



NATIONAL AGENCY FOR THE CONTROL OF HIV&AIDS (NACA)

SCHEME OF SERVICE

MAY 2013

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SPECIAL NOTE

The provisions of this Scheme of Service are subject to periodic review by the Board. All circulars, directives, notices, orders and other documents amending, deleting, or giving further details and/or explanation to the provisions of this Scheme of Service shall form part of them and shall be equally binding.

1.0 VISION, MISSION AND OBJECTIVES

The Vision, Mission and Objectives of the National Agency for the Control of Aids (NACA) are as follows:

Vision:

“To be a cutting edge organization in the coordination, policy research, monitoring and facilitating of HIV&AIDS interventions in Africa”.

Mission:

“To continuously undertake and facilitate the coordination of programmes to contain the HIV/AIDS pandemic in Nigeria through planning, M & E advocacy and resource mobilization”.

NACA’s functions include the following:

1. Coordinate and plan identified multi-sectoral HIV&AIDS activities of the National Response;
2. Facilitate the engagement of all tiers of government on issues of HIV&AIDS;
3. Advocate for the mainstreaming of HIV&AIDS interventions into all sectors of the society;
4. Develop and periodically update the Strategic Plan of the National Response Programme;
5. Provide leadership in the formulation of policies and sector-specific guidelines on HIV&AIDS;
6. Establish mechanisms to support HIV&AIDS research in the country;
7. Mobilize resources (local and foreign) and coordinate its equitable application for HIV&AIDS activities;
8. Develop its own capacity and facilitate the development of other stakeholders’ capacity;
9. Provide linkages with the global community on HIV&AIDS; and
10. Monitor and evaluate all HIV&AIDS activities.

The need for NACA to efficiently and effectively carry out these functions underscores the need to put in place a well motivated system characterized by a smooth and institutionalized career progression and succession plan. An instrumentality of achieving this is the establishment of a worker-friendly Scheme of Service.

2.0 GRADING STRUCTURE

This scheme of service addresses issues relating to the career specifications and progression of all members of staff of NACA. In developing this Scheme of Service for NACA, relevant public documents were reviewed and discussions were held with relevant officers in institutions responsible for the development of the Public Service Scheme of Service.

For it to serve as a career guide and a tool of career progression, the following broad steps were undertaken:

- i. All members of staff were aggregated and classified into **CADRE**, with each cadre comprising officers that perform similar or professionally related functions;
- ii. Each Cadre is disaggregated into posts (i.e.) with associated salary grades (and not the raw salaries) attached to each post;
- iii. The duties for the posts are indicated (i.e. the broad functions to be performed and not the detailed Job descriptions);
- iv. The posts are arranged cadre by cadre and from the lowest post of Clerical Assistant on CONRAISS 2 to the highest post of Director on CONRAISS 15;
- v. All cadres are in accordance with the Public Service provisions.

To ensure smooth career progression and succession plan, the entire work structure is categorized into four broad groups, namely the Executive category (CONRAISS 15), Directorate category (CONRAISS 13- 14), Senior Staff category (CONRAISS 06 - 12) and Junior Staff category (CONRAISS 03- 05) levels. The Grading Structure is as indicated below.

NACA Grading Structure

| | JOB CATEGORY | JOB GRADE | CONRAISS EQUIVALENT |
|--|---------------------|--|----------------------------|
| | EXECUTIVE | Director | 15 |
| | DIRECTORATE | Deputy Director Assistant Director | 14 |
| | | Programme/Legal/Audit/Finance/Administrative/ Procurement/Human Resources(HR) Officer | 13 |
| | SENIOR STAFF | Chief Programme/ Legal/Audit/Finance/ Administrative/Procurement/Human Resources(HR)/ Chief Executive Officer/ Chief Works superintendent. | 12 |
| | | | |

| | | | |
|--|-------------------------|---|-----------|
| | | Assistant Chief Programme/ Legal/Audit/Finance/Administrative/ Procurement/Human Resources(HR)/ Assistant Chief Executive Officer /Assistant Chief Works Superintendent . | 11 |
| | | Principal Programme/Legal/Audit/Finance/Administrative/ Procurement/Human Resources(HR)/ Principal Executive Officer I/Principal Works Superintendent I | 10 |
| | | Senior Programme/Legal/Audit/Finance/Administrative/ Procurement/Human Resources(HR)/ Principal Executive Officer II/Principal Works Superintendent II | 09 |
| | | Officer I Programme/Legal/Audit/Finance/Administrative/ Procurement/Human Resources(HR)/ Senior Executive Officer /Senior Works Superintendent | 08 |
| | | Officer II Programme/Legal/Audit/Finance/Administrative/ Procurement/Human Resources(HR)/ Higher Executive Officer/Higher Works Superintendent | 07 |
| | | Executive Officer Chief Clerical Officer; Chief Driver-Mechanic/Works Superintendent | 06 |
| | | Assistant Executive Officer Senior Clerical Officer Senior Driver-Mechanic/Assistant Works Superintendent | 05 |
| | | Clerical Officer I Driver-Mechanic | 04 |
| | | Clerical Officer II Driver | 03 |
| | JUNIOR STAFF | | |

3.0 THE DIRECTOR - GENERAL

3.1 Background

The Director-General is directly appointed by the President of the Federal Republic of Nigeria. In accordance with the NACA Act the incumbent of this office shall hold office for a period of 4 years in the first instance and may be re-appointed for a further period of 4 years and no more, on such terms and conditions as may be determined, from time to time, by the President. As the Chief Executive Officer of the National Agency for the Control of HIV&AIDS (NACA), the Director-General is the accounting officer of the Agency.

The duties and responsibilities of the Director-General are subject to the supervision and control of the Governing Board. The Chief Executive Officer of the Agency shall be responsible for the day-to-day running of the Agency. The Director General shall also be the Chairman of the National Council on AIDS. Subject to such conditions as it may impose, the Board may delegate any of its functions under the Agency Act to the Director General.

3.2 DUTIES

Technically, the Director General shall:

- Serve as the Accounting Officer of the Agency.
- Coordinate the National Council on AIDS.
- Advise the NACA Governing Board and the Agency's committees on issues relating to HIV&AIDS.
- Provide advocacy and leadership role in the management and prevention of HIV&AIDS in Nigeria.
- Provide strategic leadership to the Agency in all aspects of its responsibilities and objectives.
- Enter into all agreements within and outside the country on behalf of the Agency.
- Carry out any other functions delegated to him/her by the Board.

3.3 Qualifications

Advanced degree in medical sciences with not less than 15 years post qualification experience.

Core Competencies:

- Excellent leadership and organizational skills
- Excellent numerate and analytical skills
- Posses excellent time management and multi-tasking skills
- Proven track record of ability to achieve and exceed targets
- Excellent people management skills
- Posses team building and management capability
- Proven communication, interpersonal and presentation skills
- High integrity and ethical standards
- Strong Coordination Skills.

4.0 POLICY, STRATEGY & DONOR COORDINATION OFFICER CADRE

4.1 Posts and Salaries Grade Levels

| | | |
|-----|---|--------------|
| 1.1 | Programme Officer II (Policy, Strategy & Donor Coord.) | -CONRAISS 07 |
| 1.2 | Programme Officer I (Policy, Strategy & Donor Coord) | -CONRAISS 08 |
| 1.3 | Senior Programme Officer (Policy, Strategy & Donor Coord) | -CONRAISS 09 |
| 1.4 | Principal Programme Officer (Policy, Strategy & Donor Coord) | -CONRAISS 10 |
| 1.5 | Assistant Chief Prog Officer (Policy, Strategy & Donor Coord) | -CONRAISS11 |
| 1.6 | Chief Programme Officer (Policy, Strategy & Donor Coord) | - CONRAISS12 |
| 1.7 | Assistant Director (Policy, Strategy & Donor Coord) | -CONRAISS13 |
| 1.8 | Deputy Director (Policy, Strategy & Donor Coord) | -CONRAISS14 |
| 1.9 | Director (Policy, Strategy & Donor Coord) | -CONRAISS 15 |

4.2 DUTIES

4.2.1 Programme Officer II (Policy, Strategy & Donor Coord), CONRAISS 07

- a. Assisting in desk and field data collection and collation for HIV&AIDS policy formulation.
- b. Reporting on issues on HIV&AIDS policies.
- c. Covering departmental meetings and other technical meetings of the department.
- d. Any other duties as may be assigned.

4.2.2 Programme Officer I ((Policy, Strategy & Donor Coord), CONRAISS 08

- a. Assisting in desk and field data collection and collation for HIV&AIDS policy formulation.
- b. Reporting on issues on HIV&AIDS policies.
- c. Covering proceedings at sensitization workshops and or stakeholders' forum on HIV&AIDS and report accordingly.
- d. Participating in sectoral guidelines situation analysis.

4.2.3 Senior Programme Officer(Policy, Strategy & Donor Coord), CONRAISS 09

4.2.3.1 Policy.

- a. Assisting in desk and field data collection for formulating HIV&AIDS policies.
- b. Reporting on issues on HIV&AIDS policies.
- c. Covering proceedings at sensitization workshops on HIV&AIDS Workshops and report accordingly.
- d. Participating in sectoral guidelines situation analysis.
- e. Providing leadership of the Secretariat for Stakeholders' meetings.

4.2.3.2 Strategic Planning

- a. Assisting in desk and field data collection for situation analysis.
- b. Helping to organize strategic plan meetings.
- c. Assisting in organizing meeting with stakeholders on intended strategies.
- d. Facilitating collection and collation of data on strategic plan performance.

4.2.3.3 Donor Coordination

- a. Assisting in desk and field data collection for formulating donor policies
- b. Reporting on issues on HIV&AIDS donor policies.
- c. Covering proceedings at donor sensitization workshops on HIV&AIDS and report accordingly.
- d. Participating in the development of guidelines situation analysis.
- e. Providing leadership of the Secretariat for Stakeholders' meetings.

4.2.4 Principal Programme Officer (Policy & Strategy), CONRAISS 10

4.2.4.1. Policy.

- a. Participating in data collection and analysis of HIV&AIDS policies.
- b. Formulating proposals for dialogue and debate on HIV&AIDS policies.
- c. Organizing sensitization workshop on HIV&AIDS Workshops and disseminating findings.
- d. Initiating proposals for sectoral guidelines on situation analysis.
- e. Generating data (desk and field) for maintaining the currency of the national policy on HIV&AIDS.
- f. Liaising with sectoral leader and advocating the need for guideline development.
- g. Determining the technical assistance that is needed by sectoral leaders for guidelines development and initiate proposals on same.
- h. Supervising the work of his/her subordinate officers.

4.2.4.2 Strategic Planning

- a. Supervising the official performance of a member of subordinate staff
- b. Carrying out desk and field data collection for situation analysis.
- c. Organizing meetings with stakeholders on intended HIV&AIDS strategies.
- d. Facilitating data collection, collation and analysis on the performance of the strategic plan.
- e. Participating in the periodic review of strategic plans.
- f. Disseminating extant strategic plan and popularizing it.

4.2.4.3 Donor Coordination

- a. Participating in data collection and analysis of Donor support policies.
- b. Formulating proposals for dialogue and debate on Donor supported programmes.
- c. Organizing sensitization workshop on Donor funded HIV&AIDS Workshops and disseminating findings.
- d. Initiating proposals for sectoral guidelines on situation analysis.
- e. Generating data (desk and field) for maintaining the currency of the national policy and aligning with international policy on HIV&AIDS.
- f. Determining the technical assistance that is needed by sectoral leaders for guidelines development and initiate proposals on same.
- h. Supervising the work of his/her subordinate officers.

4.2.5 Assistant Chief Programme Officer (Policy & Strategy), CONRAISS 11

4.2.5.1 Policy

- a. Leading the data collection and analysis exercises relating to the formulation of HIV&AIDS policies.
- b. Appraising proposals for sectoral guidelines on situation analysis and adding value to same.
- c. Acting as team leader in the exercise of formulating proposals for sectoral guidelines on situation analyses.
- d. Generating primary and secondary data to up-dating data for the national policy on HIV&AIDS.
- e. Supervising sectoral leaders in the development of appropriate guidelines for situation analyses.
- f. Initiating and sustaining dialogue on subsisting HIV&AIDS policies.
- g. Providing leadership in the conduct of sensitization workshops on HIV&AIDS.
- h. Development guidelines on procedures for developing all the relevant documents for understanding and controlling HIV&AIDS.

4.2.5.2 Strategic Planning

- a. Generating the techniques to be deployed in the situation analysis exercises.
- b. Liaison with various stakeholders on proposed HIV&AIDS strategies.
- c. Analyzing and harmonizing stake-holders perspectives and using the outcomes in proposing HIV&AIDS strategies.
- d. Analyzing data for the periodic up-date of existing strategic plans.
- e. Conducting period reviews of plans for combating the HIV&AIDS incidence.
- f. Disseminating reviewed strategic plans and popularizing their contents.
- g. Facilitating team building among subordinates and supervising same.
- f. Initiating and sustaining dialogue on subsisting BCC policies, processes and strategies.
- g. Assisting in mainstreaming BCC into the various aspects of the National Response Framework.
- h. Supporting the preparation of best practices in the planning, process and practices of BCC in Nigeria.

4.2.5.3. Donor Coordination

- a. Leading the data collection and analysis exercises relating to the Donor policies on HIV&AIDS.
- b. Appraising proposals for sectoral guidelines on situation analysis and adding value to same.
- c. Acting as team leader in the exercise of formulating proposals for sectoral guidelines on situation analyses.
- d. Generating primary and secondary data to up-dating data for the national policy on HIV&AIDS.
- e. Supervising sectoral leaders in the development of appropriate guidelines for situation analyses.

- f. Initiating and sustaining dialogue on Donor subsisting HIV&AIDS policies.
- g. Providing leadership in the conduct of sensitization workshops on HIV&AIDS.
- h. Development of guidelines on procedures for developing all the relevant documents for understanding Donors funded projects.

4.2.6. Chief Programme Officer (Policy & Strategy), CONRAISS 12

4.2.6.1. Policy

- a. Taking charge of a Unit
- b. Organizing training courses for subordinate (and junior) Policy and Advocacy Staff.
- c. Coordinating the activities of officers in the sub-unit.
- d. Supervising the data collection and analysis exercises relating to formulating HIV&AIDS policies.
- e. Overseeing the formulation of proposals for sectoral guidelines on situation analysis.
- f. Supervising dialogue on extant HIV&AIDS policies.
- g. Coordinating the development of guidelines on the development of relevant documents for understanding and controlling HIV&AIDS. Providing analytical support to the division.
- h. Taking charge of a section and the day-to-operation of same.

4.2.6.2 Strategic Planning

- a. Taking charge of a Unit
- b. Organizing training courses for subordinate (and junior) planning staff
- c. Coordinating the activities of officers in the sub-unit.
- d. Supervising data collection for revising existing strategic plans.
- e. Enlightening subordinate staff on latest techniques for generating and analyzing field data for strategic plan formulation on HIV&AIDS.
- f. Evaluating field reports on HIV&AIDS and proposing adjustments to the existing strategies for checking it incidence.
- g. Conducting research and maintaining an up-to-date data base on the HIV&AIDS pandemic.
- h. Preparing working papers and situation reports on HIV&AIDS incidence.
- i. Taking charge of a section and the day-to-operation of same.
- j. Providing analytical support to the division.

4.2.6.3 Donor Coordination.

- a. Taking charge of a Unit
- b. Organizing training courses for subordinate (and junior) Donor Coordination staff
- c. Coordinating the activities of officers in the sub-unit.
- d. Supervising data collection for revising existing Donor policies.
- e. Enlightening subordinate staff on latest techniques for generating and analyzing field data on Donor coordinated programmes.

- f. Evaluating field reports on HIV&AIDS and proposing adjustments to the existing strategies for checking it incidence.
- g. Conducting research and maintaining an up-to-date data base on the HIV&AIDS pandemic.
- h. Preparing working papers and situation reports on Donor HIV&AIDS incidence.
- i. Taking charge of a section and the day-to-operation of same.
- j. Providing analytical support to the division.

4.2.7 Assistant Director (Policy, Strategy & Donor Coordination), CONRAISS 13

4.2.7.1 Policy.

- a. Taking charge of a branch.
- b. Ascertaining the appropriateness of training programmes on HIV&AIDS policy for the department.
- c. Overseeing the implementation of such training programmes to ensure value-for – money outcomes.
- d. Supervising guidelines development for sectoral leaders.
- e. Ensuring the flow of appropriate technical assistance-ship to sectoral leaders.
- f. Ensuring appropriate day-to-day management of a section.
- g. Participating in networking and partnering with relevant agencies and organizations linked to the activities of the department.
- h. Acting as head of Division when the substantive head is not available
- i. Participating in advocacy visits to relevant stakeholders.

4.2.7.2 Strategic Planning

- a. Taking charge of a branch.
- b. Ascertaining the relevance of capacity building activities of the organization as they relate to the department.
- c. Supervising the process of co-coordinating the collection of data for up-dating the strategic plan.
- d. Overseeing strategic plans sensitization meetings with stakeholders
- e. Supervising up-dating intended strategic plans with the outcomes of stakeholders sensitization meetings.
- f. Adding value to policy memoranda and related documents originating from the department/organization.
- g. Acting as head of Division when the substantive head is not available.
- h. Representing the organization in policy oriented meetings, seminars and conferences.

4.2.7.3 Donor Coordination

- a. Taking charge of a branch.
- b. Ascertaining the relevance of capacity building activities of the branch as they relate to the department.
- c. Supervising the process of co-coordinating the collection of data for up-dating the Donor strategic plan.

- d. Overseeing Donor strategic plans sensitization meetings with stakeholders
- e. Supervising up-dating intended Donor strategic plans with the outcomes of stakeholders sensitization meetings.
- f. Adding value to policy memoranda and related documents originating from the department/organization.
- g. Acting as head of Division when the substantive head is not available.
- h. Representing the organization in Donor oriented meetings, seminars and conferences.

4.2.8 **Deputy Director (Policy, Strategy & Donor Coordination), CONRAISS 14**

4.2.8.1 Policy.

- a. Assisting in the administration of the Department.
- b. Taking responsibility for fresh initiatives on Policy and Advocacy
- c. Contributing to advice to government on contemporary perspectives on HIV&AIDS policy advocacy.
- d. Assisting in the initiation and formulation of all policies, plans and programmes of the department.
- e. Leading advocacy initiatives in the critical and relevant segments of government and the entire society.
- f. Representing the Agency in high level meetings, seminars and conferences.
- g. Providing substantive leadership to staff of the Division and other colleagues in the Agency.

4.2.8.2 Strategic Planning

- a. Assisting in the administration of the Department.
- b. Taking responsibility for initiating fresh ideas on strategic planning and related functions.
- c. Taking charge of a Division and the day-to-day management of same.
- d. Contributing to policy advice to government on best-practices strategies and experience sharing on containing HIV&AIDS.
- e. Providing strategic leadership to staff of the Division and other colleagues in the Agency.

4.2.8.3 Donor Coordination.

- a. Assisting in the administration of the Department.
- b. Taking responsibility for fresh initiatives on Donor issues.
- c. Advising the government on contemporary perspectives on Donor funded HIV&AIDS and other related disease.
- d. Assisting in the initiation, formulation and development of all Donor policies, plans and programmes of the department.
- e. Leading advocacy initiatives in the critical and relevant segments of government and the entire society.
- f. Representing the Agency in high level meetings, seminars and conferences.
- g. Providing substantive leadership to staff of the Division and other colleagues in the Agency.

4.2.9 Director (Policy, Strategy & Donor Coordination), CONRAISS 15

- a. Taking full charge of the Department particularly as it relates to the essence and content of all policy, strategic planning and Donor Coordination.
- b. Ensuring relevance and efficiency of all policies, strategies and programmes of the Department.
- c. Championing among the sectoral leaders, the imperative of guideline development and ascertain the technical assistance needed with particular focus on the mandates of the Department.
- d. Leading the development of the Agency annual work plan and ensures that same facilitates the achievement NACA's mandate.
- e. Providing substantive leadership to the staff of the Department and other staff of the Agency.
- f. Rendering qualitative advice to the CEO and the Governing Board as and when needed.
- g. Representing the Agency in top-level meetings, seminars and conferences.

4.3. Qualifications for the Policy, Strategy & Donor Coordination Department

4.3.1. Policy.

Degrees in public health, social sciences (Economics, Political Science, Sociology and Demography), medical and biomedical sciences are required. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Programme Officer and promotion to the post of a Principal Programme Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief, Assistant and a Deputy Director (Policy), respectively. The basic requirement is a second class Lower degree (BSc or HND equivalent).

4.3.2. Strategic Planning:

Degrees in social sciences (Economics, Geography and Political Science), Development Policy, Public Administration, Strategic Planning and Operations Research are required. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Programme Officer and promotion to the post of a Principal Programme Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief, Assistant and a Deputy Director (S&P), respectively. The basic requirement is a second class Lower degree (BSc or HND equivalent).

4.3.3. Donor Coordination:

Degrees in social sciences (Economics, Geography and Political Science), Development Policy, Public Administration, Strategic Planning and Operations

Research are required. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Programme Officer and promotion to the post of a Principal Programme Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief, Assistant and a Deputy Director (DC), respectively. The basic requirement is a second class Lower degree (BSc or HND equivalent).

4.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions/transfers are subject to vacancy and satisfactory service record.
- b. All direct appointments shall be through an internal/external advertisement.

4.4.1 Programme Officer II (Policy, Strategic planning & Donor Coord), CONRAISS 07

By direct appointment and transfer of a candidate possessing a good degree in any of the disciplines identified above from a recognized University or institution of higher learning.

4.4.2 Programme Officer I (P, SP & DC), CONRAISS 08

- a. By promotion of a confirmed and suitable Programme Officer Grade II (Policy and Planning) who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified in the relevant section above plus at least 3 years post-qualification cognate experience;
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified in the relevant section above plus at least one year post-qualification cognate experience.

4.4.3 Senior Programme Officer (P, SP & DC), CONRAISS 09

- a. By promotion of a confirmed and suitable Programme Officer Grade I (Policy and Planning) who has spent at least two (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified in the relevant section above plus at least 6 years post-qualification cognate experience;
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified in the relevant section above plus at least 4-year post-qualification cognate experience.
- e. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified in the relevant section above plus at least one year post-qualification cognate experience.

4.4.4 Principal Programme Officer (P, SP & DC), CONRAISS 10

By promotion of a confirmed and suitable Senior Programme Officer (Policy, Strategic Planning or Donor Coord) who has spent at least three (3) years on the grade and possesses at least a *Masters Degree* in any of the

qualifications specified above.

4.4.5 Assistant Chief Programme Officer (P,SP& DC), CONRAISS 11

By promotion of a confirmed and suitable Principal Programme Officer (P, SP or DC) who has spent at least three (3) years on grade and possesses at least a *Masters Degree* in any of the qualifications specified above.

4.4.6 Chief Programme Officer Director (P,SP& DC), CONRAISS 12

By promotion of a confirmed and suitable Assistant Chief Programme Officer who has spent at least three (3) years on the grade and successfully completed a prescribed professional course.

