



**TUMAINI UNIVERSITY MAKUMIRA
KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**

REVISED SCHEMES OF SERVICE FOR ACADEMIC AND ADMINISTRATIVE CADRES – 2015

1.0 SCHEME OF SERVICE FOR TOP EXECUTIVES

Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Provost | TUSS 22 |
| 2 | Deputy Provost for Academic Affairs | TUSS 21 |
| 3 | Deputy Provost for Administration | TUSS 21 |
| 4 | Deans of Faculties | TUSS 20 |
| 5 | Directors of Directorates: a) Director of Postgraduate Studies b) Director of Research and Consultancy c) Director of Library Services d) Director of Institute of Public Health | TUSS 20 |
| 6 | Dean of Students | TUSS 17 |

1.1 SCHEME OF SERVICE FOR PROVOST: TUSS 22

Procedure for Appointment and Qualifications

The Provost shall be appointed by the College Governing Board in consultation with the Tumaini University Makumira Chancellor.

Internal Recruitment:

The College Academic Staff Appointments Committee shall identify an academic member of staff from a list of three professors or associate professors or senior academician of equivalent status or designation and submit its recommendations to the College Governing Board for decision and eventually present to the Tumaini University Makumira Council for approval.

The candidate must have proven academic and administrative experience of not less than five years in a senior position of the College; who has demonstrated leadership and managerial skills; proven commitment and capacity to promote continuous improvement of teaching and learning in the College; who will seek to apply Christian values to every aspect of the position; and able to solicit funds for institutional growth and sustainability.

External Recruitment (Outsourcing):

The College Academic Staff Appointments Committee shall advertise the position and interview candidates at the level of full Professor, Associate Professor or senior academician with proven academic and administrative experience of not less than five years in a senior position from a recognized University. Short-listed candidates shall be mature scholars who will seek to apply Christian values to every aspect of the position plus evidence of significant achievement in teaching and scholarship; able to solicit funds for institutional growth and sustainability, able to initiate, manage, and sustain effective change; and strong interpersonal skills and a reputation for integrity.

Tenure:

The Provost shall hold office for a term of four years and may be re-appointed for one more term of four years, or such period and on such terms and conditions as the College Governing Board, in consultation with the Tumaini University Makumira Vice-Chancellor, may determine.

Duties:

- He/she shall be the Chief Executive Officer, academic and administrative head responsible to the College Governing Board on the management and administration of the College and to the Tumaini University

Makumira Vice- Chancellor in relation to all academic and administrative affairs and / or matters of the University.

- To carry out the mission of the College.
 - to articulate the mission of the College effectively on and off campus.
 - to provide visionary leadership for the academic and student affairs of the College.
- Be the Chairperson of the College Academic Committee and *ex-officio* member of all College Committees.
- Be responsible for the general security and welfare of students of the College.
- Be the leader of the College delegation to Tumaini University Makumira Committees.
- Be the spokesperson of the College.
- Be signatory of the College bank accounts.
- Responsible to the appointment and promotion of College staff upon recommendation of relevant appointment Committee.
- Conduct other duties as prescribed by the College Charter, the College Governing Board, the Tumaini University Makumira Senate/Council or as delegated by the Vice- Chancellor.

1.2 SCHEME OF SERVICE FOR DEPUTY PROVOST FOR ACADEMIC AFFAIRS: TUSS 21

Procedure for Appointment and Qualifications

The Deputy Provost for Academic Affairs shall be appointed by the College Governing Board, in consultation with the Provost in such manner and upon such terms and conditions as the College Governing Board in consultation with the Tumaini University Makumira Vice-Chancellor may determine.

Internal Recruitment:

The College Academic Staff Appointments Committee shall identify an academic member of staff from a list of three professors or associate professors or senior academician of equivalent status or designation and submit its recommendations to the College Governing Board for decision and eventually forward to the Tumaini University Makumira Council for approval.

The candidate must have proven academic and administrative experience of not less than five years in a senior position of the College; who has demonstrated leadership and managerial skills; proven commitment and capacity to promote continuous improvement of teaching and learning in the College; who will seek to apply Christian values to every aspect of the position; and commitment to enhancing and maintaining diversity among members of staff and students.

External Recruitment (Outsourcing):

The College Academic Staff Appointments Committee shall advertise the position and interview candidates at the level of full Professor, Associate Professor or senior academician with proven academic and administrative experience of not less than five years in a senior position from a recognized University. Short-listed candidates shall be mature scholars who will seek to apply Christian values to every aspect of the position plus evidence of significant achievement in teaching and scholarship; able to initiate, manage, and sustain effective change; and strong interpersonal skills and a reputation for integrity.

The College Academic Staff Appointments Committee shall submit its recommendations to the College Governing Board for decision and finally forward to the Tumaini University Makumira Council for approval.

Other qualities/skills:

- A candidate with knowledge of academic programmes, academic programme planning, and evaluation techniques.
- Ability to conduct and prepare program analyses.
- Ability to communicate effectively,
- Ability to establish effective working relations with a variety of personnel.
- Interest and ability to lead, supervise and manage academic activities of the College.
- Strong team building skills and the ability to work effectively and collegially with others
- Highly developed skills in written and oral communication, human relations, and creative problem solving.

Tenure:

The tenure for the office of the Deputy Provost for Academic Affairs shall be as specified in the employment contract/agreement.

Duties:

- Be responsible to, the Chief Advisor of, and assistant to the Provost in respect of all academic matters of the College.
- Be responsible to the Provost in coordination of activities of Faculties, Directorates/Institutes of the College in the conduct of academic, research and consultancy activities of the College.
- Guide the Admissions office of the College as it works together with the Faculty Deans, Director of Postgraduate Studies, Heads of the Departments in the process of selecting and recommending admissions of students.
- Co-ordinate the preparation and keeping of College students records.
- Advise and assist the Provost and provide leadership to the academic and academic-related units of the College, e.g. Examinations Office and Library services.
- Among the many responsibilities of the post, the Deputy Provost for Academic Affairs shall:
 - Oversee academic planning, evaluation of academic programmes policies, procedures and guidelines, and curriculum development.
 - Supervise budget preparation for the academic and academic-related programmes, allocating and reallocating funds and resources to and from these programmes.
 - Formulate academic policy proposals for consideration by the College Governing Board and Tumaini University Makumira Senate/Council.
 - Provide overall leadership in creating and maintaining academic standards and policies.
 - Exercise seasoned judgment in determining the means, methods and resources necessary to achieve academic goals and objectives.
- Keeps abreast of trends and changes in higher education.
- Works for institutional vision, survival, stability, growth, and excellence.
- Serves as catalyst to create a climate conducive to scholarly inquiry in an atmosphere committed to the College's vision and mission.
- Deputise for Provost during the Provost's absence from the office.
- Perform other duties as delegated to him/her by the Provost.

1.3 SCHEME OF SERVICE FOR DEPUTY PROVOST ADMINISTRATION: TUSS 21**Procedure for Appointment and Qualifications**

The Deputy Provost for Administration shall be appointed by the College Governing Board in consultation with the Provost in such manner and upon such terms and conditions as the College Governing Board in consultation with the Tumaini University Makumira Vice-Chancellor may prescribe.

Internal Recruitment:

The College Administrative Staff Appointments Committee shall identify a Senior Administrative or Academic member of staff who has served in senior management position in the College for at least five years; and submit its recommendations to the College Governing Board for decision and finally forward to the Tumaini University Makumira Council for approval.

The candidate must have served as Head of Division/Department, Dean of Faculty or Director of Directorate/Institute and has demonstrated leadership and management skills; and proven capacity to promote teaching and learning in the College.

External Recruitment (Outsourcing):

The College Academic Staff Appointments Committee shall advertise the position and interview candidates with Masters Degree or PhD in one of the following: Human Resources Management/Development/Planning, Public Administration, Corporate Management, Business Administration, or related discipline awarded by a recognised University and administrative capability and at least five years working experience in a similar title from a recognised institution.

Tenure:

The tenure for the office of the Deputy Provost for Administration shall be as specified in the employment contract/agreement.

Duties

- Be responsible to, the Chief Advisor of, and assistant to the Provost in respect of all administrative matters, including administration of funds, buildings and grounds, assets, planning, and management.

- Responsible for the delivery of an integrated and efficient College administration and assists the Provost generally in the administration, management and leadership of the College.
- Deputising for the Provost as required; providing effective supervision of the administrative, financial and other activities, including determination of priorities and efficient allocation of resources.
- Head of Administration and Finance Division whose functions include: Management/Administration of Personnel Matters, Finance and Assets.
- Planning, organising, coordinating and directing administrative functions/activities.
- Provide and interpreting policy statements related the above functions.
- Responsible for the operationalization of policies, procedures and systems related to personnel and administration.
- Responsible for the Implementation of the College strategic plan.
- Exercise the power of execution of contracts and other instruments on behalf of the College as may be directed by the Provost.
- Solicit funds from different sources for institutional development
- Perform other duties as delegated to him/her by the Provost.

1.4 SCHEME OF SERVICE FOR DEANS OF FACULTIES: TUSS 20

Procedure for Appointment and Qualifications

Deans of Faculties shall be appointed by the College Governing Board on the basis of College Academic Staff Appointments Committee's recommendations.

Internal Recruitment:

Appointment from amongst senior academic staff of the rank of Associate Professor and above, with proven extensive experience in academic administration. However, in the absence of qualified Professor or Associate Professor a Senior Lecturer with outstanding experience in academic administration may be considered for appointment.

External Recruitment (Outsourcing):

By appointment of a senior candidate at the level of an Associate Professor or full Professor with extensive knowledge, academic and administrative experience of not less than five years in higher education.

Other qualities/skills:

- a candidate with knowledge of academic programmes, academic programme planning, and evaluation techniques.
- relevant experience in an academic environment distinguished by an excellent record of peer-reviewed publications, or comparable research accomplishments;
- demonstrated teaching and administration in higher education;
- demonstrated outstanding interpersonal and communication skills with the ability to build consensus and work collaboratively with colleagues and students.

Tenure:

A Dean of Faculty shall hold office for a period of three years renewable only once, or as may be specified in the employment contract/agreement.

Duties:

A Faculty Dean shall be the Head of the Faculty – providing direction to the Faculty in carrying out its functions, and shall be responsible to the Provost through the Deputy Provost for Academic Affairs in respect of:

- Control of functioning of the respective Faculty.
- Executing all academic and administrative policies, plans and strategies for improving academic excellence in the respective Faculty.
- Delivery of undergraduate and postgraduate programs offered by the Faculty.
- Ensuring staff development plans are in place.
- Preparing budget and control votes of respective Faculty.
- Ensuring proper control and reporting of funds.
- Managing the resources allocated to the Faculty.
- Supervising, co-ordinating and overseeing the activities and functions of the respective Faculty
- Constituting the Board of the Faculty.
- Chairing meetings of the respective Board of Faculty.

- Advising the Deputy Provost for Academic Affairs on the appointment of Academic Heads of Departments.
- Supervision of Heads of Department.
- Be responsible to the Deputy Provost for Academic Affairs on all matters pertaining to academic administration in the respective Faculty.
- Perform other related duties assigned by the Provost or Deputy Provost for Academic Affairs.

The Faculty Dean is also responsible for:

- **Teaching:**
 - fostering high quality teaching in the Faculty;
 - handling a range of students matters that include academic standing, examiners, appeals and misconduct, credit transfer and awards;
 - developing and implementing an academic plan and performance indicators for the Faculty that to achieve relevant targets;
 - ensuring quality assurance of the Faculty's programs.
- **Research:**
 - fostering high quality research in the Faculty;
 - fostering high quality research training programs and environment in the Faculty;
 - developing and implementing a research plan and performance indicators for the Faculty to achieve relevant targets.
- **Management:**
 - *General and strategic management:*
 - fostering within the Faculty – excellence, equity and diversity, a healthy and safe environment, implementation of College policies, implementation of College employment agreements, student and staff development, fair and ethical business practices, compliance with the law, and a supportive environment.
 - *Resource management:*
 - advising the Provost / Deputy Provost for Academic Affairs on the resourcing of the Faculty's teaching and research;
 - managing resources allocated to the Faculty in accordance with the College's operational plan;
 - ensuring that the Faculty uses resources allocated to it efficiently and effectively.
 - *Resource management:*
 - leading, managing and reviewing the performance of Heads of Department;
 - mentoring and developing staff in the Faculty.

The Faculty Dean is a member of the:

- Faculty Board as Chairperson
- College Academic Committee
- Deans and Directors Committee
- Academic and Administrative Appointments Committee
- Postgraduate Studies Committee
- Research and Consultancy Committee

1.5 SCHEME OF SERVICE FOR DIRECTORS OF DIRECTORATES/INSTITUTES: TUSS 20

1.5.1 Director of Postgraduate Studies

Procedure for Appointment and Qualifications

Director of Postgraduate Studies shall be appointed by the College Governing Board on the basis of College Academic Staff Appointments Committee's recommendations.

Internal Recruitment:

Appointment from amongst senior academic staff members of the rank of Associate Professor and above, with proven extensive experience in academic administration. However, in the absence of qualified Professor or Associate Professor a Senior Lecturer with outstanding experience in academic administration may be considered for appointment.

External Recruitment (Outsourcing):

By appointment of a senior candidate at the level of an Associate Professor or full Professor with extensive knowledge, academic and administrative experience of not less than five years in higher education.

Other qualities/skills:

- a candidate with knowledge of academic programmes, academic programme planning, and evaluation techniques.
- relevant experience in an academic environment distinguished by an excellent record of peer-reviewed publications, or comparable research accomplishments;
- demonstrated teaching and administration in graduate education;
- demonstrated outstanding interpersonal and communication skills with the ability to build consensus and work collaboratively with colleagues and students.

Tenure:

A Director of Postgraduate Studies shall hold office for a period of three years renewable only once, or as may be specified in the employment contract/agreement.

Duties:

A Director of Postgraduate Studies shall be the Head of the Directorate/Institute of Postgraduate Studies – providing direction to the Directorate/Institute in carrying out its functions, and shall be responsible to the Provost through the Deputy Provost for Academic Affairs in respect of:

- Co-ordination of education and/or training in all major disciplines of study, or research activities by staff and students of the College
- Execute all academic and administrative policies, plans and strategies for improving academic excellence in the Directorate/Institute.
- Take the lead in the development of new programmes of postgraduate study
- Advise on postgraduate admission procedures.
- Take a leading role in monitoring postgraduate student progress and guide decisions relating to postgraduate student progress.
- Recommend/approve extensions and suspensions of study.
- Liaise with Quality Assurance Team and support implementation of their recommendations relating to postgraduate education.
- Ensure staff development plans are in place.
- Prepare budget and control votes of the Directorate/Institute.
- Ensure proper control and reporting of funds.
- Supervise, co-ordinate and oversee the activities and functions of the Directorate/Institute.
- Lead the development of College policy on postgraduate education.
- Recommend/approve the appointment of internal and external examiners for research degrees.
- Constitute the Board of the Directorate/Institute.
- Chair meetings of the Postgraduate Studies Committee
- Advise the Deputy Provost on the appointment of Academic Heads of Departments.
- Be responsible to the Deputy Provost for Academic Affairs on all matters pertaining to academic administration in the Directorate.
- Perform other related duties assigned by the Provost or Deputy Provost Academics.

1.5.2 Director of Research and Consultancy**Procedure for Appointment and Qualifications**

Director of Research and Consultancy shall be appointed by the College Governing Board on the basis of College Academic Staff Appointments Committee's recommendations.

Internal Recruitment:

Appointment from amongst senior academic staff members of the rank of Associate Professor and above, with proven extensive experience in academic administration. However, in the absence of qualified Professor or Associate Professor a Senior Lecturer with outstanding experience in academic administration may be considered for appointment.

External Recruitment (Outsourcing):

By appointment of a senior candidate at the level of an Associate Professor or full Professor with extensive knowledge, academic and administrative experience of not less than five years in higher education.

Other qualities/skills:

- a candidate with knowledge of academic programmes, academic programme planning, and evaluation techniques with an emphasis on quality, program productivity and evaluation of institutional programs and initiatives;
- Demonstrated experience with quantitative research methods and statistics, a sound knowledge of qualitative research methods, and at least five years of relevant experience in a higher education management/leadership role.
- The relevant experience includes data collection, analysis, and interpretation; strategic planning; project management and assessment; accreditation processes and requirements; and assessment of student learning.

Tenure:

A Director of Research and Consultancy shall hold office for a period of three years renewable only once, or as may be specified in the employment contract/agreement.

Duties:

A Director of Research and Consultancy shall be the Head of the Directorate/Institute of Research and Consultancy – providing direction to the Directorate/Institute in carrying out its functions, and shall be responsible to the Provost through the Deputy Provost for Academic Affairs in respect of:

- Co-ordination of education and/or training in all major disciplines of study, or research activities by staff and students of the College
- Execute all academic and administrative policies, plans and strategies for improving academic excellence in the Directorate/Institute.
- Supervise, co-ordinate and oversee the activities and functions of the Directorate/Institute
- Be responsible for the planning, management and evaluation of the university's research agenda.
- Provide leadership and vision for all research projects, including development of short- and long-term research plans.
- Ensure research projects fully adhere to the mission and strategic plan of the College.
- Execute research protocols so that the investigations generate timely, reliable, and valid data that will yield meaningful contributions to knowledge or technology suitable for publication of original full-length articles in refereed journals.
- Prepare budget and control votes of the Directorate/Institute.
- Ensure proper control and reporting of funds.
- Identifies and applies for grants, including directing grant writing.
- Judiciously manages fiscal resources for research activities.
- Initiates and maintains research project collaborations and strong professional relationships with researchers, policymakers and industry.
- Leads the dissemination of research knowledge to industry and other stakeholders.
- Publishes peer-reviewed manuscripts annually.
- Constitute the Board of the Directorate/Institute.
- Chair meetings of the Research and Consultancy Committee.
- Perform other related duties assigned by the Provost or Deputy Provost for Academic Affairs.

1.5.3 Director of Library Services**Procedure for Appointment and Qualifications**

Director of Library Services shall be appointed by the College Governing Board on the basis of College Academic Staff Appointments Committee's recommendations.

Internal Recruitment:

By appointment or promotion of a Senior Librarian who has attained PhD in a specialised library functional area.

External Recruitment (Outsourcing):

By appointment of a senior candidate at the level of a Library Associate Professor or Professor with at least five years working experience in library administration/management preferably in a higher learning institution.

Educational qualifications

Master's / PhD Degree in Librarianship, Library Science, Library and Information Science or other specialised functional area from a recognised University.

Tenure:

The tenure of the Director of Library Services shall be determined by the College Governing Board, based on the terms and conditions of his/her contract of employment.

Duties:

A Director of Library Services shall:

- Be responsible to the Provost through the Deputy Provost Academic Affairs for the management of the College Library.
- Be the Head of the Library, providing leadership and direction to the Library in carrying out its functions.
- Supervises, maintains, and enhances policies and procedures for a library.
- Oversees professional and support staff involved in cataloguing, indexing, issuing books/materials, and keeping records of items on loan.
- Selects books and publications for purchase and subscribes to pertinent periodicals as allowed for by the given budget.
- Plans, organizes, directs, controls, manages and promotes the activities/services of the College Library.
- Establishes goals and measures accomplishments against recognized standards.
- Studies and makes plans to develop the services of the library to meet more effectively present and future staff and students' needs.
- Supervises the keeping of records and the preparation of reports.
- Prepares and presents library budgets.
- Prepares grant applications and seeks funding for operational and improvement programs.
- Actively seeks grants, gifts, and other new sources of non-tax funding for the library.
- Maintains current knowledge of new developments in the library field.
- Initiates plans, develops and implements records and report systems and schedules.
- Chairperson of the Library Committee
- Perform other related duties assigned by the Provost or Deputy Provost for Academic Affairs.

1.6 SCHEME OF SERVICE FOR DEAN OF STUDENTS: TUSS 17**Procedure for Appointment and Qualifications**

The Dean of Students shall be appointed by the College Governing Board on the basis of College Academic Staff Appointments Committee's recommendations.

Internal Recruitment:

Appointment from amongst Academic staff of the rank of Lecturer and above, with strong leadership, managerial/administrative, and counselling skills.

External Recruitment (Outsourcing):

Appointment of a candidate with Doctorate, Masters Degree or Postgraduate Diploma in Education, Sociology, Psychology, Counselling or Theology with at least three years working experience in Students' Affairs at a recognised higher learning institution.

Other qualities/skills: Excellent leadership and managerial skills and the capacity to handle students' welfare; as well as supervising and leading students' affairs staff.

Tenure:

A Dean of Students shall hold office for a period of three years renewable only once, or as may be specified in the employment contract/agreement.

Duties:

A Dean of Students shall:

- Be responsible to the Provost through the Deputy Provost for Administration in respect of matters of students administration, welfare and/or counselling.
- Be responsible for the administration of the affairs of the students, including establishment of and overseeing the machinery for monitoring, coordinating, regulating, controlling, facilitating, etc, the general conduct of students on the campus or campuses of the College and any other place or places where the affairs of the College in which students are involved may take place, be conducted or extended or where the residence of students is established, provided, organised, overseen, etc, by the College.

