties assigned by the supervising officer

#### **7.18.4 SENIOR ACCOUNTANT II – BSSN 17**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Master Degree or equivalent in Business Administration, Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T) or its equivalent with at least three years' work experience in a similar position in a reputable organization/ institution. **OR** by re-categorization of Accountant who has acquired Master Degree in Business Administration, Accounting, Finance or its equivalent from a recognized University/ Institution or its equivalent with at least three years working experience in that position.
- (ii) **In service:** By promotion of Accountant I, who has shown good performance and has served in that position for at least three years. He/she must have obtained a Master's Degree in Business Administration, Finance, Accountancy or its equivalent from a recognized University/ Institution.

##### **b) Duties and Responsibilities**

1. To prepare draft final accounts and submit the same to the supervisor
2. To carry out accounting functions in accordance with financial regulations
3. To control capital and recurrent expenditure
4. To post subsidiary registers for debtors, creditors and fixed assets
5. To prepare bank and final accounts reconciliation
6. To perform any other related duties assigned by the supervising officer

#### **7.18.5 SENIOR ACCOUNTANT I – BSSN 18**

##### **a) Direct Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Accounting, Finance, Business Administration or its equivalent from a recognized University/ Institution PLUS CPA (T) or its equivalent and at least six years work experience in a similar position in a reputable institution.
- (ii) **In service:** By promotion of Senior Accountant II who has shown good performance and has served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. To prepare draft final accounts and submit the same to the supervisor
2. To carry out accounting functions in accordance with financial regulations
3. To control capital and recurrent expenditure
4. To post subsidiary registers for debtors, creditors and fixed assets
5. To prepare bank and final accounts reconciliation
6. To participate in reviewing policies pertaining to accounting and financial system
7. To prepare schedules, statements and other information for management and auditors.
8. To perform any other related duties assigned by the supervising officer

#### **7.18.6 PRINCIPAL ACCOUNTANT II – BSSN 19**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Master's Degree or equivalent in Accounting, Finance or its equivalent from a recognized University/Institution PLUS CPA (T) or its

equivalent with at least nine years work experience in a similar position in a reputable organization/institution

- ii. **In service:** By promotion of Senior Accountant I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To participate in reviewing accounting instructions
2. To prepare final accounts
3. To interpret financial regulations
4. To implement directives on financial matters
5. To participate in implementing of all accounting functions
6. To prepare estimates of income and expenditure
7. Monitor and check students accounts reconciliations (both students and HESLB)
8. Prepare and issue invoice to the customers
9. To perform any other related duties assigned by the supervising officer

**7.18.7 PRINCIPAL ACCOUNTANT I - BSSN 20**

**a) Entry Qualifications**

(i) **Direct Entry:** Holder of Master's Degree or equivalent in Accounting, Finance or its equivalent from a recognized University/Institution PLUS CPA (T) or its equivalent with at least twelve years work experience in a similar position in a reputable organization/institution.

(ii) **In service:** By promotion of Principal Accountant II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To participate in reviewing accounting instructions
2. To prepare final accounts
3. To interpret financial regulations
4. To implement directives on financial matters
5. To participate in implementing of all accounting functions
6. To prepare estimates of income and expenditure
7. Monitor and check students accounts reconciliations (both students and HESLB)
8. Prepare and issue invoice to the customers
9. To perform any other related duties assigned by the supervising officer.

**7.19 ASSISTANT INTERNAL AUDITORS**

| SNO | STAFF CADRE                          | SALARY SCALE |
|-----|--------------------------------------|--------------|
| 1   | Assistant Internal Auditor III       | BSSN 10      |
| 2   | Assistant Internal Auditor II        | BSSN 11      |
| 3   | Assistant Internal Auditor I         | BSSN 12-14   |
| 4   | Senior Assistant Internal Auditor II | BSSN 15      |
| 5   | Senior Assistant Internal Auditor I  | BSSN 16      |
| 6   | Principal Assistant Internal Auditor | BSSN 17      |

**7.19.1 ASSISTANT INTERNAL AUDITOR III BSSN 10**

**a) Entry Qualification**

**Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualification with ability to use relevant computer application software. This is a training position.

**b) Duties and Responsibility**

1. Assisting in executing audit programmes regarding Pension Schemes, gratuity and other accounts which include payment of staff salaries, wages and loans to staff, student bursaries and allowances, collection, custody, deposits and accounts of cash.
2. Assisting in insurance cover and payments
3. Assisting in ordering and payment of goods and services, capital programmes, imprest payment and retirements.
4. Assisting in auditing special grants received.
5. Assisting in auditing bank and investment accounts.
6. Performing other related duties as may be assigned by one's superior.

**7.19.2 ASSISTANT INTERNAL AUDITOR II BSSN 11**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualification with ability to use relevant computer application software and at least three years' work experience in a similar position in a reputable organization/ institution.
- (ii) **In Service:** By promotion of an Assistant Internal Auditor III who has shown good performance and has served for at least three years in that position.

**b) Duties and Responsibility**

- As for Assistant Internal Auditor III, but with added responsibilities.

**7.19.3 ASSISTANT INTERNAL AUDITOR I BSSN 12-14**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Bachelor Degree or Advanced Diploma in Accountancy/Finance, B.Com or equivalent qualification with ability to use relevant computer application software and at least six years' work experience in a similar position in a reputable organization.
- (ii) **In service:** By promotion of Assistant Internal Auditor II who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

- As for Assistant Internal Auditor II with added responsibilities under close supervision

**7.19.4 SENIOR ASSISTANT INTERNAL AUDITOR II BSSN 15**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Master's Degree or Postgraduate Diploma in Accountancy/Finance or equivalent qualification with ability to use relevant computer application software. **OR** by re-categorization of Assistant Internal Auditor who has acquired a Master's Degree or its equivalent.
- (ii) **In service:** By promotion of Assistant Internal Auditor I who has shown good performance and has served in that position for at least three years. Must have obtain a Master's Degree in Business Administration, Finance, Accountancy or its equivalent from a recognized University/Institution.

**b) Duties and Responsibilities**

1. Executing audit programmes regarding ordering and payment of local goods and services and maintenance of vote books, insurance cover and payments
2. Ordering and payment of goods and services

3. Capital programmes, imprest payments and retirements
4. Raising and/ or goods suppliers
5. Performing other related duties as may be assigned

#### 7.19.5 SENIOR ASSISTANT INTERNAL AUDITOR I BSSN 16

##### a) Entry Qualification

- (i) **Direct Entry:** Holder of Master's Degree in Degree in Business Administration, Finance/Accountancy or its equivalent from a recognized University/ Institution with ability to use relevant computer application software and at least three years' work experience in related field in a reputable organization/ institution.
- (ii) **In service:** By promotion of Senior Internal Auditor II who has shown a good performance and has served in that position for at least three years

##### b) Duties and Responsibilities

- As for Internal Auditor I with added responsibilities

#### 7.19.6 PRINCIPAL ASSISTANT INTERNAL AUDITOR BSSN 17

##### a) Entry Qualification

- (i) **Direct Entry:** Holder of Master's Degree/Post graduate in Business Administration, Finance/Accountancy or its equivalent from a recognized University/ Institution with ability to use relevant computer application software and at least six years work experience in a similar position in a reputable organization.
- (ii) **In service:** By promotion of Senior Assistant Internal Auditor I who has shown a good performance and has served in that position for at least three years.

##### b) Duties and Responsibilities

1. Planning, coordinating and directing Internal Audit operations and Development affecting their work, and various Internal Audit staff matters.
2. Advising the college management on the soundness, adequateness and application of accounting and financial controls
3. Performing other related duties as may be assigned by the college management
4. To perform any other related duties assigned by the supervising officer

### 7.20 INTERNAL AUDITORS

| SNO | STAFF CADRE                   | SALARY SCALE |
|-----|-------------------------------|--------------|
| 1   | Internal Auditor III          | BSSN 14      |
| 2   | Internal Auditor II           | BSSN 15      |
| 3   | Internal Auditor I            | BSSN 16      |
| 4   | Senior Internal Auditor II    | BSSN 17      |
| 5   | Senior Internal Auditor I     | BSSN 18      |
| 6   | Principal Internal Auditor II | BSSN 19      |
| 7   | Principal Internal Auditor I  | BSSN 20      |

#### 7.20.1 INTERNAL AUDITOR III - BSSN 14

##### a) Entry Qualifications

**Direct Entry:** Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T), ACCA registered by NBAA in the Auditing or Accounting Field or equivalent qualification with at least three years working experience in a similar position in a reputable institution. **OR** by re-categorization of Assistant Internal Auditor who has acquired

CPA (T), ACCA or its equivalent with at least three years working experience in that position.

**b) Duties and responsibilities**

1. Reviewing internal controls and submitting recommendations to superiors.
2. Executing audit programmes.
3. Ensuring that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements.
4. Preparing audit reports based on the audit findings.
5. Reviewing the effectiveness of managerial controls and implementation of systems, policies and practices for the Institute.
6. Preparing internal audit programmes in accordance with generally accepted audit standards and international audit standards.
7. Providing technical guidance and assistance to subordinates.
8. Leading and direct in special checks and investigations.
9. Monitoring audit work in order to ensure that works schedule is executed efficiently.
10. Preparing progress reports of special audits carried out.
11. Performs any other duties as may be assigned by one's reporting officer.

**7.20.2 INTERNAL AUDITOR II – BSSN 15**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T), ACCA registered by NBAA in the Auditing or Accounting Field or equivalent qualification with work experience of at least six years in a similar position in a reputable institution.
- (ii) **In Service:** By promotion of Internal Auditor III, who has shown good service after serving for at least three years in the same position.

**b) Duties and responsibilities**

1. Reviewing internal controls and submitting recommendations to superiors.
2. Executing audit programmes.
3. Ensuring that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements.
4. Preparing audit reports based on the audit findings.
5. Reviewing the effectiveness of managerial controls and implementation of systems, policies and practices for the Institute.
6. Preparing internal audit programmes in accordance with generally accepted audit standards and international audit standards.
7. Providing technical guidance and assistance to subordinates.
8. Leading and direct in special checks and investigations.
9. Monitoring audit work in order to ensure that works schedule is executed efficiently.
10. Preparing progress reports of special audits carried out.
11. Performs any other duties as may be assigned by one's reporting officer.

**7.20.3 INTERNAL AUDITOR I – BSSN 16**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Bachelor Degree/Advanced Diploma in Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T), ACCA registered by NBAA in the Auditing or Accounting Field or equivalent

qualification with at least nine years working experience in the Auditing or Accounting Field.

- (ii) **In-service:** By promotion of Internal Auditor II who has completed at least three years of satisfactory service in that grade

**b) Duties and responsibilities**

1. Drafting audit reports for executed audit programmes scrutinize and advise the management.
2. Examining and reviewing annual financial statements for conformity with International financial reporting standards, before being submitted to external auditors.
3. Controlling and supervising audit team activities at the audit location.
4. Surveying functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives.
5. Reviewing internal controls and submitting recommendations to superiors.
6. Coordinating the execution of audit programmes.
7. Ensuring that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements.
8. Reviewing audit reports based on the audit findings, progress reports of special audits carried out and effectiveness of managerial controls and implementation of systems, policies and practices for the Institute.
9. Reviewing the Developing and preparing internal audit programmes in accordance with generally accepted audit standards and international audit standards.
10. Providing technical guidance and assistance to subordinates.
11. Leading and directing special checks and investigations.
12. Organizing and Monitoring audit work in order to ensure that works schedule are executed efficiently.
13. Developing operational procedures, policies and measures for safeguarding of assets and inventories.
14. Performs any other duties as may be assigned by one's reporting officer.

**7.20.4 SENIOR INTERNAL AUDITOR II – BSSN 17**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Master Degree or equivalent in Business Administration, Accounting, Finance or its equivalent from a recognized University/ Institution PLUS CPA (T), ACCA registered by NBAA or its equivalent with at least three years' work experience in a similar position in a reputable organization/ institution. **OR** by re-categorization of Internal Auditor who has acquired Master Degree in Business Administration, Accounting, Finance or its equivalent from a recognized University/ Institution or its equivalent with at least three years working experience in that position.
- (ii) **In service:** By promotion of Internal Auditor I, who has shown good performance and has served in that position for at least three years. He/she must have obtained a Master's Degree in Business Administration, Finance, Accountancy or its equivalent from a recognized University/ Institution.

**b) Duties and responsibilities**

1. Executes Audit programmes for: insurance covers and payments, capital expenditure, investment accounts and special grants.
2. Carries out systems audit.



3. Ensures that there is compliance with established policies, procedures, controls and other regulations.
4. Develops long –range audit plan.
5. Detects fraud, theft, and waste of any kind of assets.
6. Performs any other related duties as may be assigned by one's reporting officer
7. Reviewing operations procedures, drafting audit reports and review measures for safeguarding assets and audit inventories.
8. Auditing financial and inventory reports
9. Ensuring that financial and internal control systems are effective and are consistent with the institution's financial rules and regulations.
10. Auditing accounts
11. Ensuring budget control systems are effective
12. Preparing and advising on audit guidelines to be used by the institution.
13. Ensuring that internal audit reports are prepared according to audit standards.
14. Undertaking special checks and investigations for audit purposes.
15. Advising and following up accountants on dealing with external audit queries.
16. Performs any other duties as may be assigned by one's reporting officer.

#### **7.20.5 SENIOR INTERNAL AUDITOR I – BSSN 18**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder a Master Degree or equivalent in Accountancy, Finance, Business Administration or related studies PLUS CPA (T), ACCA registered by NBAA with at least six years working experience in the Auditing or Accounting Field.
- (ii) **In-service:** By promotion of Senior Internal Auditor II who has completed at least three years of good service in that grade

##### **b) Duties and responsibilities**

1. Executes Audit programmes for: insurance covers and payments, capital expenditure, investments accounts, and special grant.
2. Carries out systems audit.
3. Ensures that there is compliance with established policies, procedures, controls and other regulations.
4. Detects fraud, theft, and waste of any kind of assets.
5. Supervises staff auditing expenditure, revenue, salaries and student bursaries.
6. Assists in reviewing measures for safeguarding assets and inventories.
7. Reviews and appraises soundness of financial and operating controls.
8. Advise on unit cost to minimize unnecessary expenses.
9. Advises on the best use of University resources.
10. Performs any other related duties as may be assigned by one's reporting officer. As for Senior Internal Auditor II with added responsibilities.

#### **7.20.6 PRINCIPAL INTERNAL AUDITOR II BSSN 19**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder a Master Degree or equivalent in Accountancy, Finance, Business Administration or related studies PLUS CPA (T), ACCA registered by NBAA with at least nine years working experience in the Auditing or Accounting Field.
- (ii) **In-service:** By promotion of Senior Internal Auditor I, who has completed at least three years of satisfactory service in that grade

##### **b) Duties and responsibilities**

1. Planning, coordinating and directing Internal Audit operations and Development affecting their work, and various Internal Audit staff matters.
2. Advising the college management on the soundness, adequateness and application of accounting and financial controls
3. Performing other related duties as may be assigned by the college management
4. Ensuring that the internal financial control system is functioning properly and providing advice to improve the system.
5. Making sure that internal and external queries are resolved as advised.
6. Supervising special checks and investigations as directed by management.
7. Coordinating and supervising all functions of internal audit.
8. Advising management on developing audit guidelines and recommending effective internal control systems.
9. Assessing auditable units using the criteria developed in the annual planning.
10. Reporting the results of audit examinations including recommendations for improvement of management controls designed to safe guard the resources and to promote the University growth.
11. Developing and maintaining a quality assurance and improvement program that covers all aspects of the internal audit activity and continuously monitor its effectiveness.
12. Administering and coordinating the internal auditing activity in the department.
13. Establishing standards of performance and reviewing subordinates to determine that their performance meet the standards.
14. Ensuring that the financial statements of the University are prepared in accordance with International accounting standards following generally accepted practices.
15. Monitoring and ensuring that financial practices throughout the University are comply with the University financial regulations, policies, and procedures.
16. Maintaining regular checks on the accuracy of accounting records and adherence to standard practices.
17. Supervising prompt prevention and detection of any fraud, theft or waste of Institute assets.
18. Ensuring that heads of directorates, unit and sections maintain an inventory of all moveable and fixed assets in accordance with Institute policy and regulations.
19. Developing an effective liaison with the external auditors.
20. Reporting immediately to the management any suspected occurrence of dishonesty.
21. Making recommendation to the management about checks and changes in the accounting systems and controls and the adequacy of security arrangements.
22. Advising the management on the need to update or change manuals of financial policies and procedures.
23. Performs any other duties as may be assigned by one's reporting officer.