4.4.7 Assistant Director (P, SP & DC), CONRAISS 13

By promotion of a confirmed and suitable Chief Programme Officer who has spent at least three (3) years on the grade and successfully completed a prescribed professional course.

4.4.8 Deputy Director (P, SP & DC), CONRAISS 14

By promotion of a suitable Chief Programme Officer who has spent at least four (4) years on the grade and having successfully passed a *prescribed leadership programme*.

4.4.9 Director (P,SP & DC), CONRAISS 15

By promotion of a suitable Deputy Director who has spent at least four (4) years on the grade.

4.5 **Direct Appointment to Posts in CONRAISS 07 to 10**

All direct appointments may be made to posts in GL 07-10 but these would be preceded by specific advertisement at the instance of the Agency. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

5.0 STRATEGIC KNOWLEDGE MANAGEMENT OFFICER CADRE

5.1 Posts and Salaries Grade Levels

- 1.1 Programme Officer II (Research & M&E) - CONRAISS 07
- 1.2 Programme Officer I (Research & M&E) - CONRAISS 08
- 1.3 Senior Programme Officer I (Research & M& E) - CONRAISS 09

| | | |
|-----|--|---------------|
| 1.4 | Principal Programme Officer (Research & M&E) | - CONRAISS 10 |
| 1.5 | Assistant Chief Prog Officer (Research &M&E) | - CONRAISS 11 |
| 1.6 | Chief Programme Officer (Research &M&E) | - CONRAISS 12 |
| 1.7 | Assistant Director (Research &M&E) | - CONRAISS 13 |
| 1.8 | Deputy Director (Research &M&E) | - CONRAISS 14 |
| 1.9 | Director (Research &M&E) | - CONRAISS 15 |

5.2 DUTIES

5.2.1 Programme Officer II (Research & M&E), CONRAISS 07

- a. Collecting Data on the main mandates of the division and the Department.
- b. Processing and helping to analyse data on HIV&AIDS.
- c. Covering proceedings of meetings.
- d. Any other duties as may be assigned

5.2.2 Programme Officer I (Research &M& E), CONRAISS 08

- a. Assisting in organizing departmental meetings and committees activities.
- b. Assisting in formulating research and evaluation ideas.
- c. Participating in the formulation or design of survey instruments.
- d. Participating in data collection and collation.

5.2.3 Senior Programme Officer (Research &M&E), CONRAISS 09

- a. Undertaking data analysis on HIV&AIDS.
- b. Formulating research ideas on mandates of the department and the Agency.
- c. Participating in the formulation or design of survey and monitoring instruments.
- d. Supervising data collection and collation.

5.2.4 Principal Programme Officer (Research &M& E).CORAISS 10

- a. Providing analytical services on research and monitoring activities.
- b. Assisting in carrying out policy and strategy and organizational-wide needs assessment.
- c. Initiating research and evaluation programmes/projects
- d. Providing leadership on the design of survey and monitoring instruments.

5.2.5 Assistant Chief Programme Officer (Research & M& E), CONRAISS 11

- a. Analyzing research proposals and suggesting options.
- b. Carrying out R& E and the Agency's activities needs assessment.
- c. Preparing reports, policy and programme documents.
- d. Identifying and prioritizing research needs

5.2.6 Chief Programme Officer (Research & M& E). CONRAISS 12

- a. Documenting survey/M & E data findings and case analysis on HIV&AIDS
- b. Supervising research programmes on HIV&AIDS
- c. Supporting the supervision of M&E planning and management.
- d. Analyzing and interpreting relevant research data on HIV&AIDS.
- e. Supervising the activities of Junior staff members.

- f. Taking charge of a Section and provide leadership to the staff of the Section.

5.2.7. Assistant Director (Research & M& E), CONRAISS 13

- a. Assessing institutional capacity and gaps in HIV&AIDS research.
- b. Supervising survey and M & E needs assessment exercises.
- c. Coordinating stakeholders' requirements for research/M & E.
- d. Supervising preparation of policy documents on HI&AIDS activities.
- e. Reviewing and evaluating departmental activities periodically.
- f. Providing leadership to the preparation of departmental reports.
- g. Taking charge of a Branch and provide leadership to the staff of the Branch.

5.2.8 Deputy Director (Research & M&E), CONRAISS 14

- a. Reviewing and submitting policy recommendations emanating from HIV&AIDS research results.
- b. Taking charge of AIDS&HIV research/M&E development and planning.
- c. Ensuring the dissemination of HIV&AIDS research results/findings.
- d. Coordinating the collation and analysis of research, M & E activities.
- e. Taking charge of a Division and providing leadership to the staff of the Division and other sub-ordinates in the Agency.

5.2.9 Director (Research & M&E), CONRAISS 15

- a. Taking charge of the general administration of the Department.
- b. Coordinating the development, planning and management of research, M&E, documentation and IT activities.
- c. Offering policy advice on HIV/AIDS research and M \$ E matters.
- d. Providing substantive leadership to the staff of the Department and other staff of the Agency.
- e. Rendering qualitative advice to the CEO and the Governing Board on issues relating to research, M&E, documentation and IT related issues.
- f. Representing the Agency in top-level meetings, seminars and conferences especially on issues relating to the departmental activities.

5.3 Qualifications

5.3.1 Research

Activities here cover social, biomedical and operational researches. Based on current reality, 50% of the entire activities of the division will be devoted to operational, 30% to social and 20% to clinical researches. The required qualifications are degrees in biomedical sciences, Public Health, Health Sociology, Health Economics, Medical/Clinical Psychology and directly related degrees. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Programme Officer and promotion to the post of a Principal Programme Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief, Assistant and a Deputy Director, respectively. The basic requirement is a second class Lower degree in related disciplines, e.g. BSc or HND.

5.3.2 Monitoring and Evaluation:

The required qualifications are degrees in Monitoring and Evaluation, Epidemiology, Social and Bio Statistics, Social Sciences (Economics, demography and sociology), Public Health, and Measures and Evaluation and related degrees in Humanities and Basic Sciences. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Programme Officer and promotion to the post of a Principal Programme Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief, Assistant and a Deputy Director, respectively. The basic requirement is a second class Lower degree in related disciplines, e.g. BSc, BA or HND.

5.4 Methods of Entry and Advancement Within the Cadre

Note:

- a. All promotions/transfers are subject to vacancy and satisfactory service record.
- b. All direct appointments shall be through an internal/external advertisement.

5.4.1 Programme Officer II (Research & M& E), CONRAISS 07

- a. By direct appointment and transfer of a candidate possessing a good Degree in any of the Health/Social Science disciplines from a recognized university or higher institutions.

5.4.2 Programme Officer I (Research & M&E), CONRAISS 08

- a. By promotion of a confirmed and suitable Programme Officer II (R&E) who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years of post-qualification cognate experience;
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one year post-qualification cognate experience.

5.4.3 Senior Programme Officer I (Research & M&E), CONRAISS 09

- a. By promotion of a confirmed and suitable Programme Officer I (R&E) who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years post-qualification cognate experience;
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years post-qualification cognate experience.
- e. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified in the relevant section above plus at least one year post-qualification cognate experience.

- 5.4.4 Principal Programme Officer (Research & M& E), CONRAISS 10
- a. By promotion of a confirmed and suitable Senior Programme Officer who has spent at least three (3) years on the grade;
 - b. By direct appointment of a candidate possessing a Masters Degree in any of the qualifications specified above plus at least nine years post-qualification cognate experience respectively;
 - c. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified above plus at least 2 years post-qualification cognate experience.

5.4.5 Asst. Chief Principal Programme Officer (Research & M&E),CONRAISS 11

- a. By promotion of a confirmed and suitable Principal Programme Officer (R&E) who has spent at least three (3) years on grade and possesses at least a *Masters Degree* in any of the qualifications specified in section 5.3;
- b. By direct appointment of a candidate possessing a Masters Degree in any of the qualifications specified above plus at least 12 years post-qualification cognate experience;
- c. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified in the relevant section above plus at least 5 years of post-qualification cognate experience.

5.4.6 Chief Programme Officer (Research & M&E), CONRAISS 12

- a. By promotion of a confirmed and suitable Assistant Chief Programme Officer who has spent at least three (3) years on the grade plus passing the prescribed professional course.

5.4.7 Assistant Director (Research & M & E), CONRAISS 13

By promotion of a confirmed and suitable Chief Programme Officer who has spent at least three (3) years on the grade plus passing the prescribed professional course.

5.4.8 Deputy Director (Research &M&E), CONRAISS 14

By promotion of a suitable Chief Programme Officer who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

5.4.9 Director (Research & M& E) CONRAISS 15

By promotion of a suitable Deputy Director who has spent at least four (4) years on the post.

5.5 **Direct Appointment to Posts in GL 07 to 10**

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

6.0 LIBRARY SERVICES AND DOCUMENTATION OFFICER CADRE

6.1. Posts and Salaries Grade Levels

- | | | |
|-----|--|--------------|
| 1.1 | Library Services & Documentation Officer II | -CONRAISS 07 |
| 1.2 | Library Services & Documentation Officer I | -CONRAISS 08 |
| 1.3 | Senior Library Services & Documentation Officer | -CONRAISS 09 |
| 1.4 | Principal Library Services & Documentation Officer | -CONRAISS 10 |
| 1.5 | Assistant Chief Library Services & Documentation Officer | -CONRAISS11 |
| 1.6 | Chief Library Services & Documentation Officer | -CONRAISS 12 |

- 1.7 Assistant Director Library Services & Documentation -CONRAISS 13
1.8 Deputy Director Library Services & Documentation -CONRAISS 14

6.2 Duties

6.2.1 Library Services & Documentation Officer Grade II, CONRAISS 07

- a. Working on the selection, evaluation, acquisition, organization of books and other library materials.
- b. Indexing periodicals and related documents.
- c. Compiling bibliographies and reading lists.
- d. Recording of library transactions such as borrowing of books and periodicals.

6.2.2 Library Services & Documentation Officer Grade I, CONRAISS 08

- a. Selecting, evaluating, acquiring and organizing books and other library materials.
- b. Supervising the indexing of books and periodicals.
- c. Compiling bibliographies and reading lists.
- d. Supervising the recording of library transactions such as borrowing of books and periodicals.
- e. Supervising subordinate staff of the Division.

6.2.3 Senior Library Services & Documentation Officer, Grade I, CONRAISS 09

- a. Supporting library automation.
- b. Inspecting indexation and bibliography compilation.
- c. Assessing the Agency's library and documentation needs on periodical basis.
- d. Overseeing a Section of a library.

6.2.4 Principal Library Services & Documentation Officer, CONRAISS 10

- a. Overseeing, Cataloguing, Classification and Ordering of books.
- b. Overseeing library automation.
- c. Supervising the assessment of Agency's library and documentation needs.
- d. Overseeing a Branch of a library.

6.2.5 Assistant Chief Library Services & Documentation Officer, CONRAISS 11

- a. Taking charge of a Division of the Library, such as Technical Services, Readers Services.
- b. Overseeing the training, supervision and appraisal of junior staff.
- c. Maintaining liaison with other Library organizations.

6.2.6 Chief Library Services and Documentation Officer, CONRAISS 12

- a. Providing leadership to the library automation and documentation activities.
- b. Giving professional advice on Library matters.
- c. Initiating action on the review of Library Policies and Programmes.

6.2.7 Assistant Director Library Services & Documentation Officer, CONRAISS 13

- a. Taking charge of the general administration of the Branch.
- b. Taking responsibility for Library development and planning.
- c. Advising the Head of the Department of Strategic Knowledge Management, the CEO and the Board on documentation and library services.

6.2.8 Deputy Director Library Services & Documentation Officer, CONRAISS 14

- a. Providing leadership for the Division.
- b. Taking responsibility for Library development and planning.
- c. Advising Management, the Director General and the Board on documentation and library services.

6.3 Qualifications

Degrees in Library Studies, Documentation, Archival Studies, related Social Sciences and Humanities, Information Management, Record Management and related disciplines are required. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Librarian and promotion to the post of a Chief and above, Library Services and Documentation Officers as well as membership of library institute/association. The basic requirement is a second class lower degree in related disciplines, e.g. BSc, BA or HND.

6.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions/transfers are subject to vacancy and satisfactory service record.
- b. All direct appointments shall be through an internal/external advertisement.

6.4.1 Library Services and Documentation Officer II

By direct appointment of a candidate possessing any of the qualifications mentioned above.

6.4.2 Library Services and Documentation Officer I

- a. By promotion of a confirmed and suitable Librarian Grade II who has at least three (3) years on the grade.
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least three years of post-qualification cognate experience.

6.4.3 Senior Library Services and Documentation Officer

- a. By promotion of a confirmed and suitable Library Services and Documentation Officer, Grade I who has spent at 3years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years post-qualification cognate experience; and
- c. By direct appointment of a candidate possessing a Masters Degree in any

of the disciplines specified above plus at least 4 years post-qualification cognate experience.

6.4.3 Principal Library Services and Documentation Officer

- a. By promotion of a confirmed and suitable Senior Library and Documentation Officer who has spent minimum of 3 years on the grade;
- b. By direct appointment of a candidate possessing a Masters Degree in any of the qualification specified above plus a least 9 years post-qualification cognate experience.

6.4.4 Assistant Chief Library Services and Documentation Officer

By promotion of a confirmed and suitable Principal Library Services and Documentation Officer who has spent minimum of three (3) years on the grade plus a Maters Degree in any of the disciplines specified.

6.4.5 Chief Library Services and Documentation Officer

By promotion of a confirmed and suitable Assistant Chief Library Services and Documentation Officer who has spent a minimum of three (3) years on the grade and successfully completed a prescribed professional course (where applicable for the profession in Nigeria).

6.4.6 Assistant Director Library Services and Documentation Officer

By promotion of a confirmed and suitable Chief Library Services and Documentation Officer who has spent a minimum of three (3) years on the grade and successfully completed a prescribed professional course (where applicable for the profession in Nigeria)..

6.4.6 Deputy Director Library Services and Documentation Officer

By promotion of a confirmed and suitable Assistant Director Library Services and Documentation Officer who has spent a minimum of four (4) years on the grade and successfully completed a prescribed professional course (where applicable for the profession in Nigeria).

- 6.4.7. Director, By a Deputy Director Library and documentation, who has spent at least four (4) years on the grade, successfully contesting for the position of Director, Strategic Knowledge Management .

6.5. Direct Appointment to Posts in CONRAISS 07-10

All direct appointments may be made to posts in GL 07-10 but these would be preceded by specific advertisement at the instance of the Agency. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

7.0 Library Officer Cadre.(Assistant Cadre)

7.1 Posts and Salaries Grade Levels

| | |
|-------------------------------------|----------------|
| 1.1 Assistant Library Officer | -CONRAISS 05 |
| 1.2 Library Officer | - CONRAISS 06 |
| 1.3 Higher Library Officer | - CONRAISS 07 |
| 1.4 Senior Library Officer | - CONRAISSS 08 |
| 1.5 Principal Library Officer II | - CONRAISS 09 |
| 1.6 Principal Library Officer I | - CONRAISS 10 |
| 1.7 Assistant Chief Library Officer | - CONRAISS 11 |
| 1.8 Chief Library Officer | - CONRAISS 12 |

7.2 DUTIES:

7.2.1 Assistant Library Officer - CONRAISS 05

- a. Accessioning of new arrivals
- b. Taking charge of check- out desk.
- c. Assist in indexing periodicals and related documents
- d. Any other duty assigned to him/her by the superior officer

7.2.2 Library Officer - CONRAISS 06

- a. Supervising the Assistant Library Officer
- b. Shelving and shelf reading
- c. Preparation of overdue notices
- d. Assist in compiling bibliographies and related documents
- e. Any other assignment from the superior.

7.2.3 Higher Library Officer - CONRAISS 07

- a. Preliminary cataloguing/classification of materials
- b. supervise routine service to readers
- c. In-charge of stock taking.
- d. supervising indexing periodicals and related documents.

7.2.4 Senior Library Officer - CONRAISS 08

- a. Taking charge of circulation of periodicals
- b. Planning and organizing orientation in circulation
- c. Evaluating and updating circulation documents
- d. Any other duties that may be assigned.

7.2.5 Principal Library Officer II - CONRAISS 09

- a. Supervision of circulation duties
- b. Organising the inter library and special loans
- c. Assist in preparing Bibliographies, Indexes and Abstracts
- d. Collection of materials and documents from the departments.

7.2.6. Principal Library Officer I - CONRAISS 10

- a. Organising in house training for junior officers
- b. Preparing torn and worn out materials for binding.
- c. Involved in answering referral questions
- d. Assist in training new officers
- e. Any other duties that may be assigned.

7.2.7 Assistant Chief Library Officer - CONRAISS 11

- a. Training of new staff
- b. Answering of referral questions
- c. Superintending over other routine library services
- d. Supervising of the preparation of Bibliographies, Indexes and Abstracts

- e. Any other duties that may be assigned

7.2.8 Chief Library Officer - CONRAISS 12

- a. Supervises all professional duties in the Library
- b. Initiates documents preparation for publication in the Agency
- c. Co-ordinates training of Staff of the Agency on documentation
- d. Reports to the Librarian on issues of importance.
- e. Appraisal of Staff
- f. Any other duties that may be assigned.

7.3 Qualifications:

The qualifications required for this cadre are Ordinary National Diploma(OND) or National Certificate of Education(NCE) in Library studies, Information Management, Record Management Documentation Archival studies from recognized institutions. Certificate in library studies obtained from a recognized Institution plus two years of post graduation experience.HND will be required for post of senior library officer.

The core competencies include computer skills especially in word processing and spread sheet, Communication documentation skills

7.4 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

NOTE:

- 1. All promotions and transfers are subject to vacancy and satisfactory service record.
- 2. All direct appointments shall be through an internal/external advertisement.

7.4.1 Assistant Library Officer -CONRAISS 05

- a. By direct appointment of a candidate possessing Ordinary National Diploma/NCE/relevant area in Library studies.
- b. By direct appointment of a candidate possessing a certificate in library studies plus two years post qualification cognate experience.

7.4.2 Library Officer - CONRAISS 06

- a. By promotion of a confirmed and a suitable Assistant Library Officer who has spent at least two years on the grade.

- b. By direct appointment of a candidate possessing Higher National Diploma(HND) in Library Studies or relevant field.

- c. By direct appointment of a candidate possessing the qualification specified in sub-Paragraph 7.4.2 plus at least two years post qualification cognate experience.

7.4.3 Higher Library Officer - CONRAISS 07

- a. By promotion of a confirmed and suitable Library Officer who has spent at least three years on the grade level.
- b. By direct appointment of a candidate possessing the qualification specified above plus five years post qualification cognate experience.

7.4.4 Senior Library Officer - CONRAISS 08.

- a. By promotion of a confirmed and suitable Higher Library Officer who has spent at least three on the grade.
- b. By direct appointment of a candidate possessing the qualification specified in sub-paragraph 7.5 above plus eight years post qualification cognate experience or in sub-paragraph 7.6 above plus at least six years post qualification cognate experience.

7.4.5 Principal Library Officer II - CONRAISS 09

- a. By promotion of a confirmed and suitable senior Library Officer who has spent at least years on the grade.
- b. By a direct appointment of a candidate possessing the qualification specified in sub-paragraphabove plus at least eleven years post qualification cognate experience or in sub –paragraph ... above plus at least nine years post qualification cognate experience.

7.4.6 Principal Library Officer I - CONRAISS 10

- a. By promotion of a confirmed and suitable Principal Library Officer II who has spent at least three years on the grade.

7.4.7 Assistant Chief Library Officer - CONRAISS 11

- a. By promotion of a confirmed and suitable Principal Library Officer I who has spent at three years on the grade.

7.4.8 Chief Library Officer - CONRAISS 12.

- a. By promotion of a confirm and suitable Assistant Chief Library Officer who has spent at least three years on the grade.

7.5. Direct Appointment to posts in GL 05-09.

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointment to higher grades are subject to confirmation of appointment by the Board.

7.6. ADVANCEMENT BEYOND THE CADRE.

Any staff in the Library officer cadre who acquires any of the qualifications specified for appointment to higher grade is eligible for transfer/promotion to the grade based on vacancy and performance record of the candidate.

8.0 INFORMATION TECHNOLOGY OFFICER CADRE

8.1 Posts and Salaries Grade Levels

- | | | |
|-----|---------------------------|--------------|
| 1.1 | Information Technology II | -CONRAISS 07 |
| 1.2 | Information Technology I | -CONRAISS 08 |

| | | |
|-----|--|--------------|
| 1.3 | Senior Information Technology Officer | -CONRAISS 09 |
| 1.4 | Principal Information Technology Officer | -CONRAISS 10 |
| 1.5 | Assistant Chief Information Technology Officer | -CONRAISS 11 |
| 1.6 | Chief Information Technology Officer | -CONRAISS 12 |
| 1.7 | Assistant Director Information Technology | -CONRAISS 13 |
| 1.8 | Deputy Director Information Technology | -CONRAISS 14 |

8.2 Duties

On first appointment, Officers designated to discharge the main functions of this Division will be required to undergo between three to six-week basic training course including practical training (on-the-job) with IT capacity development institute such as the IBM, Microsoft and Oracle. This will provide the foundation for effective operation and discharge of their duties as enumerated below.

8.2.1 Information Technology Officer Grade II. CONRAISS 07

- a. Writing and testing simple programmes;
- b. Preparing relevant flow charts for solving some operational issues;
- c. Designing and producing computer Input/Output formats;
- d. Protecting Agency's computers from virus and unwanted programmes that could harm systems;
- e. Describing input, output, arithmetic and logical operation;
- f. Carrying out virus cleaning and updating;
- g. Managing the functionality of workstations; and
- i. Installing computer system (both software and hardware).

8.2.2 Information Technology Officer Grade I. CONRAISS 08

- a. Supporting systems planning and design;
- b. Supporting programming and operating activities of the Division;
- c. Supervising programming and operating activities of the junior officers;
- d. Undertaking programme writing;
- e. Conducting routine checks on all computers and computer systems of the Agency;
- f. Supporting system development that addresses the mandates of the Agency;
- g. supporting the creation of interfaces that integrate various databases and reports of the different departs to form the Agency's data bank;
- h. Preparing computer programmes for carrying out data analysis for relevant departments;
- i. Managing the functionality computer network ;
- j. Undertaking hard and software upgrades and replacement of parts;
- k. Managing network users; and
- l. Setting up of help desk and managing such.

8.2.3. Senior Information Technology Officer Grade I, CONRAISS 09

- a. Supervising basic systems design including operational algorithms;
- b. Supporting the maintenance of IT related infrastructures;
- c. Supervising programming and operating activities of the junior officers;
- d. Preparing and designing databases for each of the Agency's core mandates and integrate all into one Agency data bank;
- e. Preparing and maintaining webpage for the Agency; and
- f. Preparing computer programming for carrying out data analysis for relevant departments; and
- g. Providing solution to end users data back up problems.