- Be responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development of our students in a holistic way.
- Taking charge of the department of Students Welfare and Administration such as accommodation, employment, recreation in liaison with other College relevant officials.
- Provides leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct and student residences.
- Coordinating of career counselling services to students.
- Guiding students on the observance of College Regulations and Students By-laws.
- Organizing orientation program to new students.
- Developing appropriate strategies for anticipating, controlling and managing conflicts.
- Helps establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership.
- Counselling students on academic, social and health problems.
- Oversees annual production of Student Handbook and other documents.
- Coordinating the management of the students Baraza.
- Serves as a member of College's senior management team.
- Performs any other duties as may be assigned by competent College authority.

2.0 SCHEMES OF SERVICE FOR TEACHING, RESEARCH AND LIBRARY STAFF

2.1 Scheme of Service for Teaching Staff

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|---------------------|-------------------|
| 1 | Tutorial Assistant | TUSS 13 - TUSS 14 |
| 2 | Assistant Lecturer | TUSS 15 - TUSS 16 |
| 3 | Lecturer | TUSS 17 |
| 4 | Senior Lecturer | TUSS 18 |
| 5 | Associate Professor | TUSS 19 |
| 6 | Professor | TUSS 20 |

b) Method of entry and advancement to the above posts will be as follows:

2.1.1 Tutorial Assistant - TUSS 13–TUSS 14

Possession of Bachelor Degree (First class 4.4-5.0 or Upper Second Class 3.7-4.3) or B+ grade in the relevant subject for unclassified degree and should also demonstrate the potential of becoming an academic member of staff upon successful completion of University Qualifications Framework (UQF) Level 9 Master Degree.

Duties

- Assisting in the preparation and conduct of tutorials and research activities.
- Teaching undergraduate level courses.
- Preparing, marking and grading assignments, quizzes and examinations.
- Assists in admitting students, counselling, and managing examinations.
- Attend lectures given by the Lecturer whom they are assisting.
- Assists in conducting researches and consultancies
- Provision of individual consultation service during the office hours, particularly before and after the exam when students are concerned about their exam and grades.
- Invigilating during examinations.
- Perform other related duty as assigned by senior member of staff.

2.1.2 Assistant Lecturer - TUSS 15–TUSS 16

Possession of Master's Degree with upper second class (at 4.0 GPA), or average of B+ from a recognized higher learning Institution.

Duties

- Assist lecturers in preparing lectures, practical sessions

- Conduct tutorials or research activities under guidance of the peers
- Carrying out assessment, monitoring and evaluation of examinations work and providing an academic and consultative support to students in their learning activities
- Engaging in research, consultancy and development work as appropriate;
- Evaluate Students performance
- Assist students while on field work.
- Providing academic input on existing and new courses and course development
- Directing and supervising the work of Tutorial Assistant and taking academic responsibility for the academic standards of this work
- Participating in development, implementation and maintenance of academic quality assurance arrangements
- Participating in appropriate activities necessary to the development of their department/faculty and the College

2.1.3 Lecturer - TUSS 17

Holder of PhD with a Master Degree at upper second class (4.0 GPA) or B+ average; **OR**

Where the PhD degree was obtained on upgrading a Master degree then Tutorial Assistant requirements and PhD Degree; **OR**

Where the PhD degree was obtained on the basis of a Master degree without a Bachelor's degree, then Assistant Lecturer requirements and PhD Degree.

Duties

- Teaching Undergraduate and Postgraduate students in the area of specialization.
- Supervising and counselling students on theoretical and practical activities.
- Keeping records of the students' results, activities and attendance.
- Writing exam papers and quizzes, conducting examinations, carrying out the necessary assessment and reviewing results in compliance with the bylaws and the prevailing College regulations and instructions.
- Evaluate students and staff performance
- Develop Research proposal, Conduct research and Publish.
- Be able to plan and execute service delivery to the clients.
- Develop teaching curricular and identifying other needs for teaching and learning.
- Offering academic counselling and career advice to students
- Liaise with the Head of Department in improving performance with regard to teaching service delivery and research undertakings.
- Supervise students' dissertations / research reports/ field projects

2.1.4 Senior Lecturer - TUSS 18

Lecturer with PhD degree with minimum of three years teaching, research and public service experience at a recognized higher learning institution plus publications which on assessment produce five (5) points as specified by Tumaini University Makumira Recruitment and Promotion Criteria.

Duties:

Teaching and Learning:

- To facilitate learning and the advancement of knowledge through teaching, research and administration
- Conduct teaching and learning activities in the area of specialization.
- To play a prominent role in the development of learning, teaching and assessment.
- To contribute to teaching and learning at undergraduate and postgraduate levels and where appropriate on short/professional courses, through:-
 - design, preparation and development of Module teaching materials.
 - delivery of Modules through lectures, seminars, tutorials and other supervisory and coaching methods.
 - assessing Modules which includes setting and marking assignments and examination papers and attending assessment boards.
- Conduct seminar, conference, or symposia in area of specialization.
- Provide guidance and advice to junior members of staff.

- Liaise closely with teaching, technical and administrative staff to ensure quality teaching.
- Give advice and guidance to students to support their academic progress through the College.
- Contribute to and be pro-active in the development of relevant curriculum for students and in Module, Subject and Programme updating.
- Evaluation of staff and students performances
- Supervise Dissertations and Thesis
- Perform other duties as may be assigned by the Head of Department or other competent authority.

Research and Consultancy activities

- Conduct research and publish in their area of specialization: to demonstrate outstanding potential in research; undertake personal research and scholarly activities contributing to the research profile of the College.
- Supervise research activities of postgraduate students.
- Undertake any appropriate continuous professional development and participate in staff development and training activities to update and enhance skills.
- Perform consultancy work.

2.1.5 Associate Professor - TUSS 19

Senior Lecturer requirements and:

- Publications, which on assessment produce seven (7) points as per Tumaini University Makumira Recruitment and Promotion Criteria.
- Teaching, research and public service experience of not less than three years on attaining the qualifications at Senior Lecturer level.
- At least 70% of the publications from referred Journal papers; 30% of points from either single authored papers or co-authored papers of which the staff to be promoted is the main author, first or last or equally contributed.

Other qualities/skills: demonstrated experience in collaborative research, experience in mentoring colleagues and graduate students, a demonstrated commitment to excellence in teaching and graduate student advising.

2.1.6 Professor - TUSS 20

Associate Professor requirements and:

- Publications which, on assessment, produce 12 points as per Tumaini University Makumira Recruitment and Promotion Criteria;
- Teaching, research and public service experience of not less than three years on attaining the qualifications at Associate Professor level;
- At least 70% of the publications from refereed Journal papers; 30% of points from which either single authored papers or co-authored papers of which the staff to be promoted is the main author 1st or last or equally contributed.

Other qualities/skills:

- A full professor is the highest academic rank in the academy.
- One is expected to be leading in terms of research, academic papers and production of knowledge for the consumption of others.
- One is expected to be leading in terms of service, seeking and obtaining funds for research, supervision of upcoming younger scholars.

Duties for Associate Professor and Full Professor:

Teaching and Learning:

- Plan and prepare undergraduate and post-graduate courses in collaboration with other members of the academic staff.
- Prepare and deliver lectures for undergraduate and post-graduate students.
- Evaluate and grade undergraduate and post-graduate students' work and research.
- Participate in curriculum development activities
- Engage in scholarly activities, and/or creative endeavours which contribute to the academic mission of the College
- Be authority in ones field of study
- Counsellor and academic advisor to the students

- Participate in professional conferences, e.g. by delivering lectures, presentations, chairing sessions, etc.
- Supervise and advise in their area of specialization
- Supervise other staff in conducting classes.
- Be adept to being appointed to senior positions
- Undertake other duties as may be assigned by the Head of Department or other College organs.

Research and Consultancy activities:

- To do research and publish in their area of specialization
- Read, review and discuss journal articles, books and papers.
- Initiate scientific research projects and gather funds.
- Conduct scientific research in their area/field of specialisation, individually or by participating in a research group.
- Direct research projects of graduate students and staff.
- Publish research findings in scholarly journals or books.

Undertake consultancy duties when required, e.g., providing consultative services to external institutions or organisations.

Administrative/Management Roles:

- Taking a leading role in the development of the College.
- Serve on College committees.
- Carrying out administrative or managerial functions (e.g. dean, head of department, etc.).
- Perform management tasks, e.g. developing policy and preparing departmental budgets.

2.2 Scheme of Service for Research Fellows

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|------------------------------|-------------------|
| 1 | Tutorial Assistant /Fellow | TUSS 13 - TUSS 14 |
| 2 | Assistant Research Fellow | TUSS 15 - TUSS 16 |
| 3 | Research Fellow | TUSS 17 |
| 4 | Senior Research Fellow | TUSS 18 |
| 5 | Associate Research Professor | TUSS 19 |
| 6 | Research Professor | TUSS 20 |

b) Method of Entry and Advancement to the above Posts is as Follows:

2.2.1 Tutorial Assistant/Fellow - TUSS 13–TUSS 14

Possession of Bachelor Degree (First class 4.4-5.0 or Upper Second Class 3.7-4.3) or B+ grade in the relevant subject for unclassified degree and should also demonstrate the potential of becoming an academic member of staff upon successful completion of University Qualifications Framework (UQF) Level 9 Master Degree.

Duties for Tutorial Assistant/Fellow

- Assisting in the preparation and conduct of tutorials, and demonstrations.
- Assists in conducting researches and consultancies
- Assisting in the design, execution, analysis and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
- Marking and grading assignments, quizzes and examinations.
- Assists in admitting students, counselling, and managing examinations.
- Attend lectures given by the Lecturer whom they are assisting.
- Be available for student consultation and assist as required.
- Invigilating / proctoring during examinations.
- Perform other related duty as assigned by senior member of staff.

2.2.2 Assistant Research Fellow - TUSS 15–TUSS 16

Possession of Master’s Degree with upper second class (at 4.0 GPA), or average of B+ from a recognized higher learning Institution.

Duties for Assistant Research Fellow

- Assist lecturers in preparing lectures, practical sessions
- Conduct tutorials or research activities under guidance of the peers and publish in the area of their specialization
- Carrying out assessment, monitoring and evaluation of examinations work and providing an academic and consultative support to students in their learning activities
- Engaging in research, consultancy and development work as appropriate.
- Participating in the design, execution, analysis and evaluation of research projects.
- Assist students while on field work.
- Providing academic input on existing and new courses and course development
- Directing and supervising the work of Tutorial Assistant and taking academic responsibility for the academic standards of this work
- Participating in development, implementation and maintenance of academic quality assurance arrangements
- Participating in appropriate activities necessary to the development of their department/faculty and the College

2.2.3 Research Fellow - TUSS 17

Holder of PhD with a Master Degree at upper second class (4.0 GPA) or B+ average; **OR**

Where the PhD degree was obtained on upgrading a Master degree then Tutorial Assistant requirements and PhD Degree; **OR**

Where the PhD degree was obtained on the basis of a Master degree without a Bachelor's degree, then Assistant Lecturer requirements and PhD Degree.

Duties for Research Fellow

- Teaching Undergraduate and Postgraduate students in the area of specialization.
- To devise, and contribute to the development of research proposals
- Conduct research and publish in high quality peer reviewed national and international journals
- To generate and pursue independent and original research ideas in the field of research and support the initiation of new lines of research in related areas
- To provide guidance to other staff and students in own specialist area
- Supervise students' dissertations / research reports/ field projects
- Assisting/participating in reviewing, strengthening and expanding existing research programmes
- Engaging in collaborative meetings with other research groups.
- Develop teaching curricular and identifying other needs for teaching and learning.
- Liaise with the Head of Department in improving performance with regard to teaching service delivery and research undertakings.

2.2.4 Senior Research Fellow - TUSS 18

Research Fellow with PhD degree with minimum of three years teaching, research and public service experience at a recognized higher learning institution plus publications which on assessment produce seven (7) points as specified by Tumaini University Makumira Recruitment and Promotion Criteria.

Other qualities/skills: should have a strong research background, including an understanding of experimental and analytical research; teaching experience in the specialty area, report writing experience and experience coordinating research grant projects are also valuable.

Duties for Senior Research Fellow

- Conduct research and publish in their area of specialization, individually or by participating in a research group.
- Conduct teaching and learning activities in the area of specialization.
- Conduct seminar, conference, or symposia in area of specialization.
- Provide guidance and advice to junior members of staff.
- Develop relevant curriculum for students
- Evaluation of staff and students performances
- Supervise Dissertations and Thesis
- Evaluate and grade graduate and undergraduate students' work and research.

- Read, review and discuss journal articles, books and papers.
- Direct research projects of graduate students.
- Initiate scientific research projects and gather funds.
- Publish research findings in scholarly journals or books.
- Actively contribute to policy development of e.g. the department or research group
- Engage in collaborative meetings with other research groups.
- Perform consultancy work - provide consultative services to external institutions or organisations, e.g. government or industry.
- Perform other duties as may be assigned by the Head of Department or other competent authority.

2.2.5 Associate Research Professor - TUSS 19

- Senior Research Fellow requirements and publications, which on assessment produce ten (10) points as per Tumaini University Makumira Recruitment and Promotion Criteria.
- Teaching, research and public service experience of not less than three years on attaining the qualifications at Senior Lecturer level.
- At least 70% of the publications from referred Journal papers; 30% of points from either single authored papers or co-authored papers of which the staff to be promoted is the main author, first or last or equally contributed.

Other qualities/skills: should have a strong research background, including an understanding of experimental and analytical research; teaching experience in the specialty area, report writing experience and experience coordinating research grant projects are also valuable.

2.2.6 Research Professor - TUSS 20

Associate Research Professor requirements and:

- Publications which, on assessment, produce 17 points as per Tumaini University Makumira Recruitment and Promotion Criteria;
- Teaching, research and public service experience of not less than three years on attaining the qualifications at Associate Professor level;
- At least 70% of the publications from refereed Journal papers; 30% of points from which either single authored papers or co-authored papers of which the staff to be promoted is the main author 1st or last or equally contributed.

Other qualities/skills: should have a strong research background, including an understanding of experimental and analytical research; teaching experience in the specialty area, report writing experience and experience coordinating research grant projects are also valuable.

Duties for Associate Research Professor and Research Professor:

Teaching and Learning:

- Plan and prepare undergraduate and post-graduate courses in collaboration with other members of the academic staff.
- Prepare and deliver lectures for undergraduate and post-graduate students.
- Evaluate and grade undergraduate and post-graduate students' work and research.
- Participate in curriculum development activities
- Engage in scholarly activities, and/or creative endeavours which contribute to the academic mission of the College
- Be authority in ones field of study
- Counsellor and academic advisor to the students
- Participate in professional conferences, e.g. by delivering lectures, presentations, chairing sessions, etc.
- Supervise and advise in their area of specialization
- Supervise other staff in conducting classes.
- Be adept to being appointed to senior positions
- Undertake other duties as may be assigned by the Head of Department or other College organs.

Research and Consultancy activities:

- To do research and publish in their area of specialization
- Read, review and discuss journal articles, books and papers.
- Initiate scientific research projects and gather funds.

- Conduct scientific research in their area/field of specialisation, individually or by participating in a research group.
- Direct research projects of graduate students and staff.
- Publish research findings in scholarly journals or books.
- Undertake consultancy duties when required, e.g., providing consultative services to external institutions or organisations.

Administrative/Management Roles:

- Taking a leading role in the development of the College.
- Serve on college committees.
- Carrying out administrative or managerial functions (e.g. dean, head of department, etc.).
- Perform management tasks, e.g. developing policy and preparing departmental budgets.

2.3 Scheme of Service for Library Academic Staff (Professional Librarians)

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|-----------------------------|-------------------|
| 1 | Trainee Librarian | TUSS 13 - TUSS 14 |
| 2 | Assistant Librarian | TUSS 15 - TUSS 16 |
| 3 | Librarian | TUSS 17 |
| 4 | Senior Librarian | TUSS 18 |
| 5 | Associate Library Professor | TUSS 19 |
| 6 | Library Professor | TUSS 20 |

b) Method of Entry and Advancement to the above Posts is as Follows:

2.3.1 Trainee Librarian – TUSS 13 - 14

Possession of Bachelor Degree (First class 4.4-5.0 or Upper Second Class 3.7-4.3) or B+ grade for unclassified degree, in Librarianship, Library, Archives and Documentation, Library and Information Studies, Library Management or equivalent qualification from a recognized institution and should also demonstrate the potential of becoming an academic member of staff upon successful completion of University Qualifications Framework (UQF) Level 9 Master Degree.

Duties for Trainee Librarian

This is a training grade for new recruits. Duties involved include:

- To assist in providing a high quality library service, including working at service points and undertaking related tasks that support the effective delivery of library services.
- Understudying senior Library members.
- Handling matters pertaining to lending out and receipt of books.
- Cataloguing and classification of books.
- Indexing of periodicals and journals.
- Abstracting service and giving advice to readers.
- Answering general information enquiries, including guidance in using the library catalogue, electronic resources and basic IT use, referring more complex and time consuming enquiries to more senior staff, as appropriate.
- Deliver circulation services including the issue and return of library materials, creating and amending borrower records, re-shelving and tidying collections.
- Check reading and other resource lists against the library catalogue, edit bibliographic and item records, and add and remove items from collections.
- Process new books and other resources and maintain library materials and collections.
- Undertake stock checks, check shelves for missing items, prepare items for removal, binding or relocation and amend records as appropriate.
- Assist with the use and routine maintenance of library equipment and resources, including photocopiers, computers, self-service terminals, audio-visual and other equipment.
- Contribute to the upkeep of a tidy, secure and well maintained library and help to ensure appropriate study environments through the application of library policies.
- Collect usage statistics, assist with surveys, monitor service levels and other quality checks associated with front of house activities.

- Contribute to student induction programmes, guides, tours, displays and other activities associated with promoting the library and its services.
- Assist with student information skills sessions.
- Perform such other duties as may be required by the supervisor or other competent authority

2.3.2 Assistant Librarian – TUSS 15 - 16

Possession of Master's Degree with upper second class (at 4.0 GPA), or average of B+ from a recognized higher learning Institution.

Duties for Assistant Librarian

- To assist in providing a high quality library service, including working at service points and undertaking related tasks that support the effective delivery of library services.
- Answering general information enquiries, including guidance in using the library catalogue, electronic resources and basic IT use.
- Assisting in acquisition of library materials by selecting, ordering, receiving and recording.
- Classifying, cataloguing, and indexing library materials.
- Checking reading and other resource lists against the library catalogue, editing bibliographic and item records, and add and remove items from collections.
- Providing bibliographic reader assistance and research services to library clients.
- Handling matters pertaining to lending out and receipt of books.
- Analyzing users' needs to determine what information is appropriate and searching for, acquiring, and providing the information.
- Showing users how to find and evaluate information, e.g. helping users navigate the Internet so they can search for and evaluate information efficiently.
- Supervise library assistants, who enter classification information and descriptions of materials into electronic catalogues.
- Perform such other duties as may be required by the supervisor or other competent authority

2.3.3 Librarian – TUSS 17

Holder of PhD with Master Degree at upper second class (4.0 GPA) or B+ average; **OR**

Where the PhD degree was obtained on upgrading a Master degree then Tutorial Assistant requirements and PhD Degree; **OR**

Where the PhD degree was obtained on the basis of a Master degree without a Bachelor's degree, then Assistant Lecturer requirements and PhD Degree.

Duties for Librarian

- Automating the Library catalogue and circulation services.
- Abstracting of students and academic staff theses, journals and periodicals.
- Providing reader and reference services and giving appropriate advice.
- Training junior staff.
- Cataloguing and classification of books indexing of periodicals, journals and other reference materials.
- Handling of Automated information systems, i.e. planning and operating computer systems, designing information storage and retrieval systems, and developing procedures for collecting, organizing, interpreting, and classifying information.
- Assisting readers in searching for information in the computer through the CD-ROMs, internet and shelves.
- Perform such other duties as may be required by the supervisor or other competent authority

2.3.4 Senior Librarian – TUSS 18

Librarian with PhD degree with minimum of three years teaching, research and public service experience at a recognized higher learning institution plus publications which on assessment produce five (5) points as specified by Tumaini University Makumira Recruitment and Promotion Criteria.

Duties for Senior Librarian

- Responsible for the smooth running of the library in the aspects of user services, technical services and administrative services.
- Analyze collections and compile lists of books, periodicals, articles, audiovisual materials, and electronic resources on particular subjects.

- Read book reviews, publishers' announcements, and catalogues in order to keep up with current literature and other available resources.
- Liaise with the Faculty Deans and Directors regarding requirements of books, pamphlets, periodicals and journals.
- Handling of Automated information systems, i.e. planning and operating computer systems, designing information storage and retrieval systems, and developing procedures for collecting, organizing, interpreting, and classifying information.
- Analyze and plan for future information needs
- Select and purchase materials from publishers, wholesalers, and distributors.
- Conducting on job the training of library staff
- Secretary to the Library Committee.
- Advise the Deputy Provost for Academic Affairs on all matters pertaining to library services.
- Perform such other duties as may be required by the supervisor or other competent authority

2.3.5 Associate Library Professor - TUSS 19

- Senior Librarian requirements and publications, which on assessment produce seven (7) points as per Tumaini University Makumira Recruitment and Promotion Criteria.
- Teaching, research and public service experience of not less than three years on attaining the qualifications at Senior Librarian level.
- At least 70% of the publications from referred Journal papers; 30% of points from either single authored papers or co-authored papers of which the staff to be promoted is the main author, first or last or equally contributed.