#### **7.20.7 PRINCIPAL INTERNAL AUDITOR I BSSN 20**

##### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder a Master Degree or equivalent in Accountancy, Finance, Business Administration or related studies PLUS CPA (T), ACCA registered by NBAA with at least twelve years working experience in the Auditing or Accounting Field.
- (ii) **In-service:** By promotion of Principal Internal Auditor II who has completed at least three years of satisfactory service in that grade.

**b) Duties and responsibilities**

1. Planning, coordinating and directing Internal Audit operations and Development affecting their work, and various Internal Audit staff matters.
2. Advising management on the soundness, adequateness and application of accounting and financial controls.
3. Ensures that financial procedures throughout the University departments comply with University standards and that the limits of authority on all matters involving finance are adhered to.
4. Maintains a check on the accuracy of accounting records throughout the College and on the observance of standard practices and procedures.
5. Achieves these objectives by carrying out both regular and random investigations of departmental accounts both academic and administrative.
6. Verifies University income from source to bank and satisfies self that expenditure is properly incurred according to approved policy and efficiently charges to relevant heads.
7. Evaluates internal controls to ensure that accounting Systems provide adequate, timely and accurate information, protection against loss through negligence, dishonesty or otherwise.
8. Makes recommendations to the relevant authority about checks and changes in the accounting Systems and controls and the adequacy of security arrangements within the Systems used by the Finance Department, particularly within computerized Systems.
9. Authorizes changes from time to time in passwords governing access to computerized Systems within the Finance Department
10. Checks that Heads of Departments maintain inventory of furniture, equipment and other moveable assets in accordance with University policy.
11. Provides information and advice to budget holders to facilitative the most efficient use of the University a financial resources.
12. Updates manuals for financial policies, regulations and procedures.
13. Builds up an effective liaison with the external auditors.
14. Reports immediately and suspected occurrence of dishonesty to the Chief Internal Auditor or in his /her absence, to the immediate authority.
15. Perform any other functions, as may be assigned from time to time to time to time by the Principal.
16. Performing other related duties as may be assigned by management.

**7.21 PROCUREMENT AND SUPPLIES ASSISTANTS**

| <b>SNO</b> | <b>STAFF CADRE</b>                              | <b>SALARY SCALE</b> |
|------------|---|---------------------|
| 1          | Procurement and Supplies Assistant III          | BSSN 4              |
| 2          | Procurement and Supplies Assistant II           | BSSN 5              |
| 3          | Procurement and Supplies Assistant I            | BSSN 6              |
| 4          | Senior Procurement and Supplies Assistant II    | BSSN 7 -8           |
| 5          | Senior Procurement and Supplies Assistant I     | BSSN 9-10           |
| 6          | Principal Procurement and Supplies Assistant II | BSSN 11-12          |
| 7          | Principal Procurement and Supplies Assistant I  | BSSN 13 -14         |

**7.21.1 PROCUREMENT AND SUPPLIES ASSISTANT III BSSN 4****a) Entry Qualifications**

**Direct Entry:** Holder of form IV/VI with a certificate in procurement and supplies or its equivalent from a recognized Institution. This is a training position.

**b) Duties and Responsibilities**

1. To file transaction documents.
2. To assist in arranging stocks.
3. To dispatch goods received notes and invoices to payment section.
4. To receive and issue good.
5. To assist in maintaining and updating stock bin cards and stores loan records.
6. To assist in keeping stores in proper bins racks or locations.
7. To check transactions in stores accounting documents and registers.
8. To assist in preparing purchase requisition/order upon approval.

**7.21.2 PROCUREMENT AND SUPPLIES ASSISTANT II BSSN 5**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of form IV/VI with a certificate in procurement and supplies or its equivalent from a recognized Institution and at least three years' work experience in a similar position in a reputable organization.
- (ii) **In Service:** By promotion of Procurement and Supplies Assistant III, after showing satisfactory service after serving for at least three years in the same position.

**b) Duties and Responsibilities**

1. To file transaction documents.
2. To assist in arranging stocks.
3. To dispatch goods received notes and invoices to payment section.
4. To receive and issue good.
5. To assist in maintaining and updating stock bin cards and stores loan records.
6. To assist in keeping stores in proper bins racks or locations.
7. To check transactions in stores accounting documents and registers.
8. To assist in preparing purchase requisition/order upon approval.

**7.21.3 PROCUREMENT AND SUPPLIES ASSISTANT I BSSN 6**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of form IV/VI with a certificate in procurement and supplies management or its equivalent from a recognized Institution with at least six years of working experience in a similar position in a reputable organization/Institution.
- ii. **In service:** By promotion of procurement and Supplies Assistant II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To file transaction documents.
2. To participate in arranging stocks.
3. To dispatch goods received notes and invoices to payment section.
4. To receive and issue goods.
5. To participate in maintaining and updating stock bin card and stores loan records.
6. To participate in keeping stores in proper bins racks or locations.
7. To check transactions in stores accounting documents and registers.
8. To participate in preparing purchase requisitions/orders upon approval.

**7.21.4 SENIOR PROCUREMENT AND SUPPLIES ASSISTANT II BSSN 7-8**

**(a) Entry qualifications**

- (i) **Direct Entry:** Holder of Diploma in procurement and Supplies management or its equivalent or by re-categorization of procurement and supplies assistant who has attained diploma in the relevant field
- (ii) **In service:** By promotion of procurement and Supplies Assistant I who has shown good performance and has served in that position for at least three years

and has obtained a Diploma in procurement and Supplies management or its equivalent.

**(b) Duties and Responsibilities**

1. To coordinate daily Logistics and stock control activities.
2. To take charge as a custodian of the University's store.
3. To monitor and verify the keeping and updating of stores records and ledgers.
4. To prepare stores reports on physical and card balances.
5. To undertake store review and report stock levels.
6. To cross check and verify goods received notes and invoices.
7. To coordinate the maintenance and update stock bin card and stores loan records.
8. To keep stores in proper bins, racks or locations.
9. To check transactions in stores accounting documents and registers.
10. To participate in preparing purchase requisitions/order upon approval.
11. To perform any other duties as may be assigned by one's supervisor.

**7.21.5 SENIOR PROCUREMENT AND SUPPLIES ASSISTANT I BSSN 9-10**

**(a) Entry qualifications**

- (i) **Direct Entry:** Holder of Diploma in procurement and supplies management or its equivalent from a recognized University/ Institution with at least three years of working experience in a similar position in a reputable organization/institution
- (ii) **In service:** By promotion of Senior Procurement and Supplies Assistant II who has shown good performance and has served in that position for at least three years.

**(b) Duties and Responsibilities**

1. To coordinate daily Logistics stock control activities.
2. To take charge as a custodian of the University's store.
3. To monitor and verify the keeping and updating of stores records and ledgers.
4. To prepare stores reports on physical and card balances.
5. To undertake stock review and report stock levels.
6. To cross check and verify goods received notes and invoices.
7. To coordinate the maintenance and update stock bin card and stores loan records.
8. To keep stores in proper bins, racks or locations.
9. To check transactions in stores accounting documents and registers.
10. To participate in preparing purchase requisitions/orders upon approval.

**7.21.6 PRINCIPAL PROCUREMENT AND SUPPLIES ASSISTANT II BSSN 11-12**

**(a) Entry qualifications**

- (i) **Direct Entry:** Holder of a Diploma in Procurement and supplies Management or equivalent from recognized University/Institution with at least six years of work experience in a similar position in a reputable organization/Institution plus an additional certificate in relevant field after diploma course
- (ii) **In service:** By promotion of senior procurement and supplies Assistant I who has shown good performance and has served in that position for at least three years plus an additional certificate in relevant field after diploma course

**(b) Duties and Responsibilities**

1. To maintain security and safety of good/stocks.
2. To organize the process of undertaking stock review.
3. To manage and report stock levels.
4. To assist in the purchasing processes and supply of stocks.
5. To assist in stock reconciliation.
6. To coordinate daily supplies and stock control activities.

7. To take charge as a custodian of the University's store.
8. To cross check and verify good, received notes and invoices.
9. To coordinate the maintenance and update stock bin card and stores loan records.
10. To check transactions in stores accounting documents and registers.

#### **7.21.7 PRINCIPAL PROCUREMENT AND SUPPLIES ASSISTANT I BSSN 13-14**

##### **a) Entry qualifications**

- (i) **Direct Entry:** Holder of a Diploma in Procurement and supplies Management or equivalent from recognized University/Institution with at least nine years of work experience in a similar position in a reputable organization/Institution plus an additional certificate in relevant field after diploma course
- (ii) **In service :** By promotion of Principal procurement and Supplies Assistant I who has shown good performance and has served in that position for at least three years plus an additional certificate in relevant field after diploma course

##### **b) Duties and Responsibilities**

1. To maintain security and safety of good/stocks.
2. To organize the process of undertaking stock review.
3. To manage and report stock levels.
4. To assist in the purchasing processes and supply of stocks.
5. To assist in stock reconciliation.
6. To coordinate daily supplies and stock control activities.
7. To take charge as a custodian of the University's store.
8. To cross check and verify good, received notes and invoices.
9. To coordinate the maintenance and update stock bin card and stores loan records.
10. To check transactions in stores accounting documents and registers.

#### **7.22 ASSISTANT PROCUREMENT/SUPPLIES OFFICERS**

| <b>SNO</b> | <b>STAFF CADRE</b>                               | <b>SALARY SCALE</b> |
|------------|--|---------------------|
| 1          | Assistant Procurement/Supplies Officer III       | BSSN 10             |
| 2          | Assistant Procurement/Supplies Officer II        | BSSN 11             |
| 3          | Assistant Procurement/Supplies Officer I         | BSSN 12-14          |
| 4          | Senior Assistant Procurement/Supplies Officer II | BSSN 15             |
| 5          | Senior Assistant Procurement/Supplies Officer I  | BSSN 16             |
| 6          | Principal Assistant Procurement/Supplies Officer | BSSN 17             |

#### **7.22.1 ASSISTANT PROCUREMENT/SUPPLIES OFFICER III – BSSN 10**

##### **a) Entry Qualifications**

**Direct Entry:** Holder of a first degree in Business Administration/Commerce/ Material Management or equivalent from recognized University/Institution. OR by Re-categorization of Procurement and Supplies Assistant who has acquired the above qualifications or equivalent qualifications. This is a training position.

##### **b) Duties and Responsibilities**

1. Responsible for physical stocks under guidance of a senior officer.
2. Conducts physical checks and accounts, received goods.
3. Arranges for physical placements.
4. Arranges packing and deliveries and added responsibilities.
5. Performs any other duties as may be assigned.

### **7.22.2 ASSISTANT PROCUREMENT/SUPPLIES OFFICER II – BSSN 11**

#### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a first degree in Business Administration/Commerce/ Material Management or equivalent, with at least three years' work experience in a similar position in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Assistant Procurement/Supplies Officer III who has completed at least three years of satisfactory service in that grade.

#### **b) Duties and Responsibilities**

1. Responsible for physical stocks under guidance of a senior officer.
2. Conducts physical checks and accounts, received goods.
3. Arranges for physical placements.
4. Arranges packing and deliveries and added responsibilities.
5. Performs any other duties as may be assigned.

### **7.22.3 ASSISTANT PROCUREMENT/SUPPLIES OFFICER I – BSSN 12-14**

#### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a first degree or Advanced Diploma in Business Administration/Commerce/ Material Management or equivalent with at least six years of working experience in related field in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Assistant Procurement Officer II who has completed at least three years of satisfactory service in that grade.

#### **b) Duties and Responsibilities**

1. Maintaining' efficiency 'of store service
2. Implementing stores standard procedures.
3. Keeping high standard of cleanliness and good order of the store
4. Assistant in the analysis of, purchasing equipment and purchasing of approved requisitions
5. Performs any other related duties as may be assigned.

### **7.22.4 SENIOR ASSISTANT PROCUREMENT/SUPPLIES OFFICER II- BSSN 15**

#### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a Master's Degree in Procurement/Logistics or related studies or by re-categorization of an Assistant Procurement and Suppliers Officer who has acquired the above qualifications.
- (ii) **In-Service:** By promotion of Assistant Procurement/ Supplies Officer I who has shown good performance after serving for at least three years and has acquired Holder of a Master's Degree in Procurement/Logistics or related studies or other equivalent qualifications.

#### **b) Duties and Responsibilities**

1. In-charge of either a Supplier or Purchasing Section
2. Responsible for internal training of staff
3. Ensures that the efficiency of stock control and levels ate optimal maintained
4. Carries out clearing and forwarding activities
5. Coordinate and assist in stocktaking or verifications
6. Assists in 'reviewing policies pertaining to purchasing and supplies
7. Perform 'any other related 'duties may be assigned

### 7.22.5 SENIOR ASSISTANT PROCUREMENT/SUPPLIES OFFICER I – BSSN 16

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of a Master's Degree in procurement/logistics or equivalent qualifications with at least three years' work experience in related field in a reputable organization/Institution.
- (ii) **In-Service:** By promotion of Senior Assistant Procurement/Supplies Officer II who has completed at least three years of satisfactory service in that grade..

#### b) Duties and Responsibilities

As for Senior Assistant Procurement/Supplies Officer II with added responsibilities

### 7.22.6 PRINCIPAL ASSISTANT PROCUREMENT/SUPPLIES OFFICER – BSSN 17

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of a Master's Degree procurement/logistics or its equivalent qualifications with at least six years working experience in related field in a reputable organization/Institution.
- (ii) **In-Service:** By promotion of a Senior Assistant Procurement/Supplies Officer I, who has shown good performance after serving for at least three years in that position.

#### b) Duties and Responsibilities

1. Head of a core function such as Purchasing, Supply or Clearing and Forwarding Sections
2. Supervising personnel in the Section
3. Preparing monthly, quarterly purchasing and stores returns
4. Planning organizing all purchasing and supply functions
5. Coordinating purchasing and supplies activities
6. Performs any other related duties as may be assigned

## 7.23 **PROCUREMENT/SUPPLIES OFFICERS**

| SNO | STAFF CADRE                               | SALARY SCALE |
|-----|---|--------------|
| 1   | Procurement/Supplies Officer III          | BSSN 14      |
| 2   | Procurement/Supplies Officer II           | BSSN 15      |
| 3   | Procurement/Supplies Officer I            | BSSN 16      |
| 4   | Senior Procurement/Supplies Officer II    | BSSN 17      |
| 5   | Senior Procurement/Supplies Officer I     | BSSN 18      |
| 6   | Principal Procurement/Supplies Officer II | BSSN19       |
| 7   | Principal Procurement/Supplies Officer I  | BSSN 20      |

### 7.23.1 PROCUREMENT/SUPPLIES OFFICER III – BSSN 14

#### a) Entry Qualifications

**Direct Entry:** Holder of a first degree in Administration/Commerce/ Material Management from recognized University and full CPSP/IPS Certificate or equivalent qualifications with at least three years of working experience in related field in a reputable organization **OR** by Re-categorization of Assistant Procurement and Supplies Officer or Procurement and Supplies Assistant who has acquired the above qualifications or equivalent qualifications and registered by PSPTB (NBMM) as Approved Stock Verifier/Procurement Officer with at least six years of working experience in related field in a reputable organization.

#### b) Duties and Responsibilities

1. Responsible for physical stocks under guidance of a senior officer.



2. Conducts physical checks and accounts, received goods.
3. Arranges for physical placements.
4. Arranges packing and deliveries and added responsibilities.
5. Performs any other duties as may be assigned.