8.2.4 Principal Information Technology Officer, CONRAISS 10

- a. Carrying out on-the-spot systems investigation and finalizing the detailed layout of fill;
- b. Carrying out preventive and corrective maintenance of the Agency IT related infrastructures;
- c. Organizing systems examination;
- d. Evaluating new systems design and integrity checks on systems;
- e. Providing guidance to junior staff in carrying out their technical duties;
- f. Supervising the preparation of computer programming for carrying out data analysis for relevant departments; and
- g. Reviewing license agreements.

8.2.5 Assistant Chief Information Technology Officer, CONRAISS 11

- a. Supervising the activities of a number of Programme Analysts in the Unit;
- b. Assigning system study duty and evaluating reports;
- c. Scheduling system study flow and evaluating programme efficiency;
- d. Supervising new systems design and integrity checks on systems;
- e. Supervising planning, organizing and arranging for the running of programmes on the computer;
- f. Providing leadership on webpage development and maintenance for the Agency;

8.2.6 Chief Information Technology Officer, CONRAISS 12

- a. Coordinating the Agency's data processing and system information needs assessment;
- b. Arranging staff ICT training, capacity development and usage;
- c. Supervising systems performance and integrity checks;
- d. Advising on the feasibility and desirability of using system options;
- e. Taking charge of a Branch;

8.2.7 Assistant Director, CONRAISS 13

- a. Undertaking ICT planning, infrastructure and operations;
- b. Maintaining outsourced staff relationships; and

- c. Controlling systems designers and determining interface between jobs; and
- d. Reviewing ICT adaptation strategy for the Agency.
- e. Taking charge of a Section.

8.2.8 Deputy Director, CONRAISS 14

- a. Taking charge of a Division;
- b. Assisting in the general administration of the Strategic Knowledge Management Department;
- c. Co-ordinating staff capacity building and utilization in conjunction with the HR Division;
- d. Reviewing Division's operational jobs and requirements;
- e. Liaising with other relevant agencies with similar functions and responsibilities;
- f. Coordinating ICT adaptation strategy and infrastructure; and
- g. Advising the CEO and the Board on data processing and system development in relation to computer system.

8.3 **Qualifications**

The required degrees are Computer Sciences, computer Technology/Engineering, Information Management, Geographical Information Science (GIS), Record Management and related disciplines from reputable institutions. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior ITO and promotion to the post of a Principal ITO while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (ITO), and above. The basic requirement is a second class Lower degree in related disciplines, e.g. BSc, BA or HND.

8.4. **Methods of Entry and Advancement within the Cadre**

Note:

- a. All promotions are subject to vacancy and satisfactory service records.
- b. All direct appointments shall be through an internal/external advertisement.

8.4.1 Information Technology Officer (ITO)II

- a. By direct appointment of a candidate possessing a Degree in Computer Science or related disciplines mentioned above with competency in system and programming management.
- b. For non-computer science degree holders, a Postgraduate Diploma in Computer Science from a reputable institution may be required.

8.4.2 Information Technology Officer I

- a. By promotion of a confirmed and suitable ITO II who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing the qualification

specified above plus at least three years of post-qualification cognate experience.

- c. By direct appointment or a candidate possessing a Masters Degree in any of the qualifications specified above plus at least one year of post-qualification cognate experience.

8.4.3 Senior Information Technology Officer

- a. By promotion of a confirmed and suitable ITO I who has spent at least three (3) years on the grade;
- b. By direct appointment or a candidate possessing the qualification specified above plus at least 6 years post- qualification cognate experience.
- c. By direct appointment or a candidate possessing a Masters Degree in any of the qualifications specified above plus at least 4 years of post-qualification cognate experience.

8.4.4 Principal Information Technology Officer

- a. By promotion of a confirmed and suitable Senior ITO who has spent minimum of three (3) years on the grade;
- b. By direct appointment or a candidate possessing a Masters Degree in any of the qualifications specified above plus at least 9 years post-qualification cognate experience.

8.4.5 Assistant Chief Information Technology Officer

- a. By promotion of a confirmed and suitable Principal ITO who has spent minimum of three (3) years on the grade plus a Masters Degree in relevant discipline.
- b. By direct appointment of a candidate possessing a Masters Degree in any of the qualifications specified above plus at least 12 years of post-qualification cognate experience.

8.4.6 Chief Information Technology Officer

By promotion of a suitable Assistant Chief ITO who has spent at least three (3) years on the grade and successfully completed a prescribed professional course.

8.4.7 Assistant Director

By promotion of a suitable Chief ITO who has spent at least three (3) years on the grade and successfully completed a prescribed professional course.

8.4.8 Deputy Director (IT)

By promotion of a suitable Assistant Director who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

8.4.9 Director . This post does not exist in this Unit. However, the incumbent Deputy Director (IT) can compete with other qualified staff in Strategic Knowledge Management Department for the post of Director SKM. The potential candidate

shall have spent at least four (4) years on the Deputy Director (IT) grade.

8.5. Direct Appointment to Posts in GL 07-10

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

9.0 RESOURCE MOBILIZATION OFFICER (RM) CADRE

9.1 Posts and Salaries Grade Levels

| | | | |
|-----|---|---|-------------|
| 1.1 | Programme Officer II (RM) | - | CONRAISS 07 |
| 1.2 | Programme Officer I (RM) | - | CONRAISS 08 |
| 1.3 | Senior Programme Officer (RM) | - | CONRAISS 09 |
| 1.4 | Principal Programme Officer (RM) | - | CONRAISS 10 |
| 1.5 | Assistant Chief Programme Officer (RM)- | | CONRAISS 11 |

| | | | |
|-----|------------------------------|---|-------------|
| 1.6 | Chief Programme Officer (RM) | - | CONRAISS 12 |
| 1.7 | Assistant Director (RM) | - | CONRAISS 13 |
| 1.8 | Deputy Director (RM) | - | CONRAISS 14 |
| 1.9 | Director (RM) | - | CONRAISS 15 |

9.2 Duties

9.2.1 Programme Officer (RM) II, CONRAISS 07

- a. Initiating and maintaining contact with development partners;
- b. Convening the meetings of committees and Working Groups with the development partners;
- c. Supporting the facilitation of all meetings with the donors;
- d. Initiating briefs for the unit/department on all contacts and meetings with the donors; and
- e. Supporting the formulation of proposals for donor coordination.

9.2.2 Programme Officer (RM) I, CONRAISS 08

- a. Supporting the initiation of proposals for resource mobilization;
- b. Initiating and maintaining contact with the Global Fund and related funds;
- c. Convening the meetings of committees and working groups with the Global Fund and related funds;
- d. Facilitating all meetings with the Global Fund;
- e. Initiating briefs to the Director-General on all contacts and meetings with the Global Funds and related funds; and
- f. Supporting the formulation of proposals for resource mobilization.

9.2.3 Senior Programme Officer (RM) CONRAISS 09

- a. Initiating the preparation of resource mobilization strategy;
- b. Initiating donor coordination strategy;
- c. Supervising the conveyance of meetings with development partners; and
- d. Preparing policy briefs to the Director-General on issues relating to donor coordination and resource mobilization.

9.2.4 Principal Programme Officer (RM) CONRAISS 10

- a. Supervising the maintenance of contact with development partners and Funding agencies;
- b. Participating in the preparation and updating of donor coordination strategy document;
- c. Participating in resource mobilization and donor coordination meetings;
- d. Participating in cross functional Committees and Working Groups meetings; and
- e. Preparing briefs and policy documents to the Director-General on the activities of the Unit.

9.2.5 Assistant Chief Principal Programme Officer (RM) CONRAISS 11

- a. Supervising the preparation and updating of resource mobilization strategy document;
- b. Initiating and supervising all cross functional Committees and Working Groups meetings with the World Bank and other development partners;
- c. Briefing to the Director-General and his top management team on all contacts and meetings with the World Bank;
- d. Leading the preparing briefs and policy documents to the Director-General on the activities of the Unit; and
- e. Taking charge of a section.

9.2.6 Chief Programme Officer (RM), CONRAISS 12

- a. Supervising and maintaining contacts with the Global Fund;
- b. Coordinating all cross functional and working groups meetings with the Global Fund and the World Bank;
- c. Briefing to the Director-General and his top management team on all contacts and meetings with the Global Fund;
- d. Initiating policy recommendations to management (and the Board) on professional relationships with the Global Fund;

9.2.7 Deputy Director (RM), CONRAISS 14

- a. Overseeing the Division;
- b. Coordinating the development, maintenance and updating of all donors databases and networks;
- c. Supervising the preparation and updating of donor coordination strategy document;
- d. Coordinating in conjunction with the HR Division Unit's capacity building and development; and
- e. Taking charge of a branch and assisting with the administration of the Unit.

9.2.8 Director (RM), CONRAISS 15

- a. Responsible for the general administration of the Department
- b. Coordinating the implementation of donor coordination and resource mobilization strategies; and
- d. Advising the Director-General and the Board on all issues relating to donor coordination and resource mobilization.

9.3 Qualifications

The required qualifications are Social Sciences (such as Economics, Finance, Marketing, Sociology, Geography/Urban and Regional Management, Political Science, Demography and Social Statistics, Business Management/Administration, Public Administration, International Relations, Industrial Relations, and Psychology) and Humanities (e.g., Law, Public Relations/Mass Communication, Languages, History, Religious studies, Theatre Arts, and Philosophy), and others such as Agricultural Economics and Agricultural Business. Advanced degrees in these

disciplines are required for direct appointment into the post of a Senior Programme Officer and for promotion to the post of a Principal Officer and above while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (RMDC) and above. However, the basic requirement is a second class Lower degree in related disciplines, e.g. BSc, BA or HND.

9.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory service records (productivity and performance).
- b. All direct appointments shall be through an internal/external advertisement.

9.4.1 Programme Officer (RM) II.CONRAISS 07

By direct appointment of a candidate possessing a degree in any of the disciplines of Social Science and Humanities.

9.4.2 Programme Officer (RM) I.CONRAISS 08

- a. By promotion of a confirmed and suitable PO II who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least three years of post-qualification cognate experience; and
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one year post-qualification cognate experience.

9.4.3 Senior Programme Officer (RM) CONRAISS 09

- a. By promotion of a confirmed and suitable Programme Officer I who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience; and
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years of post-qualification cognate experience.

- d. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified above plus at least 1 years post-qualification cognate experience.

9.4.4 Principal Programme Officer (RM) CONRAISS 10

- a. By promotion of a confirmed and suitable Senior Programme Officer(RM) who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing MBBS plus at least 1 year post-qualification cognate experience; and

9.4.5 Assistant Chief Programme Officer (RM) CONRAISS 11

By promotion of a confirmed and suitable Principal Programme Officer (RM) who has spent at least three (3) years on the grade and having a Masters Degree in any of the specified disciplines;

9.4.6 Chief Programme Officer (RM).CONRAISS 12

By promotion of a confirmed and suitable Assistant Chief Programme Officer (RM) who has spent at least three (3) years on the grade and successfully completed a prescribed professional course.

9.4.7 Assistant Director (RM), CONRAISS 13

By promotion of a confirmed and suitable Chief Programme Officer (RM) who has spent at least three (3) years on the grade and successfully completed a prescribed professional course.

9.4.8 Deputy Director (RM) CONRAISS 14

By promotion of a suitable Assistant Director (RM) who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

9.4.9 Director (RM), CONRAISS 15

By promotion of a suitable Deputy Director (RM) who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

9.5 **Direct Appointment to Posts in GL 07- 10**

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

10.0 PROGRAMME COORDINATION (PC) OFFICER CADRE

10.1 Posts and Salaries Grade Levels

| | | | |
|-----|---|---|-------------|
| 1.1 | Programme Officer II (Prog. Coord) | - | CONRAISS 07 |
| 1.2 | Programme Officer I (Prog. Coord) | - | CONRAISS 08 |
| 1.3 | Senior Programme Officer (Prog. Coord) | - | CONRAISS 09 |
| 1.4 | Principal Programme Officer (Prog. Coord) | - | CONRAISS 10 |

| | | |
|-----|--|---------------|
| 1.5 | Assistant Chief Programme Officer (Prog. Coord)- | CONRAISS 11 |
| 1.6 | Chief Programme Officer (Programme Coord)- | CONRAISS 12 |
| 1.7 | Assistant Director Programmes (Prog Coord)- | CONRAISS 13 |
| 1.8 | Deputy Director (Programme Coord) | - CONRAISS 14 |
| 1.9 | Director (Programme Coordination) | - CONRAISS 15 |

10.2 Duties

10.2.1 Programme Officer II (Prog Coord) CONRAISS 07

- a. Identifying technical experts for support to stakeholders;
- b. Participating in developing and updating instruments for generating databases of mainstreaming and technical experts;
- c. Supporting the initiation of guidelines for mainstreaming HIV&AIDS programme into sectoral activities;
- d. Drafting the minutes of meetings relating to the administration of the department; and
- e. Facilitating organization of mainstreaming and related technical supports to stakeholders.

10.2.2 Programme Officer I (Prog Coord), CONRAISS 08

- a. Developing instruments for identifying and updating a database of mainstreaming and technical experts;
- b. Developing and updating a database of experts on mainstreaming and other related technical competencies;
- c. Proposing indicators and criteria for evaluating consultants involved in technical support activities;
- d. Administering logistic supports to technical experts engaged in the implementation of departmental activities; and
- e. Drafting minutes of meetings relating to expert support and technical assistance for stakeholders.

10.2.3 Senior Programme Officer (Prog Coord), CONRAISS 09

- a. Preparing mainstreaming guidelines and strategy document;
- b. Identifying possible areas of technical supports to sectoral leaders and other stakeholders;
- c. Supervising the conveyance of meetings with technical experts;
- d. Preparing policy briefs on issues relating to mainstreaming and technical supports;
- e. Providing analytical support to mainstreaming and related activities; and
- f. Assisting in carrying out mainstreaming needs assessment.

10.2.4 Principal Programme Officer (Prog Coord) CONRAISS 10

- a. Leading the preparation of mainstreaming guidelines and strategy document ;
- b. Initiating technical assistance to relevant sectors and stakeholders;
- c. Supporting the development of specific training materials such as IEC materials and courses arising from mainstreaming outputs of the department;
- d. Vetting the minutes of meetings relating to expert support and technical assistance to stakeholders; and
- e. Providing analytical support to the mandates of the department.

10.2.5 Assistant Chief Programme Officer (Prog Coord) CONRAISS 11

- a. Vetting proposed technical assistance to relevant sectors and stakeholders on HIV&AIDS mainstreaming;
- b. Supervising the preparation and updating of mainstreaming guidelines and strategy document;
- c. Initiating and supervising all cross functional Committees and Working Groups meetings with respect to mainstreaming and technical support activities;
- d. Supervising the preparation of briefing notes and policy documents on mainstreaming and technical support;
- e. Taking charge of a section; and
- f. Initiate the implementation of mainstreaming guidelines and strategy document.

10.2.6 Chief Programme Officer (Prog Coord) CONRAISS 12

- a. Developing capacity building and development plan in conjunction with the HR Unit and facilitate the process of implementing same;
- b. Supervising and maintaining contacts with stakeholders on mainstreaming networks;
- c. Coordinating all cross functional and working groups meetings with experts and relevant stakeholder;
- d. Coordinating briefing notes and policy documents on the mandates of the department;

10.2.7 Assistant Director (Prog Coord) CONRAISS 13

- a. Initiating policy recommendations to the Management on professional relationships with the mainstreaming groups/networks;
- b. Supporting the implementation of mainstreaming guidelines and strategy document;
- c.
- d. Coordinating, in conjunction with the HR Division, the department's capacity building and development; and
- e. Taking charge of a branch.

10.2.8 Deputy Director (Prog Coord), CONRAISS 14

- a. Taking charge of a Division;
- b. Assisting in the general administration of the department;
- c. Facilitating linkages and exposure to relevant partners with a view to accessing best practices on mainstreaming, programme coordination and technical support;
- d. Evaluating the guidelines for mainstreaming, technical support and programme coordination strategies;
- e. Supporting the implementation of the guidelines for mainstreaming, technical support and programme coordination strategies;
- f. Co-ordinating staff capacity building and utilization in conjunction with the HR Division; and
- g. Reviewing Division's operational jobs and requirements.

10.2.9 Director (Prog Coord) CONRAISS 15

- c. Taking charge of the general administration of the department with particular focus on the its key mandates;
- d. Considering and approving as appropriate, all proposals on capacity building and development of key stakeholders to the mandates of the department;
- e. Ensuring relevance and efficiency of all policies, strategies and programmes of the Department;
- f. Providing substantive leadership to the staff of the Department and other staff of the Agency;
- g. Liaising with appropriate agencies of government and other stakeholders on all issues relating to the functions of the department;
- h. Advising the CEO and the Board on issues relating to "Mainstreaming", "Technical Support" and "programme coordination";
- i. Championing among the sectoral leaders, the imperative of guideline development and ascertain the technical assistance needed with particular focus on the mandates of the Department;
- f. Ensuring the implementation of the departmental work plan and monitor progress in achieving its mandate; and
- g. Representing the Agency in top-level meetings, seminars and conferences.

10.3 Qualifications

10.3.1 Gender & OVC.

The required qualifications are degrees in Public Health, Social Sciences (Economics, Political Science, Sociology and Demography) and Medical/Biomedical Sciences. Advanced degrees in these disciplines are required for direct appointment into the post of a Senior Programme Officer and for promotion to the post of a Principal Officer and above while they will

be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (Prog Coord) and above. The basic requirement is a second class lower degree (BSc or HND).

10.3.2 Treatment, Care & Support.

The main qualifications are degrees in Medicine, Biomedical Sciences, Public Health and related Applied Sciences. Advanced degrees in these disciplines are required for direct appointment into the post of a Senior Programme Officer and for promotion to the post of a Principal Officer and above while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief Programme Officer and above. The basic requirement is a second class lower degree.

10.3.3 PREVENTION AND SOCIAL & BEHAVIOURAL CHANGE COMMUNICATION(SBCC):

Degrees in social sciences (Sociology, Economics, Psychology, Geography and Political Science), Humanities (including arts and education), Community Health, Public Health and Mass Communication or related degrees are required. Advanced degrees in these disciplines are required for a direct appointment to the post of a Senior Programme Officer and promotion to the post of a Principal Programme Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief and above. The basic requirement is a second class Lower degree (BSc, BA, BEd or HND equivalent).

10.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions/transfers are subject to vacancy and satisfactory service record with primary focus on productivity and performance.
- b. All direct appointments shall be through an internal/external advertisement.

10.4.1 Programme Officer II (Prog Coord), CONRAISS 07

By direct appointment and transfer of a candidate possessing a good Degree in any of the disciplines identified above from a recognized university or higher institution.

10.4.2 Programme Officer I (Prog Coord), CONRAISS 08

- a. By promotion of a confirmed and suitable Programme Officer II who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years post-qualification cognate experience; and
- c. By direct appointment of a candidate possessing a Masters Degree in

any of the disciplines specified above plus at least one year post-qualification cognate experience.

10.4.3 Senior Programme Officer (Prog Coord), CONRAISS 09

- a. By promotion of a confirmed and suitable Programme Officer I who has

- spent at least 3 years on the grade;
- b. By direct appointment of a candidate possessing any of the qualifications specified above plus at 6 years post-qualification cognate experience; and
- c. By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one 4 years post-qualification cognate experience.
- e. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified above plus at least 1 years post-qualification cognate experience.

10.4.4 Principal Programme Officer (Prog Coord), CONRAISS 10

- a. By promotion of a confirmed and suitable Senior Programme Coordination Officer who has spent at least three (3) years on the grade;
- b. By direct appointment of a candidate possessing MBBS plus at least 1 year post-qualification cognate experience.

10.4.5 Assistant Chief Programme Officer (Prog Coord), CONRAISS 11

- a. By promotion of a confirmed and suitable Principal Programme Coordination Officer who has spent at least three (3) years on grade plus a Masters Degree in any of the specified disciplines above.

10.4.6 Chief Programme Officer (Prog Coord), CONRAISS 12

By promotion of a confirmed and suitable Assistant Chief Programme Coordination Officer who has spent at least three (3) years on the grade plus having successfully completed and passed the prescribed professional course.

10.4.7 Assistant Director (Programme Coordination), CONRAISS 13

By promotion of a suitable Chief Programme Coordination Officer who has spent at least four (4) years on the grade and having successfully passed the prescribed leadership programme.

10.4.8 Deputy Director (Programme Coordination), CONRAISS 14

By promotion of a suitable Assistant Director Programme Coordination who has spent at least four (4) years on the grade and having successfully passed the prescribed leadership programme.

10.4.9 Director (Programme Coordination), CONRAISS 15

By promotion of a suitable Deputy Director Programme Coordination who has spent at least four (4) years on the grade and having successfully passed the prescribed leadership programme.

10.5 Direct Appointment to Posts in GL 07- 10

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

11.0 Partnership Coordination (Part. Co-ord) Cadre

11.1 Posts and Salaries Grade Levels

- 1.1 Programme Officer (Partnership Coordination) Officer II -CONRAISS 07
- 1.2 Programme Officer (Partnership Coordination) I -CONRAISS 08

| | | |
|-----|--|--------------|
| 1.3 | Senior Programme Officer (Partnership Coordination) | -CONRAISS 09 |
| 1.4 | Principal Programme Officer (Partnership Coordination) | -CONRAISS 10 |
| 1.5 | Assistant Chief Programme Officer (Part Coordination) | -CONRAISS 11 |
| 1.6 | Chief Programme Officer (Part Coordination) | -CONRAISS 12 |
| 1.7 | Assistant Director (Partnership Coordination) | -CONRAISS 13 |
| 1.8 | Deputy Director (Partnership Coordination) | -CONRAISS 14 |
| 1.9 | Director Partnership Coordination | -CONRAISS 15 |

11.2 Duties

11.2.1 Programme Officer II (Partnership Coordination)

- a. Assisting in facilitating contact with relevant stakeholders;
- b. Preparing minutes of meetings with stakeholders and departmental meetings;
- c. Supporting the conveyance of meetings of committees and Working Groups with the development partners;
- d. Supporting the formulation of proposals for partnership support and coordination; and
- e. Assisting in updating database of relevant stakeholders;

11.2.2 Programme Officer I (Partnership Coordination)

- a. Initiating proposals for partnership support and coordination;
- b. Initiating and updating database of partners;
- c. Convening the meetings of committees and working groups with relevant partners;
- d. Preparing briefs on all contacts and meetings with the partners for the department;
- e. Supporting the formulation of division/department annual work plan; and
- f. Supporting the implementation of division or department's annual work plan.

11.2.3 Senior Programme Officer (Partnership Coordination)

- a. Participating in the preparation of draft partnership coordination and support strategy document and initiating the process of updating same;
- b. Initiating policy briefs and memos on the mandates of the division/department;
- c. Supervising the conveyance of meetings with relevant partners;
- d. Supporting the implementation of departmental work plans; and
- e. Supervising the process of preparing and updating database of partners.