2.3.6 Library Professor - TUSS 20

Associate Library Professor requirements and:

- Publications which, on assessment, produce 12 points as per Tumaini University Makumira Recruitment and Promotion Criteria;
- Teaching, research and public service experience of not less than three years on attaining the qualifications at Associate Library Professor level;
- At least 70% of the publications from refereed Journal papers; 30% of points from which either single authored papers or co-authored papers of which the staff to be promoted is the main author 1st or last or equally contributed.

Duties for Associate Library Professor and Library Professor:

Associate Library Professor and/or Library Professor may manage/supervise/assist with all or some of the below listed library functions/activities:

- **Manage the planning, administrative and budgetary functions of library and information services.** Specific activities include, but not limited to:
 - Establish and implement library and information policies and procedures
 - Develop and manage convenient, accessible library and information services
 - Establish and manage the budget for library and information services, technology and media
 - Develop and manage cost-effective library and information services, technology and media
 - Order materials and maintain records for payment of invoices
 - Analyze and evaluate library and information services, technology and media service requirements
 - Prepare reports related to library and information services, technology and media services, resources and activities
- **Provide effective access to library collections and resources.** Specific activities include, but not limited to:
 - Develop and maintain collections management policies and procedures
 - Perform original cataloguing and classification of print, audio-visual and electronic resources
 - Develop and maintain special indexing systems and files for special collections
- **Maintain the organization of library materials.** Specific activities include, but not limited to:
 - Ensure an accurate inventory of resources
 - Ensure efficient retrieval by users
 - Search external database programs for the availability of cataloguing copy
 - Maintain inventories, compile statistics and generate reports as required
 - Develop and maintain cataloguing procedures

- Distribute materials for cataloguing
 - Determine the type of cataloguing required
 - Enter cataloguing data into the library's automated system
 - Process resources for placement on shelf
 - File cards in shelf list
 - Complete cataloguing records where only partial copy is available
 - Index materials for the pamphlet collection
- **Provide library services in response to the information needs of library users.**
 - Respond to daily on-site requests for information
 - Train library users to effectively search the Library catalogue, Internet and other electronic resources
 - Provide an interlibrary loan service for both book and audiovisual materials and maintain records
 - Maintain records for the interlibrary loan service
 - Maintain circulation files, records and statistics
- **Perform other related duties** as may be required by the Director of Library Services or other competent authority.

3.0 SCHEMES OF SERVICE FOR ADMINISTRATIVE AND TECHNICAL STAFF

3.1 Scheme of Service for Planning Officers

a) Posts and Salary Scales:

| S/N | POST | SALARY SCALE |
|-----|-----------------------------------|--------------|
| 1 | Planning Officer Grade III | TUSS 11 |
| 2 | Planning Officer Grade II | TUSS 12 |
| 3 | Planning Officer Grade I | TUSS 13 |
| 4 | Senior Planning Officer Grade III | TUSS 14 |
| 5 | Senior Planning Officer Grade II | TUSS 15 |
| 6 | Senior Planning Officer Grade I | TUSS 16 |
| 7 | Principal Planning Officer | TUSS 17 |
| 8 | College/Chief Planning Officer | TUSS 18 |

b) Method of Entry and Advancement to the above Posts will be as follows:

3.1.1 Planning Officer Grade III - TUSS 11

Direct Entry:

Holders of Bachelor's degree from a recognized University in any of the following fields: Economics, Educational Planning, , Statistics, Human Resources Planning, Educational Management with bias in Statistics/Economics or any other equivalent qualification.

3.1.2 Planning Officer Grade II - TUSS 12

Direct Entry:

Holders of Bachelor's degree from a recognized University in any of the following fields: Economics, Educational Planning, , Statistics, Human Resources Planning, Educational Management with bias in Statistics/Economics or any other equivalent qualification, plus a minimum of 3 years cognate experience in the planning unit of a recognized university/institution.

In-Service Structure

By promotion on merit of Planning Officer Grade III who has completed at least three years of satisfactory service in that grade

3.1.3 Planning Officer Grade I - TUSS 13

In-Service Structure

By promotion on merit of Planning Officer Grade II who has completed at least three years of satisfactory service in that grade OR who has attained a Postgraduate Diploma in a related field.

3.1.4 Senior Planning Officer Grade III - TUSS 14

Direct Entry

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Educational Planning, Statistics, Planning, Educational Management with bias in Statistics/Economics, Marketing or any other equivalent qualification; with at least 6 years work experience in a senior position in the planning unit of a recognized university/institution.

In-Service Structure

- By promotion on merit of Planning Officer Grade I with at least three years work experience in that grade.
- By promotion of Planning Officer Grade III, II who has attained Master's Degree in a related field.

3.1.5 Senior Planning Officer Grade II - TUSS 15

In-Service Structure

By promotion on merit of Senior Planning Officer Grade III with at least three years satisfactory service in that grade.

3.1.6 Senior Planning Officer Grade I - TUSS 16

In-Service Structure

By promotion on merit of Senior Planning Officer II with at least three years of satisfactory service in that grade.

3.1.7 Principal Planning Officer - TUSS 17

In-Service Structure

By promotion on merit of Senior Planning Officer I with at least three years of satisfactory service in that grade.

Duties of Planning Officers

- Handling matters relating to planning and use of the College's physical resources
- Providing support to the College's planning processes
- Assisting in the development and implementation of the College's Strategic Plan
- Collecting and systematically compiling data on College activities
- Developing methodologies for data collection on various aspects of College operational programmes
- Finalizing out operational efficiency of the programme using costs and other indicators
- Assisting in the formulation of the College budget
- Preparation of estimates for capital development and recurrent budget
- Compilation of project profiles, including sources of funding, keeping in custody agreements with donors and monitoring reports
- Supervision of all aspects regarding financing and investment
- Informing the College Management of educational priorities and needs and see that these are considered in all planning
- Seeking advice from the various academic units in relation to planning for physical facilities, environmental resources, and the allocation of space, and make recommendations to assure effective and responsible use of resources.
- Attendance of meetings of selected College Committees/Boards
- Performing of any other duties as assigned by the Supervisor/Head of Department or other competent authority

3.1.8 College/Chief Planning Officer – TUSS 18

A Chief Planning Officer of the College shall be appointed by the College Governing Board in consultation with the Provost and as may be prescribed in the College Regulations.

Direct Entry

Appointment of a holder of Masters Degree from a recognized University in any of the following fields: Economics, Educational Planning, Statistics, Educational Management with bias in Statistics/Economics, Marketing or any other equivalent qualification; with at least 6 years work experience in a senior position in the planning unit of a recognized university/institution.

In-Service Structure

Depending on the availability of a vacancy, promotion from Principal Planning Officer with at least 3 years of service in that grade, and who has obtained a master's degree in related field.

Other qualities/skills:

- Extensive experience (5 years or more) in planning, research and analytical work relevant to the duties and responsibilities indicated below.
- A proven track record of research accomplishments in a corporate, public administration, or academic setting.
- Demonstrated ability to work both independently and in a team setting to accomplish complex tasks in a timely and efficient manner.
- Candidate should also possess strong leadership qualities and the capacity to supervise staff and manage outcomes effectively, the capacity for initiative, innovation and problem solving, excellent written and oral communication skills and strong presentation skills and effective interpersonal skills

Tenure

The tenure of the Chief Planning Officer of the College shall be determined by the College Governing Board depending on the terms and conditions of his contract of employment.

Duties

The College/Chief Planning Officer shall:

- Be responsible to Provost through the Deputy Provost for Administration in co-ordination of the College Planning function.
- Head of Planning Department/Unit.
- Chief Advisor to the Provost on all matters pertaining to planning
- Collect and systematically compiled data on College activities.
- Develop methodology for data collection on various aspects of College operational programmes.
- Evaluate operational costs of College programmes using standard indicators.
- Liaise with the Bursar in the preparation for capital development and annual recurrent budget estimates
- Initiate ways of raising funds for College activities.
- Develop (5 year) rolling Strategic Plans.
- Prepare progress reports of the plans.
- Make projections based on processed data on the staff/students population of the College.
- Determine the staff needs of Departmental/Units and making appropriate recommendations where necessary.
- Prepare and issue, on a regular basis, publications and statistical analyses/data including the performance indicators for the various Departments and Units of the College.
- Propose up-to-date procedures and mechanisms for the proper planning policy including the estimation of the needs for academic programmes, personnel, finance and general services
- Participate in the planning and development of all aspects of the university in conformity with the present and future needs, identifying the priorities in accordance with the available facilities.
- Follow-up the execution of the approved projects and submit regular reports on its progress and suggest corrective actions in case of difficulties.
- Prepare regular reports on all on-going projects indicating the progress made and any difficulties encountered and making suggestions to the relevant units on corrective actions.
- Participate in carrying out investigations and feasibility studies on aspects which help in the preparation of development projects within the University.
- Collect and organize all data regarding the activities of the University and provide a system of archiving and easily retrieving them.
- Provide a facility for availing data required by any unit within the University according to the rules and regulations of the University.
- Attends meetings of the College which have impact on the planning function
- Performing any other duties as assigned by the Provost, Deputy Provost for Administration or other competent authority of the College.

3.2 Scheme of Service for Administrative and Human Resources Officers:**a) Posts and Salary Scales**

| S/N | POST | SALARY SCALE |
|-----|---|--------------|
| 1 | Administrative and Human Resources Officer Grade III | TUSS 11 |
| 2 | Administrative and Human Resources Officer Grade II | TUSS 12 |
| 3 | Administrative and Human Resources Officer Grade I | TUSS 13 |
| 4 | Senior Administrative and Human Resources Officer Grade III | TUSS 14 |

| | | |
|---|--|---------|
| 5 | Senior Administrative and Human Resources Officer Grade II | TUSS 15 |
| 6 | Senior Administrative and Human Resources Officer Grade I | TUSS 16 |
| 7 | Principal Administrative and Human Resources Officer Grade III | TUSS 17 |
| 8 | Principal Administrative and Human Resources Officer Grade II | TUSS 18 |
| 9 | Principal Administrative and Human Resources Officer Grade I | TUSS 19 |

b) **Method of entry and advancement to the above posts will be as follows:**

3.2.1 Administrative and Human Resources Officer Grade III - TUSS 11

Direct Entry

Holders of Bachelors Degree in Human Resources Management, Public / Business Administration or any other equivalent qualification from a recognized Institution.

3.2.2 Administrative and Human Resources Officer Grade II - TUSS 12

Direct Entry

By appointment of holders of Bachelors Degree in Human Resources Management, Public / Business Administration with a working experience of three years after graduation.

In-Service structure:

By promotion on merit of AHRO III who has completed at least three years of satisfactory service in that grade.

3.2.3 Administrative and Human Resources Officer Grade I - TUSS 13

In-Service structure:

By promotion on merit of AHRO II who has completed at least three years of satisfactory service in that grade **OR** who has attained a Postgraduate Diploma in a related field.

3.2.4 Senior Administrative and Human Resources Officer Grade III - TUSS 14

Direct Entry

By appointment of holders of Masters degree with major in Human Resources Management, Human Resources Development, General Management, Public Administration, or any other equivalent qualification from a recognised institution.

OR

By appointment of holders of Bachelor degree or postgraduate diploma in Human Resources Management, Public / Business Administration or any other equivalent qualification from a recognized Institution, with at least six years working experience in similar position.

In-service structure:

By promotion on merit of AHRO I with at least three years of satisfactory service in that grade.

3.2.5 Senior Administrative and Human Resources Officer Grade II - TUSS 15

In-service structure:

By promotion on merit of SAHRO III with at least three years satisfactory service in that grade.

3.2.6 Senior Administrative and Human Resources Officer Grade I - TUSS 16

In-service structure:

By promotion on merit of SAHRO II with at least three years of satisfactory service in that grade.

3.2.7 Principal Administrative and Human Resources Officer Grade III - TUSS 17

In-service structure:

By promotion on merit of SAHRO I with at least three years of service in that grade.

3.2.8 Principal Administrative and Human Resources Officer Grade II - TUSS 18

In-service structure

By promotion on merit of PAHRO III with at least three years of service in that grade.

3.2.9 Principal Administrative and Human Resources Officer Grade I - TUSS 19

Direct Entry

Appointment of a holder of Masters Degree or full professional qualification in Human Resources Management / Development, Management and Administration or any other relevant qualifications, with at least six years working experience in a senior position.

In-service structure:

By promotion on merit of PAHRO II with at least three years work experience in that grade plus a master degree.

Other qualities/knowledge, skills and ability for Administrative and Human Resources Officers.

- Ability to work both independently and in a team setting
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Effective oral and written communication skills.
- General/up to date knowledge of Government employment legislation /laws and practices.
- Excellent interpersonal skills.
- Skills in database management and record keeping.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information skillfully.

DUTIES OF ADMINISTRATIVE AND HUMAN RESOURCES OFFICERS:**A: Human Resources Management/ General Administration Matters** (under Deputy Provost for Administration)

Assist with the day-to-day operations of the human resources department/unit in liaison / collaboration with the Senior or Principal Administrative and Human Resources Officer. The main duties shall include the following:

- Recruitment and selection
- Staff placement / allocation
- Staff training and development
- Performance monitoring
- Employee counselling
- New employees orientation
- Employee welfare, (safety and security, health service, pensions, housing, transport, sports and games,)
- Interpreting and enforcing staff regulations and conditions of service
- Interpreting and enforcing Schemes of Service
- Interpreting and enforcing the Training Policy
- Maintaining staff statistics (data) and records (Staff list / profile)
- Human Resources Planning
- Employee relations
- Workers' compensation and benefits
- Interpreting and enforcing Labour Laws
- Workers' grievances
- Dispute/conflict resolutions
- Participates in developing department goals, objectives, and systems.
- Writing / recording minutes of statutory committees meetings (Academic Board, Academic/Administrative Staff Appointments Committees, Deans and Directors Committee, Faculty Boards, Postgraduate Committee), or any other meeting chaired by Provost, Deputy Provosts for Academic Affairs /Administration, or Deans / Directors)
- Any other duties assigned by the superiors / competent authority.

Duties of Senior/Principal Administrative and Human Resources Officers:

In addition to the above duties:

- Head of Human Resources Management department/unit/section
- To support the Deputy Provost for Administration in the provision of a high quality and professional human resources service by providing advice and guidance on a range of human resources issues and by developing the appropriate policies and procedures to ensure that employment law and best practice are adhered to:
 - Assist in the development of human resources policies and procedures to ensure that the College follows best practice and avoids infringing employment law.
 - Monitor, evaluate and participate in the College's recruitment and selection process to ensure that the College recruits the best people for available jobs /vacant posts and complies with legislation and best practice relating to equal opportunities for all.

- Prepare letters, policies and other documents in relation to terms and conditions of employment to ensure that the College complies with legal requirements.
- To manage the HR team ensuring that they are clear about expected standards of performance, motivated and developed to provide professional HR services;
- Maintain a reference library of employment law information to ensure that the College continues to be up to date and in compliance with the most recent employment legislation.
- Analyse job requirements and prepare job descriptions and person specifications for recruitment, job evaluation and other purposes.
- Any other duties assigned by the superior / competent authority.

B: Administrative Matters within Faculties and Directorates:

(i) Office of the Deputy Provost for Academic Affairs (DPAA)

- Handling of all administrative duties (including staff matters) related to the DPAA's Office
- Making arrangements required to facilitate teaching, learning and examinations for undergraduate students in liaison with DPAA, respective Faculty Deans, Programme Co-ordinators Examinations Officer and Faculty Administrators – e.g. teaching and learning facilities/materials, making sure that examinations scripts are available as scheduled, assisting in preparation of examinations venues, contacting examinations invigilators, monitoring of Examinations timetables, etc.
- Compiling and maintaining records of examinations results (data bank) of all undergraduate students in liaison with the College Examinations Officer.
- Preparing statements of results/ academic transcripts for undergraduate students.
- Invigilating examinations
- Handling issues of part time/visiting Lecturers
- Contacting External Examiners in liaison with the DPAA and the office of the Provost.
- Preparing meetings related to the office of DPAA.
- Assisting in handling Students Admissions issues in liaison with the DPAA and the In-charge of Admissions Office.
- Any other duties assigned by DPAA and other competent College Authorities.

In the Admissions Office (under supervision of the DPAA):

- Overseeing admission procedures for all programmes in liaison with the Faculty Deans, Director of Postgraduate Studies and Programme Co-ordinators
- Overseeing the registration of student in their respective Faculties/Directorate at the beginning of academic year and each semester.
- Receiving applications and short list applicants based on the College Admission regulations in liaison with the Deputy Provost for Academic Affairs, Faculty Deans, Director of Postgraduate Studies and Programme Coordinators.
- Maintaining statistics of applicants by year, programme and gender.
- Maintaining admitted / registered students' profile by programme, year and gender.
- Preparing and providing admission/registration numbers to the newly admitted undergraduate and postgraduate students.
- Preparations of Admissions Committee meetings.
- Any other duties assigned by DPAA and other competent College Authorities.

(ii) Office of Faculty Dean

- Handling of all administrative duties (including staff matters) related to the respective Dean's Office
- Making arrangements required to facilitate teaching, learning and assessment for students in the Faculty in liaison with the Dean, and respective Program Coordinators. – e.g. availability of teaching and learning facilities/materials, follow up of classrooms allocation for each programme/class, preparation of examinations venues, monitoring of Examinations timetables, etc.
- Maintaining lecturing/teaching and examinations timetables for each programme under the respective Faculty
- Monitoring of Lecturers teaching attendances in collaboration with class representatives
- Keeping and updating students profile by programme, year and gender.
- Compiling and maintaining records of examinations results (data bank) of all students in the respective Faculty
- Administering the conduct of teaching performance assessment by students in each semester.
- Maintaining and updating a list of programme and subject coordinators for each programme

- Handling issues of part time/visiting lecturers and External Examiners in liaison with the Programme Coordinators, Dean and Office of Deputy Provost for Academic Affairs.
- Administering students by-laws in collaboration with Dean of Students
- Preparing meetings related to the academic and administrative issues of the Faculty.
- Any other duty assigned by the Faculty Dean and other competent College Authorities.

(iii) Directorate of Postgraduate Studies

- Handling of all administrative duties (including staff matters) related to the Director of Postgraduate Studies in liaison with the Director
- Make arrangement required to facilitate teaching, learning and examinations for postgraduate students in liaison with respective Programme Co-ordinators and Examinations Officer
- Monitoring availability of teaching and learning materials – classrooms, laptops, beamers, white boards, marker pens, public address system, etc.
- Maintaining a database of all postgraduate students by programme, year and gender
- Compiling and maintaining records of examination results of all postgraduate students.
- Establish and maintain examinations data bank for the Directorate in liaison with the College Examinations Officer.
- Preparing statement of results / academic transcripts for postgraduate students.
- Preparing meetings related to the Directorate of Postgraduate Studies
- Writing minutes of meetings chaired by Director of Postgraduate Studies
- Handling students' matters, e.g. follow-up of sick/admitted students, annual leave applications.
- Any other duty assigned by the Director of Postgraduate Studies and other competent College Authorities.

(iv) Directorate of Research and Consultancy

- Handling all administrative issues (including staff matters) of the Directorate
- Administering review of proposals from researchers
- Making correspondences with researchers and reviewers
- Preparing review meetings and any other meetings related to the Directorate
- Coordinating workshops and seminars organised by the Directorate
- Secretary to the Ethical Research Committee
- Making site (research sites) visitation and follow-up
- Maintaining a database of papers published by academic/research members of staff
- Any other duty assigned by the Director of Research and Consultancy and other competent College Authorities.

3.3 Scheme of Service for Admissions Officers

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Admissions Officer Grade III | TUSS 11 |
| 2 | Admissions Officer Grade II | TUSS 12 |
| 3 | Admissions Officer Grade I | TUSS 13 |
| 4 | Senior Admissions Officer Grade III | TUSS 14 |
| 5 | Senior Admissions Officer Grade II | TUSS 15 |
| 6 | Senior Admissions Officer Grade I | TUSS 16 |
| 7 | Principal Admissions Officer Grade III | TUSS 17 |
| 8 | Principal Admissions Officer Grade II | TUSS 18 |
| 9 | Principal Admissions Officer Grade I | TUSS 19 |

b) Method of entry and advancement to the above posts will be as follows:

3.3.1 Admissions Officer Grade III (TUSS 11)

Direct Entry

Holders of Bachelor of Arts degree or B.A /BSc with Education degree or any other equivalent qualification.

3.3.2 Admissions Officer Grade II (TUSS 12)

In-Service structure:

By promotion on merit of Admissions Officer III who has completed at least three years of satisfactory service in that grade.

3.3.3 Admissions Officer Grade I (TUSS 13)

In-Service structure:

By promotion on merit of Admissions Officer II who has completed at least three years of satisfactory service in that grade.

3.3.4 Senior Admissions Officer Grade III (TUSS 14)

Direct Entry

Masters degree holders or any equivalent qualification or Bachelor degree with at least six years working experience in similar position.

In-service structure:

By promotion on merit of Admissions Officer I with at least three years work experience in that grade.

3.3.5 Senior Admissions Officer Grade II (TUSS 15)

In-service structure:

By promotion on merit of Senior Admissions Officer III with at least three years of satisfactory service in that grade.