### **7.23.2 PROCUREMENT/SUPPLIES OFFICER II – BSSN 15**

#### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a first degree in Administration/Commerce/ Material Management and full CPSP/IPS Certificate or equivalent qualifications, with at least six years' work experience in a similar position in a reputable organization/Institution.
- ii. **In-service:** By promotion of Procurement/Supplies Officer III who has completed at least three years of satisfactory service in that grade.

#### **b) Duties and Responsibilities**

1. Responsible for physical stocks under guidance of a senior officer.
2. Conducts physical checks and accounts, received goods.
3. Arranges for physical placements.
4. Arranges packing and deliveries and added responsibilities.
5. Performs any other duties as may be assigned.

### **7.23.3 PROCUREMENT/SUPPLIES OFFICER I – BSSN 16**

#### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a first degree or Advanced Diploma in Business Administration/Commerce/ Material Management and full CPSP/IPS Certificate or equivalent qualifications, with at least nine years of working experience in related field in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Procurement Officer II who has completed at least three years of satisfactory service in that grade.

#### **b) Duties and Responsibilities**

1. Maintaining' efficiency 'of store service
2. Implementing stores standard procedures.
3. Keeping high standard of cleanliness and good order of the store
4. Assistant in the analysis of, purchasing equipment and purchasing of approved requisitions
5. Performs any other related duties as may be assigned.

### **7.23.4 SENIOR PROCUREMENT/SUPPLIES OFFICER II- BSSN 17**

#### **a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a Master's Degree in Procurement/Logistics or related studies and full CPSP/IPS Certificate or equivalent qualifications and has been registered by PSPTB (NBMM) as Approved Stock Verifier/Procurement Officer or its equivalent qualifications or by re-categorization of a Procurement and Suppliers Officer who has acquired the above qualifications with at least three years' work experience in related field in a reputable organization/Institution..
- (ii) **In-service:** By promotion of Procurement/ Supplies Officer I who has shown good performance after serving for at least three years and has acquired Holder of a Master's Degree in Procurement/Logistics or related studies or other equivalent qualifications.

**b) Duties and Responsibilities**

- In-charge of either a Supplier or Purchasing Section
- Responsible for internal training of staff
- Ensures that the efficiency of stock control and levels are optimal maintained
- Carries out clearing and forwarding activities
- Coordinate and assist in stocktaking or verifications
- Assists in 'reviewing policies pertaining to purchasing and supplies
- Perform 'any other related 'duties may be assigned

**7.23.5 SENIOR PROCUREMENT/SUPPLIES OFFICER I – BSSN 18**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a Master's Degree in procurement/logistics and full CPSP/IPS Certificate or equivalent qualifications and has been registered by PSPTB (NBMM) as Approved Stock Verifier/Procurement Officer or its equivalent qualifications, with at least six years' work experience in related field in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Senior Procurement/Supplies Officer II who has completed at least three years of satisfactory service in that grade..

**b) Duties and Responsibilities**

As for Senior Procurement/Supplies Officer II with added responsibilities

**7.23.6 PRINCIPAL PROCUREMENT/SUPPLIES OFFICER II – BSSN 19**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Master's Degree procurement/logistics and full CPSP/IPS Certificate or its equivalent qualifications and has been registered by PSPTB (NBMM) as Approved Stock Verifier/Procurement Officer or equivalent qualifications with at least nine years working experience in related field in a reputable organization/Institution.
- ii. **In-service:** By promotion of a Senior Procurement/Supplies Officer I, who has shown good performance after serving for at least three years in that position.

**b) Duties and Responsibilities**

1. Head of a core function such as Purchasing, Supply or Clearing and Forwarding Sections
2. Supervising personnel in the Section
3. Preparing monthly, quarterly purchasing and stores returns
4. Planning organizing all purchasing and supply functions
5. Coordinating purchasing and supplies activities
6. Performs any other related duties as may be assigned

**7.23.7 PRINCIPAL PROCUREMENT/SUPPLIES OFFICER I – BSSN 20**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of a Master's Degree and full CPSP/IPS Certificate or its equivalent qualifications and has been registered by PSPTB (NBMM) as Approved Stock Verifier/Procurement Officer or equivalent qualifications with a minimum of twelve years working experience in related field in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Principal Procurement Officer II who has displayed initiative, real and thorough knowledge of supplies management and MUST have worked in that last position for at least three years in the previous grade.

## b) Duties and Responsibilities

As for Principal Procurement/Supplies Officer II with added responsibilities

### 7.24 ESTATE OFFICER

| SNO | STAFF CADRE                 | SALARY SCALE |
|-----|-----------------------------|--------------|
| 1   | Estate Officer III          | BSSN 11      |
| 2   | Estate Officer II           | BSSN 12      |
| 3   | Estate Officer I            | BSSN 13-15   |
| 4   | Senior Estate Officer II    | BSSN 16      |
| 5   | Senior Estate Officer I     | BSSN 17      |
| 6   | Principal Estate Officer II | BSSN 18      |
| 7   | Principal Estate Officer I  | BSSN 19-20   |

#### 7.24.1 ESTATES OFFICER III - BSSN 11

##### (a) Entry Qualifications:

**Direct Entry:** Holder of Bachelor Degree / Advanced Diploma in Architecture, Building Economics, Civil Engineering, Land Management and Valuation from a recognized University /Institution. This is a training position.

##### (b) Duties and responsibilities:

1. To supervise minor maintenance works in staff houses and offices.
2. To prepare budget (s) for minor maintenance works.
3. To deal with conditioning and upgrading of the surroundings of university's buildings.
4. To perform any other duties assigned by Head of Section /Department.

#### 7.24.2 ESTATES OFFICER II - BSSN 12

##### a) Entry Qualifications:

- i. **Direct Entry:** Holder of Bachelor Degree / Advanced Diploma in Architecture, Building Economics, Civil Engineering, Land Management and Valuation from a recognized University /Institution with at least three years' work experience in related field in a reputable organization/Institution.
- ii. **In Service:** By promotion of Estates Officer III who has shown good performance after serving the institution for at least three years in that position.

##### b) Duties and responsibilities:

1. To supervise minor maintenance works in staff houses and offices.
2. To prepare budget (s) for minor maintenance works.
3. To deal with conditioning and upgrading of the surroundings of university's buildings.
4. To perform any other duties assigned by Head of Section /Department.

#### 7.24.3 ESTATES OFFICER I - BSSN 13-15

##### (a) Entry Qualifications:

- (i) **Direct Entry:** Holder of Bachelor Degree /Advanced Diploma in Architecture, Building Economics, Civil Engineering, Land Management and Valuation or equivalent from a recognized Institution with at least six years' work experience in related field in a reputable organization/Institution.
- (ii) **In - service:** By promotion on merit of Estates Officer II who has served at least three years of satisfactory service in that grade.

**(b) Duties and Responsibilities:**

1. To receive routine user inquiries or request for maintenance service.
2. To examine Bills of Quantities.
3. To supervise maintenance and clearing, upgrading the surroundings of the university's buildings.
4. To participate in drawing up short and long terms programs for the general improvements of landscaping of the University compounds.

**7.24.4 SENIOR ESTATES OFFICER II - BSSN 16**

**(a) Entry Qualifications:**

- i. **Direct Entry:** Holder of Master's Degree in Architecture, Building Economics, Land Management and Valuation, Civil Engineering or its equivalent from a recognized University / Institution. **OR** by re-categorization of Estate Officer has attained Master in the relevant field
- ii. **In - Service:** By promotion on merit of Estates Officer I who has completed at least three (3) years of satisfactory service in that grade must be a holder of Master's Degree.

**(b) Duties and Responsibilities:**

1. To participate in developing estate management objectives and plans.
2. To provide consultancy services in estates management.
3. To prepare sketches and designs for modifications to university building.
4. To evaluate the viability of proposed projects in estates management.
5. To assist in the investigation of matters related to claims made against in the University pertaining to estates operations.
6. To prepare sketches and designs for modifications to university's buildings.

**7.24.5 SENIOR ESTATES OFFICER I - BSSN 17**

**(a) Entry Qualifications:**

- (i) **Direct Entry:** Holders of Master's Degree in Architecture, Building Economics, Land Management and Valuation, Civil Engineering or its equivalent from a recognize University / Institution with at least three years' work experience in related field in a reputable organization/Institution.
- (ii) **In service:** By promotion on merit of Senior Estates Officer II who has completed at least three years of satisfactory service in that grade.

**(b) Duties and Responsibilities:**

1. To participate in developing estate management objectives and plans.
2. To participate in developing systems and procedures related to estate management.
3. To provide consultancy services in estate management.
4. To conduct feasibility services studies and evaluate the viability of proposed projects in estates management.
5. To participate in the investigation of matters related to claims made against the University pertaining to estate operations.
6. To prepare sketches and designs for modifications to University's buildings.
7. To provide specialized advice and service to the Estate Department.
8. To coordinate maintenance and rehabilitation of the infrastructure.

#### 7.24.6 PRINCIPAL ESTATES OFFICER II - BSSN 18

##### (a) Entry Qualification:

- (i) **Direct Entry:** Holder of Master's Degree in Architecture, Building Economics, Land Management and Valuation, Civil Engineering or its equivalent from a recognized University / Institution with at least six years working experience in related field in a reputable organization/Institution.
- (ii) **In service:** By promotion in merit of Senior Estates Officer I who has completed at least three years of service in that grade and Holders of Master's Degree

##### (b) Duties and Responsibilities:

1. To participate in developing estate management objectives and plans.
2. To supervise the development of systems and procedures for estate management.
3. To manage the feasibility studies and evaluate the viability of proposed projects in estate management.
4. To participate in formulating policies on estate management.
5. To coordinate investigation on claims against the University estate operations.
6. To verify plans, sketches and designs of the University for approval.
7. To advise in the preparation of the physical Master Plan.
8. To supervise maintenance and rehabilitation of the University's infrastructure.
9. To propose policies for Estate management functions.
10. To facilitate in identifying training needs.
11. To implement the state management master plan.

#### 7.24.7 PRINCIPAL ESTATES OFFICER I - BSSN 19-20

##### (a) Entry Qualification:

- (i) **Direct Entry:** Holder of Master's Degree in Architecture, Building Economics, Land Management and Valuation, Civil Electrical Engineering or Its equivalent from a recognized University / Institution with at least nine years of working experience in related field in a reputable organization/Institution.
- (ii) **In service:** By promotion of Principal Estate Officer II who has completed at least three years of service in that grade.

##### (b) Duties and Responsibilities:

1. To participate in developing estate management objectives and plans.
2. To supervise the development of systems and procedures for estate management.
3. To manage the feasibility studies and evaluate the viability of proposed projects in estate management.
4. To participate in formulating policies on estate management.
5. To coordinate investigation on claims against the University estate operations.
6. To verify plans, sketches and designs of the University for approval.
7. To advise in the preparation of the physical Master Plan.
8. To supervise maintenance and rehabilitation of the University's infrastructure.
9. To propose policies for Estate management functions.
10. To facilitate in identifying training needs.
11. To implement the estate management master plan.

## 7.25 ENGINEERS

| SNO | STAFF CADRE           | SALARY SCALE |
|-----|-----------------------|--------------|
| 1   | Engineer III          | BSSN 11      |
| 2   | Engineer II           | BSSN 12      |
| 3   | Engineer I            | BSSN 13-15   |
| 4   | Senior Engineer r II  | BSSN 16      |
| 5   | Senior Engineer I     | BSSN 17      |
| 6   | Principal Engineer II | BSSN 18      |
| 7   | Principal Engineer I  | BSSN 19-20   |

### 7.25.1 ENGINEER III – BSSN 11

#### a) Entry Qualifications

**Direct Entry:** Holder of BSc Engineering in Civil Engineering, Electrical Engineering or equivalent and must have been registered as Graduate Engineer by relevant Board i.e Engineers Registration Board (ERB). This is a training position.

#### b) Duties and Responsibilities:

1. Maintenance of all properties, equipment and buildings for the University related to his/her specialty.
2. Carriers out independently, specified routine technical tasks, which require technical knowledge and skills.
3. Implements specified maintenance plans of equipment and buildings, and other infrastructures.
4. Attend site meetings.
5. Performs any other duties as may be assigned by one's reporting officer.

### 7.25.2 ENGINEER II – BSSN 12

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of BSc Engineering in Civil Engineering, Electrical Engineering or equivalent plus three (3) years of relevant working experience in similar position and must have been registered as Graduate Engineer by relevant Board i.e Engineers Registration Board (ERB)
- (ii) **In-Service:** By promotion on merit of Engineer III who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years.

#### b) Duties and Responsibilities:

1. Maintenance of all properties, equipment and buildings for the University.
2. Carriers out independently, specified routine technical tasks, which require technical knowledge and skills.
3. Implements specified maintenance plans of equipment and buildings, and other infrastructures.
4. Attend site meetings.
5. Undertake maintenance of all equipment, building and other infrastructure.
6. Participate in tender evaluations related to construction works.
7. Advise procurement of necessary spares/equipment.
8. Performs any other duties as may be assigned by one's reporting officer.

### 7.25.3 ENGINEER I – BSSN 13 -15

#### a) Entry Qualifications

- (i) **Direct Entry:** Holder of BSc Engineering in Civil Engineering, Electrical Engineering or BSc in Architect or equivalent plus six (6) years of relevant working experience in similar position and must have been registered as Graduate Engineer by relevant Board.
- (ii) **In-Service :** By promotion on merit of Engineer II who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years.

**b) Duties and Responsibilities:**

1. Undertake maintenance of all equipment, building and other infrastructure.
2. Participate in tender evaluations related to construction works.
3. Advise procurement of necessary spares/equipment.
4. Prepares the budget on specific tasks/projects for implementation.
5. Responsible for allocating duties to subordinate staff.
6. Performs any other duties as may be assigned by one's reporting officer.

**7.25.4 SENIOR ENGINEER II – BSSN 16**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent plus three (3) years relevant working experience in similar position and must have been registered as Professional Engineer by relevant Board.
- (ii) **In-Service:** By promotion on merit of Engineer I who has scored a minimum of B grade in performance appraisals after serving in that position for at least three (3) years and registered as Professional Engineer by relevant Board . He/she must have obtained Master's degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent and registered as Professional Engineer by relevant Board.

**b) Duties and Responsibilities:**

1. Responsible for maintenance of all equipment, building and other infrastructure.
2. Plan the procurement of necessary spares/equipment.
3. Prepares the budget on specific tasks/projects for implementation.
4. Responsible for allocating duties to subordinate staff.
5. Develops and modifies structural buildings.
6. Performs any other duties as may be assigned by one's reporting officer.

**7.25.5 SENIOR ENGINEER I – BSSN 17**

**a) Entry Qualifications**

- (i) **Direct Entry:** Holder of Master Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent plus six (6) years relevant working experience in similar position and must have been registered as Professional Engineer by relevant Board.
- (ii) **In-Service:** By promotion on merit of Senior Engineer II who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years.

**b) Duties and Responsibilities:**

1. Plan maintenance schedules for equipment and building
2. Responsible for maintenance of all equipment, building and other infrastructure.
3. Advises on the planning and procurement of necessary spares/equipment.
4. Prepares the budget on specific tasks/projects for implementation.
5. To develop and modify technical tasks as required
6. Responsible for allocating duties to subordinate staff.

## 7.25.6 PRINCIPAL ENGINEER II – BSSN 18

### a) Entry Qualifications

- (i) **Direct Entry:** Holder of Master Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent plus nine (9) years relevant working experience in similar position and must has been registered as Professional Engineer by relevant Board.
- (ii) **In-Service:** By promotion on merit of Senior Engineer I who has scored a minimum of B grade in performance appraisals after serving in that position for three years.

### b) Duties and Responsibilities:

1. Making pre-acceptance checks of new equipment for verifying specification
2. Preparing budget on specific tasks/ project for implementation.
3. Planning maintenance schedules for all equipment and buildings.
4. Providing professional advice and guidance to University equipment users.
5. Supervising the exercise of formulation of policies relating to maintenance of University equipment.
6. Supervising installation of machinery and equipment and maintenance.
7. Developing and modifying technical tasks as required.
8. Supervising and allocating duties to junior staff.
9. Being in charge of quality control in the unit
10. Ensuring observation of professional ethics in the Department.
11. Prepare BoQs
12. Responsible for allocating duties to subordinate staff.
13. Performs any other duties as may be assigned by one's reporting officer.