11.2.4 Principal Programme Officer (Partnership Coordination)

- a. Identifying and articulating possible collaborative activities with relevant stakeholders;
- b. Vetting minutes and policy memos and briefs prepared by subordinates;

- c. Drafting departmental work plans in consultation with partners;
- d. Supervising the maintenance of partners' database;
- e. Participating in the preparation and updating of partnership support and coordination guidelines and strategy document;
- f. Participating in cross functional Committees and Working Groups meetings; and
- g. Providing analytical support to the activities of the department.

11.2.5 Assistant Chief Programme Officer (Partnership Coordination)

- a. Harmonising collaborative activities agreed upon with the relevant stakeholders;
- b. Drafting MOUs to guide project coordination and related activities;
- c. Leading the preparation and updating of partnership support and coordination guidelines and strategy document;
- d. Initiating and supervising all cross functional Committees and Working Groups meetings with relevant partners;
- e. Vetting briefs and policy documents emanating from the division/department;
- f. Providing analytical support to key activities of the department; and
- g. Taking charge of a section.

11.2.6 Chief Programme Officer (Partnership Coordination)

- a. Taking charge of a branch;
- b. Supervising and reporting on the activities of selected junior officers
- c. Vetting annual departmental and sectoral work plans;
- d. Coordinating all cross functional and working groups meetings the with other departments and partners;

11.2.7 Assistant Director (Partnership Coordination)

- a. Responsible for the Supervision of a Branch of a Division
- b. Supervising the preparation of briefs and policy documents emanating from the division/department;
- c. Supervising the preparation and updating of partnership support and coordination guidelines and strategy document; and
- d. Coordinating in conjunction with the HR Division Unit's departmental capacity building and development.

11.2.8 Deputy Director (Partnership Coordination)

- a. Take responsibility for specified Division and assisting in the general administration of the Directorate;
- b. Finalizing all assigned proposals emanating from subordinates;
- c. Coordinating the development, maintenance and updating of relevant partners databases and networks;
- d. Assisting in the coordination of the implementation of partnership support and coordination guidelines and strategies; and

- e. Advising on issues relating to partnership coordination and support; and
- f. Representing the Directorate in top level-meetings, conferences and seminars on issues relating to the mandates of the designated division.

11.2.9 Director Partnership Coordination

- a. Taking full responsibility for the Department on both policy and staff matters;
- b. Coordinating the implementation of partnership support and coordination guidelines and strategies;
- c. Ensuring efficient and effective implementation of agreed annual work plan;
- d. Providing qualitative advise to the Director-General and the Board on all issues relating to partnership coordination and support;
- e. Providing substantive leadership to the staff of the Department and other staff of the Agency; and
- f. Representing the Agency in top-level meetings, seminars and conferences especially on issues relating to the departmental activities.

11.3 Qualifications

11.3.1 State Government Affairs Coordination

To effectively discharge the functions of this division the following qualifications are needed: degrees in Public Administration, Public Relations, Social Sciences (Political Science, Sociology, Economics, Geography, Demography and Psychology), Business Administration, Management Sciences, Humanities and Public Health. Advanced degrees in these disciplines are required for direct appointment into the post of a Senior Programme Officer and for promotion to the post of a Principal Officer and above while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (PCS) and above. The basic requirement is a second class lower degree in disciplines mentioned above (e.g. BSc, BA or HND).

11.3.2 Civil Society Affairs Coordination

Qualifications required are degrees in Humanities, Public Administration, Public Relations, Social Sciences (Sociology, Political Science, Economics, Geography, Demography and Psychology), Business Administration, Management Sciences, Community Health and Public Health. Advanced degrees in these disciplines are required for direct appointment into the post of a Senior Programme Officer and for promotion to the post of a Principal Officer and above while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (PCS) and above.

The basic requirement is a second class lower degree in disciplines mentioned above (e.g. BSc, BA or HND).

11.3.4 Local Government Affairs Coordination

The requisite qualifications are degrees in Business Administration, Management Sciences, Public Relations, Economics, Finance, other related Social Sciences, Humanities, and Biomedical Sciences. Advanced degrees in these disciplines are required for direct appointment into the post of a Senior Programme Officer and for promotion to the post of a Principal Officer and above while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (PCS) and above. The basic requirement is a second class lower degree in disciplines mentioned above (e.g. BSc, BA or HND).

11.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory performance.
- b. All direct appointments shall be through an internal/external advertisement.

11.4.1 Programme Officer II (Partnership Coordination, CONRAISS 07)

By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

11.4.2 Programme Officer I (Partnership Coordination), CONRAISS 08

- a By promotion of a confirmed and suitable Programme Coordination II who has spent at least 3 years on the grade and had been adjudged competent in handling the responsibilities of PCO II;
- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one year post- qualification cognate experience.

11.4.3 Senior Programme Officer (Partnership Coordination), CONRAISS 09

- a By promotion of a confirmed and suitable Programme Coordination I who has spent at least 3 years on the grade;
- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years of post- qualification

cognate experience.

- e. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified above plus at least 1 years post-qualification cognate experience.

11.4.4 Principal Programme Officer (Partnership Coordination), CONRAISS 10

- a By promotion of a confirmed and suitable Senior Programme Coordination Officer who has spent at least three (3) years on the grade;
- b By direct appointment of a candidate possessing MBBS plus at least 1 years post-qualification cognate experience;

11.4.5 Assistant Chief Programme Officer (Partnership Coordination), GL 11

- a By promotion of a confirmed and suitable Principal Programme Coordination who has spent at least three (3) years on the grade;

11.4.6 Chief Programme Officer (Partnership Coordination), GL 12

By promotion of a confirmed and suitable Principal Programme Coordination Officer who has spent at least three (3) years on the grade and having successfully completed a prescribed professional course.

11.4.7 Assistant Director (Partnership Coordination), GL 13

By promotion of a suitable Chief Programme Coordination Officer who has spent at least 3 years on the grade and having successfully passed a prescribed leadership programme.

11.4.8 Deputy Director (Partnership Coordination), GL 14

By promotion of a suitable Assistant Director Programme Coordination who has spent at least four(4) years on the grade.

11.4.9 Director (Partnership Coordination), GL 15

By promotion of a suitable Deputy Director Programme Coordination who has spent at least four (4) years on the grade.

11.5 Direct Appointment to Posts in GL 07-10

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

12.0 FINANCE AND ACCOUNTS OFFICER (FAO) CADRE

12.1 Posts and Salaries Grade Levels

- 1.1 Finance or Accounts Officer II -CONRAISS 07
- 1.2 Finance or Accounts Officer I -CONRAISS 08

| | | |
|-----|---|--------------|
| 1.3 | Senior Finance or Accounts Officer | -CONRAISS 09 |
| 1.4 | Principal Finance or Accounts Officer | -CONRAISS 10 |
| 1.5 | Assistant Chief Finance or Accounts Officer | -CONRAISS 11 |
| 1.6 | Chief Finance or Accounts Officer | -CONRAISS 12 |
| 1.7 | Assistant Director Finance or Accounts | -CONRAISS 13 |
| 1.8 | Deputy Director Finance or Accounts | -CONRAISS 14 |
| 1.8 | Director Finance & Accounts | -CONRAISS 15 |

12.2 Duties

12.2.1 Finance or Accounts Officer II

- a. Keeping records of cash receipts and disbursements;
- b. Keeping records of stores issues and receipts;
- c. Carrying out delegated accounting functions; and
- d. Taking minutes of unit/departmental meetings.

12.2.2 Finance or Accounts Officer I

- a. Conveying departmental meetings;
- b. Initiating the preparation of annual budget estimates;
- c. Supporting the preparation of expenditure reports (capital and recurrent); and
- e. Supervising the keeping records of cash receipts and disbursements.

12.2.3 Senior Finance or Accounts Officer

- a. Providing oversight checks on the responsibilities of FAO Grade I;
- b. Supervising the maintenance of all records of inflow and outflow of funds;
- c. Taking responsibility for the training of junior finance and accounts officers;
- d. Initiating disbursement of funds in compliance with due process;
- e. Preparing and paying staff salaries as at when due;

12.2.4 Principal Finance or Accounts Officer

- a. Supervising the preparation and payment of staff salaries;
- b. Preparing Final Accounts and Financial Statements;
- c. Examining inflow of revenues to ensure correctness;
- d. Undertaking the billing of debtors and payment of creditors;
- e. Analysing accounting data for input into management decision making;

- f. Supervising the disbursement of funds and ensure compliance with the extant laws;
- g. Preparing pay slip; and
- h. Undertaking reconciliation of accounts.

12.2.5 Assistant Chief Finance or Accounts Officer

- a. Supervising the billing of debtors and payment of creditors;
- b. Compiling financial accounts;
- c. Providing expenditure and revenue forecasts;
- d. Responding to external auditors queries;
- e. Vetting the preparation and payment of staff salaries;
- f. Maintaining a register of the agency's fixed assets;
- g. Providing finance briefs and memos to aid management decisions; and
- h. Leading the preparation of Final and Financial Statements.

12.2.6 Chief Finance or Accounts Officer

- a. Ensuring system-wide compliance with laid down financial rules and regulations;
- b. Analysing Agency's incomes by source and type;
- c. Monitoring Bank charges and interests;
- d. Taking charge of the main accounts of the Agency;
- e. Taking responsibility for identifying training needs of finance and accounts staff and instituting the mechanism for their overall manpower development in consultation with HR Unit;
- f. Supervising Final Accounts and Financial Statements;
- g. Supervising and consolidating the accounts of the Agency;
- h. Ensuring the institution of appropriate internal control system;

12.2.7 Assistant Director Finance or Accounts

- a. Taking full supervisory control of an assigned Branch and assisting in the administration of the department;
- b. Exercising power of funds disbursement;
- c. Overseeing budgets and exercising budget control;
- d. Serving as a member of Tenders Board;
- e. Ensuring timely submission of quarterly financial statement on projects;
- f. Coordinating the preparation of Annual financial statement;
- g. Supervising directly the work of designated subordinates;

12.2.8 Deputy Director Finance or Accounts

- a. Taking full supervisory control of a Division;
- b. Advising management on investment opportunities; and
- c. Advising management on the appropriate bank(s) to use for the operations of the agency transactions.
- d. Probing cases of financial irregularities or fraud;
- e. Advising management on acquisition policy;
- f. Monitoring the Agency's insurance policy and related communications;
- g. Advising on the control and management of funds, loans and guarantees of the Directorate;
- h. Advising on the disbursement of funds to the Directorate; and

- i. Ensuring the installation and application of the appropriate accounting accounting system and their periodic review.

12.2.9 Director Finance & Accounts

- a. Taking charge of the personnel, operations and policy of the Department;
- a. Coordinating all activities relating to budgets, disbursements and accounts;
- b. Ensuring adherence to internal control system and preventing financial irregularities;
- c. Advising the Director General and the Board on financial and investment matters;
- d. Engaging in direct communication on policy matters with the heads of other directorates in the Agency;
- e. Providing substantive leadership to the staff of the Department; and
- f. Supporting the Director General in the defense of annual budgets.

12.3 **Qualifications**

The qualifications required for carrying out the functions of the Department are degrees in Accounting, Banking and Finance, and Economics. Professional qualifications (such as ACA, ACCA, FCA, ANAN, and other relevant professional qualifications) and advanced degrees (e.g., MBA and related postgraduate degrees) are required for top senior officers while it will be an added advantage for middle level officers. Specifically, the minimum qualification for direct appointment to the post of a Senior FAO and promotion to the post of a Principal FAO is a Masters Degree in relevant disciplines and a successful pass in the prescribed professional course for the post of a Chief FAO and a satisfactory pass in the prescribed leadership course for the post of a Deputy Director. The basic requirement is a second class lower degree (BSc or HND).

The competencies required for ensuring efficiency and effectiveness include:

- a. Computer literacy and proficiency in use of computers;
- b. Proficiency in use of financial packages;
- c. Excellent budgeting skills;
- d. Posses financial planning and management skills;
- f. Ability to maintain accurate financial records and prepare clear and timely reports for audit and operational use; and
- g. Ability to reconcile accounts, review and verify accuracy of data, monitor account balances and investigates outstanding items on accounts.

12.4 **Methods of Entry and Advancement within the Cadre**

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory performance.
- b. All direct appointments shall be through an internal/external advertisement.

12.4.1 Finance or Accounts Officer II, CONRAISS 07

By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

12.4.2 Finance or Accounts Officer I, CONRAISS 08

- a By promotion of a confirmed and suitable FAO Grade I who has spent at least 3 years on the grade and had been adjudged competent in handling the responsibilities of FAO II;
- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 1 year post-qualification cognate experience.

12.4.3 Senior Finance or Accounts Officer, CONRAISS 09

- a By promotion of a confirmed and suitable FAO Grade I who has spent at least 3 years on the grade;
- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years of post-qualification cognate experience or 3 years for people with ACA and ACCA.

12.4.4 Principal Finance or Accounts Officer, CONRAISS 10

By promotion of a confirmed and suitable Senior FAO who has spent at least three (3) years on the grade;

12.4.5 Assistant Chief Finance or Accounts Officer, CONRAISS 11

- a By promotion of a confirmed and suitable Principal FAO who has spent at least three (3) years on the grade plus an advanced degree in any of the specified disciplines;

12.4.6 Chief Finance or Accounts Officer, CONRAISS 12

By promotion of a confirmed and suitable Assistant Chief FAO who has spent at least three (3) years on the grade and having successfully completed the prescribed professional course(s).

12.4.7 Assistant Director (Finance or Accounts), CONRAISS 13

By promotion of a suitable Chief FAO who has spent at least four(4) years on the grade and having successfully passed the prescribed leadership programme(s).

12.4.8 Deputy Director (Finance or Accounts), CONRAISS 14

By promotion of a suitable Assistant FAO who has spent at least four(4) years on the grade and having successfully passed the prescribed leadership programme(s).

12.4.9 Director (Finance & Accounts), CONRAISS 15

By promotion of a suitable Deputy Director (Finance or Accounts) who has spent at least four (4) years on the grade.

12.5 Direct Appointment to Posts in GL 07-10

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

13.0 EXECUTIVE OFFICER (ACCOUNTS) CADRE

13.1 Post and salaries Grade Levels

- | | | |
|---|---|-------------|
| 1.1 Assistant Executive Officer(Accounts) | - | CONRAISS 05 |
| 1.2 Executive Officer (Accounts) | - | CONRAISS 06 |

| | | |
|--|---|-------------|
| 1.3 Higher Executive Officer (Accounts) | - | CONRAISS 07 |
| 1.4 Senior Executive Officer (Accounts) | - | CONRAISS 08 |
| 1.5 Principal Executive Officer II (Accounts) | - | CONRAISS 09 |
| 1.6 Principal Executive Officer I (Accounts) | - | CONRAISS 10 |
| 1.7 Assistant Chief Executive Officer (Accounts) | - | CONRAISS 11 |
| 1.8 Chief Executive Officer(Accounts) | - | CONRAISS 12 |

13.2 DUTIES

13.2.1 Assistant Executive Officer (Accounts), CONRAISS 05

- a. Checking and passing of payment vouchers
- b. Keeping advances register
- c. Rendering monthly returns on advances
- d. Maintaining vote Books and Unclaimed Wage Salaries and Cash Books
- e. Handling routine correspondence
- f. Keeping advance register
- g. Sending salaries to the Internal Auditor for checking
- h. Recording of staff personal emolument cards
- i. Issuing of receipts

13.2.2 Executive Officer (Accounts), CONRAISS 06

- a. Maintaining Variation Control sheets and Group Register
- b. Maintaining Departmental Vote Books and Rendering Expenditure Returns
- c. Supervising Clerical Staff of the Department
- d. Preparing of staff salaries
- e. Balancing of salaries
- f. Preparing of salary transfer voucher for final accounts
- g. Implementing deduction of staff advances
- h. Creating new staff records
- i. Payment of salary increment and promotion of staff
- j. Stoppage of staff salary as authorized
- k. Receipts of income
- l. Recording of all payments in cashbook
- m. Preparation to transfer voucher to other units/sections
- n. Preparation of vouchers
- o. Maintaining variation control sheets and group register.
- p. Supervising subordinate clerical staff.

13.2.3 Higher Executive Officer (Accounts), CONRAISS 07

- a. Taking charge of an Account Unit
- b. Scrutinizing Payment Vouchers
- c. Dealing with Audit queries

- d. Reconciling Bank Statements with Cash Book
- e. Supervising the distribution of signed cheques
- f. Taking charge of receipts, disbursement and accounting for government funds in the Department/Institute
- g. Indenting for controlling and issuing Treasury Books and Forms
- h. Performing Mechanical Accounting and other accounting duties that may be assigned
- Supervision of e-payment schedules and keeping of necessary record/books
- i. Preparation of Budget
- l. Maintaining variation control sheets and group register
- m. Supervision and training of clerical staff of the unit/section.

13.2.4 **Senior Executive Officer (Accounts), CONRAISS 08**

- a. Submitting Reconciliation Statement to the Treasury
- b. Taking charge of the Pay-roll Section of the pay office
- c. Reconciling Internal Accounts with Monthly Accounts and rendering Financial Returns and Report
- d. Interpreting and analyzing Final Accounts of the Institutions/organizations in which the Institute has interest
- e. Taking charge of creditors records
- f. Raising of journals
- g. Supervising and training subordinate (junior accounting) staff

13.2.5 **Principal Executive Officer II (Accounts), CONRAISS 09**

- a. Keeping and reconciling Vote Books
- b. Taking charge of the Subsidiary Accounts Section of the Institute
- c. Issuing Advances and Maintaining Advances Ledgers
- d. Taking Charge of Final Accounts Section of the Institute
- e. Preparing and submitting Bank Reconciliation Statement to the Head of Department
- f. Take charge of the cash
- g. Perform Monthly Final Accounts and Financial Statements
- h. Analyzing accounting data for management information
- i. taking charge of vote control by constantly analyzing the appropriation account of the Institute
- j. Preparation of Budget
- k. Invitation of External Auditors for Auditing.

13.2.6. **Principal Executive Officer I (Accounts), CONRAISS 10**

- a. Supervising and coordinating the activities of junior staff
- b. Assisting in taking charge of Central Pay Office in the Institute
- c. Assisting in training junior staff

13.2.7. **Assistant Chief Executive Officer (Accounts), CONRAISS 11**

- a. Taking charge of Central Pay Office in the Institute.

- b. Serving as training officer for junior staff.
- c. Authorizing payments and signing payment vouchers.
- d. Designing and arranging appropriate on-the-job training courses for authorities.

13.2.8. Chief Executive Officer (Accounts), CONRAISS 12

- a. Responsible for the Director/Head of Department.
- b. supervising other coordinate staff in the Department.
- c. Taking charge of non-policy matter in the Department.
- d. Designing and assigning schedule of duties to subordinate staff.
- e. Responsible for discipline and adherence to good ethical standards of subordinate staff
- f. Any other duties as may be assigned from time to time.

13.3 Qualifications:

The qualifications required for carrying out the functions in this capacity are Ordinary National Diploma(OND) or National Certificate of Education(NCE), Banking and Finance, Economics, Accounting, Business Administration or in any related field. HND in any of the related discipline will be required for Senior Executive Officer(Accounts).

13.4 . METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:

- (1) All promotions and transfers are subject to vacancy and satisfactory service record.
- (2) All direct appointments shall be through an internal/external advertisement.

13.4.1 Assistant Executive Officer (Accounts), CONRAISS 05

By direct appointment of a candidate possessing any of the following qualifications:-

- a. A pass in Section 1 & 2 (Intermediate) of Association of Certified and Corporate Accountants
- b. Intermediate Certificate of the Institute of Chartered Secretaries and administrators
- c. Ordinary National Diploma in Accountancy or Business Administration obtained from a recognized Institution
- d. By advancement of a confirmed clerical officer who has successfully completed Treasury Stage I Course.

13.4.2 Executive Officer (Accounts), CONRAISS 06

- a. By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two (2) years on the grade.
- b. By advancement of a candidate possessing any of the qualifications specified above plus at least two years post-qualification cognate experience.

13.4.3. Higher Executive Officer (Accounts), CONRAISS 07

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

b. By direct appointment of a candidate possessing any of the following qualifications:-

i Associate Member of the Chartered Institute of Secretaries and Administrators in Accountancy.

ii. Higher National Diploma in Accountancy or Business Administration obtained from a recognized institution.

13.4.4 Senior Executive Officer (Accounts), CONRAISS 08

a. By promotion of a Higher Executive Officer who has spent at least three years (3) on the grade

b. By direct appointment of a candidate possessing any of the qualifications specified in Assistant Executive Officer (Accounts), CONRAISS 05 above plus at least five (5) years post-qualification experience.

13.4.5. Principal Executive Officer II (Accounts), CONRAISS 09

a. By promotion of suitable Senior Executive Officer who has attended and passed the Middle Financial Management Course.

b. By direct appointment of a candidate possessing any of the qualifications specified in Higher Executive Officer (Accounts), CONRAISS 07 above plus at least nine (9) years post-qualification experience.

13.4.6. Principal Executive Officer I (Accounts), CONRAISS 10

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

13.4.7. Assistant Chief Executive Officer (Accounts), CONRAISS 11

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

13.4.8. Chief Executive Officer (Accounts), CONRAISS 12

a. By promotion of a confirmed and suitable Assistant Executive Officer, who has attended and passed Advanced Financial Management Course and spent at least three (3) years on the grade.

13.5. ADVANCEMENT BEYOND THE CADRE

a) Any officer in the Executive Officer (Accounts) Cadre who acquires any of the qualifications specified for the appointment to any higher grade is eligible for promotion/ transfer to the grade.

14.0 PROCUREMENT OFFICER (PO) CADRE

14.1 Posts and Salaries Grade Levels

| | | | |
|-----|-------------------------------|---|-------------|
| 1.1 | Procurement Officer II | - | CONRAISS 07 |
| 1.2 | Procurement Officer I | - | CONRAISS 08 |
| 1.3 | Senior Procurement Officer | - | CONRAISS 09 |
| 1.4 | Principal Procurement Officer | - | CONRAISS 10 |

| | | |
|-----|--------------------------------------|-------------|
| 1.5 | Assistant Chief Procurement Officer- | CONRAISS 11 |
| 1.6 | Chief Procurement Officer - | CONRAISS 12 |
| 1.7 | Assistant Director Procurement- | CONRAISS 13 |
| 1.8 | Deputy Director Procurement - | CONRAISS 14 |

14.2 Duties

14.2.1 Procurement Officer II, CONRAISS 07

- a. Checking and reviewing stocks in store;
- b. Stacking and monitoring store cards;
- c. Keeping store records under supervision; and
- d. Assisting in receiving items into store under supervision.

14.2.2 Procurement Officer I, CONRAISS 08

- a. Supervising the updating of stock records;
- b. Receiving items into store under supervision;
- c. Issuing store items and materials;
- d. Taking charge of stored materials and equipment;
- e. Streamlining store sections allocation among directorates;
- f. Giving training-on-the job guide to subordinates;
- g. Initiating procurement plan for goods and services;
- h. Acknowledging receipt of proposals and prepare regrets to unsuccessful candidates / organisations within the stipulated time frames; and
- i. Conducting periodic market survey of materials and equipment often used by the Agency and post same on NACA website after duly verified by relevant authority.