3.3.6 Senior Admissions Officer Grade I (TUSS 16)

In-service structure:

By promotion on merit of Senior Admissions Officer II with at least three years of satisfactory service in that grade.

3.3.7 Principal Admissions Officer Grade III (TUSS 17)

In-service structure:

By promotion on merit of Senior Admissions Officer I with at least three years of service in that grade.

3.3.8 Principal Admissions Officer Grade II (TUSS 18)

In-service structure

By promotion on merit of Principal Admissions Officer III with at least 3 years of service in that grade.

3.3.9 Principal Admissions Officer Grade I (TUSS 19)

Direct Entry

Appointment of a holder of Masters Degree with at least six years working experience in a senior position.

In-service structure:

By promotion on merit of Principal Admissions Officer II with at least 3 years work experience in that grade plus a master degree.

Duties of Admissions Officer

- Overseeing admission procedures for all programmes in liaison with the respective Deans, Directors and programme coordinators.
- Receiving applications and short list applicants based on the College admission regulations in liaison with the respective Deans, Directors and programme coordinators.
- Overseeing the registration of students in their respective faculties/directorate at the beginning of each semester or academic year.
- Assisting in the preparation of academic transcripts for the finalists in all programmes.
- Maintaining statistics of applicants by year, programme and gender.
- Preparing and providing admission numbers to the newly admitted students and residents.
- Overseeing preparation of meetings related to the admissions office.
- Implementing the bylaws, regulations and instructions issued on student admission and registration.
- Creating a file for each student, keeping evidence of his/her acceptance and all documents pertaining to him/her.
- Keeping all documents including student transfer from other colleges, postponement of study and dismissal.

- Issuing students' ID cards.
- Correspond with prospective students, applicants, and others seeking information on admissions standards, academic and non-academic programmes and student activities.
- Carrying out any other duties assigned by the Deputy Provost for Academic Affairs or other competent College authority.

3.4 Scheme of Service for Accounting Staff

3.4.1 Scheme of Service for Accounting Technicians

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|---|--------------|
| 1 | Accounts Clerk | TUSS 4 |
| 2 | Accounting Technician Grade III | TUSS 5 |
| 3 | Accounting Technician Grade II | TUSS 6 |
| 4 | Accounting Technician Grade I | TUSS 7 |
| 5 | Senior Accounting Technician Grade III | TUSS 8 |
| 6 | Senior Accounting Technician Grade II | TUSS 9 |
| 7 | Senior Accounting Technician Grade I | TUSS 10 |
| 8 | Principal Accounting Technician Grade III | TUSS 11 |
| 9 | Principal Accounting Technician Grade II | TUSS 12 |
| 10 | Principal Accounting Technician Grade I | TUSS 13 |

b) Methods of entry and advancement to the above posts will be as follows:

3.4.1.1 Accounts Clerk - TUSS 4

Direct Entry:

Holder of Form IV certificate with five credits of passes including English and Mathematics, OR Form VI with two principal passes and a subsidiary pass, provided that that the candidate has passed Mathematics at 'O' Level, OR National Business Examination (NABE) – Book-keeping/Commerce **Stage I plus** Certificate of Secondary Education with passes in English and Mathematics. Knowledge of computer applications: Microsoft Windows, Microsoft Office (WORD, EXCEL).

3.4.1.2 Accounting Technician Grade III- TUSS 5

Direct Entry:

Holders of NBAA Accounting Technician Certificate **Level I**, OR Basic Book-keeping Certificate (BBC) **plus** Certificate of Secondary Education with at least five passes including English and Mathematics, OR National Business Examination (NABE) – Book-keeping/Commerce **Stage II** with five passes including English and Mathematics, **plus** Certificate of Secondary Education with at least five passes; Knowledge of computer applications: Microsoft Windows, Microsoft Office (WORD, EXCEL)

In-Service Structure:

By promotion of Accounts Clerk who has completed three years of satisfactory services in that grade and has acquired NBAA Accounting Technician Certificate **Level I** or equivalent qualifications.

3.4.1.3 Accounting Technician Grade II - TUSS 6

Direct Entry:

Holders of NBAA Accounting Technician Certificate **Level II**, OR National Book-keeping Certificate (NABOCE), OR Certificate in Accountancy, Certificate in Government Accountancy **plus** Certificate of Secondary Education with at least five credit passes including English and Mathematics, OR Certificate in Financial Administration **plus** Certificate of Secondary Education with at least five credit passes including English and Mathematics.

In-Service Structure:

By promotion of Accounting Technician Grade II who has completed three years of satisfactory services in that grade and has acquired NBAA Accounting Technician Certificate **Level II** or equivalent qualifications.

3.4.1.4 Accounting Technician Grade I - TUSS 7

Direct Entry:

Holders of NBAA Accounting Technician Certificate **Level II**, National Book-keeping Certificate (NABOCE), Certificate in Accountancy, Certificate in Government Accountancy OR Certificate in Financial Administration **plus** three years working experience as an Accounting Technician in a reputable organisation.

In-Service Structure:

By promotion of Accounting Technician Grade II who has completed three years of satisfactory services in that grade.

3.4.1.5 Senior Accounting Technician Grade III - TUSS 8

Direct Entry:

Holders of a two-year Diploma in Accountancy, Business Administration (Accounting option), Cooperative Accounting, OR National Accountancy Diploma (NAD).

In-Service Structure:

By promotion of Accounting Technician Grade I who has attained a two-year Diploma in Accountancy, Business Administration (Accounting option), Cooperative Accounting, OR National Accountancy Diploma (NAD).

3.4.1.6 Senior Accounting Technician Grade II - TUSS 9

In-Service Structure:

By promotion of Senior Accounting Technician Grade III who has completed three years of satisfactory services in that grade.

3.4.1.7 Senior Accounting Technician Grade I - TUSS 10

In-Service Structure:

By promotion of Senior Accounting Technician Grade II who has completed three years of satisfactory services in that grade.

3.4.1.8 Principal Accounting Technician Grade III - TUSS 11

In-Service Structure:

By promotion of Senior Accounting Technician Grade I who has completed three years of satisfactory services in that grade.

3.4.1.9 Principal Accounting Technician Grade II - TUSS 12

In-Service Structure:

By promotion of Principal Accounting Technician Grade III who has completed three years of satisfactory services in that grade.

3.4.1.10 Principal Accounting Technician Grade I - TUSS 13

In-Service Structure:

By promotion of Principal Accounting Technician Grade II who has completed three years of satisfactory services in that grade.

Duties for Accounts Clerk:

The Accounts Clerk may perform a variety of general accounting support tasks in the Accounts Department including:

- Verifying the accuracy of invoices and other accounting documents or records.
- Book-keeping - prepare, update and maintain accounting journals, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable) and the preparation of basic financial reports.
- Keeping accurate records and balance all reports and ledgers monthly.
 - Preparing various payment schedules (e.g. student allowance, cheques).
 - Receiving and paying out cash and cheques.
 - Entering data into computer system using defined computer programmes.
 - Compile data and prepare a variety of reports
 - Performing any other related duties as may be assigned by Superior/Supervisor.

Duties for Accounting Technicians:

As a Cashier:

The cashier is responsible for receipting in all funds received by the College with primary emphasis on student accounts receivable.

- Receive payment by cash, cheques,
- Cash cheques for students and staff.
- Pay College bills by cash, cheques.
- Compute and record totals of transactions.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Issue receipts, refunds, credits, or change due to students and staff.
- Enter all payments received into the computer.
- Deals with bank deposits and reconciliation.
- Responsible for cheque stock inventory & safekeeping of same.
- Responds to questions concerning student accounts receivable
- Other general accounting duties as assigned

Required Knowledge and Skills for Cashier:

- Excellent customer service skills
- Excellent computer skills
- Ability to acquire a thorough understanding and knowledge of college policies and procedures and the ability to apply that information to a variety of situations
- Ability to plan and organize work and to function as a team player

General Accounting Technicians Duties include:

- preparing of various payment reports, schedules and list of various expenditures
- maintaining vote book and various registers e.g. debtor; imprest, creditor
- preparing monthly trial balances and bank reconciliation statement.
- managing /administering staff payroll
- receiving and paying invoices
- recording receipts and payments
- dealing with basic book-keeping
- completing and submitting tax returns, VAT returns and Insurance contributions
- preparing and checking ledger balances and other monthly and yearly accounts
- using computerised accounting systems.
- liaising with managerial staff, colleagues and clients;
- liaising with other professionals in the field
- assist in preparation of accounts, reports, budgets, commentaries and financial statements
- Other general accounting duties as may be assigned by Bursar.

Key skills for Accounting Technicians

- Strong interpersonal and communication skills;
- Good IT skills, particularly in the use of spreadsheets;
- Self-motivation;
- Ability to acquire a thorough understanding and knowledge of college policies and procedures and the ability to apply that information to a variety of situations
- The ability to work as part of a team.

3.4.2 Scheme of Service for Accountants and Bursar:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|-----------------------------|--------------|
| 1 | Accountant Grade III | TUSS 11 |
| 2 | Accountant Grade II | TUSS 12 |
| 3 | Accountant Grade I | TUSS 13 |
| 4 | Senior Accountant Grade III | TUSS 14 |
| 5 | Senior Accountant Grade II | TUSS 15 |
| 6 | Senior Accountant Grade I | TUSS 16 |
| 7 | Principal Accountant | TUSS 17 |
| 8 | Bursar | TUSS 18 |

b) **Methods of entry and advancement to the above posts will be as follows:**

3.4.2.1 Accountant Grade III (TUSS 11)

Direct Entry

Holders of Bachelor's degree in Accountancy, Bachelor of Commerce (Accounting), Business Administration (major in Accounting) from an accredited college or university or any other qualification recognized as its equivalent. Registration with the National Board of Accountants and Auditors will be an added advantage.

3.4.2.2 Accountant Grade II (TUSS 12)

In-Service Structure

By promotion on merit of Accountant III with at least three years work experience in that grade.

3.4.2.3 Accountant Grade I (TUSS 13)

In-Service Structure

By promotion on merit of Accountant II with at least three years work experience in that grade OR who has attained a Postgraduate Diploma in Accountancy, Finance or other related field.

Other required qualifications/skills for Accountants:

Computer skills, including word processing, spreadsheet, systems documentation, and other business software to prepare work papers, reports, memos, summaries, and analyses.

3.4.2.4 Senior Accountant Grade III (TUSS 14)

Direct Entry

Holder of Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), or MBA (Accounting, Financial Management, or Management Accounting), or any other qualification recognized as equivalent, and Member of the National Board of Accountants and Auditors (NBAA).

In-Service Structure

By promotion on of Accountant grade II or I who has attained the above qualifications.

3.4.2.5 Senior Accountant Grade II - TUSS 15

In-Service Structure

By promotion on merit of Senior Accountant grade III who has at least three years work experience in that grade.

3.4.2.6 Senior Accountant Grade I - TUSS 16

In-Service Structure

By promotion on merit of Senior Accountant II with at least three years working experience in that grade.

3.4.2.7 Principal Accountant - TUSS 17

In-Service Structure

By promotion on merit of Senior Accountant I with at least three years working experience in that grade.

Other required qualifications/skills for Senior/Principal Accountants:

- Knowledge of statutory accounting principles.
- Experience with MS Office programs.
- Knowledge of major accounting software packages.
- Excellent verbal, written communication and interpersonal skills.
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty

Duties for Accountants:

Depending their level of qualifications and working experience, the size, scope and complexity of accounting activities, Accountants shall perform some or all of the following duties,

- Handling of student tuition accounts; this involves sending invoices, making payment plans and keeping track of accounts receivable until they are paid off, collecting and depositing tuition payments.
- Receiving and paying out cash and cheques
- Maintaining full and accurate accounting records
- Preparing final reconciliation
- Safe custody of cash and cheques

- Issuing of invoices, follow-up payment of bills
- Maintenance of funds (vote books) and preparation of financial statements including funds flow summary, final accounts and balance sheet of payments
- Preparation of periodical financial statement of Revenue and Expenditure.
- Assist in preparation of profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document financial transactions.
- Assist in monitoring and reviewing accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Resolve accounting discrepancies.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Interact with internal and external auditors in completing audits.
- Compilation and maintenance of records of routine accounting transactions;
- Assistance in preparation and/or maintenance of accounting reporting systems;
- Resolution of problems associated with incorrect entries, deviations from established procedures, and other inconsistencies with generally accepted accounting principles;
- May assist in analysis and interpretation of accounting records and reports and/or performance of administrative & clerical support duties as assigned;
- Maintain financial reports such as balance sheets or profit/loss statements
- Examination, analysis, maintenance, consolidation and reconciliation of financial records;
- Creation and interpretation of financial statements and reports;
- Participation in the development of budgets.
- May be assigned the responsibility to provide training, guidance, and assistance to other employees.
- Supervision of clerical or technical employees engaged in accounting or financial record-keeping work.
- Perform any other duties and responsibilities as may be assigned by immediate supervisor, Bursar or other competent College Authority.

Duties for Senior/Principal Accountants

Senior/Principal Accountants are expected to be able to work independently, perform specialized and complex professional accounting responsibilities requiring extensive knowledge and understanding of accepted accounting principles and procedures. They shall be responsible for assisting the Bursar in executing some or all of following duties:

- Analyze financial transactions to determine accuracy, completeness and conformance to established policies and procedures and generally accepted accounting standards
- Prepare, analyze, and interpret financial reports, statements and records (e.g., balance sheets, profit and loss statements, amortization (*paying back/off*) and depreciation schedules, etc.)
- Assemble data for and create financial projections
- Develop, implement, modify and document accounting systems
- Establishment and implementation of new or revised accounting policies and procedures; formulation of goals and priorities in assigned area(s);
- Supervision of the collection, recording, processing, consolidation, and distribution of a wide variety of financial and statistical reports, statements and summaries;
- May be responsible for long-range fiscal planning and policy making;
- Responsibility for all aspects of management of staff in area(s) of responsibility.
- Reconcile accounts
- Ensure financial records are maintained in compliance with accepted accounting policies and procedures
- Resolve accounting discrepancies and irregularities
- Continuous management and support of budget and forecast activities
- Monitor and support taxation issues
- Develop and maintain financial data bases
- Financial audit preparation and coordinate the audit process
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Assists in preparation of monthly management report and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" variance reports. Assist in providing follow-up and documentation of significant variances.

- Assist with completion of the quarterly and annual regulatory filings; preparation of assigned Quarterly and Annual Statutory Statement pages/schedules.
- Assisting with orienting and training employees.
- Assisting with planning, assigning, and directing work.
- Participating in coaching and appraising performance.
- Assisting with addressing complaints and resolving problems.
- Any other related duties assigned by the Bursar or other competent College authority.

3.4.2.8 BURSAR - TUSS 18

A Bursar of the College shall be appointed by the College Governing Board in consultation with the Provost and Tumaini University Vice-Chancellor,

Direct Entry

Appointment of a holder of Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), Chartered Institute of Management Accountant (CIMA) certification or MBA (Accounting, Financial Management, or Management Accounting), registered with the National Board of Accountants and Auditors (NBAA), and with at least three years work experience in senior / supervisory position, preferably, in higher education accounting practices and student account services.

Other qualities/skills:

- Computer skills, including Accounting software packages, word processing, spreadsheet, systems documentation, and other business software to prepare work papers, reports, memos, summaries, and analyses.
- Ability to successfully manage a diverse staff
- Ability to maintain high levels of integrity
- Excellent customer service skills
- Ability to manage multiple projects and contribute to a team environment

In-Service Structure

Depending on the availability of a vacancy, promotion from Principal Accountant with at least three years work experience who has obtained/acquired CPA/NBAA qualifications.

Tenure

The tenure of the Bursar shall be determined by the College Governing Board and indicated in the terms of his contract of employment.

Duties

The College Bursar shall:

- Be responsible to the Provost through the Deputy Provost for Administration for the financial administration of the College.
- Act as an accountant of the College.
- Co-ordinate the preparation of College budget.
- Co-ordinate fund-raising activities of the College in collaboration with the Planning Officer, under supervision of the Deputy Provost for Administration.
- Be Head of the Finance department.
- Lead, operate, maintain and develop the financial procedural systems of the College.
- Responsible for the financial management of the College
- Keep concise records of College finances
- Offer advice on financial planning to the College's management when needed
- Co-ordinate preparation of Final Accounts
- Compile/consolidate expenditure reports from cost centres.
- Ensure enforcement of financial/stores regulations and other regulations concerning finance.
- Authorization of payments, signing cheques, issuing invoices, follow-up payment of bills and preparation of periodical and/or annual financial statements of Revenue and Expenditure.
- Maintain the College's student information system relating to student accounts including maintenance, billing/invoicing, collection of tuition fees and refund of over-payment of fees

- Work closely with the Offices of Admissions, Deputy Provost for Academic Affairs, Deans and Directors to coordinate billing and related student services, as well as certifying that tuition has been paid in full, prior to the release of academic transcript or certificate
- Oversee the collection and application of College-wide cash receipts and bank deposits.
- Review and analyze miscellaneous general ledger accounts pertaining to student receivables.
- Prepare necessary journal entries
- Respond to inquiries from students, their sponsors, College Management or staff,
- Establish, implement, and monitor department policies and procedures
- Prepare and analyze reports related to student accounts and cashiering
- Oversee the process of salaries and help budget future salaries
- Work in cooperation with College Management to make sure that all legal and safety requirements of the College are being met.
- Assist with year end audit
- Any other duties assigned to him/her by Deputy Provost Administration, Provost or other competent College authority.

3.5 Scheme of Service for Internal Auditors and Chief Internal Auditor

a) Post and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|-----------------------------------|--------------|
| 1 | Internal Auditor Grade III | TUSS 11 |
| 2 | Internal Auditor Grade II | TUSS 12 |
| 3 | Internal Auditor Grade I | TUSS 13 |
| 4 | Senior Internal Auditor Grade III | TUSS 14 |
| 5 | Senior Internal Auditor Grade II | TUSS 15 |
| 6 | Senior Internal Auditor Grade I | TUSS 16 |
| 7 | Principal Internal Auditor | TUSS 17 |
| 8 | College/Chief Internal Auditor | TUSS 18 |

b) Method Of Entry And Advancement To The Above Posts Will Be As Follows:

3.5.1 Internal Auditor Grade III - TUSS 11

Direct Entry

Holders of Bachelor's degree in Accountancy, Bachelor of Commerce (Accounting), Business Administration (major in Accounting) from an accredited college or university or any other qualification recognized as its equivalent. Registration with the National Board of Accountants and Auditors will be an added advantage.

3.5.2 Internal Auditor Grade II - TUSS 12

In-Service Structure

By promotion on merit of Internal Auditor III who has completed at least three years of satisfactory service in that graded.

3.5.3 Internal Auditor Grade I - TUSS 13

In-Service Structure

By promotion or merit of Internal Auditor II who has completed at least three years of satisfactory service in that grade OR who has attained a Postgraduate Diploma in related field.

3.5.4 Senior Internal Auditor Grade III - TUSS 14

Direct Entry

Holder of Certified Internal Auditor (CIA) certification, CPA (T), ACCA, or MBA (Auditing, Accounting, Financial Management, or Management Accounting), or any other qualification recognized as equivalent, and registered with the National Board of Accountants and Auditors (NBAA).

In-Service Structure

By promotion on of Internal Auditor II or I who has attained the above qualifications.

3.5.5 Senior Internal Auditor Grade II - TUSS 15

In-Service Structure

By promotion on merit of Senior Internal Auditor III with at least three years of satisfactory service in that grade.

3.5.6 Senior Internal Auditor Grade I - TUSS 16

In-Service Structure

By promotion on merit of Senior Internal Auditor II with at least three years of satisfactory service in that grade.

3.5.7 Principal Internal Auditor - TUSS 17

In-Service Structure

By promotion on merit of Senior Internal Auditor I with at least three years of satisfactory service in that grade.

Duties of Internal Auditor

- Carrying out both regular and random investigations of departmental accounts both academic and administrative.
- Executing financial and operational internal audits, including developing and performing specific audit procedures, prepare work papers documenting the audit procedures performed, and communicate audit findings to College Internal Auditor.
- Ensures that accepted accounting and audit principles and policies are followed, and evaluates the adequacy and effectiveness of internal accounting procedures and operating systems and controls.
- Assisting the College Internal Auditor in checking the internal control system of the College.
- Ensuring that the procurement plan, the fiscal accountability plan, management operations and procedures manuals and related documents are adhered to.
- Reviewing and auditing the financial and para-financial activities of the College and submit quarterly reports to the Provost/College Internal Auditor.
- Advising the Provost/College Internal Auditor from time to time on the efficient management and control of the College finances and Assets.
- Assisting the College Internal Auditor in reviewing the systems of internal control from time to time and for any improvements, modifications or change.
- Conducting investigations wherever necessary and reporting findings to the Provost/College Internal Auditor.
- Assists in the preparation of Audit Committee meeting materials and other ad-hoc requests.
- Performs any other function as may be assigned by his/her superiors.

3.5.8 College/ Chief Internal Auditor - TUSS 18

An Internal Auditor of the College shall be appointed by the College Governing Board in consultation with the Provost and as may be prescribed in the College Regulations.

Direct Entry:

Appointment of a holder of Degree majoring in Accounting/Auditing, or MBA from an accredited college or university; a recognized Accounting/Auditing professional qualification i.e. CISA, CPA (T) (or similar accounting certification) or Certified Internal Auditor (CIA) certification preferred; registered with the National Board of Accountants and Auditors (NBAA); at least three years post qualification experience in internal auditing.