## 7.25.7 PRINCIPAL ENGINEER I – BSSN 19-20

### a) Entry Qualifications

- (i) **Direct Entry:** Holder of master's degree in engineering management, Civil Engineering, Electrical Engineering or equivalent plus twelve (12) years relevant working experience in similar position and must have been registered as Professional Engineer by relevant Board.
- (ii) **In-Service:** By promotion on merit of Principal Engineer II who has scored a minimum of B grade in performance appraisals after serving in that position for three years.

### b) Duties and Responsibilities:

1. Develop, interpret and apply construction and maintenance policies and procedures.
2. Managing, coordinating and interpreting designs for buildings and structures of the University.
3. Providing detailed design for construction of buildings as per technical specification.
4. Responsible for all engineering matters that require a high level of technical knowledge and quality.
5. Responsible for plans and implementation of maintenance programs for all facilities of the University.
6. Participates in the development and organization of training programs for junior technical staff in the respective field.
7. Verify BoQs
8. Participates in high-level consultancy and service jobs.
9. Performs any other duties as may be assigned by his/her supervisor.



## 7.26 HEALTH TECHNOLOGISTS

| SNO | STAFF CADRE                       | SALARY SCALE |
|-----|-----------------------------------|--------------|
| 1   | Health Technologists III          | BSSN 9       |
| 2   | Health Technologists II           | BSSN 10      |
| 3   | Health Technologists I            | BSSN 11      |
| 4   | Senior Health Technologists II    | BSSN 12      |
| 5   | Senior Health Technologists I     | BSSN 13      |
| 6   | Principal Health Technologists II | BSSN 14      |
| 7   | Principal Health Technologists I  | BSSN 15-16   |

### 7.26.1 HEALTH TECHNOLOGIST III – BSSN 9

#### a) Entry Qualification

**Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiography (DMLT/DPS/DDR), or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils. This is a training position.

#### b) Duties and Responsibilities

1. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services
2. To assist in the repair and maintenance of laboratory or workshop facilities
3. To assist senior staff in relevant fields of operation
4. Performs any other roles assigned to him by supervisors

### 7.26.2 HEALTH TECHNOLOGIST II – BSSN 10

#### a) Entry Qualification

- (i) **Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiology (DMLT/DPS/DDR), or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils with at least three years' work experience in related field in a reputable organization/Institution.
- (ii) **In service:** By promotion of Health Technologist III, who has shown satisfactory performance after serving for at least three years in that position.

#### b) Duties and Responsibilities

1. To carry out specified tasks connected with research, laboratory practical, students projects, consultancy and services
2. To assist in the repair and maintenance of laboratory or workshop facilities
3. To assist senior staff in relevant fields of operation
4. Performs any other roles assigned to him by supervisors

### 7.26.3 HEALTH TECHNOLOGIST I – BSSN 11

#### a) Entry Qualification

- (i) **Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiology (DMLT/DPS/DDR), or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils, with at least six years of working experience in related field in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Health Technologist II who has shown good performance and has served in that position for at least three years working experience

**b) Duties and Responsibilities**

1. To implement specified maintenance plans for laboratory facilities
2. To implement specified technical plans and design connected with research, students practical and consultancy work
3. Performs any other roles assigned to him by supervisors

**7.26.4 SENIOR HEALTH TECHNOLOGISTS II – BSSN 12**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiology (DMLT/DPS/DDR), or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils with at least nine years of working experience in related field in a reputable organization/Institution.
- (ii) **In-service:** By promotion of Health Technologists I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To conduct routine repairs and regular maintenance of equipment in the respective laboratory/ workshop
2. To assist in students projects and practical research and consultancy work under close supervision of laboratory engineers/ scientists and academic staff
3. To supervise and orient junior technicians and artisans
4. Performs any other roles assigned to him by supervisors

**7.26.5 SENIOR HEALTH TECHNOLOGISTS I – BSSN 13**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiology (DMLT/DPS/DDR) or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils, with at least twelve years working experience in related field in a reputable organization/Institution and a certificate of additional training relevant to the field after diploma course
- (ii) **In-service:** By promotion of Senior Health Technologists II, who has shown good performance and has served in that position for at least three years and a certificate of additional training relevant to the field after diploma course.

**b) Duties and Responsibilities**

1. To conduct routine repairs and regular maintenance of equipment in the respective laboratory/ workshop
2. To assist in students projects and practical research and consultancy work under close supervision of laboratory engineers/ scientists and academic staff
3. To supervise and orient junior technicians and artisans
4. To ensure routine repairs and regular maintenance of equipment in the respective laboratory/ workshop
5. Performs any other roles assigned to him by supervisors

**7.26.6 PRINCIPAL HEALTH TECHNOLOGIST II – BSSN 14**

**a) Entry Qualification**

- (i) **Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiography (DMLT/DPS/DDR) or its equivalent from a relevant recognized University/ Institution. Must be registered by respective

Councils, with at least fifteen years working experience in related field in a reputable organization/Institution.

- (ii) **In-service:** By promotion of Senior Health Technologists I who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. To implements maintenance and rehabilitation plans for Laboratory/ workshop facilities
2. To supervise Junior staff
3. To orient and train junior staff on various aspects of Lab operations
4. To liaise closely with academic staff and Principal Technicians on matters related to smooth operations of students practical, research and consultancy activities in the respective laboratory
5. Performs any other roles assigned to him by supervisors

**7.26.7 PRINCIPAL HEALTH TECHNOLOGIST I – BSSN 15-16**

**a) Entry Qualification**

- i. **Direct Entry:** Holder of Diploma in Medical Lab, Technology, Pharmaceutical Sciences, Diagnostic Radiography (DMLT/DPS/DDR) or its equivalent from a relevant recognized University/ Institution. Must be registered by respective Councils, with at least eighteen years’ working experience in related field in a reputable organization/Institution.
- ii. **In-service:** By promotion of Principal Health Technologists II who has shown good performance and has served in that position for at least three years

**b) Duties and Responsibilities**

1. To assist the Chief Lab Technician in developing/ modifying students experiments and experimental togs in consultation with academic members of staff
2. To liaise with academic and administrative staff on matters related to the respective laboratory
3. To assist the Chief Lab Technician in Planning and implementing maintenance programmes for all facilities in one’s laboratory
4. To participate in the development and organization of training programmes for junior technical staff in the respective laboratory
5. To provide on-the-job training of technicians and artisans
6. Performs any other roles assigned to him by supervisors

**7.27 HEALTH SCIENTISTS**

| SNO | STAFF CADRE                   | SALARY SCALE |
|-----|-------------------------------|--------------|
| 1   | Health Scientist III          | BSSN 12      |
| 2   | Health Scientist II           | BSSN 13      |
| 3   | Health Scientist I            | BSSN 14-16   |
| 4   | Senior Health Scientist II    | BSSN 17      |
| 5   | Senior Health Scientist I     | BSSN 18      |
| 6   | Principal Health Scientist II | BSSN 19      |
| 7   | Principal Health Scientist I  | BSSN 20      |

**7.27.1 HEALTH SCIENTIST III BSSN 12**

**a) Entry Qualifications**

**Direct Entry:** Holder of Bachelor Degree in Medical Laboratory Sciences/Pharmacy/Radiography or its equivalent from a recognized

University/Institution or by re-categorization of a Health Technologist who has acquired the above qualifications. Must be registered by respective Councils.

**b) Duties and Responsibilities**

1. Assist in all technical duties requiring a higher degree of planning, design and organizes practicals for undergraduate students
2. Assist in research and development activities including consultancy activities
3. To plan and supervise maintenance of Laboratory facilities/equipment
4. Assist in maintenance of facilities
5. Performs any other duties assigned by ones reporting officer

**7.27.2 HEALTH SCIENTIST II BSSN 13**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Bachelor Degree in Medical Laboratory Sciences/Pharmacy/Radiography or its equivalent from a recognized University/Institution, must be registered by respective Councils with at least three years working experience in related field in a reputable organization/Institution.
- ii. **In Service:** By promotion of Health Scientist III, who has shown satisfactory performance and has served for at least three years in that position.

**b) Duties and Responsibilities**

1. Assist in all technical duties requiring a higher degree of planning, design and organizes practicals for undergraduate students
2. Assist in research and development activities including consultancy activities
3. To plan and supervise maintenance of Laboratory facilities/equipment
4. Assist in maintenance of facilities
5. Performs any other duties assigned by ones reporting officer

**7.27.3 HEALTH SCIENTIST I BSSN -14-16**

**a) Entry Qualification**

- i. **Direct Entry:** Holder of Bachelor Degree in medical Laboratory sciences/Pharmacy/Radiography or its equivalent from a recognized University/Institution, Must be registered by respective Councils with at least six years relevant work experience in related field in a reputable organization/Institution.
- ii. **In – service:** By promotion of Health Scientist II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Organizes practicals for Undergraduate students
2. To assist in research and development activities
3. Participate in consultancy projects
4. Plan and supervise maintenance of laboratory facilities
5. Guide Technicians and Artisans in their daily activities
6. To perform any other related duties assigned by the supervising officer

**7.27.4 SENIOR HEALTH SCIENTIST II BSSN 17**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Master's Degree in Degree in medical Laboratory Sciences/Pharmacy/Radiography or its equivalent from a recognized University/Institution or by re-categorization of a Health Laboratory Scientist who has acquired the above qualifications. Must be registered by respective Councils.

- ii. **In-Service:** By promotion of Health Scientist I who has shown good performance and has served in that position for at least three years. He/ She must have obtained a Master's Degree in the relevant field or its equivalent from a recognized University/Institution.

**b) Duties and Responsibilities**

1. Designs and supervises practical/experiments for, postgraduate students and for other research and development projects in the respective laboratory.
2. Conducts consultancy in the area of specialization.
3. Supervises and orients Technicians and Artisans in their duties.
4. Conducts on the job training for Technicians and artisans.
5. Performs simple repairs and maintenance of laboratory facilities.
6. Performs any other duties as may be assigned by one's reporting officer.

**7.27.5 SENIOR HEALTH SCIENTIST I BSSN 18**

**a) Entry Qualification**

- i. **Direct Entry:** Holder of Master's Degree in the relevant field or its equivalent from a recognized University/Institution, Must be registered by respective Councils with at least three years' work experience in related field in a reputable organization/institution.
- ii. **In - Service:** By promotion of Senior Scientist II who has shown good performance with at least three years.

**b) Duties and Responsibilities**

1. Organizing and conducts formal training/seminars for technical staff in the respective laboratory
2. Conducting professional development programmes in the areas of specialization

**7.27.6 PRINCIPAL HEALTH SCIENTIST II BSSN -19**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Master's Degree in the relevant field or its equivalent from a recognized University/Institution, Must be registered by respective Councils with at least six years work experience in related field in a reputable organization/institution.
- ii. **In - Service:** By promotion of Senior Laboratory I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Assists and supervises experimental tests for research and development projects.
2. Conduct consultancy in the areas of specialization.
3. Supervises and orients Technicians/Technologist in their duties.
4. Conduct on the job training for Technicians/Technologist.
5. Perform repairs and maintenance of laboratory facilities.
6. Perform any other duties as may be assigned by one's reporting officer.

**7.27.7 PRINCIPAL HEALTH SCIENTIST I BSSN -20**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Master's Degree in the relevant field or its equivalent from a recognized University/Institution, Must be registered by respective Councils with at least nine years work experience in related field in a reputable organization/institution.

- ii. **In – Service:** By promotion of Senior Health I, who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. Assists and supervises experimental tests for research and development projects.
2. Conduct consultancy in the areas of specialization.
3. Supervises and orients Technicians/Technologist in their duties.
4. Conduct on the job training for Technicians/Technologist.
5. Perform repairs and maintenance of laboratory facilities.
6. Perform any other duties as may be assigned by one's reporting officer.

## 7.28 PROSECTORS

| SNO | STAFF CADRE            | SALARY SCALE |
|-----|------------------------|--------------|
| 1   | Prosector III          | BSSN 9       |
| 2   | Prosector II           | BSSN 10      |
| 3   | Prosector I            | BSSN 11      |
| 4   | Senior Prosector II    | BSSN 12      |
| 5   | Senior Prosector I     | BSSN 13      |
| 6   | Principal Prosector II | BSSN 14      |
| 7   | Principal Prosector I  | BSSN 15-16   |

### 7.28.1 PROSECTOR III – BSSN 9

**a) Entry Qualifications**

**Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution.

**b) Duties and Responsibilities**

1. To procure, prepare and preserve specimens for demonstration to medical students
2. To carry out specified tasks requiring knowledge and skills with minimum supervision
3. To assist Senior Staff in preparation display and demonstration of prosected specimens and audio-visual materials
4. Performs any other duties as may be assigned by one's reporting officer

### 7.28.2 PROSECTOR II – BSSN 10

**a) Entry Qualifications**

- i. **Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution with at least three years' work experience in related field in a reputable organization/ institution.
- ii. **In Service:** By promotion of Prosector I who has shown good performance and served in that position for at least three years.

**b) Duties and Responsibilities**

1. To procure, prepare and preserve specimens for demonstration to medical students
2. To carry out specified tasks requiring knowledge and skills with minimum supervision
3. To assist Senior Staff in preparation display and demonstration of prosected specimens and audio-visual materials
4. Prepares laboratory guideline in the unit

5. Assists in maintaining list of laboratory equipment in the unit
6. Ensure laboratory plans are in place
7. Performs any other duties as may be assigned by one's reporting officer

#### **7.28.3 PROSECTOR I – BSSN 11**

##### **a) Entry Qualifications**

**(i)Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution with six years relevant working experience in similar position in a reputable organization/ institution

**(ii)In-service:** By promotion of Prosector II with at least three years satisfactory service in that grade.

##### **b) Duties and Responsibilities**

1. To procure, prepare and preserve specimens for demonstration to medical students
2. To independently carry out specified tasks requiring knowledge and skills
3. To act as a demonstrator to undergraduate and postgraduate students.
4. To carry out basic training to junior Prosector
5. Inspects and stores laboratory reagents, equipments and chemicals used in laboratory tests.
6. Perform any other duties as may be assigned one's reporting officer

#### **7.28.4 SENIOR PROSECTOR II – BSSN 12**

##### **a) Entry Qualifications**

i. **Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution with nine years relevant working experience in similar position in a reputable organization/ institution.

ii. **In-service:** By promotion of Prosector I with at least three years satisfactory service in that grade

##### **b) Duties and Responsibilities**

1. To procure, prepare and preserve in the best technical manner specimens illustrating human morphology
2. To demonstrate to students under the supervision of a senior staff
3. To demonstrate different human structures to undergraduate and postgraduate students under supervision of senior staff
4. Perform any other duties as may be assigned one's reporting officer
5. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills
6. Carry out training to junior Prosectors
7. Supervising other Junior Prosectors.
8. Carrying out research as may be directed by staff seniors.
9. Performs any other duties as may be assigned by one's reporting officer.

#### **7.28.5 SENIOR PROSECTOR I – BSSN 13**

##### **a) Entry Qualifications**

i. **Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution with twelve years relevant working experience in similar position in a reputable organization/ institution.

ii. **In-service:** By promotion of Senior Prosector II with at least three years satisfactory service in that grade

**b) Duties and Responsibilities**

1. Assisting the Principal Prosector for proper executive of all technical duties
2. To prepare and preserve in the best technical manner specimens illustrating human morphology
3. To demonstrate different human structures to undergraduate and postgraduate students with minimum supervision.
4. Carry out basic training to Junior Prosectors
5. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills
6. Carry out research as may be directed
7. Perform any other duties as may be assigned by one's reporting officer.

**7.28.6 PRINCIPAL PROSECTOR II – BSSN 14**

**a) Entry Qualifications**

- i. **Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution with fifteen years of relevant working experience in similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion of Senior Prosector I with at least three years satisfactory service in that grade

**b) Duties and Responsibilities**

1. To prepare in the best technical manner specimens illustrating human morphology
2. To Independently demonstrate different human specimens to undergraduate and postgraduate students
3. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills
4. To conduct tutorials to Undergraduate and Post graduate students with minimum supervision
5. Carry out research as may be directed
6. Perform any other duties as may be assigned by one's reporting officer.