14.2.3 Senior Procurement Officer, CONRAISS 09

- a. Carrying out appropriate batching of materials for smooth distribution to projects;
- b. Undertaking periodic checks on the physical state of the stores and reporting to higher authority;
- c. Making local purchase of approved materials and equipment that are too small to purchase through competitive process;
- d. Creation of database of vendors;
- e. Initiating vendor short listing;
- f. Participating in bid evaluation;
- g. Taking stock of all items of the Agency in all directorates on regular basis;
- h. Rendering reports to the relevant authority on store positions;
- i. Initiating the preparation of procurement manual/guidelines;

- j. Developing, under the guidance of Senior Procurement Officers, standard operating practices for procurement and training that embraces both government requirements and the requirements of different funding agencies;
- k. Supporting the preparation of issues relating to the Agency insurance policy; and
- l. Participating in the preparation of request for proposals including expression of interest and quotes.

14.2.4 Principal Procurment Officer, , CONRAISS 10

- a.Preparing request for proposals including expression of interest and quotes;
- b.Supervising bid evaluation;
- c.Compiling and updating lists of vendors;
- d.Participating negotiation of service and related contracts;
- e.Placing advertisement on media;
- f.Advising on the disposal of obsolete and unwanted material and equipment as well as participating in determining boarding item;
- g.Preparing and updating on regular basis procurement manual or guidelines;
- h.Developing standard tender/bidding documents to agreed Agency standard and specific funding requirements for approved works, goods and services within agreed time frames and budgets;
- i.Handling all issues relating to the Agency insurance policy;
- j.Review draft procurement plan for goods and services;
- k.Servicing contracts reviewed annually;
- l.Vetting monthly/quarterly/annual reports on the stores; and
- m.Developing Quality Control and Audit procedures to ensure compliance with procurement procedures identifying and correcting variations to improve quality and procedures.

14.2.5 Assistant Chief Procurment Officer, CONRAISS 11

- a) Taking charge of a section;
- b) Vetting request for proposals including expression of interest and quotes;
- c) Supervising bid evaluation;
- d) Participating negotiation of service and related contracts;
- e) Placing advertisement on media;
- f) Advising on the disposal of obsolete and unwanted material and equipment as well as participating in determining boarding item;
- g) Vetting monthly/quarterly/annual reports on the stores;
- h) Leading the preparation and updating of procurement manual or guidelines;
- i) Responding to audit queries;

- j) Leading the preparation of annual report on procurement and stores including audit queries and action taken;
- k) Reviewing and evaluating all proposals against the agreed and pre-determined Agency criteria;
- l) Ensuring adherence to approved procurement plans ;
- m) Arranging appropriate insurance coverage;

- n) Recording contractors with poor performance and reporting them to the appropriate authority;
- o) Supervising the compilation and updating of list of vendors; and
- p) Preparing quality and audit reports for the Chief or Deputy Director on a monthly basis identifying compliance and non-compliance and actions taken to remedy.

14.2.6 Chief Procurment Officer, CONRAISS 12

- a) Taking charge of a Unit;
- b) Streamlining materials needs of units, divisions and directorates and prioritizing for procurement;
- c) Supervising the preparation of request for proposals including expression of interest and quotes;
- d) Vetting the preparation and updating of procurement manual or guidelines;
- e) Carrying out periodic review of procurement procedures;
- f) Clearing checklist of prices for procurement activities;
- g) Advising on choice of vendors;
- h) Participating in contract negotiation and signing of agreements;

14.2.7 Assistant Director Procurment, CONRAISS 13

- a. Supervising a Branch.
- b. Supervising the preparation of annual report on procurement and stores including audit queries and action taken;
- c. Supervising administration of tenders and contracts;
- d. Managed services contracts; and
- e. Developing capacity needs assessment of procurement and asset management staff in conjunction with HR division.
- f. Coordinating the implementation of the procurement guidelines and rules for the Agency;
- g. Coordinating the activities of asset management of the Agency;

14.2.8 Deputy Director Procurment, CONRAISS 14

- a) Taking full supervisory control of the Division;
- b) Providing leadership to the staff of the division;
- c) Advising the Director General and the Board on procurement, asset management policies and related best practices;
- d) Briefing the Management periodically on the general state of the stores and procurement practices;
- e) Managing poor performance of contractors and taking appropriate decisions on them; and
- f) Networking with procurement professionals in other agencies and participating procurement and asset management meetings and seminars.

14.3 Qualifications

The main qualifications are degrees in Purchasing and Supply, Law, Finance, Economics, Business Administration, Social Sciences, and Medical/Biomedical Sciences. Advanced degrees in these disciplines are required for direct appointment into the post of a Senior PAM Officer and for promotion to the post of a Principal PAM Officer and above while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (PAM) and a Deputy Director (PAM), respectively. The basic requirement is a second class lower degree in disciplines mentioned above (e.g. BSc, BA, MBBS or HND).

For senior level officers some competency requirements are needed: strong knowledge of procurement laws and practices, strong negotiation skills, ability to prepare contract documents (preparation of specifications, tender and contract documentation), ability to create and update vendor database, and possesses price intelligence survey skills. Additional skills include management, logistics, computer and database management, capacity building development on procurement procedures design and implementation of quality controls and inspection audits, financial management, understanding the socio-political environment and understanding the HIV&AIDS context in Nigeria and internationally.

14.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy, satisfactory performance and good record of service.
- b. All direct appointments shall be through an internal/external advertisement.

14.4.1 Procurement Officer II, CONRAISS 07

By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

14.4.2 Procurement Officer I, CONRAISS 08

- a By promotion of a confirmed and suitable PAM Grade II who has spent at least 3 years on the grade and had been adjudged competent in handling the responsibilities of PAM II;
- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years of post-qualification cognate experience;
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one year post-qualification cognate experience.

14.4.3 Senior Procurement Officer, CONRAISS 09

- a By promotion of a confirmed and suitable PAM Grade I who has spent at least

3 years on the grade and having passed a prescribed intermediate professional course (i.e., certificate in procurement or stores management) in procurement and assets management;

- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years of post-qualification cognate experience.
- e. By direct appointment of a candidate possessing a Doctorate Degree in any of the disciplines specified above plus at least 1 years post-qualification cognate experience.

14.4.4 Principal Procurment Officer, CONRAISS 10

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

14.4.5 Assistant Chief Procurment Officer, CONRAISS 11

- a By promotion of a confirmed and suitable Principal PAM who has spent at least three (3) years on the grade plus a Masters Degree in any of the specified courses;

14.4.6 Chief Procurment Officer, CONRAISS 12

By promotion of a confirmed and suitable Assistant Assistant Chief PAM Officer who has spent at least three (3) years on the grade and having successfully completed the prescribed professional course(s).

14.4.7 Assistant Director Procurment, CONRAISS 13

By promotion of a suitable Chief PAM Officer who has spent at least four (4) years on the grade and having successfully passed the prescribed leadership programme(s).

14.4.8 Deputy Director Procurment, CONRAISS 14

By promotion of a suitable Assistant Director PAM who has spent at least four(4) years on the grade and having successfully passed the prescribed leadership programme(s).

14.4.9 Director, This post does not exist in this Unit. However, the incumbent Deputy Director Procurement can compete with other qualified staff in Administration & Support Services for the post of Director Admin & Support Services.

The potential candidate shall have spent at least four (4) years on the Deputy Director Procurement grade.

14.5 **Direct Appointment to Posts in GL 07- 10**

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

15.0 ADMINISTRATIVE OFFICER CADRE

15.1 Posts and Salaries Grade Levels

- | | | |
|-----|-------------------------------|---------------|
| 1.1 | Administrative Officer II | - CONRAISS 07 |
| 1.2 | Administrative Officer I | - CONRAISS 08 |
| 1.3 | Senior Administrative Officer | - CONRAISS 09 |

- 1.4 Principal Administrative Officer - CONRAISS 10
- 1.5 Assistant Chief Administrative Officer- CONRAISS 11
- 1.6 Chief Administrative Officer - CONRAISS 12
- 1.7 Assistant Director Administration - CONRAISS 13
- 1.8 Deputy Director Administration - CONRAISS 14
- 1.9 Director Administration - CONRAISS 15

15.2 Duties

15.2.1 Administrative Officer II, CONRAISS 07

- a) Preparing minutes of meetings for a division and the department;
- b) Assisting in organizing division/departmental meetings;
- c) Preparing draft letters of response on administrative matters;
- d) Making input into administrative decision-making as and when required;
- e) Assisting in supervising security and cleaning activities of the Agency; and
- f) Collecting and analyzing data for use by superior officers.

15.2.2 Administrative Officer I, CONRAISS 08

- a) Organizing departmental meetings;
- b) Assisting in the preparation and analysis of data for management decision making;
- c) Drafting memos and making submissions on internal matters;
- d) Collating and consolidating staff annual and related leaves;
- e) Assisting in supervising transport activities; and
- f) Assisting in generating staff welfare information and data.
- g) Assisting in collating information for the formulation and updating HR policy and strategy;
- h) Assisting in organizing division/departmental meetings;
- i) Drafting letters of response on human resources and related matters;
- j) Assisting in monitoring and documenting staff leave; and
- k) Collecting and analyzing data that will help designated superior officers to discharge their duties more effectively.
- l) Assisting in the preparation and analysis of data for management decision making particularly on HR matters;
- m) Participating in the formulation of HR policy and strategy;
- n) Drafting memos and making submissions on internal matters (e.g., HR practices, procedures, strategies, etc);
- o) Liaising with division (s) dealing with payroll for all new starters;

- p) Creating and maintaining full list of job descriptions for all posts in the Agency;

15.2.3 Senior Administrative Officer, CONRAISS 09

- a) Assisting in the preparation and production of reports;
- b) Initiating the preparation of draft speeches and memoranda;
- c) Preparing background information on issues relating to staff welfare;

- d) Preparing relevant information on staff pensions and gratuities;
- e) Supervising the work of designated subordinates; and
- f) Supervising cleaning works in the Agency.
- g) Organizing divisional and or departmental meetings;
- h) Ensure all employees have annual performance appraisal including all consultants;
- i) Working with the Management to ensure holidays, sicknesses, birthdays, appraisals are diarized;
- j) Recording and monitoring employee absences, leave time, holiday entitlement, maternity and emergency time off; and
- k) Initiating annual training plan for the agency and as such interact with other departments and units on their training plans.

15.2.4 Principal Administrative Officer, CONRAISS 10

- a) Coordinating the work of designated subordinates;
- b) Vetting briefs and memos for decision making;
- c) Preparing statutory and periodic reports on departmental matters;
- d) Making input into general administration policy and procedures;
- e) Supervising and managing cleaning and security activities in the Agency;
- f) Providing management services functions.
- g) Serving as the knowledge sharing officer on HR policy and practices for the Agency;
- h) Assisting in the preparation and production of HR and divisional reports;
- i) Participating actively in the preparation of organizational HR policy and strategy;
- j) Assisting with the planning of employee inductions;
- k) Drafting of speeches, talking points and memoranda;
- l) Supervising the work of designated subordinates and providing required leadership role to the same;

15.2.5 Assistant Chief Administrative Officer, CONRAISS 11

- a) Initiating periodic review of general administrative policies and procedures;
 - b) Undertaking a review of policies on remuneration and benefits;
 - c) Managing administrative and personnel records;
 - d) Supervising transports and related logistics activities of the Agency;
 - e) Assisting in handling pooled-staff transfer/deployment to various departments and units;
 - f) Taking charge of a Section.
-
- g) Liaising with relevant departments and units in preparing advertisement materials for job vacancy and participating in short listing of candidates;
 - h) Screening and short-listing candidates;
 - i) Carrying out reference check of candidates;
 - j) Managing all administration relating to recruitment activities such as interview confirmation, communicating successful and unsuccessful applicants;
 - k) Designing, reviewing and adapting organisational structures;

- l) Planning, organizing and allocating work;
- m) Producing and appraising reports on all training programmes;
- n) Updating Agency's pensions and healthcare schemes; and
- o) Supporting the preparation of annual training plan and rendering relevant logistic services to the office.

15.2.6 Chief Administrative Officer, CONRAISS 12

- c. Taking charge of a Branch;
- d. Handling, in conjunction with HR Division, the capacity building and development of departmental staff; and
- e. Providing administrative support for the processing of grievance and disciplinary procedures.
- f. Participating in cross functional committees on Agency matters.

- q) Taking charge of a section (e.g., training activities of the Agency) and coordinating the work of designated subordinates;
- r) Reviewing and adding value to briefs and memos for decision making purposes;
- s) Leading the preparation and updating of HR policy and strategy;
- t) Preparing Terms of Reference (TOR) for consultancy services on HR activities;
- u) Collaborating with Procurement Division in recruiting consultants (either temporary or permanent);
- v) Placing and managing advertisement for recruitment – internal and external vacancies;
- w) Participating in reviewing and updating organizational strategic plan with the primary focus on the HR aspect;
 Preparing and reviewing organizational performance management system;

15.2.7 Assistant Director Administration, CONRAISS 13

- a. Preparing speeches and memoranda and vetting those prepared by subordinates;
- b. Coordinating transport and related logistics activities of the Agency;
- c. Supervising the finalization of briefs and memos for management decision making;
- d. Taking Charge of welfare matters;

- e. Reviewing job evaluation and standards for each unit, division and directorate on regular basis and ensure such functions are in line with best practices organizational development. This is done with a view to ensuring that units that do not add value to the organization are reviewed and right sized;
- f. Updating equal opportunities, disciplinary procedures, health and safety standards;
- g. Managing interpersonal team processes to achieve required outputs;

- h. Preparing statutory and periodic reports on HR matters; and
- i. Vetting speeches and memoranda prepared by subordinates.

15.2.8 Deputy Director Administration, CONRAISS 14

- a) Taking administrative charge of a Division and assisting in the administration of the Department;
- b) Managing the Agency logistics issues;
- c) Monitoring and attending to staff welfare matters;
- d) Supervising the implementation of general administrative support policies;
- e) Advising on general administrative rules and discipline matters;
- f) Providing administrative support to special meetings and coordinating minutes and reports needed for such meetings; and
- g) Coordinating general administrative matters and taking responsibility for administrative development planning.
- h) Taking charge of a branch and assisting in the administration of the division;
- i) Participating in all recruitment exercise of the Agency;
- j) Undertaking periodic review of employment policies and procedures;
- k) Leading cross functional committee in setting targets and performance standards for the various directorates and the Agency;
- l) Supervising the finalization of briefs and memos for management decision making;
- m) Supervising the review of job evaluation and standards for each unit, division and directorate on regular basis;
- n) Identifying areas for improvement in execution of policies and procedures to enhance quality;
- o) Supporting the implementation of changes in organizational processes and systems ;
- p) Engaging the workforce at all levels on general issues relating to HR plans, policies and strategies;
- q) Ensuring that HR policies and procedures are deployed consistently across strata of the Agency workforce;
- r) Building relationship with recruitment agencies to ensure most cost effective recruitment processes and getting most qualified candidates;
- s) Leading the capacity building and development of the Agency;
- t) Managing disciplinary and grievance processes as and when required;
- u) Ensuring all discipline and grievance cases have full case documentation in the respective employee file; and
- v) Planning budget and controlling expenditures of the division.

15.2.9. Director Administration , CONRAISS 15

- a) Taking responsibility for the administration of the Department;
- b) Providing leadership to the staff of the department;
- c) Coordinating the HR, administration and procurement in a more strategic manner;
- d) Maintaining direct communication with respective Heads of other Departments of the Agency;

- e) Relating to general administration matters from the larger public service;
- f) Planning and managing departmental operational budgets and controlling expenditures;
- g) Informing all managers on Administration, HR, Support and Procurement issues related to overall operational plan and progress;
- h) Advising the Director General and the Board on administrative matters;
- i) Tracking performance of Units and addressing poor performance of units as per the defined policy and procedures on performance and discipline;
- j) Providing feedback to Unit/Division heads on progress and short comings; and
- k) Coordinating performance management system for NACA Staff, including managing team, staffing requirements and maintaining staff relation.
- l) Coordinating capacity building and development matters for the Agency;
- m) Coordinating HR policy and strategy;
- n) Implementing the annual HR planning for the agency;
- o) Coordinating issues relating to job evaluation and standards;
- p) Implementing changes in organisational processes and systems;
- q) Driving the Agency's change agenda with particular focus to facilitating change management process in the organization;
- r) Advising every staff, the Director General and the Board on HR policy, processes and practices such as issues on recruitment, staff development, working practices and employee relations;
- s) Promoting the implementation of best practice in HR solutions and performance measures; and
- t) Challenging and evaluating the Agency's Human Resources policies and procedures.
- u) Acting as Secretary to the Board;
- v) Managing the Board Secretariat and taking leadership on its routine duties;

15.3 Qualifications

The qualifications required for the discharge of the mandates of this cadre are degrees in Humanities, Business Administration, Public Administration, Human Relations, Labour Relations, Economics and other social Sciences, Organizational Management, Humanities, and related Sciences. Advanced degrees in these disciplines are required for direct appointment to the post of a Senior Administrative Officer and promotion to the post of a Principal Administrative Officer while they will be an added advantage for middle level officers. A successful pass in the prescribed professional and leadership courses will be required for promotion to the posts of a Chief (AO) and above. The basic requirement is a second class lower degree in disciplines mentioned above (e.g. BSc, BA or HND).

The core competencies required for the posts are excellent inter-personal skills, strong management and leadership skills, organizational development capability, strong logistic planning and management skills, recruitment and career development skills, proven motivational skills, strong negotiation and industrial relation skills, knowledge building and sharing skills, target setting, performance management and improvement skills, skill gap assessment capability, strong training skills, and computer skills in HR applications. Other skills include interpersonal, planning, communication,

presentation, analytical, managerial, negotiation, leadership, counseling, computer literacy, report writing, evaluation, performance management, delegation, team building, goal setting, recruitment and selection, relationship building, understanding labour and related legislation, strategic planning, and organizational development skills and adequate knowledge of public service rules and regulations on personal and organizational administration.

15.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy, satisfactory performance and good record of service.
- b. All direct appointments shall be through an internal/external advertisement.

15.4.1 Administrative Officer (AO) II

By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

15.4.2 Administrative Officer (AO) I

- a By promotion of a confirmed and suitable Administrative Officer Grade II who has spent at least 3 years on the grade and had been adjudged competent in handling the responsibilities of AOII;
- b By direct appointment of a candidate possessing any of the qualifications specified 3 above plus at least 3 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one year post-qualification cognate experience.

15.4.3 Senior Administrative Officer

- a By promotion of a confirmed and suitable AO I who has spent at least 3 years on the grade and having passed a prescribed intermediate professional course in organizational administration;
- b By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience; and
- c By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years of post-qualification cognate experience.

15.4.4 Principal Administrative Officer

- a By promotion of a confirmed and suitable Senior Admin Officer who has spent at least three (3) years on the grade;
- b By direct appointment of a candidate possessing a Masters Degree or equivalent professional qualification in any of the disciplines specified above plus at least 9 years post-qualification cognate experience.

15.4.5 Assistant Chief Administrative Officer

- a By promotion of a confirmed and suitable Principal Admin Officer who has spent at least three (3) years on the grade plus having a Masters Degree in relevant disciplines as indicated above; and
- b By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least nine years' post-qualification cognate experience.

15.4.6 Chief Administrative Officer

By promotion of a confirmed and suitable Assistant Chief Admin Officer who has spent at least three (3) years on the grade and having successfully completed a prescribed professional course.

15.3.7 Assistant Director Administration

By promotion of a suitable Chief Admin Officer who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

15.4.8 Deputy Director Administration

By promotion of a suitable Assistant Director Admin who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

15.4.9 Director Administration

By promotion of a suitable Deputy Director who has spent at least four(4) years on the grade.

15.5 **Direct Appointment to Posts in GL 07-10**

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board.

16.0 EXECUTIVE OFFICER (GENERAL DUTIES)

16.1 Posts and Salary Grade Levels

| | | |
|-----|-----------------------------------|---------------|
| 1.1 | Assistant Executive Officer | - CONRAISS 05 |
| 1.2 | Executive Officer | - CONRAISS 06 |
| 1.3 | Higher Executive Officer | - CONRAISS 07 |
| 1.4 | Senior Executive Officer | - CONRAISS 08 |
| 1.5 | Principal Executive Officer II | -CONRAISS 09 |
| 1.6 | Principal Executive Officer I | - CONRAISS 10 |
| 1.8 | Assistant Chief Executive Officer | - CONRAISS 11 |
| 1.9 | Chief Executive Officer | - CONRAISS 12 |

16.2 DUTIES

- 16.2.1 Assistant Executive Officer, CONRAISS 05
- a Applying under supervision, the Civil Service Rules, Civil Service Commission Regulations, Financial Regulations, Circulars, etc. in treating specified subjects assigned in the field of Personnel Management.
 - b Handling, under supervision, routine correspondence on subjects within his schedule of duties.
 - c Making submissions to appropriate senior officers on matters within his schedule of duties
- 16.2.2 Executive Officer, CONRAISS 06
- a Taking charge, under supervision ,of specified subject/subjects or assignment within a Section or Division of a Ministry/Department and applying the Civil Service Rules, Civil Service Commission Regulations, Circulars etc. in treating matters in any of the fields of Personnel Management.
- 16.2.3 Higher Executive Officer, CONRAISS 07
- a. Taking charge of specified subject/subjects within a Unit of a Ministry/ Department.
 - b. Supervising the work of a number of officers in a Unit.
- 16.2.4 Senior Executive Officer, CONRAISS 08
- a Taking charge of specified subject/subjects or assignment requiring little or no supervision within a Unit of a Ministry/ Department.
 - b. Supervising the work of a number of officers in a Unit.
- 16.2.5 Principal Executive Officer II, CONRAISS 09
- a Taking charge of specified assignment or subject/subjects within a Unit in a Ministry /Department.
 - b Assisting in the establishment and maintenance of accurate staff information system.
 - c Assisting the Head of a Section in the supervision and deployment of junior staff.
- 16.2.6 Principal Executive Officer Grade I, CONRAISS 10
- a Assisting in the supervision of defined functions.
 - b Assisting in the planning, execution and supervision of specific programmes.
 - c Assisting in the collection and collation of data for the preparation of manpower budget.
 - d Assisting in the processing of pension and gratuity papers.
- 16.2.7 Assistant Chief Executive Officer, CONRAISS 11
- a Assisting the head of the Management Information Section
 - b Supervising the execution of specific programmes in the Section.

16.2.8. Chief Executive Officer, CONRAISS 12

- a Supervising and co-ordinating the activities of a number of junior staff.
- b Assisting in the training of staff.
- c Taking charge of specific programmes.
- d Assisting in the deployment of subordinate staff.

16.3 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:-

- a. All promotions and transfers are subject to vacancy and satisfactory service record.
- b. All direct appointments shall be through an internal/external advertisement.