Other qualities/skills: Computer skills, including word processing, spreadsheet, systems documentation, and other business software to prepare work papers, reports, memos, summaries, and analyses.

In-Service Structure

Depending on the availability of a vacancy, promotion from Senior Internal Auditor I with at least three years of service in that grade and who have obtained/acquired the above professional qualifications.

Tenure

The tenure of the Internal Auditor of the College shall be determined by the College Governing Board depending on the terms and conditions of his contract of employment.

Duties

The Internal Auditor of the College shall:

- Be Responsible to the Provost through the Deputy Provost for Administration in ensuring that financial procedures throughout the College comply with University standards and that the limits of authority on all matters involving finance are adhered to.
- Maintain checks on the accuracy of accounting records throughout the College and on the observance of standard practice and procedures.

- Evaluate internal controls to ensure that accounting systems provide adequate, timely, and accurate information, and protection against loss through negligence, dishonesty or otherwise.
- Verifying College income from source to bank and satisfying himself that expenditure is properly incurred according to approved policy and efficiently charged to relevant heads
- Making recommendations to the Provost about checks and changes in the accounting systems and controls and the adequacy of security arrangements within the systems used by the College
- Checking that Heads of Departments are maintaining inventory of furniture, equipment, and other moveable assets in accordance with College policy
- Providing information and advice to the Provost to facilitate the most efficient use of the College financial resources
- Advising the Provost on the need to up-date or otherwise change of manuals of financial policies and procedures
- Building up an effective liaison with the external auditors
- Reports immediately any suspected occurrence of dishonesty to the Provost
- Define and recommend courses of action, through verbal presentations and written audit reports, to all levels of management.
- Presents findings and recommendations concerning audited activities to the College Planning and Finance Committee.
- Review company policies and procedures for adequacy of internal controls; make recommendations to strengthen/incorporate internal controls.
- Prepare audit reports that summarize audit findings, provide recommendations and document management responses.
- Follow-up to determine adequacy of corrective actions
- Conducts internal auditing, analysis and reporting of audits in the finance.
- Assist external auditors in the performance of interim and year-end audits within the scope of the audit plan and/or provide audit work as requested.
- Provides supervision and coaching to internal auditing staff, coordinate and assure their professional development.
- Assures follow up of audit findings to ensure adequacy and timeliness of correction.
- Participates in development of Internal Audit's annual budget and monitors subsequent expenditures.
- Develops professional capability through on-the-job training and staff training programs.
- Any other duties assigned to him/her by Provost, Deputy Provost Administration or other competent College authority.

3.6 Scheme of Service for Procurement and Supply Staff

3.6.1 Procurement and Supply Technicians

a) Posts and Salary Scales and entry qualifications

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Procurement and Supply Clerk | TUSS 4 |
| 2 | Procurement and Supply Technician Grade III | TUSS5 |
| 3 | Procurement and Supply Technician Grade II | TUSS 6 |
| 4 | Procurement and Supply Technician Grade I | TUSS 7 |
| 5 | Senior Procurement and Supply Technician Grade III | TUSS 8 |
| 6 | Senior Procurement and Supply Technician Grade II | TUSS 9 |
| 7 | Senior Procurement and Supply Technician Grade I | TUSS 10 |

b) Methods of entry and advancement to the above posts will be as follows:

3.6.1.1 Procurement and Supply Clerk - TUSS 4

Direct Entry

Form IV or VI with Basic Procurement and Supply Certificate, NABE (National Business Examination) Certificate – Storekeeping stage I or II.

Duties

This position provides the clerical and technical skills to maintain proper inventory levels and stock records in the Procurement and Supply Unit. The incumbent will perform some or all of the following routine procurement and supplies duties:

- Assists in routine clerical aspects of purchasing and performing limited buying functions as required, e.g., processing purchase requisitions.
- Assist in soliciting quotations and draft purchase orders on routine purchases.
- Assist in obtaining prices from vendors and checking availability of goods/commodities.
- Obtaining information from user departments.
- Maintaining departmental files and vendor lists
- Maintains a record of the amount, kind and value of items on hand, including stock on order and stock used during previous periods
- Records distribution of stock items.
- Reviews stock records and recommends or initiates ordering of supplies to maintain adequate stock levels.
- Plans and supervises the arrangement and rotation of stock for convenience of handling and prevention of deterioration and spoilage.
- Assists or supervises the ordering of special items.
- Assists with the receiving, storing and issuing of merchandise.
- Assists in performing inventory of supplies stored in the store's receiving unit, reviewing specifications and prices of items to determine the best type for use, and preparing special and other reports, as necessary.
- Compiles requests for materials, prepare purchase orders, keep track of purchases and supplies, and handle inquiries about orders
- Makes sure that what was purchased arrives on schedule and meets the purchaser's specifications.
- Performs other general procurement and supplies duties as may be assigned by the Procurement and Supply Unit In-charge.

3.6.1.2 Procurement and Supply Technician Grade III - TUSS 5

Direct Entry

Form IV or VI with Certificate in Materials Management, National Store Keeping Certificate, NABE – Storekeeping stage III, Procurement and Supply Foundation Certificate, Procurement and Supply Management Certificate conducted by the *Procurement and Supplies Professionals and Technicians Board* or any other recognized institution.

In-Service Structure

By promotion on merit of serving Procurement and Supply/Stores Clerk who has obtained the above qualifications.

3.6.1.3 Procurement and Supply Technician Grade II - TUSS 6

In-Service Structure

By promotion on merit of serving Procurement and Supply Assistant/Technician Grade III with at least three years of satisfactory service in that grade.

3.6.1.4 Procurement and Supply Technician Grade I - TUSS 7

Direct Entry

Holder of Diploma in Materials Management or Procurement and Supply Management, Professional levels I or II conducted by the *Procurement and Supplies Professionals and Technicians Board* or other related qualifications awarded by recognized institutions.

In-service structure

By promotion on merit of serving of Procurement and Supply Technician Grade II who has obtained/acquired the above qualifications.

3.6.1.5 Senior Procurement and Supply Technician Grade III - TUSS 8

In-Service Structure

By promotion on merit of Procurement and Supply Technician Grade I with a satisfactory working experience of at least three years in that position.

3.6.1.6 Senior Procurement and Supply Technician Grade II - TUSS 9

In-Service Structure

By promotion on merit of Senior Procurement and Supply Technician Grade III with a satisfactory working experience of at least three years in that position.

3.6.1.7 Senior Procurement and Supply Technician Grade I - TUSS 10

In-Service Structure

By promotion on merit of Procurement and Supply Technician Grade II with a satisfactory working experience of at least three years in that position.

Duties for Procurement and Supply Technicians

- Assist in procurement plan and procuring the required goods
- Assist in assessing procurement demands, and preparing procurement estimates;
- Assist in analyzing cost and quality of goods and services.
- Assist in maintaining contact with vendors regarding orders and merchandise, new products, market conditions, and trends;
- Assist in conducting annual on-site inventory, preparing inventory listings to include the location and status of all equipment.
- Assist in preparation of periodic reports related to purchasing, and inventory control,
- Initiating and keeping track of orders;
- Receiving, inspecting and distributing orders to appropriate user departments;
- Filling out damage claims and return orders;
- Keeping daily records; and working with accounts payable to pay vendors.
- Performs other general procurement and supplies duties as may be assigned by the Procurement and Supply Unit In-charge or other competent College authority.

3.6.2 Procurement and Supply Officers/ Professionals

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Procurement and Supply Officer Grade III | TUSS 11 |
| 2 | Procurement and Supply Officer Grade II | TUSS 12 |
| 3 | Procurement and Supply Officer Grade I | TUSS 13 |
| 4 | Senior Procurement and Supply Officer Grade III | TUSS 14 |
| 5 | Senior Procurement and Supply Officer Grade II | TUSS 15 |
| 6 | Senior Procurement and Supply Officer Grade I | TUSS 16 |
| 7 | Principal Procurement and Supply Officer Grade III | TUSS 17 |
| 8 | Principal Procurement and Supply Officer Grade II | TUSS 18 |
| 9 | Principal Procurement and Supply Officer Grade I | TUSS 19 |

b) Methods of entry and advancement to the above posts will be as follows:

3.6.2.1 Procurement and Supply Officer Grade III - TUSS 11

Direct Entry

Bachelor's Degree in Materials Management, Procurement and Supply Management or Professional Level III or other related qualifications from a recognized Institution and registered by the *Procurement and Supplies Professionals and Technicians Board*.

In-Service Structure

By promotion on merit of Senior Supply and Procurement Technician Grade I with a satisfactory working experience of at least three years in that position.

3.6.2.2 Procurement and Supply Officer Grade II - TUSS 12

In-Service Structure:

By promotion on merit of Procurement and Supply Officers Grade III with a satisfactory working experience of at least three years in that position.

3.6.2.3 Procurement and Supply Officer Grade I - TUSS 13

Direct Entry

Certified Supply Professional (CSP), Certified Procurement and Supply Professional (CPSP) or equivalent qualifications from a recognized Institution and registered by the *Procurement and Supplies Professionals and Technicians Board*.

In-Service Structure

By promotion of Procurement and Supply Officers Grade II who has attained the above-mentioned qualifications.

3.6.2.4 Senior Procurement and Supply Officer Grade III - TUSS 14**Direct Entry**

Possession of Certified Procurement and Supply Professional (CPSP), Certified Supplies Professional (CSP), Chartered Institute of Purchasing and Supply (CIPS) or Masters Degree in Materials Management, Procurement and Supply Management from a recognized Institution. Must be registered by *Procurement and Supplies Professionals and Technicians Board*, plus at least three years post qualification experience in procurement and supply functions.

In-Service Structure

By promotion of Procurement and Supply Officer II or I who has attained the above qualifications.

3.6.2.5 Senior Procurement and Supply Officer Grade II - TUSS 15**In-Service Structure**

By promotion on merit of Senior Procurement and Supply Officer III with a satisfactory working experience of at least three years in that position and must be registered by *Procurement and Supplies Professionals and Technicians Board*.

3.6.2.6 Senior Procurement and Supply Officer Grade I - TUSS 16**In-Service Structure**

By promotion on merit of Senior Procurement and Supply Officer II with a satisfactory working experience of at least three years in that position, and must be registered by *Procurement and Supplies Professionals and Technicians Board*.

3.6.1.7 Principal Procurement and Supply Officer Grade III - TUSS 17**Direct Entry**

By appointment of a holder of professional qualifications such as CSP, CPSP, MCIPS, CPM or other equivalent qualifications, and must be registered by *Procurement and Supplies Professionals and Technicians Board*, plus at least five years post qualification experience in procurement and supply functions.

In-Service Structure

By promotion on merit of Senior Procurement and Supply Officer I with a satisfactory working experience of at least three years in that position.

3.6.1.8 Principal Procurement and Supply Officer Grade II - TUSS 18**In-Service Structure**

By promotion on merit of Principal Procurement and Supply Officer III with a satisfactory working experience of at least three years in that position.

3.6.1.9 Principal Procurement and Supply Officer Grade I - TUSS 19**In-Service Structure**

By promotion on merit of Principal Procurement and Supply Officer II with a satisfactory working experience of at least three years in that position.

Duties of Procurement and Supply Officers

- Assist in identifying material requirement of the College and making timely procurement at minimum costs and with due regard to users specifications
- Assist in stock-taking or verification
- Assist the development of materials management policy.
- Checking stock levels and controls inventories
- Ensure that stock replenishment is taken at the right time
- Assist in close follow up of suppliers to ensure timely deliveries of purchased materials and take appropriate corrective action on any delayed items
- Assist in review with the departmental and sectional heads, their procurement requirements and ensure that materials and service required by them are obtained at minimum costs
- Assist in tendering process.
- Assist in ensuring that goods are delivered /received promptly.

- Assist in proper implementation of stores procedures and documentation for:
 - Goods receiving inspection and quality control
 - Material handling and stock recording
 - Material requisitioning and issuing
 - Housekeeping and security of materials
- Perform any other duties assigned by Head of Procurement and Supplies Unit or other senior officers of the College.

Duties of Senior/Principal Procurement and Supplies Officer:

- Head of Procurement and Supplies Unit
- Advisor to the Deputy Provost Administration/Bursar on issues related to procurement and supplies.
- Responsible for the development or review of materials / procurement management policy.
- Prepare departmental budget.
- Plan, coordinate and control all the departmental matters.
- Scrutinize purchase orders before being forwarded for approval.
- Prepare purchase tender documents and inviting tenders from potential suppliers process and inform successful tender and ensure that goods are delivered /received promptly and in accordance with the terms at purchase
- Keep records of purchase and other sensitive documents in safe custody.
- Supervise the work of junior staff working under him/her.
- Responsible for internal training of staff in the Procurement and Supplies Unit.
- Perform any other duty as may be assigned by the Deputy Provost for Administration or other senior officers of the College.

3.7 Scheme of Service for Legal Officers and Legal Counsel/Secretary

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|----------------------------------|--------------|
| 1 | Legal Officer Grade III | TUSS 11 |
| 2 | Legal Officer Grade II | TUSS 12 |
| 3 | Legal Officer Grade I | TUSS 13 |
| 4 | Senior Legal Officer Grade III | TUSS 14 |
| 5 | Senior Legal Officer Grade II | TUSS 15 |
| 6 | Senior Legal Officer Grade I | TUSS 16 |
| 7 | Principal Legal Officer | TUSS 17 |
| 8 | Legal Counsel or Legal Secretary | TUSS 18 |

b) Method of entry and advancement to the above posts will be as follows:

3.7.1 Legal Officer Grade III - TUSS 11

Direct Entry

Holders of LLB Degree who have completed Internship plus three years working experience.

3.7.2 Legal Officer Grade II - TUSS 12

In-Service Structure

By promotion of Legal Officer III who has completed at least three years of satisfactory service in that grade.

3.7.3 Legal Officer Grade I - TUSS 13

In-Service Structure

By promotion of Legal Officer II who has completed at least three years of satisfactory service in that grade.

3.7.4 Senior Legal Officer Grade III - TUSS 14

Direct Entry

Possession of Masters Degree in Law (LLM) plus a minimum of three years working experience OR LLB Degree with at least six years working experience in similar position.

In-Service Structure

By promotion of Legal Officer I who has completed at least three years of satisfactory service in that grade.

3.7.5 Senior Legal Officer Grade II - TUSS 15

In-Service Structure

By promotion of Senior Legal Officer III who has completed at least three years of satisfactory service in that grade.

3.7.6 Senior Legal Officer Grade I - TUSS 16

In-Service Structure

By promotion of Senior Legal Officer II who has completed at least three years of satisfactory service in that grade.

3.7.7 Principal Legal Officer - TUSS 17

In-Service Structure

By promotion of Senior Legal Officer I who has completed at least three years of satisfactory service in that grade.

Duties of Legal Officers

- Indexing, filing, registering of Government/College notices and all other legal documents and ensuring their safe keeping.
- Compiling evidence relevant for court cases involving the College.
- Attending to registration of legal documents and probate matters.
- Taking charge of documents and correspondences of already assigned cases
- Dealing with legal routine correspondences addressed to the College
- Drafting prescribed legal documents and forms.
- Filing and appearing for criminal proceedings in courts
- Preparing legal briefs and provide legal advice
- Liaising with retained external legal agencies
- Scrutinizes and effects registration of leases and transfer of properties and participates in negotiations for writing up general contracts pertaining to such leases and transfer of properties.
- Any other related duties as may be assigned to him/her by the superior.

3.7.8 College Legal Counsel/Secretary – TUSS 18

A Legal Counsel or Secretary of the College shall be appointed by the College Governing Board in consultation with the Provost.

Direct Entry

By appointment of a person of integrity and a holder of Master's Degree in Law (LLM) from a recognized University, with at least three years working experience and admitted on the Roll of Advocates.

Other qualities/skills:

- Current law practising certificate.
- Strong written and oral communication.
- Strong decision making and analytical skills.
- Excellent negotiation skills
- Ability to grasp complex areas of law rapidly and accurately.
- Be computer literate.
- Be of the highest ethical standards, integrity and professionalism.
- Post qualification experience in Company Secretarial functions.
- Exhibiting sound practical judgment.
- Ability to work as a member of multi-disciplinary team.

In-Service Structure

Depending on the availability of a vacancy, promotion from **Principal Legal Officer** with at least three years of service in that grade.

Tenure

The tenure of the College Legal Counsel/Secretary shall be governed by the Regulations.

Duties of Legal Counsel/Secretary

The College Legal Counsel/Secretary shall:

- Be responsible to the Provost for all legal matters of the College.
- Be the head of the Legal Section of the College.
- Be the principal legal advisor to the College.
- Authenticate by his signature the affixing of the Common Seal of the College and the decisions made by the respective organs of governance and control of the College.
- Ensure that, secretarial, legal and corporate activities of the College are handled effectively.
- Advise the College Governing Board and Management on all contracts and agreements to be entered into between the College and third parties.
- Implement the legal processes required to affect the privileges, obligations, and rights of the College.
- Develop and manage the College's litigation functions in liaison with state law office and / or external lawyers.
- Attend court where appropriate and ensure the College operates within the law and gets effective.
- Manage the College Governing Board Secretariat, prepare and circulate in a timely manner agendas and minutes of the Board.
- Prepare and review various legal documents such as contracts, licenses, leases, sales, purchases, real estate, etc.
- Collect information and evidence for decision making of the Management.
- Examine legal information to find out the advisability of prosecuting or defending lawsuit.
- Examine material, such as publications, advertisements etc., for legal implications.
- Advise Management on government regulations, tax matters, and legal rights.
- Keep the College Management up to date on new business laws and regulations.
- Reviewing legal documents related to the company and ensuring legal safety of the company
- Directing staff of the legal department to take on different functions
- Ensuring high level secrecy and confidentiality of legal data of the company
- Keeping track of the latest amendments and regulations in law.
- Have such powers and duties as the Provost may delegate to him.

3.8 Scheme of Service for Library Administrative Staff

a) Posts and Salary Scales

| S/N | Post | Salary Scale |
|-----|----------------------------------|--------------|
| 1 | Library Assistant Grade III | TUSS 2 |
| 2 | Library Assistant Grade II | TUSS 3 |
| 3 | Library Assistant Grade I | TUSS 4 |
| 4 | Library Officer Grade II | TUSS 5 |
| 5 | Library Officer Grade I | TUSS 6 |
| 6 | Senior Library Officer Grade III | TUSS 7 |
| 7 | Senior Library Officer Grade II | TUSS 8 |
| 8 | Senior Library Officer Grade I | TUSS 9 |
| 9 | Principal Library Officer | TUSS 10 |

b) Methods of entry and advancement to the above posts will be as follows:

3.8.1 Library Assistant III (TUSS 2)

Direct Entry

Form IV leavers with three credits, two of them being English and Swahili or Form VI with two principal passes and one subsidiary. Elementary Course in Librarianship Studies, basic computer/ICT skills and previous working experience in academic library would be an added advantage.

3.8.2 Library Assistant Grade II (TUSS 3)

Direct Entry

Form IV leaver with a Certificate in Library and Information Studies, National Library Assistants Certificate offered by the Tanzania Library Service, candidate who has passed Lower Standard Library Examination or any other equivalent qualifications from a recognized institution. Basic computer/ICT skills and previous working experience in academic library would be an added advantage.

In-Service Structure

By promotion on merit from Library Assistant III who has attended and passed one year training in librarianship /library studies from a recognized Institution.

3.8.3 Library Assistant Grade I (TUSS 4)**In-Service Structure**

By promotion on merit of Library Assistant Grade II with at least three years of satisfactory service in that grade.

3.8.4 Library Officer Grade II (TUSS 5)**Direct Entry**

Possession of a Diploma in Library Archives and Documentation Studies, candidates who have passed Higher Standard Library Examination or equivalent qualifications, from a recognized Institution.

In-Service Structure

Promotion of Library Assistants I who have obtained Diploma in Library Archives and Documentation Studies or who have completed at least three years of satisfactory service in that grade plus possession of Certificate in Library and Information Studies or any other equivalent qualifications from a recognized institution.

3.8.5 Library Officer Grade I (TUSS 6)**In-Service Structure**

By promotion of Library Officer II with at least three years of satisfactory service in that grade.

3.8.6 Senior Library Officer Grade III - TUSS 7**In-Service Structure**

By promotion of Library Officer I with at least three years of satisfactory service in that grade.

3.8.7 Senior Library Officer Grade II - TUSS 8**In-Service Structure**

By promotion of Senior Library Officer III with at least three years of satisfactory service in that grade.