**7.28.7 PRINCIPAL PROSECTOR I – BSSN 15**

**a) Entry Qualifications**

- i. **Direct entry:** Holder of Diploma in Prosection or its equivalent from recognized institution with eighteen year's relevant working experience in similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion of Principal Prosector II with at least three years satisfactory service in that grade

**b) Duties and Responsibilities**

1. To procure and preserve in the best technical manner specimens illustrating human morphology
2. To Independently demonstrate different human specimens to undergraduate and postgraduate
3. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills
4. To independently conduct Tutorials to undergraduate and postgraduate students
5. Carry out research as may be directed
6. Supervision of procurement and preservation of teaching materials
7. Perform any other duties as may be assigned by one's reporting officer.



## 7.29 TRANSPORT ASSISTANTS

| SNO | STAFF CADRE                      | SALARY SCALE |
|-----|----------------------------------|--------------|
| 1   | Transport Assistant III          | BSSN 4       |
| 2   | Transport Assistant II           | BSSN 5       |
| 3   | Transport Assistant I            | BSSN 6       |
| 4   | Senior Transport Assistant II    | BSSN 7 -8    |
| 5   | Senior Transport Assistant I     | BSSN 9-10    |
| 6   | Principal Transport Assistant II | BSSN 11-12   |
| 7   | Principal Transport Assistant I  | BSSN 13-14   |

### 7.29.1 TRANSPORT ASSISTANT III BSSN - 4

#### a) Entry Qualifications

**Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving license with at least two years training in Transport Management.

#### b) Duties and Responsibilities

1. Assisting in coordinating transport services
2. Assisting in organizing shifts
3. Assisting in planning transport needs and complying with requirements
4. Assisting in following up of vehicles under repairs
5. Assisting in following up traffic cases.

### 7.29.2 TRANSPORT ASSISTANT II BSSN- 5

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving license with at least two years training in Transport Management with at least three years working experience in related field in a reputable organization/ institution
- ii. **In-Service:** By promotion of Transport Assistant III who has completed three years of satisfactory service in that grade and has acquired a certificate in Transport Management

#### b) Duties and Responsibilities

- As for Transport Assistant III with added responsibilities.

### 7.29.3 TRANSPORT ASSISTANT I BSSN- 6

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving license with at least two years training in Transport Management with at least six years working experience in related field in a reputable organization/ institution.
- ii. **In-Service:** By promotion of Transport Assistant II who has completed three years of satisfactory service in that grade.

#### b) Duties and Responsibilities

- As for Transport Assistant II with added responsibilities

### 7.29.4 SENIOR TRANSPORT ASSISTANT II BSSN- 7-8

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving license with at least two years training in Transport

Management PLUS a Diploma in Transport Management or related field. Or by re-categorization of Transport assistant who attained diploma in the relevant field.

- ii. **In-Service** : By Promotion of Transport Assistant I who has completed three years of satisfactory service in that grade and has gained a Diploma in Transport Management or relevant studies.

**b) Duties and Responsibilities**

1. Coordinating transport services of the College
2. Assisting drivers to know and follow up periodical service manuals of motor vehicles
3. Arranging test interviews for drivers
4. Following up repairs and maintenance to garages with co-operation of the garage Superintendent.
5. Checking logbooks and making sure that fuel consumption is correct as shown in mileage
6. Keeping record of transport services
7. Following up traffic cases cooperation of the College Legal Counsel
8. Following up motor vehicle accidents and submitting claims to the insurance company for compensation in liaison with the College Insurance Officer
9. Preparing various license for WBUCHS motor vehicles
10. Following up registration for new WBUCHS motor vehicles
11. Performing any other related duties as may be assigned

**7.29.5 SENIOR TRANSPORT ASSISTANT I BSSN- 9-10**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving license with at least two years training in Transport Management with PLUS a Diploma in Transport Management or related field, with at least three years working experience in related field in a reputable organization/ institution.
- ii. **In-Service** : By promotion of Senior Transport Assistant III who has completed 3 years of satisfactory service in that grade.

**b) Duties and Responsibilities**

- As for Senior Transport Assistant II with added responsibilities.

**7.29.6 PRINCIPAL TRANSPORT ASSISTANT II BSSN-11-12**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving License with at least two years training in Transport Management PLUS a Diploma in Transport Management or related field and at least six years working experience in related field in a reputable organization/ institution.
- ii. **In-Service:** By promotion of Senior Transport Assistant I, who has completed 3 years of satisfactory service in that grade.

**b) Duties and Responsibilities**

- As for Senior Transport Assistant I with added responsibilities

**7.29.7 PRINCIPAL TRANSPORT ASSISTANT I BSSN 13-14**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of Secondary Education Examinations (CSEE) PLUS a Clean Class "C" Driving license with at least two years training in

Transport Management PLUS a Diploma in Transport Management or related field with at least nine years' working experience in related field in a reputable organization/institution.

- ii. **In-Service:** By promotion of Senior Transport Assistant I who has completed 3 years of satisfactory service in that grade.

**b) Duties and Responsibilities**

1. Heading the Transport Unit
2. Maintaining records of vehicles
3. Coordinating Transport Services
4. Following up of vehicles sent for repairs
5. Following up of Traffic cases
6. Supervising of induction and orientation to newly employed staff
7. Overseeing arriving tests and attend interviews for drivers
8. Performing any other related duties as may be assigned

**7.30 TRANSPORT OFFICER**

| SNO | STAFF CADRE                    | SALARY SCALE |
|-----|--------------------------------|--------------|
| 1   | Transport Officer III          | BSSN 10      |
| 2   | Transport Officer II           | BSSN 11      |
| 3   | Transport Officer I            | BSSN 12-14   |
| 4   | Senior Transport Officer II    | BSSN 15      |
| 5   | Senior Transport Officer I     | BSSN 16      |
| 6   | Principal Transport Officer II | BSSN 17      |
| 7   | Principal Planning Officer I   | BSSN 18-20   |

**7.30.1 TRANSPORT OFFICER III – BSSN 10**

**a) Entry Qualification**

**Direct Entry:** Holder of Bachelor Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/ Institution, PLUS a clean class 'C' driving license, IT skills. OR By the Re-categorization of a Transport Assistant who has acquired the above qualifications.

**b) Duties and Responsibilities**

1. To maintain records of University Vehicles
2. To assist in overseeing induction and orientation to newly employed staff.
3. To assist junior drivers to know and follow-up periodic service manuals of motor vehicles.
4. To assist in arranging oral and practical interviews for drivers
5. Assist in follow-up for vehicle insurance.
6. Assist on follow-up on registration and other issues of vehicle compliance.

**7.30.2 TRANSPORT OFFICER II – BSSN 11**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of Bachelor Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/ Institution, PLUS a clean class 'C' driving license, IT skills and at least three years' working experience in related field in a reputable organization/ institution.

- ii) **In service:** By promotion of Transport Officer III, who has completed at least three years of satisfactory service.

**b) Duties and Responsibilities**

- As for Transport Officer III, with added responsibilities.

**7.30.3 TRANSPORT OFFICER I – BSSN 12-14**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of Bachelor Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/ Institution, PLUS a clean class ‘C’ driving license, IT skills and at least six years’ working experience in related field in a reputable organization/ institution.
- ii) **In Service:** By promotion of Transport Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

- As for Transport Officer II, with added responsibilities.

**7.30.4 SENIOR TRANSPORT OFFICER II BSSN 15**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of Master’s Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/ Institution, PLUS a clean class ‘C’ driving license, IT skills or by re-categorization of a Transport Officer who has acquired the above qualifications.
- ii) **In Service:** By promotion of Transport Officer I, who has shown good performance and has served in that position for at least three years. He/she must have obtained a Master’s Degree in the relevant field or its equivalent from a recognized University/ Institution.

**b) Duties and Responsibilities**

1. To make follow-up on motor vehicle accidents and submit claims to the insurance companies.
2. To make follow-up on vehicle repair and maintenance.
3. To make follow-up on traffic cases.
4. To assist in the supervision of activities that involve junior drivers
5. To coordinate maintenance schedules for vehicles

**7.30.5 SENIOR TRANSPORT OFFICER I BSSN 16**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of Master’s Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/ Institution, PLUS a clean class ‘C’ driving license, IT skills and at least three years’ working experience in related field in a reputable organization/ institution.
- ii) **In Service:** By promotion of Senior Transport Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

- As for Senior Transport Officer II, but with added responsibilities.

**7.30.6 PRINCIPAL TRANSPORT OFFICER II - BSSN 17**

**a) Entry Qualification**

- i) **Direct Entry:** Holder of Master’s Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/

Institution, PLUS a clean class 'C' driving license, IT skills and at least six years' working experience in related field in a reputable organization/ institution.

ii) **In Service:** By promotion of Senior Transport Officer I who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To follow-up on traffic cases in collaboration with the legal officer
2. To follow-up on motor vehicle accidents and submit claims for compensation
3. To supervise and centrally coordinate all activities involving the university drivers
4. To ensure that spare parts for university vehicles are timely available
5. To advice management on transport needs or policies
6. To prepare reports relating to the transportation unit or activities when needed.
7. To ensure that all drivers comply with institutional policies and legal requirements at all times.

**7.30.7 PRINCIPAL TRANSPORT OFFICER I BSSN 19- 20**

**a) Entry Qualification**

i) **Direct Entry:** Holder of Master's Degree in Motor Vehicle Engineering, Transport Management, Logistics Management or equivalent from a recognized University/ Institution, PLUS a clean class 'C' driving license, IT skills and at least nine years' working experience in related field in a reputable organization/ institution.

ii) **In Service:** By promotion of Principal Transport Officer II who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To head the Transport Unit
2. To coordinate services for different needs of the university
3. To supervise and follow-up on repairs and maintenance
4. To keep all records of transport services

**7.31 OFFICE MANAGEMENT SECRETARY**

| SNO | STAFF CADRE                              | SALARY SCALE |
|-----|--|--------------|
| 1   | Office Management Secretary III          | BSSN 10      |
| 2   | Office Management Secretary II           | BSSN 11      |
| 3   | Office Management Secretary I            | BSSN 12-14   |
| 4   | Senior Office Management Secretary II    | BSSN 15      |
| 5   | Senior Office Management Secretary I     | BSSN 16      |
| 6   | Principal Office Management Secretary II | BSSN 17      |
| 7   | Principal Office Management Secretary I  | BSSN 18-20   |

**7.31.1 OFFICE MANAGEMENT SECRETARY III – BSSN 10**

**a) Position requirements**

(i) **Entry qualifications:** A Holder of a Bachelor Degree in Secretarial Service, Office Management or related field from recognized institutions with a good pass in English and Kiswahili OR by re-categorization of a Personal Secretary with MDEA I&II who has acquired Bachelor Degree in Secretarial Service, Office Management, Business/Public Administration.

(ii) **Experience**

Must have a thorough knowledge and experience in wide a range of office automation, communication equipment, programmes and procedures; must be highly efficient in word processing and spread sheet work.

**b) Duties and Responsibilities**

1. To provide a range of secretarial and office management services to Schools, Directorates, Institutes, Centres,
2. To enhance efficiency and project a positive image of the Department.
3. Types confidential correspondence, reports, etc. from author drafts, shorthand notes using range of word processing applications;
4. Enters data into spreadsheet and other statistical programmes as required and prepares reports as directed;
5. Answers routine correspondence as directed;
6. Up-dates standard reports as directed;
7. Uses a range of office automation applications and machines including copiers, collators, fax, etc.;
8. Processes, screens and ensures that mail has background material and/or file before it's sent to senior officer(s); priorities and files documentation;
9. Welcomes and directs visitors; arranges refreshments as necessary;
10. Receives and filters telephone calls and takes messages;
11. Maintains supervisor's diary, makes appointments, and arranges travel and accommodation as necessary;
12. Drafts replies to enquiries not requiring technical/professional knowledge; issues standard replies to common enquiries for the immediate supervisor;
13. Assists in compiling and collation of agenda and relevant documents for meetings as directed;
14. Maintain confidentiality at all times
15. Customer service and customer care
16. Other tasks as assigned by the Head/Supervisor.

**7.31.2 OFFICE MANAGEMENT SECRETARY II – BSSN 11**

**a) Position requirements**

- (i) **Entry Qualifications:** A Holder of a Bachelor Degree in Secretarial Service, Office Management or related field plus from recognized institutions with a good pass in English and Kiswahili with three-years working experience.
- (ii) **In Service:** By promotion of Office Management Secretary III with three years of good service.

**b) Duties and Responsibilities**

1. To provide a range of secretarial and office management services to Schools, Directorates, Institutes, Centres,
2. To enhance efficiency and project a positive image of the Department.
3. Types confidential correspondence, reports, etc. from author drafts, shorthand notes using range of word processing applications;
4. Enters data into spreadsheet and other statistical programmes as required and prepares reports as directed;
5. Answers routine correspondence as directed;
6. Up-dates standard reports as directed;
7. Uses a range of office automation applications and machines including copiers, collators, fax, etc.;
8. Processes, screens and ensures that mail has background material and/or file before it's sent to senior officer(s); priorities and files documentation;
9. Welcomes and directs visitors; arranges refreshments as necessary;

10. Receives and filters telephone calls and takes messages;
11. Maintains supervisor's diary, makes appointments, and arranges travel and accommodation as necessary;
12. Drafts replies to enquiries not requiring technical/professional knowledge; issues standard replies to common enquiries for the immediate supervisor;
13. Assists in compiling and collation of agenda and relevant documents for meetings as directed;
14. Maintain confidentiality at all times
15. Customer service and customer care
16. Other tasks as assigned by the Head/Supervisor.

### **7.31.3 OFFICE MANAGEMENT SECRETARY I – BSSN 12-14**

#### **a) Position requirements**

- (i) **Entry Qualifications:** A Holder of a Bachelor Degree in Secretarial Service, Office Management or related field recognized institutions with a good pass in English and Kiswahili with six-years working experience.
- (ii) **In service:** By promotion of Office Management Secretary II with three years of good service.

#### **b) Duties and Responsibilities**

- Same as for Office Management Secretary II

### **7.31.4 SENIOR OFFICE MANAGEMENT SECRETARY II – BSSN 15**

#### **a) Position requirements**

- i. **Entry Qualifications:** A Holder of a Master's Degree in Secretarial Service, Office Management or related from recognized institutions with a good pass in English and Kiswahili or re- categorization of Office Management Secretary who has attained Master's Degree in the relevant field.
- ii. **In service:** By promotion of Office Management Secretary I with three years of good service. He/ she must have obtain Master's Degree.

#### **b) Duties and Responsibilities**

1. Types confidential correspondence, reports, etc. from author drafts, shorthand notes using range of word processing applications;
2. Enters data into spreadsheet and other statistical programmes as required and prepares reports as directed;
3. Answers routine correspondence as directed;
4. Writes standard reports as directed;
5. Organizes office meetings as directed
6. Processes, screens and ensures that mail has background material and/or file before it's sent to senior officer(s); priorities and files documentation;
7. Receives and filters telephone calls and takes messages;
8. Maintains supervisor's diary, makes appointments, and arranges travel and accommodation as necessary;
9. Drafts replies to standard and common enquiries for the immediate supervisor;
10. Assists in preparation of agenda and relevant documents for meetings as directed;
11. Writes minutes of relevant meetings and directed by supervisors
12. Maintains confidentiality at all times
13. Customer service and customer care
14. Other tasks as assigned by the Head/Supervisor.

### **7.31.5 SENIOR OFFICE MANAGEMENT SECRETARY I – BSSN 16**

#### **a) Position requirements**

- (i) **Entry Qualifications:** A Holder of a Master’s Degree in Secretarial Service, Office Management or related field from recognized institutions with a good pass in English and Kiswahili with three-years working experience.
- (ii) **In service:** By promotion of Senior Office Management Secretary II with three years of good service.