16.3.1. Assistant Executive Officer, CONRAISS 05

- a By direct appointment of a candidate possessing Ordinary National Diploma in Business Administration/studies or public Administration from a recognized Institution.

16.3.2. Executive Officer, CONRAISS 06

- a By promotion of a confirmed and suitable Assistant Executive Officer who has spent at least two years on a grade.
- b) By direct appointment of a candidate possessing Higher National Diploma (HND) in Business Studies/ Administration or Public Administration from a recognized Institution.
- c) By direct appointment of a candidate possessing the qualification specified in sub- paragraph 14.3.1.1. above plus at least two years' post-qualification cognate experience.

16.3.3 Higher Executive Officer, CONRAISS 07

- a) By promotion of a confirmed and suitable Executive Officer who has spent at least three years on the grade.
- b) By direct appointment of a candidate possessing the qualification specified in sub- paragraph 14.3.1.1. above plus at least five years' post-qualification cognate experience.

16.3.4. Senior Executive Officer, CONRAISS 08

- a) By promotion of a confirmed and suitable Higher Executive Officer who has spent at least three years on the grade.
- b) By direct appointment of a candidate possessing the qualification specified in sub- paragraph 14.3.1.1. above plus at least eight years post-qualification cognate experience or in sub- paragraph 14.3.2.2. above plus at least six years' post- qualification cognate experience.

16.3.5 Principal Executive Officer II, CONRAISS 09

- a) By promotion of a confirmed and suitable Senior Executive Officer

who has spent at least three years on the grade.

- b) By direct appointment of a candidate possessing the qualification specified in sub- paragraph 14.3.1.1. above plus at least eleven years' post-qualification cognate experience or in sub- paragraph 14.3.2.2. above plus at least nine years' post- qualification cognate experience.

16.3.6. Principal Executive Officer I, CONRAISS 10

- a) By promotion of a confirmed and suitable Principal Executive Officer Grade II who has spent at least three years on the grade.

16.3.7. Assistant Chief Executive Officer , CONRAISS 11

- a) By promotion of a confirmed and suitable Principal Executive Officer Grade I who has spent at least three years on the grade.

16.3.8. Chief Executive Officer, CONRAISS 12

- a) By promotion of a suitable Assistant Chief Executive Officer who has spent at least three years on the grade.

16.4. ADVANCEMENT BEYOND THE CADRE

- a) Any officer in the Executive Officer (General Duties) Cadre who acquires any of the qualifications specified for the appointment to any higher grade is eligible for promotion/ transfer to the grade.

17.0 INTERNAL AUDIT OFFICER CADRE

17.1 Posts and Salary Grade Levels

| | | |
|-----|-------------------------------------|---------------|
| 1.1 | Internal Auditor II | - CONRAISS 07 |
| 1.2 | Internal Auditor I | - CONRAISS 08 |
| 1.3 | Senior Internal Auditor | - CONRAISS 09 |
| 1.4 | principal Internal Auditor | - CONRAISS 10 |
| 1.5 | Assistant Chief Internal Auditor | - CONRAISS 11 |
| 1.6 | Chief Internal Auditor | - CONRAISS 12 |
| 1.7 | Assistant Director (Internal Audit) | - CONRAISS 13 |
| 1.8 | Deputy Director (Internal Audit) | - CONRAISS 14 |

17.2 Duties

17.2.1 Internal Auditor II

- a) Assisting in posting and examining vouchers;
- b) Assisting in collecting data for preparing reports;
- c) Engaging in sundry verifications;
- d) Assisting in investigation duties;
- e) Supporting the audit of invoices and local purchasing orders; and
- f) Performing any other relevant duties as may be assigned by the direct supervisor or the head of Unit.

17.2.2 Internal Auditor I

- a) Auditing of invoices and local purchasing orders;
- b) Auditing stock control records;
- c) Audit journal entries;
- d) Posting and examining vouchers;
- e) Collecting relevant data for preparing audit reports;
- f) Checking salary records including the payroll periodically;
- g) Assisting in checking costing records for all assigned projects;

17.2.3 Senior Internal Auditor

- a. Applying relevant rules in treating specific projects;
- b. Conveying departmental meetings;
- c. Undertaking audit inspection of Agency projects;
- d. Assisting in the preparation of audit reports and queries; and
- e. Supervising the activities of junior officers engaged in routine auditing.
- f. Providing oversight checks on the responsibilities of Internal Audit Grades I and II Officers;
- g. Providing practical on-the-job training to junior staff;

- h. Assisting in preparing audit reports and queries;
- i. Scrutinizing computer audit control systems;

17.2.4 Principal Internal Auditor

- a. Supervising the maintenance of all records of inflow and outflow of funds;
- b. Checking the effectiveness of the budgetary control systems;
- c. Checking costing records for all assigned projects;
- d. Keeping a database of external auditors;
- e. Vetting posted and examined vouchers; and
- f. Engaging in verification and investigation duties.
- g. Auditing the accounting and financial data of the Agency to ensure accuracy and compliance with government guidelines and laws;

- h. Supporting the examination of the effectiveness of existing Financial Act, Financial Regulations and the Agency accounting system;
- i. Preparing audit reports and queries;

17.2.5 Assistant Chief Internal Auditor

- a. Carrying out investigation duties;
- b. Assisting in the conduct of high-level audit enquiries, monitoring and evaluating contact performance;
- c. Identifying improper accounting or documentation and making recommendations on to improve policies or procedures accordingly;
- d. Taking charge of a section and providing leadership to subordinate officers;
- e. Supervising the preparation of quarterly and annual reports;
- f. Preparing audit guides;
- g. Conducting high-level audit enquiries, monitoring and evaluating contact performance;
- h. Processing of financial statements and audit report for the ratification of the Head of internal Audit;
- i. Issuing audit inspection reports and prescribing follow up actions;

17.2.6 Chief Internal Auditor

- a) Examining the effectiveness of the existing Financial Act, Financial Regulations and the Agency accounting system;
- b) Coordinating the maintenance of all records of inflow and outflow of funds;
- c) Supervising the checking of the effectiveness of the budgetary control systems;
- d) Reviewing monthly or quarterly performance of officers and call for explanation when targets are not met.
- e) Taking charge of branch, providing leadership to subordinate staff of the Unit and assist in the administration of Unit;
- f) Supervising the preparation of audit guides;

17.2.7 Assistant Director (Internal Audit)

- a. Leading the examination of the effectiveness of financial processes, practices and standards;
- b. Vetting draft quarterly and annual reports;
- c. Taking responsibilities for audit development planning;
- d. Providing on-the-job practical training to staff of the Unit;
- e. Assisting in setting targets for the Unit; and
- f. Ratifying audit inspection reports.

17.2.8 Deputy Director (Internal Audit)

- a) Taking full supervisory control of the Unit;

- b) Coordinating the preparation of audit guides;
- c) Directing the setting of targets for Unit staff and reviewing mid term targets with respective staff;
- d) Advising the management and the Board on issues relating to internal audit matters;
- e) Communicating financial management and audit practices and procedures to staff; and
- f) Supporting the Director General in the defense of annual budget.

17.3 Qualifications

The qualifications required for carrying out the functions of the Unit are degrees in Accounting, Banking and Finance, and Economics with practical experience in auditing. Such professional qualifications as ACA, ACCA, FCA and ANAN and/or Masters Degree in relevant fields are required for top senior officers (Principal Auditor and above) while it will be an added advantage for middle level officers. Successful completion of prescribed professional and leadership development courses will be required for the posts of a Chief (internal Auditor) and above. The basic requirement is a second class lower degree (BSc or HND) from reputable institutions.

Staff should have knowledge of commonly-used concepts, practices, and procedures in accounting and auditing parlance. The specific competencies required to ensure efficiency and effectiveness in the job include: computer literacy and proficiency in use of computers; proficiency in use of financial packages; excellent budgeting skills; possess financial planning and management skills; ability to maintain accurate financial records and prepare clear and timely reports for audit and operational use; and ability to reconcile accounts, review and verify accuracy of data, monitor account balances and investigates outstanding items on accounts.

17.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory performance.
- b. All direct appointments shall be through an internal/external advertisement.

17.4.1 Internal Audit II, CONRAISS 07

By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

17.4.2 Internal Audit I, CONRAISS 08

- a) By promotion of a confirmed and suitable Internal Audit Grade III who has spent at least 3 years on the grade and had been adjudged competent in handling the responsibilities of Internal Audit II;
- b) By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years of post-qualification cognate experience;

- and
- c) By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least one year post-qualification cognate experience.

17.4.3 Senior Internal Auditor, CONRAISS 09

- a) By promotion of a confirmed and suitable Internal Auditor Grade I who has spent at least 3 years on the grade;
- b) By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience; and
- c) By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 4 years of post-qualification cognate experience or one year for people with ACA and ACCA.

17.4.4 Principal Internal Auditor, CONRAISS 10

- a) By promotion of a confirmed and suitable Senior Internal Auditor who has spent at least 3 years on the grade;
- b) By direct appointment of a candidate possessing a Masters Degree or equivalent professional qualification in any of the disciplines specified above plus at least 9 years post-qualification cognate experience; and
- c) By direct appointment of a candidate possessing ACA or ACCA or equivalent plus at least 4 years of post-qualification cognate experience.

17.4.5 Assistant Chief Internal Auditor, CONRAISS 11

- a) By promotion of a confirmed and suitable Principal Internal Auditor who has spent at least three (3) years on the grade;
- b) By direct appointment of a candidate possessing a Masters Degree in any of the disciplines specified above plus at least 12 years post-qualification cognate experience; and
- d) By direct appointment of a candidate possessing ACA or ACCA plus at least 9 years post-qualification cognate experience.

17.4.6 Chief Internal Auditor, CONRAISS 12

By promotion of a confirmed and suitable Assistant Chief Internal Auditor who has spent at least three (3) years on the grade and having successfully completed a prescribed professional course(s).

17.4.7 Assistant Director (Internal Audit), CONRAISS 13

By promotion of a suitable Chief Internal Auditor who has spent at least four(4) years on the grade and having successfully passed a prescribed leadership programme.

17.4.8 Deputy Director (Internal Audit), CONRAISS 14

By promotion of a suitable Assistant Chief Internal Auditor who has spent at

least four(4) years on the grade and having successfully passed a prescribed leadership programme.

17.4.9 Director, CONRAISS 15

This post does not exist in this Unit. However, the incumbent Deputy Director (Internal Audit) can compete with other qualified staff in Finance and Accounts Department for the post of Director Finance and Accounts. The potential candidate shall have spent at least four (4) years on the Deputy Director (Internal Audit) grade.

17.5 **Direct Appointment to Posts in GL 07-10**

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board

18.0 EXECUTIVE OFFICER (AUDIT) CADRE.

18.1 Posts and Grade Levels.

- | | |
|---|---------------|
| 1.1 Assistant Executive Officer(Audit), | - CONRAISS 05 |
| 1.2 Executive Officer (Audit). | - CONRAISS 06 |
| 1.3 Senior Executive Officer (Audit). | - CONRAISS 07 |
| 1.4 Senior Executive Officer (Audit), | - CONRAISS 08 |
| 1.5 Principal Executive officer II (Audit), | - CONRAISS 09 |

- 1.6 Principal Executive Officer I (Audit), - CONRAISS 10
1.7 Assistant Chief Executive Officer (Audit), - CONRAISS 1
1.8 Chief Executive officer (Audit), - CONRAISS 12

18.2 DUTIES

18.2.1 Assistant Executive Officer(Audit), CONRAISS 05

- a. Checking and passing of payment voucher
- b. Keeping advance register
- c. Handling routine correspondence

18.2.2 Executive Officer (Audit) CONRAISS 06

- a. carry out Market survey
- b.Physical verification of purchased items and receipts
- c.Cash counts
- d.Supervising subordinate clerical staff

18.2.3 Senior Executive Officer (Audit), CONRAISS 07

- a.Verification of receipts, vouchers, salaries, revenue cashbooks, etc.
- b.Physical inspection of purchases and Institute Assets
- c.Market Survey
- d.Checking of daily cash disbursement
- e.Stock taking
- f.Issuing Audit queries through the Head of Unit.

18.2.4.Senior Executive Officer (Audit), CONRAISS 08

- a.Conducting enquiries and investigation into frauds, losses, etc.
- b.Reconciling Internal accounts with monthly accounts and rendering financial returns and reports
- c.Supervising and training of subordinates
- d.Interpreting and analyzing final accounts of the institutions and organizations in which the Institute has interest.
- e.Assisting in examining revenue collections procedure to ensure compliance

f.Raising of custody forms and other audit forms for purchase or delivered items.

18.2.5 Principal Executive officer II (Audit), CONRAISS 09

- a. Carrying out management, audit duties
- b. Analysing accounting data for management information
- c. Undertaking feasibility study on purchases and convey approvals for purchase of suitable items.
- d. Quarterly examination and checking of all accounting records and documents such as payment vouchers, cash books receipt booklets, lodgement registers, nominal ledger and general ledger.

- e. Submission of quarterly report to Head of Audit in respect of the financial transactions of the institute.
- f. Examination and verification of other records such as personal records which includes employments resignations/termination of appointment/variation.
- g. Marking and certification of receipts/invoice of items and materials directly purchased or supplied through the LPOs.

18.2.6 Principal Executive Officer I (Audit), CONRAISS 10

- a. Assisting in organizing training programmes for staff.
- b. Assisting in investigation duties.
- c. Supervising activities in a number of specified areas.

18.2.7 Assistant Chief Executive Officer (Audit), CONRAISS 11

- a. Assisting in taking charge of audit teams in the institute.
- b. Assisting in processing audit reports for the institute.
- c. Assisting in conducting high level audits and enquiries
- d. Coordinating the training programmes for junior staff

18.2.8 Chief Executive officer (Audit), CONRAISS 12

- a. Assisting in preparing audit guides
- b. Issuing audit inspection reports and undertaking follow-up actions.
- c. Processing financial statements and audit reports for the certification/signature of chief auditor.
- d. Prosecuting surcharge cases and carrying out high level investigations and audit enquires.

18.3 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory service records.
- b. All direct appointments shall be through an internal/external advertisement.

18.3.1 Assistant Executive Officer (Audit), CONRAISS 05

By direct appointment of a candidate possessing any of the following:-

- a. A pass in Accounting Technician Scheme (ATS)
- b. A pass in session 1 & 2 (intermediate) of Association of Corporate Accountants
- c. Intermediate Certificate of the Institute of Chartered Secretaries and Administrators.
- d. Ordinary National Diploma in Accountancy or Business Administration obtained from a recognized institution.
- e. R.S.A State II Advanced in Accounts and other related subjects

- f. By advancement of a confirmed clerical officer who has successfully completed Treasury State I course.

18.3.2 Executive officer (Audit), CONRAISS 06

a. By promotion of a confirmed and suitable Assistant Executive Officer (Audit) who has spent at least two (2) years on the grade.

b. By direct appointment of a candidate possessing any of the qualifications specified in Assistant Executive Officer (Audit) CONRISS 05 above plus at least two (2) years post-qualification cognate experience in the public service.

18.3.3 Higher Executive Officer (Audit), CONRAISS 07

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

b. By direct appointment of the candidate possessing the following:-
I) Associated members of the Chartered Institute of Secretaries and Administrators in Accountancy plus five (5) years post-qualification cognate experience in the public service.

18.3.4 Senior Executive Officer (Audit) CONRAISS 08

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

b. By direct appointment of the candidates possessing any of the qualifications specified for Higher Executive Officer (Audit) above plus at least six years post-qualification cognate experience in the public service.

18.3.5 Principal Executive Officer II (Audit) CONRAISS 09

a. By promotion of a confirmed and suitable Higher Executive Officer (Audit) who has spent at least three (3) years on the grade and attended and passed the Middle Financial Management course.

18.3.6 Principal Executive Officer I (Audit), CONRAISS 10

a. By promotion of a confirmed and suitable Higher Executive Officer II (Audit) who has spent at least three (3) years on the grade.

18.3.7 Assistant Chief Executive Officer (Audit), CONRISS II

a. By promotion of a confirmed and suitable Higher Executive Officer I (Audit) who has spent at least three (3) years on the grade.

18.3.8 Chief Executive Officer (Audit), CONRISS 12

a. By promotion of a confirmed and suitable Higher Executive Officer I (Audit) who has spent at least three (3) years on the grade.

18.4 ADVANCEMENT BEYOND THE CADRE

a) Any officer in the Executive Officer (Audit) Cadre who

acquires any of the qualifications specified for the appointment to any higher grade is eligible for promotion/ transfer to the grade.

19.0 LEGAL OFFICER CADRE

19.1 Posts and Salaries Grade Levels

- | | | |
|-----|-------------------------------|---------------|
| 1.1 | Legal Officer II | - CONRAISS 07 |
| 1.2 | Legal Officer I | - CONRAISS 08 |
| 1.3 | Senior Legal Officer | - CONRAISS 09 |
| 1.4 | Principal Legal Officer | - CONRAISS 10 |
| 1.5 | Assistant Chief Legal Officer | - CONRAISS 11 |
| 1.6 | Chief Legal Officer | - CONRAISS 12 |
| 1.7 | Assistant Director Legal | - CONRAISS 13 |
| 1.8 | Deputy Director Legal | - CONRAISS 14 |

19.2 Duties

19.2.1 Legal Officer II, CONRAISS 07

- a) Collecting information/data/documents on legal issues;
- b) Supporting preparation of legal documents;
- c) Assisting in rendering legal services to the Agency on its designated clients;
- d) Filling legal documents in courts;
- e) Appearing for the Agency in matters of civil litigation in courts along with other senior Legal Officers;

19.2.2 Legal Officer I, CONRAISS 08

- a) Drafting of laws and regulations;
- b) Vetting of laws and regulations;
- c) Prosecuting on behalf of the Agency or its clients in all criminal proceedings;
- d) Appearing for the Agency or its clients in courts;
- e) Collating and analyzing data on legal matters; and

19.2.3 Senior Legal Officer, CONRAISS 09

- a) Providing oversight checks on the responsibilities of subordinate legal officers;
- b) Prosecuting on behalf of the Agency or its clients in all civil and criminal proceedings;
- c) Vetting all drafted laws and regulations;
- d) Participating in writing reports; and
- e) Rendering legal advice to the Agency.

19.2.4 Principal Legal Officer, CONRAISS 10

- a) Assisting in coordinating the duties of a Unit or junior officers and providing leadership to them;
- b) Leading the preparation of reports;
- c) Prosecuting on behalf of the Agency or its clients in all civil and

criminal proceedings;

- d) Appearing for the Agency or its designated clients in courts; and
- e) Taking charge of activities in specified areas.

19.2.5 Assistant Chief Legal Officer, CONRAISS 12

- a) Taking charge of the administration of a Section;
- b) Initiating review of laws and regulations;
- c) Vetting reports;
- d) Training Agency clients or the Agency stakeholders on issues relating to legal abuse on HIV&AIDS and available legal aid facilities;
- e) Assisting in serving at the Board Secretariat;
- f) Advising the Agency on legal matters;

19.2.6 Assistant Director (Legal), CONRAISS 13

- a) Taking charge of a Branch
- b) Providing on-the-job practical training to and supervising subordinate officers.
- c) Vetting of laws and contracts with serious legal implications on the Agency or its clients; and
- d) Supporting drafting of laws and regulations.
- e) Assisting in any designated negotiations involving the Agency;
- a) Assisting in serving at the Board Secretariat; Supervising all issues relating to planning and directing of all aspects the professional works of the Unit; and
- f) Providing leadership to subordinate staff of the Unit.

19.2.7 Deputy Director (Legal) CONRAISS 14

- b) Taking charge of the general administration of the Unit;
- c) Providing leadership to staff of the Unit;
- d) Coordinating all report preparations and review;
- e) Supervising review of laws and regulations;
- f) Providing Legal advice to the Board;
- g) Advising the Management and Director General on legal matters;
- h) Providing legal expertise and supports to PLWHA;
- i) Participating in designated negotiations involving the Agency; and
- j) Providing regular update to the Agency on relevant legal developments.
- k) Ensuring that the Agency and its Boards comply with all relevant legislation; and
- l) Coordinating litigation activities of the Agency and its clients.

19.3 Qualifications

The qualifications required for carrying out the functions of the Unit are fully qualified solicitors or barristers. LLM or any advanced degrees on legal matters will be required for direct appointment into the post of a Senior Legal Officer or promotion to the post of a Principal Legal Officer. Candidates must be a graduate of a University whose law degree is accredited and a product of a reputable law school.

Staff should demonstrate expertise in a verity of legal concepts, practices and procedures. Staff must also have extensive experience and judgment to plan and accomplish goals.

19.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory performance.
- b. All direct appointments shall be through an internal/external advertisement.

19.4.1 Legal Officer II

- a) By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

19.4.2 Legal Officer I

- a) By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules; and
- c) By direct appointment of a candidate possessing an LLM plus at least one year post-qualification cognate experience.

19.4.3 Senior Legal Officer

- a) By promotion of a confirmed and suitable Legal Officer Grade I who has spent at least 3 years on the grade;
- b) By direct appointment of a candidate possessing any of the qualifications specified above plus at least 3 years of post-qualification cognate experience as a barrister or solicitor; and
- c) By direct appointment of a candidate possessing an LLM plus at least three years of post-qualification cognate experience.

19.4.4 Principal Legal Officer

- a) By promotion of a confirmed and suitable Senior Legal Officer who has spent at least three (3) years on the grade; and
- b) By direct appointment of a candidate possessing an LLM or equivalent professional qualification in law plus at least six years post-qualification cognate experience.

19.4.6 Assistant Chief Legal Officer

By promotion of a confirmed and suitable Principal Legal Officer who has spent at least three (3) years on the grade and having successfully completed a prescribed professional course(s).

19.4.7 Chief Legal Officer

By promotion of a confirmed and suitable Assistant Chief Legal Officer who has spent at least three (3) years on the grade and having successfully completed

a prescribed professional course(s).

19.4.8 Assistant Director(Legal)

By promotion of a suitable Chief Legal Officer who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

19.4.9 Deputy Director (Legal)

By promotion of a suitable Assistant Director Legal who has spent at least four (4) years on the grade and having successfully passed a prescribed leadership programme.

19.4.10 Director CONRAISS 15

This post does not exist in this Unit. However, the incumbent Deputy Director (Legal) can compete with other qualified staff in Admin & support Services Department for the post of Director Admin & Support Services. The potential candidate shall have spent at least four (4) years on the Deputy Director (Legal grade).

19.5. Direct Appointment to Posts in GL 07-10

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board

20.0 CORPORATE COMMUNICATIONS OFFICER CADRE

20.1 Posts and Salaries Grade Levels

| | | |
|-----|--|---------------|
| 1.1 | Corporate Communications Officer II | - CONRAISS 07 |
| 1.2 | Corporate Communications Officer I | - CONRAISS 08 |
| 1.3 | Senior Corporate Communications Officer | - CONRAISS 09 |
| 1.4 | Principal Corporate Communications Officer | -CONRAISS 10 |
| 1.5 | Assistant Chief Corporate Communications Officer | -CONRAISS 11 |
| 1.6 | Chief Corporate Communications Officer | - CONRAISS12 |
| 1.7 | Assistant Director (Communication) | -CONRAISS13 |
| 1.8 | Deputy Director (Communication) | -CONRAISS14 |

20.2 Duties

20.2.1 Corporate Communications Officer II

- a) Collecting and assembling materials for official publication;
- b) Assisting in writing, editing press releases, pamphlets, posters, and other publications of the Agency;
- c) Assisting in covering minutes of Press Releases;
- d) Covering Unit meetings;
- e) Carrying out relevant assignments assigned by superior officers of the Unit; and
- f) Supervising video coverage of the key activities of the Agency.