3.8.8 Senior Library Officer Grade I – TUSS 9**In-Service Structure**

By promotion of Senior Library Officer II with at least three years of satisfactory service in that grade

3.8.9 Principal Library Officer– TUSS 10**In-Service Structure**

By promotion of Senior Library Officer I with at least three years of satisfactory service in that grade

Duties for Library Assistants:

Depending on the level of qualifications and working experience, Library Assistants shall be assigned, by the Librarian/Library In-charge, the following duties:

- Assisting readers to locate and select materials.
- Informing readers on information and materials relevant to their special interest.
- Explaining lending rules to library users.
- Ordering and receiving library materials such as books, pictures, cards, films, slides and microfilm.
- Issuing, renewing, reserving, receiving and discharging library material.
- Identifying overdue borrowed material and issuing overdue notices to borrowers, and accepting fine payments for lost or overdue books.
- Answering enquiries of non-professional nature, and referring users/readers in need of professional assistance to Librarians.
- Recording statistics and maintaining records for use.
- Cataloguing and classification of items according to content and purpose.
- Registering readers to permit them to borrow books, periodicals, and other library materials.
- Locating library materials for loan and replacing material in shelving area, stacks, or files.
- Reinforcing and simple binding – repairing of books, using mending tape and paste and brush.
- Lending and collecting books, periodicals, videotapes, and other materials at circulation desks.
- Sorting books, publications, and other items and return them to shelves, files, or other designated storage areas according to classification code/identification number and title.

- Inspecting returned books for damage, verifying due-date, and computing and receiving any applicable fines.
- Locating library materials for readers, including books, periodicals, tape cassettes, and pictures.
- Instructing readers on how to use reference sources, card catalogues, and automated information systems.
- Maintaining records of items received, stored, issued, and returned, and filing catalogue cards according to system used.
- To ensure library shelving areas are maintained in good order to facilitate access by library users
- Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- Register new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
- Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers.
- Operate and maintain audiovisual equipment.
- Review records, such as microfilm and issue cards, in order to identify titles of overdue materials and delinquent borrowers.
- Issues borrower's identification card according to established procedures.
- Files cards in catalogue drawers according to system.
- To ensure that library materials are shelved promptly and that the collection is arranged correctly on the shelves in classified order.
- To return all borrowed material promptly to the shelves
- To ensure library shelving areas are maintained in good order to facilitate access by library users
- To participate from time-to-time in wider library initiatives relating to the maintenance of the Library's stock including; stock checks, weeding exercises etc
- General cleaning of the Library
- Perform any other related duties as may be assigned by supervisor, Director of Library Services, or other competent authority.

Duties for Library Officers:

- Assist in planning, directing and coordinating matters related to the Library
- Explaining the general arrangement and resources of the library.
- To train, guide and supervise Library Assistants.
- To assist and guide Library users
- To conduct indenting, abstracting and dissemination
- Assist in preparation of policy on selection and ordering of publications
- Analyzing users' needs to determine what information is appropriate and searching for, acquiring, and providing the information.
- Showing users how to find and evaluate information, e.g., helping users navigate the Internet so they can search for and evaluate information efficiently.
- Prepare new materials, classifying them by subject matter and describing books and other library materials to make them easy to find.
- Analyze collections and compile lists of books, periodicals, articles, audiovisual materials, and electronic resources on particular subjects.
- Collect and organize books, pamphlets, manuscripts, and other materials in a specific field.
- Provide bibliographic reader assistance and research services to library clients.

3.9 Scheme of Service for Information and Communication Technology (ICT) Staff

3.9.1 Scheme of Service for Computer Operators

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|-----------------------------|--------------|
| 1 | Computer Operator Grade III | TUSS 4 |
| 2 | Computer Operator Grade II | TUSS 5 |
| 3 | Computer Operator Grade I | TUSS 6 |

| | | |
|----|------------------------------------|---------|
| 4 | Senior Computer Operator Grade III | TUSS7 |
| 5 | Senior Computer Operator Grade II | TUSS 8 |
| 6 | Senior Computer Operator Grade I | TUSS 9 |
| 7. | Principal Computer Operator | TUSS 10 |

b) **Methods of entry and advancement to the above posts will be as follows:**

3.9.1.1 Computer Operator Grade III: T USS 4

Direct Entry

Form IV/VI plus a one year Certificate in Computer science/studies plus at least one year working experience.

3.9.1.2 Computer Operator Grade II: T USS 5

In-Service Structure

By promotion of Computer Operator III who has completed at least three years of satisfactory service in that grade and has acquired a one year certificate in computer studies.

3.9.1.3 Computer Operator Grade I: T USS 6

In-Service Structure

By promotion of Computer Operator II who has completed at least three years of satisfactory service in that grade PLUS possession of a two year Diploma in Computer Science/Studies.

3.9.1.4 Senior Computer Operator Grade III: T USS 7

Direct Entry

Holder of a Diploma in Computer Science/Studies or equivalent qualifications with at least one year working experience.

In-Service Structure

By promotion of Computer Operator I who has completed at least three years of satisfactory service in that grade.

3.9.1.5 Senior Computer Operator Grade II: T USS 8

In-Service Structure

By promotion of Senior Computer Operator III who has completed at least three years of satisfactory service in that grade.

3.9.1.6 Senior Computer Operator Grade I: T USS 9

In-Service Structure

By promotion of Senior Computer Operator II who has completed at least three years of satisfactory service in that grade.

3.9.1.7 Principal Computer Operator: T USS 10

In-Service Structure

By promotion of Senior Computer Operator I who has completed at least three years of satisfactory service in that grade.

Duties for Computer Operator

- Assisting in running students' jobs on day-to-day basis and dissemination of run jobs to students.
- Assisting in soft-maintenance on daily basis
- Reporting hardware faults or equipment malfunctions to the supervisor or ICT Technicians.
- Assist computer users encountering problems.
- Record information such as computer operating time, problems that occurred, and actions taken.
- Assist ICT Technicians / Specialist in ensuring all network connections are in place and that the network and the servers are running smoothly.
- Assist users in connecting computer peripherals, such as printers or laboratory equipment, or help new employees set up a computer.
- Ensuring that computers are running and physically secured and free of any bugs.
- Maintaining records and logging events, listing e.g. each backup that is run, each machine malfunction and program abnormal termination.
- Managing the backup systems, cycling tapes and other media, filling and maintaining printers.

- Assist in database maintenance.
- May perform any other related duties as may be assigned by one's superior.

3.9.2 Scheme of Service for Information and Communication Technology Technicians/ Specialists

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Information and Communication Technology Technician III | TUSS 11 |
| 2 | Information and Communication Technology Technician II | TUSS 12 |
| 3 | Information and Communication Technology Technician I | TUSS 13 |
| 4 | Senior Information and Communication Technology Technician III | TUSS 14 |
| 5 | Senior Information and Communication Technology Technician II | TUSS 15 |
| 6 | Senior Information and Communication Technology Technician I | TUSS 16 |
| 7 | Information and Communication Technology Specialist Grade III | TUSS 17 |
| 8 | Information and Communication Technology Specialist Grade II | TUSS 18 |
| 9 | Information and Communication Technology Specialist Grade I | TUSS 19 |
| 10 | Chief Information and Communication Technology Specialist | TUSS 20 |

b) Methods of entry and advancement for the above posts will be as follows:-

3.9.2.1 Information and Communication Technology Technician Grade III: TUSS 11

Direct Entry

Appointment of holders of B.Sc. in Computer Science, Data Processing, Computer Engineering and Information Technology, Information and Communication Technology Management, Engineering in Computer Science & Engineering or related computer studies from a recognised institution. A working experience in an ICT positions in a busy environment would be an added advantage,

3.9.2.2 Information and Communication Technology Technician Grade II: TUSS 12

In-Service Structure

By promotion of ICT Technician III who has completed at least three years of satisfactory service in that grade.

3.9.2.3 Information and Communication Technology Technician Grade I: TUSS 13

In-Service Structure

By promotion of ICT Technician II who has completed at least three years of satisfactory service in that grade.

3.9.2.4 Senior Information and Communication Technology Technician Grade III: TUSS 14

In-Service Structure

By promotion of ICT Technician I who has completed at least three years of satisfactory service in that grade.

3.9.2.5 Senior Information and Communication Technology Technician Grade II: TUSS 15

In-Service Structure

By promotion of Senior ICT Technician III who has completed at least three years of satisfactory service in that grade.

3.9.2.6 Senior Information and Communication Technology Technician Grade I: TUSS 16

In-Service Structure

By promotion of Senior ICT Technician II who has completed at least three years of satisfactory service in that grade.

Duties of ICT Technician

- Providing ICT support to the students, staff and visitors to the University.
- Assist with the maintenance and development of the email system and internet service.
- Carrying out routine preventive maintenance, diagnosis and repair of faulty components.
- Installing new software and upgrading existing applications
- Train students and other users on required computer skills and knowledge.
- Establish and maintain Log Book of ICT equipments of the College by make, date of acquisition etc.
- To provide assistance to all departments and individuals with both networked and standalone machines.
- Perform any other duties as may be assigned.

Knowledge and skills for ICT technicians:

- Knowledge of a range of ICT hardware (e.g., computers, printers, scanners, digital photographic equipment, servers).

3.9.2.7 Information and Communication Technology Specialist Grade III: TUSS 17**Direct Entry**

Appointment of holders of MSc. in Computer Science, Information Technology, Information and Communication Technology Management, or related computer studies from a recognised institution, plus a minimum of three years working experience.

Other/additional professional qualifications:

Microsoft Certified System Engineer (MCSE); Microsoft Certified System Administrator (MCSA); Cisco Certified Network Associate (CCNA); Microsoft Certified IT Professional; Red Hat Certified Engineer (RHCE)

In-Service Structure

By promotion of Senior ICT Technician I who has the above qualifications,

3.9.2.8 Information and Communication Technology Specialist Grade II: TUSS 18**In-Service Structure**

By promotion of Information and Communication Technology Specialist III who has completed at least three years of satisfactory service in that grade.

3.9.2.9 Information and Communication Technology Specialist Grade I: TUSS 19**In-Service Structure**

By promotion of Information and Communication Technology Specialist II who has completed at least three years of satisfactory service in that grade.

Duties of Information and Communication Technology Specialist

- To perform duties of Chief ICT Specialist where the post is vacant.

3.9.2.10 Chief Information and Communication Technology Specialist: TUSS 20**Direct Entry**

Appointment of holders of MSc. in Computer Science, Information Technology, Information and Communication Technology Management, Computer Mathematics or related computer studies from a recognised institution plus a minimum of seven (7) years professional work experience in relevant areas;

In-Service Structure

By promotion of Information and Communication Technology Specialist grade I who has completed at least **five** years of satisfactory service in that grade.

Other/additional professional qualifications:

- Microsoft Certified System Engineer (MCSE); Microsoft Certified System Administrator (MCSA); Cisco Certified Network Associate (CCNA); Microsoft Certified IT Professional; **OR** Red Hat Certified Engineer (RHCE)
- Experience in setup and maintenance of large storage capacity servers;
- Demonstrated initiative and problem solving skills and results delivery and ability to meet deadlines;
- Excellent interpersonal/representational skills;
- Professional, collaborative management approach with the ability to work as a member of a team;
- Ability to identify and develop new approaches and innovative ways and means to strengthen ICT management.

Duties of Chief Information and Communication Technology Specialist:

- Shall be In-charge of the **ICT** Unit, responsible for the management, installation, maintenance, availability and security of the College's network infrastructure, servers, workstation, website, hardware and software.
- Shall be responsible for supervision of all ICT staff, including training and appraisal.
- Participating in planning, organizing, co-ordinating and controlling duties related to ICT network systems and web based applications.
- Develop, implement and monitor the College's practices for data protection, internet use, e-mail, security and ICT resource management.
- Setting up and monitor computer networks, operating systems and web based applications.
- Administering maintenance of ICT network systems and web based applications.

- Responsible for regular maintenance programme and resolving failures in hardware and software and ensuring tidiness/cleaning tasks are implemented.
- Installing and monitoring licenses of software installed on College-owned computers.
- Responsible for setting up security parameters and ensuring virus checks are implemented.
- Advising on upgrading and purchasing of hardware, software and equipment required in the workshop/computer laboratory/server room.
- Consult with other ICT departments / units and other users in KCMC community for information, knowledge sharing on common issues, and analyzing possible resolutions to ICT issues.
- Ensure that the network is operational during access hours and appropriate back-up protocols are implemented.
- Provide backup support and advise computer users (staff and students) and the College Management on appropriate and efficient usage of ICT service.
- Ensuring the preparation and maintenance of documentation, manuals and user notes.
- Train staff on a wide range of applications used in the College.
- Produce audits and reports on ICT use and costs; demonstrate best value in provision of products and services.
- Be aware of and take part in the College performance management framework and participate in training and development activities as required.
- Ensuring network system security and efficiency.
- Performing other related duties as may be instructed by the Deputy Provost for Administration or other competent College authority.

3.10 Scheme of Service for Public Relations Officers

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Public Relations Officer Grade III | TUSS 11 |
| 2 | Public Relations Officer Grade II | TUSS 12 |
| 3 | Public Relations Officer Grade I | TUSS 13 |
| 4 | Senior Public Relations Officer Grade III | TUSS 14 |
| 5 | Senior Public Relations Officer Grade II | TUSS 15 |
| 6 | Senior Public Relations Officer Grade I | TUSS 16 |
| 7 | Principal Public Relations Officer Grade III | TUSS 17 |
| 8 | Principal Public Relations Officer Grade II | TUSS 18 |
| 9 | Principal Public Relations Officer Grade I | TUSS 19 |

b) Methods of entry and advancement for the above posts will be as follows:-

3.10.1 Public Relations Officer Grade III (TUSS 11)

Direct Entry:

Holder of University Degree or Advanced Diploma in Journalism/Mass Communication or equivalent qualification from a recognized University/Institution.

3.10.2 Public Relations Officer Grade II (TUSS 12)

In-Service Structure

By promotion on merit of Public Relations Officer III who has completed at least 3 years of satisfactory service in that grade.

3.10.3 Public Relations Officer Grade I (TUSS 13)

In-Service Structure

By promotion on merit of Public Relations Officer II who has completed at least 3 years of satisfactory service in that grade.

3.10.4 Senior Public Relations Officer Grade III (TUSS 14)

Direct Entry

Holder of a Masters Degree in Journalism/Mass Communication or equivalent qualifications.

In-Service Structure

By promotion on merit of Public Relations Officer I who has completed at least 3 years of satisfactory service in that grade.

3.10.5 Senior Public Relations Officer Grade II (TUSS 15)**In-Service Structure**

By promotion on merit of Senior Public Relations Officer III who has completed at least 3 years of satisfactory service in that grade.

3.10.6 Senior Public Relations Officer Grade I (TUSS – 16)**In-Service Structure**

By promotion on merit of Senior Public Relations Officer II who has completed at least 3 years of satisfactory service in that grade.

3.10.7 Principal Public Relations Officer Grade III (TUSS 17)**In-Service Structure**

By promotion on merit of Senior Public Relations Officer I who has completed at least 3 years of satisfactory service in that grade.

3.10.8 Principal Public Relations Officer Grade II (TUSS 18)**In-Service Structure**

By promotion on merit of Principal Public Relations Officer III who has completed at least 3 years of satisfactory service in that grade.

3.10.9 Principal Public Relations Officer Grade I (TUSS 19)**In-Service Structure**

By promotion on merit of Principal Public Relations Officer II who has completed at least 3 years of satisfactory service in that grade.

Duties for Public Relations Officer

- To spell out areas of co-operation between this Institution and external institutions.
- To propose Institutions with which to establish relations for approval by the Vice-Chancellor/Provost
- To draw up terms of co-operation
- To communicate with external Institutions for purpose of co-operation
- To facilitate entry and exit of personnel from the External Institutions
- To prepare accommodation and any other amenities that expatriates may need
- To perform any other duties of a Public Relations Officer

3.11 SCHEME OF SERVICE FOR ESTATE OFFICERS**a) Posts and Salary Scales**

| S/N | POST | SALARY SCALE |
|-----|------------------------------------|--------------|
| 1 | Estate Officer Grade III | TUSS 11 |
| 2 | Estate Officer Grade II | TUSS 12 |
| 3 | Estate Officer Grade I | TUSS 13 |
| 4 | Senior Estate Officer Grade III | TUSS 14 |
| 5 | Senior Estate Officer Grade II | TUSS 15 |
| 6 | Senior Estate Officer Grade I | TUSS 16 |
| 7 | Principal Estate Officer Grade III | TUSS 17 |
| 8 | Principal Estate Officer Grade II | TUSS 18 |
| 9 | Principal Estate Officer Grade I | TUSS 19 |

b) Methods of entry and advancement for the above posts will be as follows:-**3.11.1 Estate Officer III - TUSS 11****Direct Entry**

Possession of a Degree or Advanced Diploma in Estate Management or Environmental Engineering or equivalent qualifications from a recognised Institution.

3.11.2 Estate Officer II - TUSS 12

Direct Entry

Possession of a Degree or Advanced Diploma in Estate Management or Environmental Engineering or equivalent qualifications from a recognised Institution with at least three years working experience in a similar position.

In-Service Structure

By promotion on merit of Estate Officer III who has completed at least three years of satisfactory service in that grade.

3.11.3 Estate Officer I - TUSS 13

Direct Entry

Possession of a Degree or Advanced Diploma in Estate Management or Environmental Engineering or equivalent qualifications from a recognised Institution with at least three years working experience in a similar position.

In-Service Structure

By promotion on merit of Estate Officer II who has completed at least three years of satisfactory service in that grade.

3.11.4 Senior Estate Officer III - TUSS 14

Direct Entry

Possession of Masters Degree in Estate Management or Environmental Engineering or equivalent qualifications from a recognised Institution with at least three years working experience in a similar position.

Possession of a Degree or Advanced Diploma in Estate Management or Environmental Engineering or equivalent qualifications from a recognised Institution with at least six years working experience in a similar position.

In-Service Structure

By promotion on merit of Estate Officer I who has completed at least three years of satisfactory service in that grade.

3.11.5 Senior Estate Officer II - TUSS 15

In-Service Structure

By promotion on merit of Senior Estate Officer III who has completed at least three years of satisfactory service in that grade.

3.11.6 Senior Estate Officer I - TUSS 16

In-Service Structure

By promotion on merit of Senior Estate Officer II who has completed at least three years of satisfactory service in that grade.

3.11.7 Principal Estate Officer III - TUSS 17

In-Service Structure

By promotion on merit of Senior Estate Officer I who has completed at least three years of satisfactory service in that grade.

3.11.8 Principal Estate Officer II - TUSS 18

In-Service Structure

By promotion on merit of Principal Estate Officer III who has completed at least three years of satisfactory service in that grade.

3.11.9 Principal Estate Officer I - TUSS 19

In-Service Structure

By promotion on merit of Principal Estate Officer II who has completed at least three years of satisfactory service in that grade.

Duties of Estates Officer

- Assist in overseeing all activities related to maintenance of buildings, grounds, roads, plants, water system, and motor vehicles.

- Assist in designing appropriate location of centres, buildings, drainage system/sanitation, landscaping.
- Advise on preparation of tenders in constructions
- Supervision of contractual building works
- Supervision general cleanliness and disposal of rubbish
- Keeping equipment in good conditions and ordering replacements
- Ensuring fire safety, maintenance of fire extinguishers
- Performing other related duties as may be assigned by one's Superior.

3.12 Schemes of Service for Students Administration Staff

3.12.1 Games and Sports Coaches

a) Posts and Salary Scales

| S/N | POSTS | SALARY SCALES |
|-----|--------------------------------------|---------------|
| 1 | Games and Sports Coach III | TUSS 6 |
| 2 | Games and Sports Coach II | TUSS 7 |
| 3 | Games and Sports Coach I | TUSS 8 |
| 4 | Senior Games and Sports Coach III | TUSS 9 |
| 5 | Senior Games and Sports Coach II | TUSS 10 |
| 6 | Senior Games and Sports Coach I | TUSS 11 |
| 7 | Principal Games and Sports Coach III | TUSS 12 |
| 8 | Principal Games and Sports Coach I | TUSS 13 |
| 9 | Principal Games and Sports Coach I | TUSS 14 |

b) Methods of entry and advancement to the above posts will be as follows:

3.12.1.1 Games and Sports Coach III: TUSS 6

Direct Entry

Possession of a Certificate in Physical Education and Health Issues plus at least one year working experience.

Additional qualifications: Courses, workshops, and symposiums in coaching, sports administration.

3.12.1.2 Games and Sports Coach II: TUSS 7

Direct Entry

Possession of a Diploma in Physical Education and Health Issues plus at least one year working experience.

In-Service Structure

By promotion of Games and Sports Coach III who has completed with at least three years of satisfactory service in that grade.

3.12.1.3 Games and Sports Coach I: TUSS 8

In-Service Structure

By promotion of Games and Sports Coach II who has completed with at least three years of satisfactory service in that grade.

3.12.1.4 Senior Games and Sports Coach III: TUSS 9

In-Service Structure

By promotion of Games and Sports Coach I who has completed with at least three years of satisfactory service in that grade.

3.12.1.5 Senior Games and Sports Coach II: TUSS 10

In-Service Structure

By promotion of Senior Games and Sports Coach III who has completed at least three years of satisfactory service in hat grade.

3.12.1.6 Senior Games and Sports Coach I: TUSS 11

Direct Entry

Possession of a first degree/Advanced Diploma in Physical Education and Health Issues plus at least one year working experience.

In-Service Structure

By promotion of Senior Games and Sports Coach II who has completed at least three years of satisfactory service in that grade.

3.12.1.7 Principal Games and Sports Coach III: T USS 12

In-Service Structure

By promotion of Senior Games and Sports Coach I who has completed at least three years of satisfactory service in that grade.

3.12.1.8 Principal Games and Sports Coach II: T USS 13

In-Service Structure

By promotion of Principal Games and Sports Coach II who has completed at least 3 years of satisfactory service in that grade.