#### **b) Duties and Responsibilities**

- Same as for Senior Office Management Secretary II but with added responsibilities

### **7.31.6 PRINCIPAL OFFICE MANAGEMENT SECRETARY II – BSSN 17**

#### **a) Position requirements**

- (i) **Entry Qualifications:** A Holder of a Master’s Degree in Secretarial Service, Office Management or related from recognized institutions with a good pass in English and Kiswahili with six-years working experience.
- (ii) **In service:** By promotion of Senior Office Management Secretary I with three years of good service.

#### **b) Duties Responsibilities**

- Same as for Senior Office Management Secretary II but with added responsibilities

### **7.31.7 PRINCIPAL OFFICE MANAGEMENT SECRETARY I – BSSN 18-20**

#### **a) Position requirements**

- (i) **Entry Qualifications:** A Holder of a Master’s Degree in Secretarial Service, Office Management or related field from recognized institutions with a good pass in English and Kiswahili with nine-years working experience.
- (ii) **In service:** By promotion of Principal Office Management Secretary II with three years of good service.

#### **b) Key functions (Tasks and responsibilities)**

- Same as for Senior Office Management Secretary II but with added responsibilities



## OPERATIONAL STAFF

### 8 SCHEME OF SERVICE FOR OPERATIONAL STAFF

#### 8.1 SECRETARIAL STAFF

| SNO | STAFF CADRE                     | SALARY SCALE |
|-----|---------------------------------|--------------|
| 1   | Personal Secretary III          | BSSN 7       |
| 2   | Personal Secretary II           | BSSN 8       |
| 3   | Personal Secretary I            | BSSN 9       |
| 4   | Senior Personal Secretary II    | BSSN 10      |
| 5   | Senior Personal Secretary I     | BSSN 11      |
| 6   | Principal Personal Secretary II | BSSN 12      |
| 7   | Principal Personal Secretary I  | BSSN 13-14   |

##### 8.1.1 PERSONAL SECRETARY III – BSSN 7

###### a) Entry Qualifications

**Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet.

###### b) Duties and Responsibilities

1. To type both open and confidential letters/matters;
2. To maintain a diary of appointment for the executive, advising him of available time and reminding him/her of appointments as requested;
3. To receive all visitors with courtesy and decorum, ascertain the nature of the visitor's business and relay information to the officer;
4. To answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials;
5. To file minutes correspondence and other documents;
6. To assume responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, dispatch and receipt of mail, messenger services and other related functions;
7. To draft letters of simple routine nature;
8. To attend to routine safari arrangements as requested and to confirm transport and hotel bookings for the Executives.
9. To relay oral messages and instructions from Executives to his subordinates;
10. To co-ordinate all office needs and requirements
11. To take proper care of facilities, equipment and documents
12. Maintain confidentiality at all times
13. Customer service and customer care
14. Performs other duties as may be assigned by supervisors

##### 8.1.2 PERSONAL SECRETARY II – BSSN 8

###### a) Entry Qualifications

- i. **Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and

manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet with at least three years' work experience in related field in a reputable organization/ institution.

- ii. **In Service:** By promotion of Personal Secretary III who has shown good performance and has served in that position for at least three years.

**b) Duties and Responsibilities**

1. To type both open and confidential letters/matters;
2. To maintain a diary of appointment for the executive, advising him of available time and reminding him/her of appointments as requested;
3. To receive all visitors with courtesy and decorum, ascertain the nature of the visitor's business and relay information to the officer;
4. To answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials;
5. To File minutes correspondence and other documents;
6. To assume responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, dispatch and receipt of mail, messenger services and other related functions;
7. To draft letters of simple routine nature;
8. To attend to routine safari arrangements as requested and to confirm transport and hotel bookings for the Executives.
9. To relay oral messages and instructions from Executives to his subordinates;
10. To co-ordinate all office needs and requirements
11. To take proper care of facilities, equipment and documents
12. Maintain confidentiality at all times
13. Customer service and customer care
14. Performs other duties as may be assigned by supervisors

**8.1.3 PERSONAL SECRETARY I – BSSN 9**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet with at least six years working experience in related field in a reputable organization/institution.
- ii. **In-service:** By promotion on merit of Personal Secretary II who has completed at least three (3) years of good service in that grade.

**b) Duties and Responsibilities**

- As for Personal Secretaries II with added responsibilities

**8.1.4 SENIOR PERSONAL SECRETARY II – BSSN 10**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet with at least nine years working experience in

related field in a reputable organization/ institution. Must have obtained MDEA I&II courses from TPSC.

- ii. **In-service:** By promotion on merit of Personal Secretary Grade I who has completed at least three (3) years of good service in that grade. Must have obtained MDEA I&II courses from TPSC

#### **b) Duties and Responsibilities**

1. To type both open and confidential letters/matters;
2. To maintain a dairy of appointment for the executive, advising him of available time and reminding him/her of appointments as requested;
3. To receive all visitors with courtesy and decorum, ascertains the nature of the visitor's business and relays information to the officer;
4. To answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials; To file minutes correspondence and other documents;
5. To assume responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, decorum, dispatch and receipt of mail, messenger services and other related functions;
6. To draft letters of simple routine nature.
7. To attend to routine safari arrangements as requested. Makes and confirms transport and hotel bookings for the executives.
8. To relay oral Messages and instructions from executives -to his 1 subordinates;
9. Maintain confidentiality at all times
10. Customer service and customer care
11. Performs other duties as may be assigned by supervisors

### **8.1.5 SENIOR PERSONAL SECRETARY I - BSSN 11**

#### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet with at least twelve years working experience. Must have obtained MDEA I&II courses from TPSC.
- ii. **In-service:** By promotion on merit of Senior Personal Secretary Grade II who has completed at least three years of good service in that grade.

#### **b) Duties and Responsibilities**

- As for Senior Personal Secretary grade II with added responsibilities

### **8.1.6 PRINCIPAL PERSONAL SECRETARY II – BSSN 12**

#### **(a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet with at least fifteen years working experience in related field in a reputable organization/ institution and a Diploma in Secretarial services. Must have obtained MDEA I&II courses from TPSC.

- ii. **In-service:** By promotion on merit of Senior Personal Secretary Grade I who has completed at least three years of good service in that grade.

**(b) Duties and Responsibilities**

1. To type both open and confidential letters/matters;
2. To maintain a dairy of appointment for the executive, advising him of available time and reminding 'him/her of appointments as requested;
3. To receive all visitors with courtesy and decorum, and ascertain the nature of the visitor's business and relays information to the officer;
4. To answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials;
5. To file minutes correspondence and other documents;
6. To assume responsibility' for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, cleanliness, decorum, dispatch and receipt of mail, messenger services and other related functions;
7. To draft letters of simple routine nature.
8. To attend to routine safari arrangements as requested and confirms transport and hotel bookings for the Executives.
9. To relay oral Messages and instructions from Executives to his Subordinates;
10. Co-ordinates all office needs and requirements
11. To take proper care of facilities, equipment and documents.  
Arranging appointments
12. Booking transport and accommodation
13. Managing the Executive Diary
14. Ensuring that health and safety policies are up to date
15. Organizing introduction or orientation program for new employee
16. Supervising and monitoring work for secretarial and clerical staff
17. Ensuring that the work done of subordinates is correct and meets standards.
18. Maintain confidentiality at all times
19. Customer service and customer care
20. To performs other duties as may be assigned by superiors

**8.1.7 PRINCIPAL PERSONAL SECRETARY I – BSSN 13-14**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Secretarial Service from a recognized institution, Form IV/VI with passes in English and Kiswahili, plus shorthand of 100/120 w.p.m. in English or Kiswahili and 50 w.p.m typing, tabulation and manuscript Stage III, Secretarial and office procedure Stage II and must have sufficient knowledge in computers at least in word processing spreadsheet, database, e-mails and internet plus a working experience of at least eighteen years working experience in a related field from a reputable Institution. Must have obtained MDEA I&II courses from TPSC.
- ii. **In-service:** By promotion on merit of office Management Secretary II who completed at least three years of good service in that grade.

**b) Duties and Responsibilities**

1. To type both open and confidential letters/matters;
2. To maintain a dairy of appointment for the executive, advising him of available time and reminding him/her of appointments as requested;
3. To receive all visitors with courtesy and decorum, and ascertain the nature of the visitor's business and relays information to the officer;
4. To answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials;
5. To file minutes correspondence and other documents;

6. To assume responsibility' for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, cleanliness, decorum, dispatch and receipt of mail, messenger services and other related functions;
7. To draft letters of simple routine nature
8. To attend to routine safari arrangements as requested and confirms transport and hotel bookings for the Executives.
9. To relay oral messages and instructions from Executives to his Subordinates;
10. Co-ordinates all office needs and requirements
11. Takes proper care of facilities, equipment and documents.
12. Maintain confidentiality at all times
13. Customer service and customer care
14. Booking transport and accommodation
15. Managing the Executive Diary
16. Ensuring that health and safety policies are up to date
17. Organizing introduction or orientation program for new employee
18. Supervising and monitoring work for secretarial and clerical staff
19. Ensuring that the work done of subordinates is correct and meets standards
20. Performs other duties as may be assigned by superiors.

## **8.2 ADMINISTRATIVE ASSISTANTS**

| <b>SNO</b> | <b>STAFF CADRE</b>                    | <b>SALARY SCALE</b> |
|------------|---------------------------------------|---------------------|
| 1          | Administrative Assistant III          | BSSN 4              |
| 2          | Administrative Assistant II           | BSSN 5              |
| 3          | Administrative Assistant I            | BSSN 6              |
| 4          | Senior Administrative Assistant II    | BSSN 7 -8           |
| 5          | Senior Administrative Assistant I     | BSSN 9-10           |
| 6          | Principal Administrative Assistant II | BSSN 11-12          |
| 7          | Principal Administrative Assistant I  | BSSN 13 -14         |

### **8.2.1 ADMINISTRATIVE ASSISTANT III BSSN 4**

#### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of form IV/VI with a Certificate in Management and Administration or related studies from a recognized Institution, with Computer Skills. This is a training position.

#### **b) Duties and Responsibilities**

1. To ensure that the office is opened and cleaned on time
2. To received and attend to visitors/clients
3. To receive and make phone calls.
4. Attending to official emails
5. To handle and file documents.
6. Assisting in ordering office supplies
7. Assisting in Data entry and updating of relevant information.
8. Handling of letters and assisting in correspondences.
9. To assist in data collection and preparation of reports and other documents.
10. To assist in all issues that facilitates the smooth running of the relevant office.
11. Maintain confidentiality at all times
12. Customer service and customer care
13. To perform any other related duties as may be assigned.

## 8.2.2 ADMINISTRATIVE ASSISTANT II BSSN 5

### (a) Entry Qualifications

- i. **Direct Entry:** Holder of form IV/VI with a Certificate in Management and Administration or related studies from a recognized Institution, with Computer Skills and at least three years' work experience in related field in a reputable organization/ institution.
- ii. **In Service:** By promotion of Administrative Assistant III, after showing satisfactory service after serving for at least three years in the same position.

### (b) Duties and Responsibilities

- As for Administrative Assistant III, with added responsibilities.

## 8.2.3 Administrative Assistant I BSSN 6

### (a) Entry Qualifications

- i. **Direct Entry:** Holder of form IV/VI with a Certificate in Management and Administration or related studies from a recognized Institution with Computer Skills and at least six years of working experience in a similar position in a reputable organization/Institution.
- ii. **In service:** By promotion of Administrative Assistant II who has shown good performance and has served in that position for at least three years.

### (b) Duties and Responsibilities

- As for Administrative Assistant III, with added responsibility.

## 8.2.4 SENIOR ADMINISTRATIVE ASSISTANT II BSSN 7-8

### a) Entry qualifications

- i. **Direct Entry:** Holder of Diploma in Management and Administration or related studies from a recognized institution, with Computer Skills. OR By Re-categorization of an Administrative Assistant who has obtained a Diploma in Management and Administration or related studies.
- ii. **In service:** By promotion of Administrative Assistant I who has shown good performance and has served in that position for at least three years. Must have obtained a Diploma in Management and Administration or related studies.

### b) Duties and Responsibilities

1. To Perform administrative and office support activities for multiple supervisors.
2. Handling telephone calls.
3. Receiving and directing visitors.
4. Maintaining the office diary
5. To prepare spreadsheets and presentations.
6. To compile data and assist in report preparations.
7. Handling internal and external correspondence for the section/department/school.
8. Drafting letters and making follow-ups
9. Responsible for the office files and documents
10. Liaising with different internal departments.
11. Assisting in keeping and updating relevant records of staff/students/programmes etc.
12. To coordinate departmental meetings and training programmes.
13. Maintain confidentiality at all times
14. Customer service and customer care
15. Assisting in preparation of the section/department/school budget.

## 8.2.5 SENIOR ADMINISTRATIVE ASSISTANT I BSSN 9-10

### a) Entry qualifications

- i. **Direct Entry:** Holder of Diploma in Management and Administration or related studies from a recognized institution with Computer Skills and at least three years of working experience in a similar position in a reputable organization/institution
- ii. **In service:** By promotion of Senior Administrative Assistant II who has shown good performance and has served in that position for at least three years.

### b) Duties and Responsibilities

- As for Senior Administrative Assistant II, with added responsibilities.

## 8.2.6 PRINCIPAL ADMINISTRATIVE ASSISTANT II BSSN 11-12

### a) Entry qualifications

- i. **Direct Entry:** Holder of Diploma in Management and Administration or related studies from a recognized institution with Computer Skills at least six years of work experience in a similar position in a reputable organization/Institution plus an additional certificate in relevant field after diploma course
- ii. **In service:** By promotion of Senior Administrative Assistant I, who has shown good performance and has served in that position for at least three years.

### b) Duties and Responsibilities

1. Preparing relevant documents or information.
2. Making travel arrangements for supervisors or departmental trips.
3. Coordinating the preparation of meetings, workshops etc.
4. Making email and postal correspondences.
5. Ensuring that letters and files are handled in a timely manner.
6. Supervising Administrative and office activities in the relevant section/department/school
7. Participating in the preparation of the section/department/school budget.
8. Handling other relevant duties as may be assigned.
9. Maintain confidentiality at all times
10. Customer service and customer care
11. Liaising with the central Administrative Office for relevant matters

## 8.2.7 PRINCIPAL ADMINISTRATIVE ASSISTANT I BSSN 13-14

### a) Entry qualifications

- i. **Direct Entry:** Holder of Diploma in Management and Administration or related studies from a recognized institution with Computer Skills and at least nine years of work experience in a similar position in a reputable organization/Institution plus an additional certificate in relevant field after diploma course
- ii. **In service:** By promotion of Principal Administrative Assistant I, who has shown good performance and has served in that position for at least three years plus.

### b) Duties and Responsibilities

1. Attending to visitors.
2. Managing the section/department/school calendar in tandem with the institutional calendar.
3. Managing meetings and events arrangements
4. Monitoring the section/department/school budget
5. Preparing reports
6. May be responsible for supervising junior staff.

7. Handling minor Human Resources-related issues and referring the rest to the HR office.
8. Working closely with the central Administration Office to harmonize activities.
9. Maintain confidentiality at all times
10. Customer service and customer care
11. Performing other related duties as may be assigned.

### **8.3 RECORDS MANAGEMENT ASSISTANTS**

| <b>SNO</b> | <b>STAFF CADRE</b>                        | <b>SALARY SCALE</b> |
|------------|---|---------------------|
| 1          | Records Management Assistant III          | BSSN 4              |
| 2          | Records Management Assistant II           | BSSN 5              |
| 3          | Records Management Assistant I            | BSSN 6              |
| 4          | Senior Records Management Assistant II    | BSSN 7 -8           |
| 5          | Senior Records Management Assistant I     | BSSN 9-10           |
| 6          | Principal Records Management Assistant II | BSSN 11-12          |
| 7          | Principal Records Management Assistant I  | BSSN 13 -14         |

#### **8.3.1 RECORDS MANAGEMENT ASSISTANT III – BSSN 4**

##### **a) Entry Qualifications**

**Direct Entry:** Holder of Secondary Education certificate with certificate in records management from Public Service College or any other recognized college/institution. This is a training position.