20.2.2 Corporate Communications Officer I

- a) Vetting materials collected and assembled for official publications;
- b) Preparing reports and materials for publication;
- c) Assisting in carrying out public enlightenment about the main activities of the Agency;
- d) Reporting, sub-editing and proof-reading;
- e) Covering minutes of Press Releases;
- f) Disseminating publicity and goodwill information through newspapers, periodicals and audio visual communication media; and
- g) Coordinating video coverage of the key activities of the Agency.

20.2.3 Senior Corporate Communications Officer

- a) Carrying out audience survey on specific issues;
- b) Supervising the activities of subordinate officers;
- c) Providing subordinate officers practical on-the-job training on the mandates of the Unit;
- d) Preparing periodicals, pamphlets and posters on the mandates of the Agency;
- e) Using relevant computer packages to design communication and presentation kits;

20.2.4 Principal Corporate Communications Officer

- a) Taking charge of information, publicity and public relations matters;
- b) Preparing featured articles and booklets on the activities of the Agency;
- c) Liaising with public relation officers of SACA, LACA and MDAs on issues relating to HV&AIDS; and
- d) Providing leadership to subordinate officers through effective; and
- e) supervision and provision of practical on-the-job training.

20.2.5 Assistant Chief Corporate Communications Officer

- a) Producing high quality feature writings;
- b) Preparing documentaries, features and press releases;
- c) Supervising field organization and keeping in touch with developments across the states of the federation on HIV&AIDS;
- d) Vetting and coordinating all periodicals, articles, booklets and pamphlets;
- e) Taking charge of activities of a section;
- f) Engaging in training and capacity development of subordinate officers.

20.2.6 Chief Corporate Communications Officer

- a) Coordinating the preparation and production of information services;
- b) Ensuring that all publicity materials are in conformity with government rules and policies;
- c) Liaising with press in all government (national and states) and private media (print and electronic) institutions;
- d) Taking charge of a branch and helping in the administration of the Unit;
- e) Supervising the review of communication policy, programmes and practices; and
- f) Assisting in advising on information and communication matters.

20.2.7 Assistant Director Corporate Communications Officer

- a) Designing the information and communication documents that will be placed on the Agency website;
- b) Assisting in preparing featured articles and booklets on the activities of the Agency.
- c) Reviewing communication policy and procedures.
- d) Providing leadership to subordinate officers through effective supervision and provision of practical on-the-job training; and
- e) Assisting in advising on information and communication matters.

20.2.8 Deputy Director Corporate Communications

- a) Evaluating successes achieved by the Agency on its mandates and communicating them to the public;
- b) Taking responsibility for the full administration of the unit;
- c) Coordinating information and communication programmes of the

- Agencies;
- d) Providing expert advise to the Director General and the Board on information and communication matters; and
- e) Providing quality leadership to staff of the Unit.

20.3 Qualifications

The key qualifications are degrees in journalism, public relations, communications, public administration and related disciplines. The core competencies include considerable knowledge of corporate communications, sound knowledge of media relations and audio visual communications, possession of innovative style techniques, speaks clearly and persuasively, and interpersonal skills. The candidate must also possess superior analytical and presentation skills.

20.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy and satisfactory performance.
- b. All direct appointments shall be through an internal/external advertisement.

20.4.1 Corporate Communications Officer II CONRAISS 07

- a) By direct appointment of a candidate possessing a degree in any of the disciplines identified above and based on possession of core competencies for delivering the designated job schedules.

20.4.2 Corporate Communications Officer I, CONRAISS 08

- a) By promotion of a confirmed and suitable Communication Officer Grade II who has spent at 3 years on the grade and had been adjudged competent in handling the responsibilities of a Communication Officer II;
- b) By direct appointment of a candidate possessing any of the qualifications specified above plus at 3 years of post-qualification cognate experience.
- c) By direct appointment of a candidate possessing Masters degrees in any of the qualifications specified above plus at least one year of post-qualification cognate experience.

20.4.3 Senior Corporate Communications Officer CONRAISS 09

- a) By promotion of a confirmed and suitable Communication Officer I who has spent at least 3 years on the grade and had been adjudged competent in handling the responsibilities of a Communication Officer I;
- b) By direct appointment of a candidate possessing any of the qualifications specified above plus at least 6 years of post-qualification cognate experience.
- c) By direct appointment of a candidate possessing Masters degree in any

of the qualifications specified above plus at least 4 years of post-qualification

cognate experience.

20.4.4 Principal Corporate Communications Officer CONRAISS 10

- a) By promotion of a confirmed and suitable Senior Communication Officer who has spent at least 3 years on the grade; and
- b) By direct appointment of a candidate possessing a Master Degree in any of the qualifications specified above plus at least 9 years of post-qualification cognate experience.

20.4.5 Assistant Chief Corporate Communications Officer CONRAISS 11

- a) By promotion of a confirmed and suitable Principal Communications Officer who has spent at least three (3) years on the grade; and
- b) By direct appointment of a candidate possessing a Master Degree in any of the qualifications specified above plus at least 12 years post-qualification cognate experience.

20.4.6 Chief Corporate Communication Officer CONRAISS 12

By promotion of a confirmed and suitable Assistant Chief Corporate Communications Officer who has spent at least three (3) years on the grade and having successfully completed a prescribed professional course.

20.4.7 Assistant Director Corporate Communications

By promotion of a confirmed and suitable Chief Corporate Communications Officer who has spent at least three (3) years on the grade and having successfully completed a prescribed professional course.

20.4.7 Deputy Director (Communication)

By promotion of a suitable Assistant Director Corporate Communication Officer who has spent at least four(4) years on the grade and having successfully passed a prescribed leadership programme.

20.4.8 Director

This post **does not exist in the unit**. However the incumbent of Deputy Director Corporate Communications can compete with other qualified staff in Administration and Support Services Department for the post of Director Administration & Support Services. The potential candidate shall have spent at least four (4) years on the Deputy Director grade.

20.5 Direct Appointment to Posts in GL 07-10

All conditions for direct appointments are as contained in the relevant sections above. Promotion from such direct appointments to higher grades are subject to confirmation of appointment by the Board

21.0 SECRETARY/CONFIDENTIAL SECRETARY CADRE

21.1 Posts and Salaries Grade Levels.

| | | |
|-----|---|--------------|
| 1.1 | Confidential Secretary Grade IV, | -CONRAISS04 |
| 1.2 | Confidential Secretary Grade III, | -CONRAISS05 |
| 1.3 | Confidential Secretary Grade II, | -CONRAISS06 |
| 1.4 | Confidential Secretary Grade I, | - CONRAISS07 |
| 1.5 | Senior Confidential Secretary, | -CONRAISS08 |
| 1.6 | Principal Confidential Secretary II, | -CONRAISS09 |
| 1.7 | Principal Confidential Secretary I, | -CONRAISS10 |
| 1.8 | Assistant Chief Confidential Secretary, | -CONRAISS11 |
| 1.9 | Chief Confidential Secretary, | -CONRAISS12 |

21.2 Duties

21.2.1 Confidential Secretary IV CONRAISS 04

- a) Providing secretarial assistance such as taking dictation in short hand and reporting them in transcript form for a staff on CONRAISS 08 and 09;
- b) Receiving visitors, enquiries and telephone calls on behalf of the officer to whom he/she is attached;
- c) Booking meeting venues;
- d) Typing manuscripts and other materials for assigned officers; and
- e) Performing office routine functions.

21.2.2 Confidential Secretary III CONRAISS 05

- a) Performing the duties specified for Secretary Grade III above for any staff on CONRAISS 10 and 11; and
- b) Providing feedbacks to enquiries.

21.2.3 Confidential Secretary II CONRAISS 06

- a) Performing the duties specified under subsection 18.2.1 for officers on CONRAISS 12;
- b) Scheduling the activities and meetings of officers they are attached to; and
- c) Supervising subordinates in the office.

21.2.4 Confidential Secretary I CONRAISS 07

- a) Performing the duties specified under subsection 18.2.1 for officers on CONRAISS 13;
- b) Scheduling the activities and meetings of officers they are attached to;
- c) Supervising subordinates in the office; and
- d) Ordering and managing requisition of stationery.

21.2.5 Senior Confidential Secretary CONRAISS 08

- a) Performing the duties specified under subsection 18.2.1 for officers on

- CONRAISS 14;
- b) Scheduling the activities and meetings of officers they are attached to;
 - c) Supervising subordinates in the office;
 - d) Taking notes of meetings and assisting in producing brief for meetings;
 - e) Ordering and managing requisition of stationery ;
 - f) Serving as departmental secretary and organizing the work of the office; and
 - g) Managing telephones for managers and re-routing urgent matters to correct people in absence of the manager.

21.2.6 Principal Confidential Secretary II CONRAISS 09

- a) Performing the duties specified under subsection 18.2.1 for officers on CONRAISS 15;
- b) Scheduling the activities and meetings of officers they are attached to;
- c) Supervising subordinates in the office;
- d) Taking notes of meetings and assisting in producing brief for meetings;
- e) Ordering and managing requisition of stationery;
- f) Serving as departmental secretary and organizing the work of the office;
- g) Managing travels of the managers such as booking flights, transport and accommodation; and
- h) Managing telephones for managers and re-routing urgent matters to correct people in absence of the manager.

21.2.7 Principal Confidential Secretary I CONRAISS 10

- a) Performing the duties specified under subsection 18.2.1 for the office of the DG.
- b) Scheduling the activities and meetings of officers they are attached to;
- c) Supervising subordinates in the office;
- d) Taking notes of meetings and assisting in producing brief for meetings;
- e) Managing e-mails of the office and ensure responses and feedbacks are provided accordingly;
- f) Managing telephones for the DG and re-routing urgent matters to correct managers in absence of the DG; and
- g) Managing travels of the DG.

21.2.8 Assistant Chief Confidential Secretary CONRAISS 11

- a) Performing the duties specified under subsection 18.2.1 for the office of the DG.
- b) Scheduling the activities and meetings of officers they are attached to;
- c) Supervising subordinates in the office;
- d) Taking notes of meetings and assisting in producing brief for meetings;
- e) Managing e-mails of the office and ensure responses and feedbacks are provided accordingly;
- f) Managing telephones for the DG and re-routing urgent matters to correct managers in absence of the DG; and
- g) Managing travels of the DG.

21.2.9 Chief Confidential Secretary CONRAISS 12

- a) Performing the duties specified under subsection 18.2.1 for the office of the DG.
- b) Scheduling the activities and meetings of officers they are attached to;
- c) Supervising subordinates in the office;
- d) Taking notes of meetings and assisting in producing brief for meetings;
- e) Managing e-mails of the office and ensure responses and feedbacks are provided accordingly;
- f) Managing telephones for the DG and re-routing urgent matters to correct managers in absence of the DG; and
- g) Managing travels of the DG.

21.3 Qualifications

The qualifications required for this cadre are Ordinary National Diploma (OND), National Certification of Education (NCE) and Higher National Diploma (HND) in Secretarial Studies. HND will be required for the post of Senior Confidential Secretary and above.

The core competencies include computing skills especially in word processing and presentation skills, office management and organizational skills. Skills in shorthand, communication, interpersonal, telephone, listening, customer Service, planning, and problem solving are also required.

21.4 Methods of Entry and Advancement within the Cadre

Note:

- a. All promotions and transfers are subject to vacancy, satisfactory performance and good record of service.
- b. All direct appointments shall be through an internal/external advertisement.

21.4.1 Confidential Secretary Grade IV

- a) By direct appointment of a candidate possessing at least an OND in Secretarial Studies and based on possession of core competencies for delivering the designated job schedules.

21.4.2 Confidential Secretary Grade III

- a) By promotion of a confirmed and suitable Secretary IV who has spent at least two (2) years on the grade and had been adjudged competent in handling the responsibilities of Secretary III; and
- b) By direct appointment of a candidate with OND and NCE in Secretarial Studies and possessing the required core competencies for discharging the assignment plus at least two years of post-qualification cognate experience; and
- c) By direct appointment of a candidate possessing relevant professional qualifications in addition to the educational requirement mentioned above plus at least one year post-qualification cognate experience.

21.4.3 Confidential Secretary Grade II

- a) By promotion of a confirmed and suitable Secretary Grade III who has spent at least two (2) years on the grade and having passed a prescribed intermediate professional course in Secretarial Studies;
- b) By direct appointment of a candidate possessing OND or NCE in Secretarial Studies plus at least four years of post-qualification cognate experience; and
- c) By direct appointment of a candidate having an HND in Secretarial Studies in addition to possessing the needed core competencies listed in section 14.3 above.

21.4.4 Confidential Secretary Grade I

- a) By promotion of a confirmed and suitable Secretary Grade II who has spent at least three (3) years on the grade;
- b) By direct appointment of a candidate possessing OND or NCE in Secretarial Studies plus at least six years' post-qualification cognate experience; and
- c) By direct appointment of a candidate possessing an HND degree in Secretarial Studies plus at least two years' post-qualification cognate experience.

21.4.5 Senior Confidential Secretary

- a) By promotion of a confirmed and suitable Confidential Secretary who has spent at least three (3) years on the grade; and
- b) By direct appointment of a candidate possessing an HND degree in Secretarial Studies plus at least five years' post-qualification cognate experience.

21.4.6 Principal Confidential Secretary

By promotion of a confirmed and suitable Senior Confidential Secretary who has spent at least three (3) years on the grade.

21.4.7 Assistant Chief Confidential Secretary

By promotion of a confirmed and suitable Principal Confidential Secretary who has spent at least three (3) years on the grade.

21.4.8 Chief Confidential Secretary

By promotion of a confirmed and suitable Assistant Chief Confidential Secretary who has spent at least three (3) years on the grade and having successfully completed a prescribed course.

21.5 Direct Appointment to Posts in NGLs 06-10

Conditions guiding direct appointment to the posts of GLs 09-12 are as contained in section 4.5 above.

22.0 CLERICAL STAFF CADRE

| | | |
|-------|---------------------------------|--------------|
| 22. 1 | Posts and Salaries Grade Levels | |
| 1.1 | Clerical Assistant | -CONRAISS 02 |
| 1.2 | Clerical Officer Grade II, | -CONRAISS 03 |
| 1.3 | Clerical Officer Grade I, | -CONRAISS 04 |
| 1.4 | Senior Clerical Officer | -CONRAISS 05 |
| 1.5 | Chief Clerical Officer, | -CONRAISS 06 |

22.2 Duties

An all embracing duty to all clerical staff irrespective of status is the need to ensure security and confidentiality of files and records at all times.

22.2.1 Clerical Assistant CONRAISS 02

- a) Fling up of all memos, circulars and related documents in an orderly manner as prescribed by extant rules;
- b) Performing other simple routine clerical duties, under supervision, in Units, Divisions or Departments;
- c) Arranging venues for meetings and workshops and check out facilities and equipment on behalf of designated Unit/Division/Departments; and
- d) Assisting other senior officers.

22.2.2 Clerical Officer II CONRAISS 03

- a) Adding new files and allocating code and number sequences to aid retrieval and update system to reflect new files and records;
- b) File all incoming and external records, letters and documents in the correct file 100% of the time;
- c) Ensure all files and records are retrieved and distributed within one hour of receiving an approved request from designated Officers and signed out as per agreed policies and procedures;
- d) Providing administrative support to help organize meetings and workshops including photocopying of materials;
- e) Providing information on the use of stationery and ensuring log book is updated weekly on usage of stationery; and
- f) Collating and disseminating information based on instructions.

22.2.3 Clerical Officer I CONRAISS 04

- a) Assisting in the supervision of a small Registry (correspondence and records) in general administration, accounts, library, or relevant units;
- b) Review all files annually and arrange to identify and archive inactive files and records in accordance with agreed policies and procedures;
- c) Organize for archived records to be stored in a systemic way to enable retrieval should access be required;
- d) Assisting in training junior staff;
- e) Performing routine internal audit duties of assigned functions;

- f) Collating and disseminating information based on instructions; and
- g) Providing logistic supports to the preparations for internal and external meetings and workshop venue.

22.2.4 Senior Clerical Officer CONRAISS 05

- a) Supervising and training junior staff in the unit;
- b) Review filing system capacity annually to ensure adequate space,
- c) Performing routine internal audit duties of assigned functions;
- d) Taking charge of a small Registry (correspondence or records);
- e) Ensuring security and confidentiality of files and records at all times; and
- f) Assisting in maintaining discipline among subordinate staff.

22.2.5 Chief Clerical Officer CONRAISS 06

- a) Taking charge of a large open registry within the Agency;
- b) Maintaining files archives in the Agency;
- c) Rendering routine returns in respect of staff, leave, etc.;
- d) Maintaining discipline within subordinate staff;
- e) Ensuring access to files and records is strictly controlled and done only in accordance with agreed rules and procedures; and
- f) Administering compliance to security and confidentiality of files and records at all times.

22.3. Qualifications

Arising from the recent public service reform particularly on monetization and outsourcing policy as mentioned in the White Paper on Relativity Panel and Shonekan Committee, the minimum qualifications in the public service shall be OND. Second Class Lower (OND) or NCE in any relevant discipline is required. The competency required is computer literacy.

22.4 **Methods of Entry and Advancement within the Cadre**

Note:

- a. All promotions or transfers are subject to vacancy and satisfactory service records.
- b. All direct appointments shall be through an internal/external advertisement.

22.4.1 Clerical Assistant Officer

- a) By direct appointment of a candidate possessing OND or its equivalent qualifications in any discipline.

22.4.2 Clerical Officer Grade II

- a) By promotion of a confirmed and suitable Clerical Assistant Officer who has spent at least two (2) years on the grade and passed the Combined Confirmation/Promotion Examination at promotion level; and
- b) By direct appointment of a candidate possessing OND in any relevant discipline plus at least two years of working experience on related duties.

22.4.3 Clerical Officer Grade I

- a) By promotion of a confirmed and suitable Clerical Officer Grade II, who has spent at least two (2) years on the grade; and

- b) By direct appointment of a candidate possessing any of the qualifications specified in section 19.3 above plus at least four years' post-qualification experience.

22.4.4 Senior Clerical Officer

- a) By promotion of a confirmed and suitable Clerical Officer Grade I, who has spent at least three (3) years on the grade.

22.4.5 Chief Clerical Officer

- a) By promotion of a confirmed and suitable Senior Clerical Officer, who has spent at least three (3) years on the grade.

22.5 Advancement Beyond the Cadre

Any Staff in the Clerical Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the grade based on vacancy and performance record of the candidate.

23.0 MOTOR DRIVER/LOGISTIC CADRE

23.1 Posts and Salaries Grade Levels

- | | | |
|-----|-----------------------|---------------|
| 1.1 | Motor Driver, | - CONRAISS 02 |
| 1.2 | Motor Driver-Mechanic | -CONRAISS 03 |

- | | | |
|-----|--|--------------|
| 1.3 | Senior Motor Driver-Mechanic Grade II, | -CONRAISS 04 |
| 1.4 | Senior Motor Driver-Mechanic Grade I, | -CONRAISS 05 |
| 1.5 | Chief Motor Driver, | -CONRAISS 06 |

The foregoing is based on the outsourcing of drivers for senior officers. Based on international practices, since drivers are not always on the road throughout entire 8 working hours stipulated by law on daily basis, they need to be fully engaged. When they are not driving, they will be assigned some logistic function.

23.2 Duties

23.2.1 Motor Driver , CONRAISS 02

- a) Driving with care and caution, a motor vehicle assigned to him/her;
- b) Assisting in keeping and accurate and up-to-date logbook;
- c) Undertaking and ensuring vehicular routine maintenance; and
- d) Carrying out clerical routines assigned.

23.2.2 Motor Driver-Mechanic CONRAISS 03

- a) Supervise activities of designated subordinate drivers;
- b) Driving with care and caution, a motor vehicle assigned to him/her;
- c) Assisting in keeping and accurate and up-to-date logbook;
- d) Undertaking and ensuring vehicular routine maintenance; and
- e) Carrying out clerical routines assigned.

23.2.3 Senior Motor Driver-Mechanic II CONRAISS 04

- a) Supervise activities of designated subordinate drivers;
- b) Driving with care and caution, a motor vehicle assigned to him/her;
- c) Assisting in keeping and accurate and up-to-date logbook;
- d) Undertaking and ensuring vehicular routine maintenance; and
- e) Carrying out clerical routines assigned.

23.2.4 Senior Motor Driver-Mechanic I CONRAISS 05

- a) Supervise activities of subordinate drivers;
- b) Driving with care and caution, a motor vehicle assigned to him/her;
- c) Carryout database of prices of relevant parts of vehicles being used by the Agency;
- d) Undertaking and ensuring vehicular routine maintenance;
- e) Carrying out clerical routines assigned; and
- f) Assigning function to junior officers.

23.2.5 Chief Motor Driver-Mechanic CONRAISS 06

- a) Taking charge of the driving section;
- b) Driving with care and caution any vehicle assigned;
- c) Ensuring security of vehicles;
- d) Taking prompt action on emergency situation; and

- e) Coordinating the activities of motor drivers.

23.3 Qualifications

As prescribed by the extant rules, the minimum qualification for working in the public service is OND. The Agency will continue to uphold this in the medium and longer terms. However, Secondary School Leaving Certificate of Education or General Certificate of Education (O/L) with not less than three years of driving experience will be used in the interim. Trade Test 3, 2, 1 and a valid Class 'C' Driving License are required.

23.4 Methods of Entry and Advancement within the Cadre

Note:

- A. All promotions and transfers are subject to vacancy and satisfactory service record.
- b. All direct appointments shall be through an internal/external advertisement.

23.4.1 Motor Driver

- a) By direct appointment of a candidate possessing the Secondary School Living Certificate of Education/ GCE(O/L) plus a valid Class "C" Driving License .

23.4.2 Motor Driver-Mechanic

- a) By advancement of a suitable Motor Driver who has passed the Class III Trade Test for Motor Driver and has spent at least two (2) years on the grade of Driver/Clerical Officer Grade III; and
- b) By direct appointment of a candidate possessing at least the Secondary School Living Certificate of Education/ GCE(O/L) plus a valid Class "C" Driving License with not less than five years of driving in relevant organizations.

23.4.3 Senior Motor Driver-Mechanic Grade II

- a) By advancement of a suitable Motor Driver who has passed the Class III Trade Test for Motor Driver and has spent at least two (2) years on the grade of Driver/Clerical Officer Grade II; and
- b) By direct appointment of a candidate possessing at least the Secondary School Living Certificate of Education/ GCE(O/L) plus a valid Class "C" Driving License with not less than seven years of driving in relevant organizations.