3.12.1.9 Principal Games and Sports Coach I: TUS S 14

In-Service Structure

By promotion of Principal Games and Sports Coach II who has completed at least 3 years of satisfactory service in that grade.

Duties of Games and Sports Coach

- Responsible for coaching College athletic teams; choosing team members; developing game/sports strategies
- Responsible for getting athletic teams ready to play competitively in games, tournaments, and championships.
- To put together a team of the best athletes available in the specific game/sport.
- Tryout sessions at the beginning of each season and invite the outstanding and most promising athletes to be part of the team.
- Promoting sports activities for both staff and students.
- Recruits students to play on various games/sports teams,
- Evaluate each athlete's assets, drawbacks, and skills to determine who will be of greatest value to the team.
- Sets times for the team to have practice sessions and meetings.
- Putting scheduled events on the calendar and notifying team members and others of the dates.
- Responsible for scheduling practice areas, and transportation when games are played away from the College.
- Taking charge of playing grounds, courts and equipment.
- Develop budgets, order equipment, keep it repaired and accounted for.
- Providing information about health, nutrition, and fitness to the teams.
- Performing other related duties as may be assigned.

3.12.2 Scheme of Service for Wardens

a) Posts and Salary Scales

| S/N | POSTS | SALARY SCALES |
|------------|-------------------------|----------------------|
| 1 | Warden Grade III | TUSS 8-9 |
| 2 | Warden Grade II | TUSS 10 |
| 3 | Warden Grade I | TUSS 11 |
| 4 | Senior Warden Grade III | TUSS 12 |
| 5 | Senior Warden Grade II | TUSS 13 |
| 6 | Senior Warden Grade I | TUSS 14 |
| 7 | Principal Warden | TUSS 15-16 |

b) Methods of entry and advancement to the above posts will be as follows:

3.12.2.1 Warden Grade III: T USS 8-9

Direct Entry

Holder of a Diploma in Education or Students' Counselling or Students' Administration with at least one year working experience of managing students in a university or educational institute of good reputation. The candidate should have the ability to deal with students, handling disciplinary issues of students, their grievances and to manage hostels.

3.12.2.2 Warden Grade II: TUSS 10

In-Service Structure

By promotion of Warden III who has completed at least three years of satisfactory service in that grade.

3.12.2.3 Warden Grade I: TUSS 11

Direct Entry

Holder of a degree in Education or Students' Counselling or Students' Administration with three years working experience.

In-Service Structure

By promotion of Warden II who has completed at least three years of satisfactory service in that grade.

3.12.2.4 Senior Warden Grade III: TUSS 12

In-Service Structure

By promotion of Warden I who has completed at least three years of satisfactory service in that grade.

3.12.2.5 Senior Warden Grade II: TUSS 13

In-Service Structure

By promotion of Senior Warden III who has completed at least three years of satisfactory service in that grade.

3.12.2.6 Senior Warden Grade I: TUSS 14

In-Service Structure

By promotion of Senior Warden II who has completed at least three years of satisfactory service in that grade.

Duties of Warden

- Undertaking the administration of students' welfare service in the area of accommodation, catering, health and recreation.
- Allocation of rooms to students.
- Keeping records of students in each hostel
- Keeping records of furniture and equipment in each hostel
- Solving problems of students pertaining to their rooms
- Maintaining cleanliness of hostels
- Assisting the Dean of Students in providing students' counselling and guidance in the hostels and within the College/campus.
- Assist in seeing to it that the College by-laws and regulations guiding students' life in hostels and within the College/campus are being observed and taking necessary action where such by-laws or regulations are violated.
- Assist the Dean of students in advising the Students Organization.
- Advising Students in the operation of the University Students Organization and supervise the conduct of general election of the Organization Leadership.
- Assist the Dean of students in any other administrative task as will be prescribed by the Dean of Students.
- Perform any other duties as may be assigned by competent College authority.

3.12.2.7 Principal Warden: TUSS 15- 16

In-Service Structure

By promotion of Senior Warden Grade I who has completed at least 3 years of satisfactory service in that grade.

Duties of Principal Warden

- In-charge/ overseer of the management of students' hostels and the staff working there.
- Assist in framing proper rules for the guidance of the boarders.
- Responsible for the maintenance of discipline in the hostels.
- May serve as Co-coordinator of students counselling and guidance service in the College.
- Take regular/surprise inspections of the hostel rooms at any time during the day or night and the students shall voluntarily co-operate in allowing him/her to do his/her duties without any interruptions
- May act as Dean of Students when the Dean is away.

3.13 Scheme of Service for Typists, Personal Secretaries and Office Management Assistants:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|---------------------------------------|--------------|
| 1 | Typist Grade I | TUSS 5 |
| 2 | Personal Secretary Grade III | TUSS 6 - 7 |
| 3 | Personal Secretary Grade II | TUSS 8 - 9 |
| 4 | Personal Secretary Grade I | TUSS 10 - 11 |
| 5 | Office Management Assistant Grade III | TUSS 12 |
| 6 | Office Management Assistant Grade II | TUSS 13 |
| 7 | Office Management Assistant Grade I | TUSS 14 |
| 8 | Senior Office Management Assistant | TUSS 15 - 16 |

b) Methods of entry and advancement to the above posts will be as follows:

3.13.1 Typist Grade 1 - TUSS 5

- Appointment of candidates with National Business Examination (NABE – Stage II) Certificate with passes in the following subjects: Typewriting Stage II, Office Practice Stage II, Secretarial Duties Stage II and English Language Stage II.
- Must be literate in computer applications – MS WINDOWS, MS OFFICE (WORD, EXCEL, ACCESS, POWERPOINT, PUBLISHER).
- Plus a minimum of three years working experience in a recognised institution.

Additional skills for Typist:

- Good command of English grammar, spelling and punctuation
- Good communication skills
- Able to be discreet – especially when dealing with confidential information.

Duties for Typists

- Typing of various forms of business correspondence, such as letters, memoranda, circulars, statements.
- Typing of other documents/material, e.g., minutes, charts, tables, course outlines, reports, invoices, application forms,
- Using computers for other tasks like spreadsheets and databases - data entry
- Operating various office equipment – e.g. fax machine, photocopier, scanner.
- Answering phone calls and transfer to appropriate staff member.
- Direct callers or visitors to the person or department they need to see or talk to.
- Filing records and reports, sorting and distributing mail.
- Maintain hard copy and electronic filing system.
- Perform any other duties as may be assigned by senior College Officers.

3.13.2 Personal Secretary Grade III - TUSS 6 - 7

Direct Entry

- Appointment of a holder of one year Basic Technician Certificate in Secretarial Studies conducted by the Tanzania Public Service College or any other accredited institution, **OR**
- National Business Examination (NABE - Stage III) Certificate with passes in the following subjects: Typewriting Stage III, English Short Hand 80 w.p.m, Hatimkato 80 m.k.d – (Kiswahili Shorthand), English Language III.
- Must be literate in computer applications – MS WINDOWS, MS OFFICE (WORD, EXCEL, ACCESS, POWERPOINT, PUBLISHER).

In-Service Structure

- Promotion of Typist grade I who has successfully completed three years in that grade and has attained one year Basic Technician Certificate in Secretarial Studies **OR** National Business Examination (NABE - Stage III) Certificate with passes in the following subjects: Typewriting Stage III, Short Hand (English) 80 w.p.m, Hatimkato 80 m.k.d – (Kiswahili Shorthand), English Language III.

3.13.3 Personal Secretary Grade II - TUSS 8 – 9

Direct Entry

- Appointment of a holder of a two-year Diploma in Secretarial Studies conducted by the Tanzania Public Service College or any other accredited institution.

In-Service Structure

Promotion of Personal Secretary grade III who has served successfully for at least three years in that grade, OR who has attained Diploma in Secretarial Studies.

3.13.4 Personal Secretary Grade I - T USS 10 – T USS 11

Direct Entry

Appointment of a holder of a three-year Advanced Diploma or Degree in Secretarial Studies from a recognised institution.

Appointment of a holder of a two-year Diploma Course in Secretarial Studies plus a **minimum of three years** working experience post-graduation.

In-Service Structure

Promotion on merit of personal Secretary Grade II who has served successfully for a minimum of three years in that grade and has attained shorthand 100/120 words per minute speed in English/Kiswahili **OR** who has attended and passed Diploma in Secretarial Studies.

3.13.5 Office Management Assistant Grade III - T USS 12

Direct Entry

Appointment of a holder of a three year Advanced Diploma or Degree in Secretarial Studies plus at least **three** years working experience in a similar position.

Appointment of a holder of two year Diploma Course in Secretarial Studies plus at least **five years** working experience in a similar position.

In-Service Structure

Promotion on merit of Personal Secretary grade I who has served successfully for at least three years in that grade.

3.13.6 Office Management Assistant Grade II - T USS 13

Direct Entry

Appointment of a holder of a three year Advanced Diploma or Degree in Secretarial Studies plus at least **six years** working experience in a similar position.

In-Service Structure

Promotion on merit of Office Management Assistant III who has served successfully for at least three years in that grade.

3.13.7 Office Management Assistant Grade I - T USS 14

Direct Entry

Appointment of a holder of a three year Advanced Diploma or Degree in Secretarial Studies plus more than **six** years working experience in a similar position.

In-Service Structure

Promotion on merit of Office Management Assistant II who has served successfully for at least 3 years in that grade. And/or who has successfully completed a four-week Management Training for Office Management Assistants **Level I** conducted by the Tanzania Public Service College or any other accredited institution.

3.13.8 Senior Office Management Assistant - T USS 15 - 16

In-Service Structure

Promotion on merit of Office Management Assistant I who has served successfully for at least three years in that grade, and/or who has attended and passed a four-week Management Training Course for Office Management Assistants/Secretaries Level II conducted by the Tanzania Public Service College or any other accredited institution.

Additional skills for Personal Secretaries and Office Management Assistants:

- Good communication and writing skills
- Able to be discreet – especially when dealing with confidential information.
- Efficiency, organization and promptness.
- Knowledge about advanced software applications.

Duties for Personal Secretaries and Office Management Assistants

- Type both open and confidential letters/matters
- Maintain confidentiality while handling office documents, files/papers
- Maintain a diary of appointments for the executive, advising them of available time and reminding them of appointments and meetings as requested
- Receive all visitors with courtesy and decorum, ascertain the nature of the visitor's business and relay information to his/her officer
- Answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials
- Maintain proper files, both for important paper documents as well as for the electronic ones
- Answering independently routine correspondence such as acknowledgement, following up outstanding replies.
- Assist in arranging, organizing and scheduling conferences and meetings and inform the respective members about the meeting and its agenda
- Make arrangements for providing refreshments during meetings or in a regular day's work
- Make travel arrangements for supervisors, College Executives and Guests.
- Track information regarding office budgets
- Handling office stationery
- Monitor the mails and faxes
- Help the immediate supervisor in developing computer presentations
- Assume responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions
- Relay oral messages and instructions from executives to his subordinates
- Take down dictations where necessary
- Perform other duties as may be assigned by College Authorities

Additional Responsibilities for Office Management Assistant

- Provide high-level administrative support for an office and for top executives of an organization.
- They may handle more complex responsibilities such as reviewing incoming memos, and reports in order to determine their significance and to plan for their distribution.
- Prepare agendas and make arrangements for meetings of committees and boards.
- Prepare statistical reports.

3.14 Schemes of Service for Registry Assistants/Records Management Assistants:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|------------|--|---------------------|
| 1 | Registry /Records Management Assistant Grade III | TUSS 3 |
| 2 | Registry /Records Management Assistant Grade II | TUSS 4 |
| 3 | Registry /Records Management Assistant Grade I | TUSS 5 |
| 4 | Senior Registry /Records Management Assistant Grade III | TUSS 6 |
| 5 | Senior Registry /Records Management Assistant Grade II | TUSS 7 |
| 6 | Senior Registry /Records Management Assistant Grade I | TUSS 8 |
| 7 | Principal Registry /Records Management Assistant Grade III | TUSS 9 |
| 8 | Principal Registry /Records Management Assistant Grade II | TUSS 10 |
| 9 | Principal Registry /Records Management Assistant Grade I | TUSS 11 |

b) Methods of entry and advancement for the above posts will be as follows:

3.14.1 Registry /Records Management Assistant Grade III - TUSS 3

Direct Entry

Appointment of a holder of Certificate of Secondary Education (Form Four) with three credits including English, or Advanced Certificate of Secondary Education (Form Six) with principal pass in English, plus knowledge of computer applications – MS WINDOWS, MS OFFICE. A working experience of at least one year in a Registry will be an added advantage.

3.14.2 Registry /Records Management Assistant II - TUSS 4

Direct Entry

Appointment of a holder of Certificate of Secondary Education (Form Four) or Advanced Certificate of Secondary Education (Form Six) plus Certificate in Records Management conducted by the Tanzania Public

Service College or any other accredited institution, plus knowledge of computer applications – MS WINDOWS, MS OFFICE. A working experience of at least one year in a Registry will be an added advantage.

In-Service Structure

Promotion of Registry/Records Management Assistant III who has attended and attained Certificate in Records Management from a recognized Institution.

3.14.3 Registry/Records Management Assistant I - TUSS 5

Direct Entry

Diploma in Records Management conducted by the Tanzania Public Service College or any other accredited institution, plus knowledge of computer applications – MS WINDOWS, MS OFFICE. A working experience of at least one year in a Registry will be an added advantage.

In-service structure

Promotion of Registry /Records Management Assistant II who has successfully served for at least three years in that grade.

3.14.4 Senior Registry /Records Management Assistant III - TUSS 6

Direct Entry

Diploma in Records Management, Higher Registry Management Course/Exam, knowledge of computer applications – MS WINDOWS, MS OFFICE, plus at least three years working experience in a similar position.

In-Service Structure

Promotion of Registry /Records Management Assistant I who has successfully served for at least three years in that grade.

3.14.5 Senior Registry /Records Management Assistant II - TUSS 7

In-Service Structure

Promotion of Senior Registry /Records Management Assistant III who has successfully served for at least three years in that grade.

3.14.6 Senior Registry /Records Management Assistant I - TUSS 8

In-Service Structure

Promotion of Senior Registry /Records Management Assistant II who has successfully served for at least three years in that grade.

3.14.7 Principal Registry /Records Management Assistant Grade III - TUSS 9

In-Service Structure

Promotion of Senior Registry /Records Management Assistant I who has successfully served for at least three years in that grade.

3.14.8 Principal Registry /Records Management Assistant Grade II - TUSS 10

In-Service Structure

Promotion of Principal Registry /Records Management Assistant III who has successfully served for at least three years in that grade.

3.14.9 Principal Registry /Records Management Assistant Grade I - TUSS 11

In-Service Structure

Promotion of Principal Registry /Records Management Assistant II who has successfully served for at least three years in that grade.

Duties of Registry /Records Management Assistants

- Handling registration of incoming and outgoing mails
- Sorting, addressing and despatching letters/documents
- Identifying, classifying, storing, and retrieval records
- Searching/finding files as requested by different Officers
- Ensuring correct distribution of files to scheduled Officers for action
- Maintaining file / records movement register/book
- Ensuring proper filing of letters/documents, indexing and file movement
- Returning files to the cabinets/racks and arrange them in proper order
- Checking files in cabinets/racks periodically and ensuring order and neatness

- Weed out inactive files, i.e. old closed volumes, files for people who have died, resigned, retired, and those who have been dismissed or terminated
- Overseeing Registry Office cleanliness
- Requisition of stationery and office equipment
- Security of the office and its equipment
- Any other duties as may be assigned by the superior

Duties of Senior or Principal Registry /Records Management Assistants

- Head of the Registry / Records Management Office/Section
- Enforcing policies and practices regarding records, including their organization and disposal.
- Classifying, storing, securing, and destruction (or in some cases, archival preservation) of records.
- Developing a records storage plan, which includes the short and long-term housing of physical records and digital information
- Preserve and dispose of records in accordance with the College Regulations.
- Maintaining an inventory of the records disposed of, including certification that they have been destroyed.
- Any other duties as may be assigned by his/her superior

3.15 Scheme of Service for Drivers:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|----------------------------|--------------|
| 1 | Driver Grade III | TUSS 2 |
| 2 | Driver Grade II | TUSS 3 |
| 3 | Driver Grade I | TUSS 4 |
| 4 | Senior Driver Grade III | TUSS 5 |
| 5 | Senior Driver Grade II | TUSS 6 |
| 6 | Senior Driver Grade I | TUSS 7 |
| 7 | Principal Driver Grade III | TUSS 8 |
| 8 | Principal Driver Grade II | TUSS 9 |
| 9 | Principal Driver Grade I | TUSS 10 |

b) Methods of entry and advancement for the above posts will be as follows

3.15.1 Driver Grade III - TUSS 2

Direct Entry

Appointment of a Form Four Leaver with three credits including English, a valid and clean (without accidents) Class 'C' driving licence, possession of Trade Test III in Motor Driving or MV Mechanics plus driving experience of at least one year. The candidate must be a minimum of 21 years of age. **OR**

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, provided the age and safe driving record requirements are met.

Knowledge, Skills, and Abilities

- Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
- Knowledge of basic automotive maintenance procedures.
- Ability to deal effectively and patiently with others.
- Ability to understand and follow oral and written instructions.

3.15.2 Driver Grade II - TUSS 3

In-Service Structure

By promotion from Driver III after accident free service as driver for at least three years.

3.15.3 Driver Grade I - TUSS 4

In-Service Structure

By promotion from Driver II after accident free service as driver for at least three years.

3.15.4 Senior Driver Grade III - TUSS 5

Direct Entry

Appointment of a Form Four Leaver with three credits including English, a valid and clean (without accidents) Class 'C' driving licence, possession of Trade Test III in Motor Driving or MV Mechanics or who has passed Advanced Drivers' Course Stage I from the National Institute of Transport or any other recognised Institution, plus driving experience of at least three years in a similar position.

In-Service Structure

By promotion from Driver after accident free service as driver for at least three years.

3.15.5 Senior Driver Grade II - TUSS 6

Direct Entry

Appointment of a Form Four Leaver with three credits including English, a valid and clean (without accidents) Class 'C' driving licence, possession of Trade Test II in Motor Driving or MV Mechanics or who has passed Advanced Drivers' Course Stage II from the National Institute of Transport or any other recognised Institution, plus driving experience of at least three years in a similar position

In-Service Structure

By promotion from Senior Driver III after accident free service as driver for at least three years

3.15.4 Senior Driver Grade I - TUSS 7

Direct Entry

Appointment of a Form Four Leaver with three credits including English, a valid and clean (without accidents) Class 'C' driving licence, possession of Trade Test I or Full Technician Certificate in Motor Driving or MV Mechanics or who has passed Advanced Drivers' Course Stage II from the National Institute of Transport or any other recognised Institution, plus driving experience of at least three years in a similar position

In-Service Structure

By promotion from Senior Driver II after accident free service as driver for at least three years.

3.15.5 Principal Driver Grade III - TUSS 8

In-Service Structure

By promotion from Senior Driver I after accident free service as driver for at least three years.

3.15.6 Principal Driver Grade II - TUSS 9

In-Service Structure

By promotion from **Principal** Driver III after accident free service as driver for at least three years.

3.15.7 Principal Driver Grade I - TUSS 10

In-Service Structure

By promotion from **Principal** Driver II after accident free service as driver for at least three years.

DUTIES FOR DRIVERS

- Transporting students and staff members;
- Fuelling the vehicles;
- Keeps the assigned vehicle(s) clean inside and outside;
- Maintains accurate, up-to-date records on trip sheet (log-sheet), purpose of trip, mileage, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management;
- To ensure that vehicles and components/spare parts are in good condition and to conduct regular check-up/maintenance to ensure road-worthiness of the vehicles;
- Ensuring that periodic scheduled vehicle maintenance is completed and reported;
- Assisting passengers and handicapped customers in and out of the vehicle;
- Fulfilling special requests like picking up and delivering items as directed and running errands;
- Providing other services as requested by Management when not engaged in transportation service.

3.16 Scheme of Service for Security Guards:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|------------------------------------|--------------|
| 1 | Security Guard Grade III | TUSS 1 |
| 2 | Security Guard Grade II | TUSS 2 |
| 3 | Security Guard Grade I | TUSS 3 |
| 4 | Senior Security Guard Grade III | TUSS 4 |
| 5 | Senior Security Guard Grade II | TUSS 5 |
| 6 | Senior Security Guard Grade I | TUSS 6 |
| 7 | Principal Security Guard Grade III | TUSS 7 |
| 8 | Principal Security Guard Grade II | TUSS 8 |
| 9 | Principal Security Guard Grade I | TUSS 9 |

b) Methods of entry and advancement for the above posts will be as follows

3.16.1 Security Guard Grade III - TUSS 1

Direct Entry:

Holder of Certificate of Secondary Education (Form Four) followed by either National Service Training or successful completion of special Police Training or Full People's Militia Training, plus a minimum of one year experience in security field

3.16.2 Security Guard Grade II - TUSS 2

In-Service structure:

By promotion on merit from Security Guard Grade III with at least 3 years of satisfactory service in that grade and have successfully completed Auxiliary Police Training.

3.16.3 Security Guard Grade I - TUSS 3

In-service structure:

By promotion on merit from Security Guard Grade II with at least 3 years of satisfactory service in that grade plus a Certificate in Law or Prosecutors Course from a recognized Institution.