##### **b) Duties and Responsibilities**

1. To prepare file index
2. To maintain records/ documents in the registry
3. To file, dispatch and cross check correspondences
4. To maintain diary and records for files movements
5. To check and cross check mails, claims and returns
6. To receive and register incoming and outgoing mails
7. To receive previews, record and facilitate filling and distribute
8. Maintain confidentiality at all times
9. Customer service and customer care
10. Performs other duties as may be assigned by supervisors

#### **8.3.2 RECORDS MANAGEMENT ASSISTANT II BSSN -5**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Secondary Education certificate with a Certificate in Records Management from a Public Service College or any other recognized college/institution and at least three years' work experience in a similar position in a reputable organization/Institution.
- ii. **In Service:** By promotion of Records Management Assistant III, who has shown good performance and served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. To prepare file index
2. To maintain records/ documents in the registry
3. To file, dispatch and cross check correspondences
4. To maintain diary and records for files movements
5. To check and cross check mails, claims and returns



6. To receive and register incoming and outgoing mails
7. To receive previews, record and facilitate filling and distribute
8. Maintain confidentiality at all times
9. Customer service and customer care
10. Performs other duties as may be assigned by supervisors

### **8.3.3 RECORDS MANAGEMENT ASSISTANT I – BSSN 6**

#### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Secondary Education certificate with certificate in records management from Public Service College or any other recognized college/institution with at least six years' work experience in a similar position in a reputable organization/ institution
- ii. **In-service:** By promotion of Records Management Officer II who has shown good performance and has served in that position for at least three years

#### **b) Duties and Responsibilities**

1. To monitor file movements
2. To prepare file index and other facilities in order to simplify the availability of the documents
3. To liaise with National archives for safe keeping of closed files and other documents
4. To analyse and classify records in specified categories
5. To monitor correspondences
6. To maintain an updated diary and records for files movements
7. Maintain confidentiality at all times
8. Customer service and customer care
9. Performs other duties as may be assigned by supervisors

### **8.3.4 SENIOR RECORDS MANAGEMENT ASSISTANT II – BSSN 7-8**

#### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Ordinary Diploma in Records Management from Public Service College or any other recognized college/institution or By Re-categorization of Records Management Assistant who has obtained a Diploma in Records Management.
- ii. **In-service:** By promotion of Records Management Assistant I who has shown good performance and has served in that position for at least three years. She/he must have obtained an Ordinary diploma in records management

#### **b) Duties and Responsibilities**

1. To classify and interpret records/ documents for Office use
2. To manage and monitor file movement
3. To monitor file Index and other facilities for ease retrieval of Office document
4. To file and cross checks correspondences
5. To analyze and interpret records for office plans
6. To maintain a diary and records for files movements
7. To dispatch correspondences
8. Maintain confidentiality at all times
9. Customer service and customer care
10. Performs other duties as may be assigned by supervisors

### 8.3.5 SENIOR RECORDS MANAGEMENT ASSISTANT I – BSSN 9-10

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Ordinary Diploma in Records Management from Public Service College or any other recognized college/institution with at least three years work experience in a similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion of Senior Records Management Assistant II who has shown good performance and has served in that position for at least three years

#### b) Duties and Responsibilities

1. To manage and monitor file index
2. To supervise identification of records/ documents in the registry
3. To maintain a diary and records for files movements
4. To supervise registry activities
5. To analyze and translate records/ information for official plans and services
6. To keep and maintain records and documents according to classification
7. To monitor the preparation of file index for easy retrieval
8. Maintain confidentiality at all times
9. Customer service and customer care
10. Performs other duties as may be assigned by supervisors

### 8.3.6 PRINCIPAL RECORDS MANAGEMENT ASSISTANT II – BSSN 11-12

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Ordinary Diploma in Records Management from Public Service College or any other recognized college/institution with at least six years work experience in a similar position in a reputable organization/ institution.
- ii. **In-service:** By promotion of Senior Records Management Assistant I who has shown good performance and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. To manage and monitor file index
2. To supervise identification of records/ documents in the registry
3. To cross check the correctness of records in the registry
4. To analyze and translate records/ information for official plans and services
5. Maintain confidentiality at all times
6. Customer service and customer care
7. Performs other duties as may be assigned by supervisors

### 8.3.7 PRINCIPAL RECORDS MANAGEMENT ASSISTANT I – BSSN 13-14

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Ordinary diploma in records management from Public Service College or any other recognized college/institution with at least nine years work experience in a similar position in a reputable organization/ institution
- ii. **In-service:** By promotion of Senior Records Management Assistant I who has shown good performance and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. To manage and monitor file index
2. To supervise identification of records/ documents in the registry
3. To cross check the correctness of records in the registry
4. To analyze and translate records/ information for official plans and services
5. Maintain confidentiality at all times
6. Customer service and customer care

7. Performs other duties as may be assigned by supervisors

#### **8.4 RECEPTIONIST/ TELEPHONE OPERATORS**

| <b>SNO</b> | <b>STAFF CADRE</b>                            | <b>SALARY SCALE</b> |
|------------|---|---------------------|
| 1          | Receptionist/ Telephone Operator III          | BSSN 4              |
| 2          | Receptionist/ Telephone Operator II           | BSSN 5              |
| 3          | Receptionist/ Telephone Operator I            | BSSN 6              |
| 4          | Senior Receptionist/ Telephone Operator II    | BSSN 7 -8           |
| 5          | Senior Receptionist/ Telephone Operator I     | BSSN 9-10           |
| 6          | Principal Receptionist/ Telephone Operator II | BSSN 11-12          |
| 7          | Principal Receptionist/ Telephone Operator I  | BSSN 13 -14         |

##### **8.4.1 RECEPTIONIST/ TELEPHONE OPERATOR III – BSSN 4**

###### **a) Entry Qualifications**

**Direct Entry:** Holder of Form IV/VI certificate with pass in English and Kiswahili who has undergone the Receptionist/ Telephone Operator course at the recognized institution.

###### **b) Duties and Responsibilities**

1. To operate and maintain switch board
2. To monitor, receive and manage the front desk visitors
3. To keep visitors register book
4. To receive and channel incoming telephone calls and internal telephone requests
5. To direct office visitors to officers in question
6. To keep telephone call register
7. To report defective telephone facilities
8. Customer service and customer care
9. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

##### **8.4.2 RECEPTIONIST/ TELEPHONE OPERATOR II – BSSN 5**

###### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Form IV/VI certificate with pass in English and Kiswahili who has undergone the Receptionist/ Telephone Operator course at the recognized institution and at least three years' work experience in related field in a reputable organization/ institution.
- ii. **In Service:** By promotion of Receptionist/ Telephone Operator III, who has shown good performance and served for at least three years in that position.

###### **b) Duties and Responsibilities**

1. To operate and maintain switch board
2. To monitor, receive and manage the front desk visitors
3. To keep visitors register book
4. To receive and channel incoming telephone calls and internal telephone requests
5. To direct office visitors to officers in question
6. To keep telephone call register
7. To report defective telephone facilities
8. Customer service and customer care

9. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### **8.4.3 RECEPTIONIST/ TELEPHONE OPERATOR I – BSSN 6**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Form IV/VI certificate with pass in English and Kiswahili who has undergone the Receptionist/ Telephone Operator course at the recognized institution and must have at least six years' work experience in a similar position in a reputable organization/ institution
- ii. **In service:** By promotion of Receptionist/ Telephone Operator II, who has shown good performance and served in that position for at least three years.

##### **b) Duties and Responsibilities**

1. To receive and manage the front desk visitors
2. To keep visitors register book
3. To receive and channel incoming telephone calls and internal telephone requests
4. To operate and maintain Switchboard
5. To direct office visitors to officers in question
6. To keep telephone call register
7. To maintain external telephone director
8. To report defective telephone facilities
9. Customer service and customer care
10. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### **8.4.1 SENIOR RECEPTIONIST/ TELEPHONE OPERATOR II – BSSN 7-8**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Front Office Operations from a recognized institution and must have at least or By Re-categorization of Receptionist/ Telephone Operator who has obtained a Diploma in Front Office Operations.
- ii. **In service:** By promotion of Receptionist/ Telephone Operator I who has shown good performance and served in that position for at least three years. Must have obtained a Diploma in Front Office Operations from a recognized institution.

##### **b) Duties and Responsibilities**

1. To receive and manage the front desk visitors
2. To keep visitors register book
3. To receive and channel incoming telephone calls and internal telephone requests
4. To operate and maintain Switchboard
5. To recommend on matters related to reception and telephone services
6. To direct office visitors to officers in question
7. To keep telephone call register
8. To maintain external telephone director
9. To report defective telephone facilities
10. Customer service and customer care
11. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

#### **8.4.2 SENIOR RECEPTIONIST/ TELEPHONE OPERATOR I – BSSN 9-10**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Front Office Operations from a recognized institution and must have at least three years working experience in a similar position in a reputable organization/ institution.

- ii. **In service:** By promotion of Senior Receptionist/ Telephone Operator II who has shown good performance and served in that position for at least three years.

**b) Duties and Responsibilities**

1. To receive and manage the front desk visitors
2. To keep visitors register book
3. To receive and channel incoming telephone calls and internal telephone requests
4. To operate and maintain Switchboard
5. To recommend on matters related to reception and telephone services
6. To direct office visitors to officers in question
7. To keep telephone call register
8. To maintain external telephone director
9. To report defective telephone facilities
10. Customer service and customer care
11. To perform any other relevant assignments/tasks as may be assigned by his/her seniors

**8.4.3 PRINCIPAL RECEPTIONIST/ TELEPHONE OPERATOR II – BSSN 11-12**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Front Office Operations from the recognized institution and must have at least six years working experience in a similar position in a reputable organization/ institution.
- ii. **In service:** By promotion of Senior Receptionist/ Telephone Operator I who has shown good performance and served in that position for at least three years.

**b) Duties and Responsibilities**

1. To manage the front desk visitors
2. To manage visitors register book
3. To supervise operation and maintenance of Switchboard
4. To recommend on matters related to reception and telephone services
5. To monitor telephone call register
6. To maintain external telephone director
7. To report defective telephone facilities
8. To coordinate the preparation of the University's internal telephone directory
9. To coordinate the identification of training needs for telephone operators
10. To verify accuracy of telephone bills
11. To deal with request for installation/ removal of telephones in the University premises
12. Customer service and customer care
13. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

**8.4.4 PRINCIPAL RECEPTIONIST/ TELEPHONE OPERATOR I – BSSN 13-14**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of Diploma in Front Office Operations from a recognized institution and must have at least nine years working experience in a similar position in a reputable organization/ institution.
- ii. **In service:** By promotion of Principal Receptionist/ Telephone Operator II who has shown good performance and served in that position for at least three years.

**b) Duties and Responsibilities**

1. To manage the front desk visitors
2. To manage visitors register book

3. To supervise operation and maintenance of Switchboard
4. To recommend on matters related to reception and telephone services
5. To monitor telephone call register
6. To maintain external telephone director
7. To report defective telephone facilities
8. To coordinate the preparation of the University's internal telephone directory
9. To coordinate the identification of training needs for telephone operators
10. Customer service and customer care
11. To verify accuracy of telephone bills
12. To deal with request for installation/ removal of telephones in the University premises
13. To perform any other relevant assignments/tasks as may be assigned by his/her seniors.

## 8.5 ATTENDANTS

| SNO | STAFF CADRE            | SALARY SCALE |
|-----|------------------------|--------------|
| 1   | Attendant III          | 3            |
| 2   | Attendant II           | 4            |
| 3   | Attendant I            | 5            |
| 4   | Senior Attendant II    | 6            |
| 5   | Senior Attendant I     | 7            |
| 6   | Principal Attendant II | 8            |
| 7   | Principal Attendant I  | 9            |

### 8.5.1 ATTENDANT III BSSN -3

#### a) Entry Qualifications

**Direct Entry:** By appointment of a National Form IV/VI Certificate holder with passes in English and Kiswahili.

#### b) Duties and Responsibilities

1. To clean and tidying offices/house/library and surroundings
2. To collect and deliver letters
3. To dispatch letters
4. To transmit official documents within the Institute
5. To carry machinery/equipment
6. To prepare and serve of tea/coffee etc
7. To perform any other related duties assigned by the supervising officer

### 8.5.2 ATTENDANT II BSSN 4

#### a) Entry Qualifications

- i. **Direct Entry:** By appointment of National Form IV/VI Certificate holder with passes in English and Kiswahili and at least three years' work experience in a similar position in a reputable institution.
- ii. **In-service:** By promotion of Attendant Grade III who has completed a minimum of three years of satisfactory service in that grade.

#### b) Duties and Responsibilities

1. To clean and tidying offices/house/library and surroundings
2. To collect and deliver letters
3. To dispatch letters
4. To transmit official documents within the Institute

5. To carry machinery/equipment
6. To prepare and serve of tea/coffee etc
7. To perform any other related duties assigned by the supervising officer

### 8.5.3 ATTENDANT I – BSSN 5

#### a) Entry Qualifications

- i. **Direct Entry:** By appointment of National Form IV/VI Certificate holder with passes in English and Kiswahili and at least six years' work experience in a similar position in a reputable institution.
- ii. **In-service:** By promotion of Attendant Grade II who has completed a minimum of three years of satisfactory service in that grade

#### b) Duties and Responsibilities

- As for Attendant II

### 8.5.4 SENIOR ATTENDANT II – BSSN 6

#### a) Entry Qualifications

- i. **Direct Entry:** By appointment of a National Form IV/VI Certificate holder with passes in English and Kiswahili and at least nine years' work experience in a similar position in a reputable institution.
- ii. **In-service:** By promotion of Attendant Grade I who has completed a minimum of three (3) years of satisfactory service in that grade.

#### b) Duties and Responsibilities

- As for Attendant Grade I with added responsibilities

### 8.5.5 SENIOR ATTENDANT I – BSSN 7

#### a) Entry Qualifications

- i. **Direct Entry:** By appointment of a National Form IV/VI Certificate holder with passes in English and Kiswahili and at least twelve years' work experience in a similar position in a reputable institution.
- ii. **In-service:** By promotion of Senior Attendant Grade II who has completed a minimum of three (3) years of satisfactory service in that grade

#### b) Duties and Responsibilities

- As for Senior attendant Grade II with added responsibilities

### 8.5.6 PRINCIPAL ATTENDANT II – BSSN 8

#### a) Entry Qualifications

- i. **Direct Entry** By appointment of a National Form IV/VI Certificate holder with passes in English and Kiswahili and at least fifteen years' work experience in a similar position in a reputable institution.
- ii. **In-service:** By promotion of Senior Attendant Grade II who has completed a minimum of three (3) years of satisfactory service in that grade

#### b) Duties and Responsibilities

1. Supervising junior attendants
2. Inspecting the sanitary needs of the premises
3. Ensuring all utilities are clean
4. Reporting to Management on issues relation to cleanliness and maintenance of utilities.

### 8.5.7 PRINCIPAL ATTENDANT I – BSSN 9

#### a) Entry Qualifications

- i. **Direct Entry:** By appointment of a National Form IV/VI Certificate holder with passes in English and Kiswahili and at least eighteen years' work experience in a similar position in a reputable institution.
- ii. **In-service:** By promotion of Principal Attendant Grade II who has completed a minimum of three (3) years of satisfactory service in that grade

#### b) Duties and Responsibilities

- As for Senior Attendant Grade II with added responsibilities

## 8.6 DRIVERS

| SNO | STAFF CADRE         | SALARY SCALE |
|-----|---------------------|--------------|
| 1   | Driver III          | BSSN 4       |
| 2   | Driver II           | BSSN 5       |
| 3   | Driver I            | BSSN 6       |
| 4   | Senior Driver II    | BSSN 7-8     |
| 5   | Senior Driver I     | BSSN 9-10    |
| 6   | Principal Driver II | BSSN 11-12   |
| 7   | Principal Driver I  | BSSN 13-14   |

### 8.6.1 DRIVER III – BSSN 4

#### a) Entry Qualification

**Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade II from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license.