23.4.4 Senior Motor Driver-Mechanic Grade I

By promotion of a confirmed and suitable Motor Driver/Clerical Officer Grade I who has spent at least two (2) years on the grade.

23.4.5 Chief Motor Driver-Mechanic

By promotion of a confirmed and suitable Senior Motor Driver/Clerical Officer Grade I who has spent at least two (2) years on the grade.

23.5 Advancement Beyond the Cadre

Any staff in the Motor Driver Cadre who acquires any of the qualifications specified for appointment to any higher grade (and approved by Management) is eligible for transfer/promotion to the grade based on service records and vacancy.

24.0 TYPIST CADRE.

24.1 Posts and Salaries Grade Levels

1.1 Typist Grade IV,

- CONRISS 02

| | |
|-----------------------------|--------------|
| 1.2 Typist Grade III | - CONRISS 03 |
| 1.3 Typist Grade II | - CONRISS 04 |
| 1.4 Typist Grade I, | - CONRISS 05 |
| 1.5 Senior Typist Grade II, | - CONRISS 06 |
| 1.6 Senior Typist Grade I, | - CONRISS 07 |
| 1.7 Chief Typist, | - CONRISS 08 |

24. 2 DUTIES

24.2.1 Typist Grade IV, CONRISS 02

- a. Typing manuscripts and other materials that may be assigned.
- b. Filing typed scripts/letters and making necessary cross reference
- c. Basic computer appreciation.

24. 2.2 Typist Grade III CONRISS 03

- a. Performing general typing duties as mentioned above.
- b. Basic computer appreciation.
- c. Reprographic duties

24. 2.3 Typist Grade II CONRISS 04

- a. Performing general typing duties as mentioned in Grade IV, CONRISS 02.
- b. Basic computer appreciation.
- c. Reprographic duties

24. 2.4 Typist Grade I, CONRISS 05

- a. Performing general typing duties.
- b. Basic computer appreciation.
- c. Reprographic duties.

24. 2.5 Senior Typist Grade II, CONRISS 06

- a. Performing general typing duties
- b. Assisting in keeping stationary materials (such as papers, computer accessories, etc) safe.
- c. Reprographic duties.

24. 2.6 Senior Typist Grade I, CONRISS 07

- a. Performing general typing duties
- b. Supervising Junior Typists
- c. Taking charge of a small typing pool
- d. Keeping of typing material (such as papers, computer accessories, etc) safe.

24. 2.7 Chief Typist, CONRISS 08

- a. Taking charge of a typing pool.
- b. Coordinating the activities of junior staff
- c. Keeping typing materials safe

- d. Supervision of subordinate officers

24. 3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:

- 1) All promotions/transfers/upgrading are subject to vacancies and satisfactory performance and service records.
- 2) All direct appointments shall be through an internal/external advertisement.

24. 3.1 Typist Grade IV, CONRISS 02

a. By direct appointment of a candidate possessing a minimum of F.S.L.C plus any of the organized certificates in typewriting at 25 words per minute.

24. 3.2 Typist Grade III, CONRISS 03

a. By direct appointment of a candidate possessing a minimum of WASC plus any of the organized certificates in typewriting at 25 words per minute.

24. 3.3 Typist Grade II, CONRISS 04

a. By advancement of a Typist Grade III who requires the recognised certificate in typewriting at a speed of 35 words per minute.

b. By direct appointment of a candidate possessing any of the following qualifications:-

- i) West African School Certificate plus certificate in typewriting at a speed of 35 words per minute from a recognised institution, i.e R.S.A, W.A.E.C, F.T.C or a recognised state owned Secretarial Institution.

24. 3.4 Typist Grade I, CONRISS 05

a. By advancement of a Typist Grade II who has obtained the recognized certificate at the speed of 50 words per minute.

24. 3.5 Senior Typist Grade II, CONRISS 06

a. By promotion of a confirmed and suitable Typist Grade I, who has spent at least two (2) years on the grade.

b. By direct appointment of a candidate possessing the qualification as specified in Typist Grade II, CONRISS 04, plus 2 years cognate experience.

24. 3.6 Senior Typist Grade I CONRISS 07

a. By promotion of a suitable Senior Typist Grade II, who has spent at least three (3) years on the grade.

24.3.7 Chief Typist, CONRISS 08

a. By promotion of a suitable Senior Typist Grade I who has spent at least three (3) years on the grade.

24. 4. ADVANCEMENT BEYOND THE CADRE OF CHIEF TYPIST

- a) Any officer in the Typist Cadre who demonstrates sufficient aptitude for Secretarial duties may be nominated for the training course for Confidential Cadre at an appropriate training Institution and success in the final examination will qualify the officer for promotion/transfer/ conversion or upgrading to the appropriate grade of the Confidential Secretary Cadre.
- b) Any officer in the Typist Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for promotion/transfer/conversion or upgrading to the grade of Confidential Secretary Cadre.

25.0 STORES OFFICER CADRE.

25.1 Posts and Salaries Grade Levels.

- | | |
|------------------------------------|---------------|
| 1.1 Assistant Stores Officer, | -CONRAISS 05 |
| 1.2 Stores Officer, | -CONRAISS 06 |
| 1.3 Higher Stores Officer, | - CONRAISS 07 |
| 1.4 Senior Stores Officer, | - CONRAISS 08 |
| 1.5 Principal Stores Officer II, | - CONRAISS 09 |
| 1.6 Principal Stores Officer I, | - CONRAISS 10 |
| 1.7 Assistant Chief Store Officer, | - CONRAISS 11 |
| 1.8 Chief Store officer, | - CONRAISS 12 |

25.2 DUTIES

25.2.1 Assistant Stores Officer, CONRAISS 05

- a. Taking charge of the store (under supervision) of a departmental or specialized store.
- b. Checking stores and receiving stock positions in a big store or number of small stores.
- c. Planning Store Bins

25.2.2 Stores Officer, CONRAISS 06

- a. Taking charge of materials and equipment in a Departmental or Technical Store
- b. Training Junior officers in his Unit
- c. Checking stocks or allocated and unallocated stores.

25.2.3 Higher Stores Officer, CONRAISS 07

- a. Taking charge of Central Store
- b. Allocating Stores to Departments or Stores Units
- c. Rendering reports to appropriate authorities in respect of sub-stores and stores Units within jurisdiction.

25.2.4 Senior Stores Officer, CONRAISS 08

- a. Taking charge of Central Store
- b. Assisting in rendering quarter
- c. Rendering annual reports in respect of stores services.
- d. Supervise SRV/SIV

25.2.5 Principal Stores Officer II, CONRAISS 09

- a. Taking charge of Central Store
- b. Organizing bulk-purchase of Stores within stipulated limits and policy.
- c. Conducting periodic surveys and checking stores under jurisdiction

- d. Rendering quarterly annual reports in respect of stores services within jurisdiction.

25.2.6 Principal Stores Officer I, CONRAISS 10

- a. Taking charge of Central Store
- b. Conducting periodic surveys and checking stores under jurisdiction
- c. Keeping up-to-date prices of stores and materials.

25.2.7 Assistant Chief Store Officer, CONRAISS 11

- a. Supervising the store
- b. Assisting in organizing training programmes of stores staff
- c. Assisting in the administration of the section

25.2.8 Chief Store officer, CONRAISS 12

- a. Taking charge of the departmental Store.
- b. Preparing reports in respect of the Agency Store
- c. Assisting in the review of the Stores Regulations.
- d. Coordination of store staff
- e. Coordinating staff training.

25.3 Qualifications.

The key qualifications are OND/NCE in Purchasing & supply, Marketing, Business Studies, Accounting or any related disciplines. The core competencies include considerable knowledge of computer and analytical skills.

25.4 METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:

- 1) All promotions and transfers are subject to vacancy and satisfactory service record.
- 2) All direct appointments shall be through an internal/external advertisement.

25.4.1 Assistant Stores Officer, CONRAISS 05

By direct appointment of a candidate possessing any of the following qualifications:-

- a. Ordinary National diploma in Business Studies or related discipline
- b. Intermediate Certificate of the Institute of Purchasing and Supply, London

25.4.2 Stores Officer, CONRAISS 06

- a. By promotion of a confirmed and suitable Assistant Stores Officer who has spent at least two (2) years on the grade.
- b. By direct appointment of a candidate possessing any of the following qualifications:-
 - a) Membership of the Institute of Purchasing and Supply, London.

- b) Intermediate Certificate of the Nigerian Institute of Chartered Accountants or Intermediate Certificate of the Institute of Costs and Management Accountants.

25.4.3 Higher Stores Officer, CONRAISS 07

- a. By promotion of a confirmed and suitable Stores Officer who has spent at least three (3) years on the grade.
- b. By direct appointment of a candidate `possessing any of the qualifications specified in Assistant Stores Officer, CONRISS 04 plus at least five (5) years post-qualification cognate experience.

25.4.4 Senior Store Officer, CONRAISS 08

- a. By promotion of a confirmed and suitable Stores Officer who has spent at least three (3) years on the grade.
- b. By direct appointment of a candidate `possessing any of the qualifications specified in Assistant Stores Officer, CONRISS 04 plus at least eight (8) years post-qualification cognate experience or in sub-paragraph (ii of Officer, CONRISS 08) above.

25.4.5 Principal Store Officer II, CONRAISS 09

- a. By promotion of a confirmed and suitable Senior Stores Officer who has spent at least three (3) years on the grade.
- b. By direct appointment of a candidate possessing any of the qualifications specified in Assistant Stores Officer, CONRISS 05 above plus at least eleven (11) years post qualification cognate experience.

25.4.6 Principal Store Officer I, CONRAISS 10

- a. By promotion of a confirmed and suitable Principal Store Officer Grade II who has spent at least three (3) years on the grade

25.4.7 Assistant Chief Store Officer, CONRAISS 11

- a. By promotion of a suitable Principal Store Officer, Grade I who has spent at least three years on the grade.

25.4.8 Chief Stores Officer, CONRAISS 12

- a. By promotion of suitable Assistant Chief Stores Officer who has spent at least three (3) years on the grade.

25.5 ADVANCEMENT BEYOND THE CADRE

Any Officer in the Stores Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the next level.

26.0 WORKS SUPERITENDENT CADRE.

26.1 Post and Salaries

| | | |
|--|---|-------------|
| 1.1 Assistant Works Superintendent | - | CONRAISS 05 |
| 1.2 Works Superintendent | - | CONRAISS 06 |
| 1.3 Higher Works Superintendent | - | CONRAISS 07 |
| 1.4 Senior Works Superintendent | - | CONRAISS 08 |
| 1.5 Principal Works Superintendent II | - | CONRAISS 09 |
| 1.6 Principal Works Superintendent I | - | CONRAISS 10 |
| 1.7 Assistant Chief Works Superintendent | - | CONRAISS 11 |
| 1.8 Chief Works Superintendent | - | CONRAISS 12 |

26. 2 DUTIES

26. 2.1 Assistant Works Superintendent CONRAISS 05

a. Performing under supervision, technical duties within well-defined policies and programmes of NIPRD either in the building, electrical, road , mechanical, woodwork, water or vehicle inspection.

26. 2.2 Works Superintendent, CONRAISS 06

- a. Assisting in supervision the construction and maintenance of building.
- b. Assisting in carrying out measuring for interim valuation and final accounts.
- c. Assisting in preparing estimate for buildings.
- d. Assisting preparing petty contract documents.
- e. Assisting in testing and supervising electrical and installation work.
- f. Assisting in locating faults and effecting repairs in electrical installations and mechanics.
- g. Drawing simple electrical installation designs.
- h. Assisting in ensuring regular overhauling and maintenance of electrical machinery.
- i. Assisting in supervising the construction and maintenance of roads and bridges.
- j. Assisting in supervising maintenance workshops.
- k. Assisting in servicing all mechanical plants and transport vehicle.
- l. Assisting in taking stock/inventory of mechanical tools and equipment in the workshop.
- m. Maintaining general upkeep of the vehicles/constructional plants and equipment in a unit.
- n. Rendering routine returns in respect of staff, vehicles/constructional plants and equipment as well as materials.
- o. Assisting in carrying out regular and proper maintenance of water works.
- p. Assisting in laying and maintaining water mains.
- q. Assisting in directing junior staff engaged in the installation and maintenance of water mains.
- r. Assisting in preparing estimates for water work project and petty contract document.

26. 2.3 Higher Works Superintendent, CONRAISS 07

- a. Supervising the construction and maintenance of all forms of building.
- b. Carrying out site measuring for valuation and accounts.
- c. Preparing estimates for all types of buildings and petty contract of documents.
- d. Testing and supervising electrical installation work to ensure conformity with specific drawings and good practice.
- e. Locating faults and effecting repairs in electrical installations and machines.
- f. Taking charge of electrical stores, records and management of electrical bills.
- g. Drawing electrical installation designs.
- h. Ensuring regular overhauling and maintenance of electrical machinery.
- i. Performing routine maintenance of transformers, switch gears, stand-by plants and power system.
- j. Supervising the construction and maintenance of roads and bridges.
- k. Preparing estimates for all types of road works, bridges and petty contract documents.

- l. Carrying out site measuring for valuation and final accounts.
- m. Supervising maintenance workshops and mechanical wood-work.
- n. Overhauling all mechanical plants and transport vehicles.
- o. Issuing repairs/maintenance order to maintenance workshops for repair and maintenance of faulty vehicles/constructional plants.
- p. Compiling reports on faults or defects in vehicle/constructional plants and equipment for repairs
- q. Supervising saw mills and wood-work machine shops.
- r. Carrying out regular and proper maintenance of water works.
- s. Laying and maintaining water mains of all size.
- t. Supervising junior staff engaged in the installation and maintenance of water mains.
- u. Preparing estimates for water works work projects and contract documents.

26. 2.4 Senior Works Superintendent, CONRAISS 08

- a. Rendering reports on repairs/maintenance of vehicles/constructional plants and coordinating the issuance of fuel lubricant request forms and returns on fuel lubricant consumption to and from the Motor Driver/Mechanic/Plant Operators, etc.
- b. Assisting in reporting on job progress.

26. 2.5 Principal Works Superintendent Grade II, CONRAISS 09

- a. Supervising and coordinating the activities of a number of junior officers.
- b. Assisting in organizing and executing training projects for junior staff.
- c. Rendering reports on the state and performance of vehicles/constructional plants.
- d. Writing reports on accidental vehicle/constructional plants and theft of government property.

26. 2.6 Principal Works Superintendent Grade I, CONRAISS 10

- a. Assisting in supervising and coordinating the activities of officers in a unit.
- b. Taking responsibility for the organizing of training programmes for junior staff.
- c. Organizing for the security of vehicles/constructional plants and taking prompt action on reported cases of accidents and thefts.

26. 2.7 Assistant Chief Works Superintendent, CONRAISS 11

- a. Coordinating the organization and supervision of training programmes for staff.
- b. Assisting in the administration of the section.
- c. Assisting in writing reports on the activities of the section.
- d. Taking periodic stock/inventory of all mechanical tools and equipment and keeping records.

26. 2.8 Chief Works Superintendent, CONRAISS 12

- a. Coordinating the activities of a section under the supervision of a superior engineer.

26. 3. Qualifications.

The key qualifications are OND in any of the engineering courses like Mechanical, Electrical, Civil, Electronic and Trade test in Building, Technical drawing or any related field. Core competencies include considerable knowledge and skills in facility management.

26. 4 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note:

- (1) All promotions and transfers are subject to vacancy and satisfactory service record.
- (2) All direct appointment shall be through an internal/external advertisement.

26. 4.1 Assistant Works Superintendent, CONRAISS 05

- a. By promotion of a confirmed and outstanding craftsman who has successfully completed a one-year in training programme.
- b. By promotion of a confirmed and outstanding senior craftsman.
- c. By direct appointment of a candidate possessing testimonial of a successful completion of five (5) years apprenticeship or course at a government or other approved institutions or a candidate with trade test 3,2,1.

26. 4. 2 Works Superintendent, CONRAISS 06

- a. By promotion of a confirmed and suitable Assistant Works Superintendent who has passed at least two (2) years on the grade.
- b. By promotion of a suitable Foreman who has satisfied the necessary conditions for such transfer
- c. By advancement of an Assistant Works Superintendent possessing the qualification specified in sub-paragraph (iii) above who has spent one (1) year on the grade.
- d. By lateral transfer of a suitable Senior Foreman who has satisfied the required selection process.
- e. By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph (iii) plus at least one (1) year post qualification cognate experience.
- f. By lateral transfer of a Chief Motor Driver Mechanic/Tractor, Driver Mechanic/Heavy, Plant Operator/Articulated, Vehicle Driver/Driver, Project possession Trade Test Grade I in MotorMechanic Work who has successfully undergone the prescribed six (6) months training programme conducted By the Federal Ministry of Works and Housing.

26. 4. 3 Higher Works Superintendent, CONRAISS 07

- a. By promotion of a confirmed and suitable Works Superintendent who has spent at least three (3) years on the grade.
- b. By direct appointment of candidate possessing Higher National Diploma in relevant field from a recognized institution.
- c. By direct appointment of a candidate possessing any of the qualifications specified in CONRAISS 05 above plus at least seven (7) years post qualification cognate experience.

26. 4.4 Senior Works Superintendent, CONRAISS 08

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

26. 4.5 Principal Works Superintendent Grade II, CONRAISS 09

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

26. 4.6 Principal Works Superintendent Grade I, CONRAISS 10

- a. By promotion of a confirmed and suitable Principal Works Superintendent Grade II who has spent at least three (3) years on the grade.

26. 4 .7 Assistant Chief Works Superintendent, CONRAISS 11

- a. By promotion of a confirmed and suitable Principal Works Superintendent Grade I who has spent at least three (3) years on the grade.

26. 4.8 Chief Works Superintendent, CONRAISS 12.

- a.** By promotion of a confirmed and suitable Assistant Chief Works Superintendent who has spent at least three (3) years on the grade.

26. 5. ADVANCEMENT BEYOND THE CADRE

Any Officer in the work superintendent Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the next level.

27.0 Technical Officers Cadre

The Technical Officer Cadre cuts across all the programme departments in the Agency.

27.1 Posts and Salaries.

| | |
|------------------------------------|-------------|
| 1.1 Assistant Technical officer | CONRAISS 05 |
| 1.2 Technical officer | CONRAISS 06 |
| 1.3 Higher Technical officer | CONRAISS 07 |
| 1.4 Senior Technical Officer | CONRAISS 08 |
| 1.5 Principal Technical Officer II | CONRAISS 09 |
| 1.6 Principal Technical Officer I | CONRAISS10 |
| 1.7 Assistant Technical Officer | CONRAISS11 |
| 1.8 Chief Technical officer | CONRAISS12 |

27.2 Duties

27.2.1 Assistant Technical officer CONRAISS 05

- a. Assisting in data collection in their respective departments.
- b. Keep movement register
- c. Handle mails and routine correspondence.

27.2.2 Technical officer CONRAISS 06

- a. Assist in data collection
- b. Assistant in updating database of partners working with the department,
- c. Assist in dissemination of minutes

27.2.3 Higher Technical officer CONRAISS 07

- a. Assist in collating departmental work plan
- b. Assist in covering departmental trainings
- c. Assist in organizing departmental meeting
- d. Any other duties that may be assigned.

27.2.4 Senior Technical Officer CONRAISS08

- a. Assist in initiating policy briefs and memos on the departmental mandates.
 - a. Assist in Supervising the conveyance of meetings with relevant partners;
 - b. Assist in the development of departmental work plans and
 - c. And any other assignment.

27.2.5 Principal Technical Officer II CONRAISS 09

- a. Supervising in documentation of policy memos and briefs prepared by subordinates;
- b. Supporting the implementation of departmental work plans;
- c. support the coordination of guidelines and strategy document;
- d. provide support for functional Committees and Working Groups meetings;

27. 2.6_Principal Technical Officer I

CONRAISS10

- a. Assist in Drafting MOUs with partners working with the department.
- b. Assist in the preparation and updating of departmental guidelines and strategy document;
- c. Providing logistic support for the departmental programmes and documentation.
- d. And any other assignment.

27. 2.7_Assistant Chief Technical Officer

CONRAISS11

- a. Assist in the Supervision of a Branch or the Division
- b. Supervising the documentation of end of year activities.
- c. Supervising the development of the departmental training plan
- d. And any other assignment

27. 2.8_Chief Technical officer

CONRAISS12

- a. Take charge of the unit and assisting in the general administration of the Division.
- b. Coordinating the development and maintenance of partners data.
- c. Liaising with the Admin and Support services for the development of relevant capacity building for the staff of the department
- d. Vetting minutes and documents for dissemination/publication. and
- e. Representing the Directorate in top level-meetings, conferences and seminars on issues relating to the mandates of the designated division.

27. 3. **Qualifications**

The key qualifications are OND/NCE in social sciences(Economics, Sociology, Social work, Demography, Development policy, Public Administration, Finance,) Medical and biomedical Sciences. Diploma in journalism, public relations, communications or in any related disciplines. The qualification depends on the departments and the unit in which the vacancy exists. The core competencies include considerable knowledge of communication, Computer literate in both micro soft and spread sheet with technical and presentation skills.

27. 4 **METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE**

Note:

- (1) All promotions and transfers are subject to vacancy and satisfactory service record.
- (2) All direct appointment shall be through an internal/external advertisement.

27. 4.1 **Assistant Technical Officer. CONRAISS 05**

a. By direct appointment of a candidate possessing OND/NCE in any of the disciplines mentioned in...

27. 4.2 Technical **Officer, CONRAISS 06**

a. By promotion of a confirmed and suitable Assistant Technical officer who have passed at least two (2) years on the grade.

b. By direct appointment of a candidate possessing any of the qualifications specified in sub paragraph (iii) plus at least one (1) year post qualification cognate experience.

27. 4.3 Higher Technical Officer, CONRAISS 07

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

b. By direct appointment of candidate possessing Higher National Diploma in relevant field from a recognized institution.

27. 4.4 Senior Technical Officer, CONRAISS 08

a. By promotion of a confirmed and suitable Higher Technical Officer who has spent at least three (3) years on the grade

27. 4.5 Principal Technical Officer II, CONRAISS 09

a. By promotion of a confirmed and suitable senior Technical Officer who has spent at least three (3) years on the grade.

27. 4.6 Principal Technical Officer I, CONRAISS 10

a. By promotion of a confirmed and suitable Principal Technical II who has spent at least three (3) years on the grade.

27. 4.7 Assistant Chief Technical Officer, CONRAISS 11

a. By promotion of a confirmed and suitable Principal Technical Officer 1 who has spent at least three (3) years on the grade.

27. 4.8 Chief Chief Officer, CONRAISS 12.

a. By promotion of a confirmed and suitable Assistant Chief Technical Officer who has spent at least three (3) years on the grade.

27.5 ADVANCEMENT BEYOND THE CADRE

Any Officer in the Technical Officer Cadre who acquires any of the qualifications specified for appointment to any higher grade is eligible for transfer/promotion to the next level in the relevant department.