#### b) Duties and Responsibilities

1. Driving motor vehicles.
2. Up keeping log books.
3. Ensuring safe keeping of vehicle and its tools.
4. Ensuring cleanliness of the vehicles
5. Undertake minor repairs where necessary
6. Reporting major defects or problems detected
7. Performs messenger duties such as dispatching documents, letters,
8. Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of document
9. Performing any other related duties as may be assigned by supervisors.

### 8.6.2 DRIVER II – BSSN 5

#### a) Entry Qualification

- i. **Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade II from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license and working experience of at least three years in a similar position in a reputable institution.
- ii. **In Service:** By promotion of Driver III who has shown good performance and has served the institution for at least three years in that grade.



**b) Duties and Responsibilities**

1. Driving motor vehicles.
2. Up keeping log books.
3. Ensuring safe keeping of vehicle and its tools.
4. Ensuring cleanliness of the vehicles
5. Undertake minor repairs where necessary
6. Reporting major defects or problems detected
7. Performs messenger duties such as dispatching documents, letters,
8. Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of document
9. Performing any other related duties as may be assigned by supervisors.

**8.6.3 DRIVER I – BSSN 6**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade II from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license and working experience of at least six years in a similar position in a reputable institution.
- ii. **In- service:** By promotion of Driver II who has completed at least three years of satisfactory service in that grade

**b) Duties and Responsibilities**

1. Driving motor vehicles.
2. Up keeping log books.
3. Ensuring safe keeping of vehicle and its tools.
4. Ensuring cleanliness of the vehicles
5. Undertake minor repairs where necessary
6. Reporting major defects or problems detected
7. Performs messenger duties such as dispatching documents, letters,
8. Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of document
9. Performing any other related duties as may assigned.

**8.6.4 SENIOR DRIVER II – BSSN 7-8**

**a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade I from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license.
- ii. **In- service:** By promotion of Driver I who has completed at least three years of satisfactory service in that grade and has obtained an Advanced Driver's Certificate Grade I.

**b) Duties and Responsibilities**

1. Driving motor vehicles.
2. Up keeping log books.
3. Ensuring safe keeping of vehicle and its tools.
4. Ensuring cleanliness of the vehicles
5. Undertake minor repairs where necessary
6. Reporting major defects or problems detected
7. Performs messenger duties such as dispatching documents, letters,

8. Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of document
9. Performing any other related duties as may assigned.

#### **8.6.5 SENIOR DRIVER I – BSSN 9-10**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade I from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license and working experience of at least three years in a similar position in a reputable institution.
- ii. **In- service:** By promotion of Driver I who has completed at least three years of satisfactory service in that grade

##### **b) Duties and Responsibilities**

1. Driving motor vehicles.
2. Up keeping log books.
3. Ensuring safe keeping of vehicle and its tools.
4. Ensuring cleanliness of the vehicles
5. Undertake minor repairs where necessary
6. Reporting major defects or problems detected
7. Performs messengerial duties such as dispatching documents, letters,
8. Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of document
9. Performing any other related duties as may assigned.

#### **8.6.6 PRINCIPAL DRIVER II – BSSN 11-12**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade I from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license and working experience of at least six years in a similar position in a reputable institution.
- ii. **In- service:** By promotion of Senior Driver I who has completed at least three years of satisfactory service in that grade

##### **b) Duties and Responsibilities**

1. Driving vehicles
2. Keeping record of movement of vehicles
3. Detecting vehicle problems requiring repair
4. May be required to attend to special assignments like driving top executives
5. Could be assigned duties to the Transport Officer
6. May be assigned to collect new purchased vehicles
7. Checking validity of Insurance, TLB, Paying fees etc and report the same to the transport officer for necessary action
8. Performing any other related duties as may be assigned

#### **8.6.7 PRINCIPAL DRIVER I – BSSN 13-14**

##### **a) Entry Qualifications**

- i. **Direct Entry:** Holder of a Certificate of secondary Education Examinations (CSEE) PLUS an Advanced Driver's Certificate Grade I from NIT or Truck Driving Certificate from VETA/NVTC/NVTD. He/ She must have a valid and clean Class C driving license and working experience of at nine years in a similar position in a reputable institution.

ii. **In- service:** By promotion of Principal Driver I who has completed at least three years of satisfactory service in that grade

**b) Duties and Responsibilities**

1. Driving vehicles
2. Keeping record of movement of vehicles
3. Detecting vehicle problems requiring repair
4. May be required to attend to special assignments like driving top executives
5. Could be assigned duties to the Transport Officer
6. May be assigned to collect new purchased vehicles
7. Checking validity of Insurance, TLB, Paying fees etc and report the same to the transport officer for necessary action
8. Performing any other related duties as may be assigned

## 8.7 TECHNICIANS

| S/NO | STAFF CADRE              | SCALE      |
|------|--------------------------|------------|
| 1    | Assistant Technician III | BSSN 5     |
| 2    | Assistant Technician II  | BSSN 6     |
| 3    | Assistant Technician I   | BSSN 7     |
| 4    | Technician III           | BSSN 8     |
| 5    | Technician II            | BSSN 9     |
| 6    | Technician I             | BSSN 10    |
| 7    | Senior Technician II     | BSSN 11    |
| 8    | Senior Technician I      | BSSN 12    |
| 9    | Principal Technician II  | BSSN 13    |
| 10   | Principal Technician I   | BSSN 14-15 |

### 8.7.1 ASSISTANT TECHNICIAN III BSSN 5

**a) Entry Qualification**

**Direct Entry:** Holder of an ordinary Secondary Education with full Technician Certificate (FTC) or its equivalent in related field from any recognized institution.

**b) Duties and Responsibilities**

1. Carrying out general maintenance and minor repair of buildings
2. Repairing and maintaining sewage and water systems
3. Repairing and maintaining the electrical systems in office and residential building.
4. Supervising the work of assistant(s) assigned to him/her
5. Handling all related technical issues.

### 8.7.2 ASSISTANT TECHNICIAN II BSSN 6

**a) Entry Qualification**

- i. **Direct Entry:** Holder of an ordinary Secondary Education with full Technician Certificate (FTC) or its equivalent in related field from any recognized institution with at least three years work experience in related fields in a reputable institution.
- ii. **In Service:** By promotion of Assistant Technician III who has served for at least three years in that grade and has shown good performance.

**b) Duties and Responsibilities**

- As for Assistant Technician III but with added responsibilities.

### 8.7.3 ASSISTANT TECHNICIAN I BSSN 7

#### a) Direct Entry Qualification

- i. **Direct Entry:** Holder of an ordinary Secondary Education with full Technician Certificate (FTC) or its equivalent in related field from any recognized institution. Must have at least six years working experience in related fields in a reputable institution.
- ii. **In-service:** By promotion of Technician II who has completed at least three (3) years of satisfactory service in that grade.

#### b) Duties and Responsibilities

- As for Assistant Technician III with other added responsibilities

### 8.7.4 TECHNICIAN III – BSSN 8

#### a) Entry Qualification

**Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc) or its equivalent from a relevant recognized University/ Institution. OR By Re categorization of Assistant Technician who has obtained a Diploma in the relevant field.

#### b) Duties and Responsibilities

1. Carrying out inspections of buildings and classes and carrying out or supervising the repairs.
2. Carrying our inspection and conduction repairs of the sewage and water system.
3. Taking care of all electric equipment and arranging for their maintenance and repair.
4. Repairing equipment and supervising major maintenance work in relevant areas.

### 8.7.5 TECHNICIAN II – BSSN 9

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution and at least three years work experience in related fields in a reputable institution.
- ii. **In Service :** By promotion of Technician III who has served in that grade for at least three years and shown good performance.

#### b) Duties and Responsibilities

- As for Technician III with added responsibilities.

### 8.7.6 TECHNICIAN I – BSSN 10

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution with at least six years of working experience in related fields in a reputable institution.
- ii. **In-service:** By promotion of Technician II who has shown good performance and has served in that position for at least three years working experience

#### b) Duties and Responsibilities

- As for Technician II with added responsibilities.

### 8.7.7 SENIOR TECHNICIAN II – BSSN 11

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution with at least nine years of working experience in related fields in a reputable institution. OR Holder of Advanced Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution.
- ii. **In-service:** By promotion of Technician I who has shown good performance and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. Supervising major repair and maintenance work
2. Prepare on-the job training program for Assistant Technicians
3. Carry out inspection of building, furniture, electrical system, sewage and water system, vehicles or any other relevant area of operations.

### 8.7.8 SENIOR TECHNICIAN I – BSSN 12

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution with at least twelve years of working experience in related fields in a reputable institution.

OR

Holder of Advanced Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc) or its equivalent from a relevant recognized University/ Institution with at least three years working experience in related fields in a reputable institution.

- ii. **In-service:** By promotion of Senior Technician II who has shown good performance and has served in that position for at least three years

#### b) Duties and Responsibilities

- As for Senior Technician II but with added responsibilities.

### 8.7.9 PRINCIPAL TECHNICIAN II – BSSN 13

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution with at least fifteen years of working experience in related fields in a reputable institution. OR Holder of Advance Diploma Holder of Advanced Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc) or its equivalent from a relevant recognized University/ Institution with at least six years working experience in related fields in a reputable institution.
- ii. **In-service:** By promotion of Senior Technician I who has shown good performance and has served in that position for at least three years

#### b) Duties and Responsibilities

1. Installation of Power Transformers.
2. Installation of Electrical Motors and Control Gear.
3. Maintenance of general Electrical machines and Protective Equipment.

### 8.7.10 PRINCIPAL TECHNICIAN I – BSSN 14-15

#### a) Entry Qualification

- i. **Direct Entry:** Holder of Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc), or its equivalent from a relevant recognized University/ Institution with at least eighteen years of working experience in related fields in a reputable institution. OR Holder of Advance Diploma Holder of Advanced Diploma in the relevant field (Masonry, Plumbing, Electric, Carpentry, Mechanics etc) or its equivalent from a relevant recognized University/ Institution with at least nine years working experience in related fields in a reputable institution.
- ii. **In-service:** By promotion of Technical II who has shown good performance and has served in that position for at least three years

#### b) Duties and Responsibilities

- Maintenance of Refrigeration and Air-conditioning systems.

# INSTITUTE OF ALLIED HEALTH SCIENCES

## 9 SCHEME OF SERVICE FOR TUTORS

| SNO | STAFF CADRE        | SALARY SCALE |
|-----|--------------------|--------------|
| 1   | Tutor III          | BSSN 12      |
| 2   | Tutor II           | BSSN 13      |
| 3   | Tutor I            | BSSN 14-16   |
| 4   | Senior Tutor II    | BSSN 17      |
| 5   | Senior Tutor I     | BSSN 18      |
| 6   | Principal Tutor II | BSSN 19      |
| 7   | Principal Tutor I  | BSSN 20      |

### 9.1 TUTOR III - BSSN 12

#### a) Entry Qualifications

**Direct Entry:** Holder of Bachelor Degree/Advance Diploma in relevant field from recognized institution with some training in Teaching methodology. This is a training position.

#### b) Duties and Responsibilities

1. Assisting in teaching students under close supervision
2. Prepares materials and equipment required for practical exercises and class sessions
3. Assists in conducting practical exercises for students in the department under close supervision
4. Assist in all technical duties requiring a higher degree of planning, design and organizes practical for diploma and undergraduate students
5. Assist in research and development activities including consultancy activities
6. To plan and supervise maintenance of Laboratory facilities/equipment
7. To assist seniors on administrative duties
8. Performs any other assignments as may be assigned to him by his seniors

### 9.2 TUTOR II- BSSN 13

#### a) Entry Qualifications

- i. **Direct Entry:** Holders of a Bachelor degree/Advanced Diploma in relevant specialty with some training in teaching methodology and has at least three year working experience in the similar duties in a reputable organization/institution
- ii. **In-service:** By promotion of Tutor III having scored a minimum of B grade in performance appraisals and has served in that position for at least three years.

#### b) Duties and Responsibilities

1. To assist in maintenance of facilities
2. To organize practical for diploma and undergraduate students
3. Deal with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary
4. Gives lecturers to students
5. Assists students in preparing final projects
6. Supervises students during fieldwork
7. Plans and design practical for students
8. Performs any other duties as may be assigned by one's reporting officer seniors

### 9.3 TUTOR I- BSSN 14-16

#### a. Entry Qualifications

- i. **Direct Entry:** Open to holders of a Bachelor degree/Advanced diploma in relevant specialty with some training in teaching methodology and has at least six year working experience in the similar duties in a reputable organization/institution.
- ii. **In-service:** By promotion of Tutor II having scored a minimum of B grade in performance appraisals and has served in that position for at least three years.

#### b. Duties and Responsibilities

1. Gives lecturers to students
2. Assists students in preparing final projects
3. Supervises students during fieldwork
4. Plans and design practical's for students
5. Guide junior tutors on their daily activities
6. Plan and supervise maintenance of laboratory facilities
7. Participate in consultancy project
8. Performs any other duties as may be assigned by one's reporting officer

### 9.4 SENIOR TUTOR II – BSSN 17

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Master's Degree/ Postgraduate Diploma in a relevant specialty OR by re-categorization of a Tutor who has acquired a Master's Degree in a relevant specialty.
- ii. **In-service :**By promotion of Tutor I who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years. He/ She must have obtained a Master's Degree/ Postgraduate in the relevant specialty or has registered for Master's degree and produced one papers or one teaching manual since the Master's registration.

#### b) Duties and Responsibilities

1. Gives lecturers to students
2. Assists students in preparing final projects
3. Supervises students during fieldwork
4. Plans and design practicals for students
5. Performs any other duties as may be assigned by one's reporting officer

### 9.5 SENIOR TUTOR I – BSSN 18

#### a) Entry Qualifications

- i. **Direct Entry:** Holder of Master's Degree/ Postgraduate Diploma in a relevant specialty with teaching methodology and at least three years teaching experience in related or Allied Institution
- ii. **In-service :**By promotion of Senior Tutor II who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years and obtained a Master's degree/ Postgraduate in the relevant specialty

#### b) Duties and Responsibilities

1. Gives lecturers to students
2. Assists students in preparing final projects
3. Supervises students during fieldwork
4. Plans and design practicals for students
5. Performs any other duties as may be assigned by one's reporting officer



## 9.6 PRINCIPAL TUTOR II – BSSN 19

### a) Entry Qualifications

- i. **Direct Entry:** Holder of Master's Degree/ Postgraduate diploma in a relevant specialty with at least six years of relevant working experience in teaching in a related or Allied Institution with one publications to his credit or one teaching manual since last promotion
- ii. **In-service:** By promotion of a Senior Tutor I with a Master's Degree or PhD who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years and produced two papers or one teaching manual since last promotion

### b) Duties and Responsibilities

1. Supervises preparation of end of the year University examinations
2. Control, planning and developing curriculum
3. Carries out special lecturers/instructions requiring a higher degree of competence
4. Assists Junior Tutor in planning, organizing lectures and practicals
5. Performs any other duties as may be assigned by one's reporting officer

## 9.7 PRINCIPAL TUTOR I – BSSN - 20

### a) Entry Qualifications

- i. **Direct Entry:** Holder of Master's Degree/ Postgraduate Diploma in a relevant specialty with at least nine years of relevant working experience in teaching in a related or Allied Institution with two publications to his credit or one teaching manual since last promotion
- ii. **In-service:** By promotion of a Principal Tutor II with a Master's degree or PhD who has scored a minimum of B grade in performance appraisals after serving in that position for at least three years and produced two papers or one teaching manual since last promotion.

### b) Duties and Responsibilities

1. Supervises preparation of end of the year University examinations
2. Control, planning and developing curriculum
3. Carries out special lecturers/instructions requiring a higher degree of competence
4. Assists Junior Tutor in planning, organizing lectures and practical's
5. Teaching students at all levels
6. Coordinates teaching activities and prepares learning resources
7. Conducts research, consultancies and community services
8. Develops and reviews curriculum
9. Plans design and reviews training programmes
10. Supervises students projects and research activities
11. Assumes leadership roles in the institute
12. Performs any other roles assigned to him by supervisors