3.16.4 Senior Security Guard Grade III - TUSS 4

In-service structure:

By promotion on merit from Security Guard Grade I with at least 3 years of satisfactory service in that grade.

3.16.5 Senior Security Guard Grade II - TUSS 5

In-service structure:

By promotion on merit from Senior Security Guard Grade III with at least 3 years of satisfactory service in that grade.

3.16.6 Senior Security Guard Grade I - TUSS 6

In-service structure:

By promotion on merit from Senior Security Guard Grade II with at least 3 years of satisfactory service in that grade.

3.16.7 Principal Security Guard Grade III - TUSS 7

In-service structure:

By promotion on merit from Senior Security Guard Grade I with at least 3 years of satisfactory service in that grade.

3.16.8 Principal Security Guard Grade II - TUSS 8

In-service structure:

By promotion on merit from Principal Security Guard Grade III with at least 3 years of satisfactory service in that grade.

3.16.9 Principal Security Guard Grade I - TUSS 9

In-service structure:

By promotion on merit from Principal Security Guard Grade II with at least 3 years of satisfactory service in that grade.

Knowledge, Skills and Abilities for Security Guard:

- Knowledge of basic security and fire inspection procedures.
- Skill in both verbal and written communication.
- Skill in observing situations and decision making.
- Skill in dealing courteously with public.

Knowledge, Skills and Abilities for Senior / Principal Security Guards::

- Knowledge of basic security and fire inspection procedures.
- Skill in both verbal and written communication.
- Skill in observing situations and decision making.
- Skill in dealing courteously with the public.
- Skill in leading the work of others.

DUTIES OF SECURITY GUARDS

- Guard, patrol, or monitor College premises to prevent theft, violence, or infractions (breach, violation) of rules.
- Patrol College premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Monitor and authorize entrance and departure of visitors, and other persons to guard against theft and maintain security of premises.
- To protect people and prevent damage or destruction to College property.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- To ensure proper usage of Gate Passes, visitors, vehicles and property
- To ensure that property taken out of gate is properly documented
- To ensure that buildings and other property are well guarded
- To report on any incident detrimental to the safety of the College.
- may be responsible for maintaining certain College rules, e.g., requiring employees and students to show their Identity Cards when entering the campus; or monitoring safety standards and reporting hazards; blocked exits, fire safety, etc.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Take messages, answer questions, and provide information during non-business hours, i.e., when offices are closed.
- Patrols assigned areas on foot, checking for fires, vandalism, suspicious activity or persons or safety/fire hazards.
- Checks doors and windows of buildings to ensure they are tightly closed and locked; notes in written log any unlocked doors/windows; submits information to supervisor.
- Assists any persons in building or on grounds needing directions or College information.

Duties for Senior / Principal Security Guards:

Incumbents in this classification perform regular security duties similar to the junior Security Guards, but are distinguished by the lead/co-ordination responsibilities:

- Schedules and coordinates work activities of junior security guards in maintaining security and safety of people and property in assigned area of College.
- Schedules other security guards to cover required shifts and oversees work activity during shift.
- Trains other security guards in performance of duties.
- Patrols assigned area on foot, checking for fires, vandalism, suspicious activity or persons, safety/fire hazards and reports circumstances to his/her supervisor for correction or follow-up actions.
- Checks doors and windows of building to ensure they are tightly closed and locked; notes in written log any unlocked doors/windows; submits information to supervisor.
- Assists any persons in building or grounds needing direction or College information.
- Prepares incidents reports.

3.17 Schemes of Service for Office Assistants:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--------------------------------------|--------------|
| 1 | Office Assistant Grade III | TUSS 1 |
| 2 | Office Assistant Grade II | TUSS 2 |
| 3 | Office Assistant Grade I | TUSS 3 |
| 4 | Senior Office Assistant Grade III | TUSS 4 |
| 5 | Senior Office Assistant Grade II | TUSS 5 |
| 6 | Senior Office Assistant Grade I | TUSS 6 |
| 7 | Principal Office Assistant Grade III | TUSS 7 |
| 8 | Principal Office Assistant Grade II | TUSS 8 |
| 9 | Principal Office Assistant Grade I | TUSS 9 |

b) Methods of entry and advancement for the above posts will be as follows

3.17.1 Office Assistant Grade III - TUSS 1

Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with three credit passes including Kiswahili and English languages. Attendance of Office Assistants' seminar or course, knowledge of computer applications will be an added advantage.

3.17.2 Office Assistant Grade II - TUSS 2

Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with three credit passes including Kiswahili and English languages **plus three years** working experience. Attendance of Office Assistants' seminar or course, knowledge of computer applications will be an added advantage.

In-service structure:

By promotion on merit of Office Assistant grade III who has satisfactorily served in that grade for at least 3 years.

3.17.3 Office Assistant Grade I - TUSS 3

Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with three credit passes including Kiswahili and English languages **plus three years** working experience. Attendance of Office Assistants' seminar or course, knowledge of computer applications will be an added advantage.

In-service structure:

By promotion on merit of Office Assistant grade II who has satisfactorily served in that grade for at least three years.

3.17.4 Senior Office Assistant Grade III- TUSS 4

Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with three credit passes including Kiswahili and English languages **plus three years** working experience. Attendance of Office Assistants' seminar or course, knowledge of computer applications will be an added advantage.

In-service structure:

By promotion on merit of Office Assistant grade I who has satisfactorily served in that grade for at least three years.

3.17.5 Senior Office Assistant Grade II - TUSS 5

In-service structure:

By promotion on merit of Senior Office Assistant grade III who has satisfactorily served in that grade for at least three years.

3.17.6 Senior Office Assistant Grade I - TUSS 6

In-service structure:

By promotion on merit of Senior Office Assistant grade II who has satisfactorily served in that grade for at least three years.

3.17.7 Principal Office Assistant Grade III - TUSS 7

In-service structure:

By promotion on merit of Senior Office Assistant grade I who has satisfactorily served in that grade for at least three years.

3.17.8 Principal Office Assistant Grade II - TUSS 8

In-service structure:

By promotion on merit of Principal Office Assistant grade III who has satisfactorily served in that grade for at least three years.

3.17.9 Principal Office Assistant Grade I - TUSS 9

In-service structure:

By promotion on merit of Principal Office Assistant grade II who has satisfactorily served in that grade for at least three years.

Skills and Abilities for Office Assistants:

- Ability to handle multiple tasks efficiently
- Ability to prioritize work and assignments effectively
- Good communications skills
- Time management skills
- Proactive (taking initiative)

DUTIES FOR OFFICE ASSISTANTS:

- Maintain and clean-up of office premises and front and back garden/areas.
- Ensure that toilets are clean and necessary supplies are available such as toilet rolls, soap, clean towels, etc.
- Dusting furniture and other office equipment.
- Dispatching/distributing files, letters, memos, faxes and other documents to respective Officers/Staff
- Recording movement of files
- Perform general clerical duties, e.g., photocopying, faxing, mailing, and filing.
- Answer telephone and transfer calls to appropriate staff member, or take messages, when secretary is absent or occupied.
- Assist in making arrangements for meetings, in-house workshops (i.e. arranging tables, chairs, boards etc and re-arranging after completion of event).
- Attend clients and visitors as and when required.
- Providing refreshments to staff and visitors
- Providing refreshments during meetings
- Postage services
- Any other duties as may be assigned by his/her superiors

3.18 Scheme of Service for Office Receptionists

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|---|--------------|
| 1 | Office Receptionist Grade III | TUSS 4 |
| 2 | Office Receptionist Grade II | TUSS 5 |
| 3 | Office Receptionist Grade I | TUSS 6 |
| 4 | Senior Office Receptionist Grade III | TUSS 7 |
| 5 | Senior Office Receptionist Grade II | TUSS 8 |
| 6 | Senior Office Receptionist Grade I | TUSS 9 |
| 7 | Principal Office Receptionist Grade III | TUSS 10 |
| 8 | Principal Office Receptionist Grade II | TUSS 11 |
| 9 | Principal Office Receptionist Grade I | TUSS 12 |

b) Methods of entry and advancement for the above posts will be as follows

3.18.1 Office Receptionist Grade III: TUSS 4

Direct Entry

Appointment of Form IV leavers with passes in English, Kiswahili and Basic Mathematics, and who have attended a certificate course in Front Office/ Reception and Telephone Operation from a recognised institution.

3.18.2 Office Receptionist Grade II: TUSS 5

In-Service Structure

By promotion of Office Receptionist Grade III who has completed at least three years of satisfactory service in that grade.

3.18.3 Office Receptionist Grade I: TUSS 6

Direct Entry

Appointment of Form IV/VI leavers with passes in English, Kiswahili and Basic Mathematics, and who have attended and passed Diploma in Reception and Telephone Operation from a recognised institution.

In-Service Structure

By promotion of Office Receptionist Grade II who has completed at least three years of satisfactory service in that grade OR Office Receptionist Grade III / II who has attained Diploma in Reception and Telephone Operation from a recognised institution.

3.18.4 Senior Office Receptionist Grade III: TUSS 7

In-Service Structure

By promotion of Office Receptionist Grade I who has completed at least three years of satisfactory service in that grade.

3.18.5 Senior Office Receptionist Grade II: TUSS 8

In-Service Structure

By promotion of mature and capable Senior Office Receptionist Grade III who has completed at least three years of satisfactory service in that grade.

3.18.6 Senior Office Receptionist Grade I: TUSS 9

In-Service Structure

By promotion of mature and capable Senior Office Receptionist Grade II who has completed at least three years of satisfactory service in that grade.

3.18.7 Principal Office Receptionist Grade III: TUSS 10

In-Service Structure

By promotion of Senior Office Receptionist Grade I who has completed at least three years of satisfactory service in that grade.

3.18.8 Principal Office Receptionist Grade II: TUSS 11

In-Service Structure

By promotion of Principal Office Receptionist Grade III who has completed at least three years of satisfactory service in that grade.

3.18.9 Principal Office Receptionist Grade I: TUSS 12

In-Service Structure

By promotion of Principal Office Receptionist Grade II who has completed at least three years of satisfactory service in that grade.

Qualities of Office Receptionist:

- Familiarity and experience with multiple line phone system
- Good written and spoken communications skills
- Experience with multiple line phone system
- Good organisational skills
- Able to handle multiple tasks at once
- Ability to interact with all levels of office personnel while frequently being interrupted
- Trust and discretion in handling sensitive and confidential material
- An efficient and friendly person

- Knowledge and skills in using a computer and other office equipment (i.e. fax, copier, scanner)
- Must also be well-informed about the company, how it operates, and what each employee is responsible for.
- The ability to stay calm under pressure
- Be discreet and tactful
- Be courteous but firm when dealing with difficult customers
- A good memory for faces - regulars like to be remembered
- Self-motivated and able to use initiative

Office Receptionist Duties:

- Greeting and directing visitors, and find out their business.
- May screen visitors and confirm that the visitor is who he says he is, request ID.
- Answering phones, directing and transferring phone calls appropriately, screening calls, and taking messages.
- Responding to inquiries, and providing information about the College.
- Dealing with requests for installation or removal of telephones.
- Ensuring that payments of telephone bills are made.
- Ensuring records of telephone calls made are properly prepared and payments are effected.
- Oversees telephone services and maintenance activities.
- Performs any other related duties as may be assigned superiors,

3.19 Scheme of Service for Laboratory Staff

3.19.1 Scheme of Service for Laboratory Technicians/Technologists

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|------------|--------------------------------|---------------------|
| 1 | Laboratory Assistant III | TUSS 5 |
| 2 | Laboratory Assistant II | TUSS 6 |
| 3 | Laboratory Assistant I | TUSS 7 |
| 4 | Laboratory Technician III | TUSS 8 |
| 5 | Laboratory Technician II | TUSS 9 |
| 6 | Laboratory Technician I | TUSS 10 |
| 7 | Laboratory Technologist III | TUSS 11 |
| 8 | Laboratory Technologist II | TUSS 12 |
| 9 | Laboratory Technologist I | TUSS 13 |
| 10 | Senior Laboratory Technologist | TUSS 14 |

b) Methods of entry and advancement for the above posts will be as follows:

3.19.1.1 Laboratory Assistant III: TUSS 5

Direct Entry

Possession of two years **Certificate** in Health Laboratory Sciences or in Medical Laboratory Technology from a recognized Institution. Must be registered by the Tanzania **Health Laboratory Technologists Council**.

3.19.1.2 Laboratory Assistant II: TUSS 6

In-Service Structure

Promotion of Laboratory Assistant III who has completed at least three years of satisfactory service in that grade.

3.19.1.3 Laboratory Assistant I: TUSS 7

In-Service Structure

Promotion of Laboratory Assistant II who has completed at least three years of satisfactory service in that grade.

Duties for Laboratory Assistant

- Assisting in the preparation of practical teaching in the Laboratory.
- Performing routine cleanliness of the Laboratory including cleaning of equipment and glassware.

- Performing specified laboratory jobs related to teaching and research.
- Taking care of laboratory instruments and equipment.
- Assisting in ensuring safety and security of the Laboratory.
- Performing various laboratory tasks and experiments, making detailed observations, analyzing data, and interpreting results.
- Maintaining inventory levels for laboratory supplies.
- Assisting in writing reports, summaries, and protocols regarding experiments.
- Performing other related duties as may be assigned by supervisor/superior.

3.19.1.4 Laboratory Technician III: TUSS 8

Direct Entry

Possession of three years **Diploma** in Health Laboratory Sciences or Medical Laboratory Technology from a recognized Institution. Must be registered by the Tanzania **Health Laboratory Technologists Council**.

In-Service Structure

Promotion of Laboratory Assistant II or I who has attained **Diploma** in Health Laboratory Sciences or Medical Laboratory Technology from a recognized Institution.

3.19.1.5 Laboratory Technician II: TUSS 9

In-Service Structure

Promotion of Laboratory Technician III who has completed at least three years of satisfactory service in that grade.

3.19.1.6 Laboratory Technician I: TUSS 10

In-Service Structure

Promotion of Laboratory Technician II who has completed at least three years of satisfactory service in that grade.

3.19.1.7 Laboratory Technologist III: TUSS 11

Direct Entry

Possession of three years **Advanced Diploma** in Health Laboratory Sciences or Medical Laboratory Technology from a recognized Institution. Must be registered by the Tanzania **Health Laboratory Technologists Council**.

In-Service Structure

Promotion of Laboratory Technician I, who has completed at least three years of satisfactory service in that grade.

3.19.1.8 Laboratory Technologist II: TUSS 12

In-Service Structure

By promotion of Laboratory Technologist III who has completed at least three years of satisfactory service in that grade.

3.19.1.9 Laboratory Technologist I: TUSS 13

In-Service Structure

By promotion of Laboratory Technologist II who has completed at least three years of satisfactory service in that grade.

3.19.1.10 Senior Laboratory Technologist: TUSS 14

In-Service Structure

By promotion of Laboratory Technologist I who has completed at least three years of satisfactory service in that grade.

Duties for Laboratory Technicians and Technologists:

Depending on qualifications and working experience, Laboratory Technicians and Technologists will perform the following laboratory tasks:

- Preparing and setting up the laboratory for lecturers and students' use;
- Liaising with academic staff to discuss timetables, equipment requirements and work plans;
- Ensuring that equipment is functioning properly and is ready to use, and that the right materials are available for particular lectures/instructions;

- Running trials of experiments prior to classes and then demonstrating techniques for experiments;
- Supporting the work of teachers and students during laboratory sessions, and giving technical advice;
- Working with individual students and supporting them on research projects;
- Record keeping, e.g. for student practicals, tracking methods, results, etc;
- Maintaining and repairing equipment and laboratory apparatus;
- Ensuring that equipment is properly cleaned and that chemicals and other materials are appropriately stored;
- Working with individual students and supporting them on their research projects;
- Managing the stock control of chemicals and equipment;
- Ensuring that all health and safety procedures are understood and followed correctly;
- Performing other related duties as may be assigned by supervisor/superior.

Duties for Senior Laboratory Technologist:

- Performing laboratory jobs requiring high level of skills and techniques;
- Performing maintenance and service work on relatively sophisticated laboratory equipments;
- Participating in the execution of research programmes;
- Assisting in guiding, supervision and training of junior staff;
- Assisting in budgeting and ordering resources, conducting risk assessments and carrying out staff supervision and training;
- Performs any other duties as may be assigned by one's reporting officer.

3.19.2 Scheme of Service for Laboratory Scientists

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Laboratory Scientist Grade III | TUSS 11 |
| 2 | Laboratory Scientist Grade II | TUSS 12 |
| 3 | Laboratory Scientist Grade I | TUSS 13 |
| 4 | Senior Laboratory Scientist Grade III | TUSS 14 |
| 5 | Senior Laboratory Scientist Grade II | TUSS 15 |
| 6 | Senior Laboratory Scientist Grade I | TUSS 16 |
| 7 | Principal Laboratory Scientist Grade III | TUSS 17 |
| 8 | Principal Laboratory Scientist Grade II | TUSS 18 |
| 9 | Principal Laboratory Scientist Grade I | TUSS 19 |

b) Methods of entry and advancement for the above posts will be as follows:

3.19.2.1 Laboratory Scientist Grade III - TUSS 11

Direct Entry

By appointment of a holder of **Bachelor of Science degree** in Health Laboratory Science, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Medical Laboratory Technology, Biomedical Science or other equivalent qualifications from recognised institution.

3.19.2.2 Laboratory Scientist Grade II - TUSS 12

In-Service Structure

Promotion of Laboratory Scientist III who has completed at least three years of satisfactory service in that grade.

3.19.2.3 Laboratory Scientist Grade I - TUSS 13

In-Service Structure

Promotion of Laboratory Scientist II who has completed at least three years of satisfactory service in that grade.

3.19.2.4 Senior Laboratory Scientist Grade III - TUSS 14

Direct Entry

By appointment of a holder of **Master of Science degree** in Health Laboratory Science, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Medical Laboratory Technology, Biomedical Science or other equivalent qualifications from recognised institution.

3.19.2.5 Senior Laboratory Scientist Grade II - TUSS 15

In-Service Structure

Promotion of Senior Laboratory Scientist III who has completed at least three years of satisfactory service in that grade.

3.19.2.6 Senior Laboratory Scientist Grade I - TUSS 16

In-Service Structure

Promotion of Senior Laboratory Scientist II who has completed at least three years of satisfactory service in that grade.

3.19.2.7 Principal Laboratory Scientist Grade III - TUSS 17

In-Service Structure

Promotion of Senior Laboratory Scientist I who has completed at least three years of satisfactory service in that grade.

3.19.2.8 Principal Laboratory Scientist Grade II - TUSS 18

In-Service Structure

Promotion of Principal Laboratory Scientist III who has completed at least three years of satisfactory service in that grade.

3.19.2.9 Principal Laboratory Scientist Grade I - TUSS 19

In-Service Structure

Promotion of Principal Laboratory Scientist II who has completed at least three years of satisfactory service in that grade.

Duties of Laboratory Scientists

- Supporting the work of lecturers and their students to ensure that they:
 - make the best use of the time they spend in the laboratory;
 - use equipment safely;
 - accurately record the results of their work.
- Providing technical support to lecturers and students;
- Oversee laboratory operations and supervise technical personnel and students;
- Assigning work schedules technical staff; and establish a system of shared responsibility for routine laboratory activities such as inventory, ordering, and routine instrument maintenance.
- Co-ordinating work in the laboratory to ensure efficient use is made of expensive pieces of equipment;
- Assist with the design of experimental systems and suggest improvements to current protocols;
- Working closely with students to demonstrate experiments;
- Support individual students on research projects;
- Managing the stock control of chemicals and equipment;
- Contributing to high-level research programmes;
- Ensuring that all health and safety procedures are understood and followed correctly;
- Co-ordinating work in the laboratory to ensure efficient use is made of expensive pieces of equipment;
- Performing various analyses on specimens for students' teaching and learning activities;
- Train new laboratory members and provide guidance in laboratory techniques;
- Carryout any other related duties as assigned by the supervisor or other competent College authority.

3.20 Scheme of Service for Prosectors

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|-------------------------------|--------------|
| 1 | Assistant Prosector Grade III | TUSS 4 |
| 2 | Assistant Prosector Grade II | TUSS 5 |
| 3 | Assistant Prosector Grade I | TUSS 6 |
| 4 | Prosector Grade III | TUSS 7 |
| 5 | Prosector Grade II | TUSS 8 |
| 6 | Prosector Grade I | TUSS 9 |
| 7 | Senior Prosector Grade III | TUSS 10 |
| 8 | Senior Prosector Grade II | TUSS 11 |

| | | |
|----|--------------------------|---------|
| 9 | Senior Prosector Grade I | TUSS 12 |
| 10 | Principal Prosector | TUSS 13 |

b) **Methods of entry and advancement for the above posts will be as follows:**

3.20.1 Assistant Prosector Grade III - TUSS 4

Direct Entry

Holder of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) leaver with passes in science subjects, plus training and/or experience in the handling and preparation of human cadaver material including familiarity with embalming and prosection practices.

3.20.2 Assistant Prosector Grade II - TUSS 5

In-Service Structure

By promotion of Assistant Prosector III who has completed at least three years of satisfactory service in that grade.

3.20.3 Assistant Prosector Grade I - TUSS 6

In-Service Structure

By promotion of Assistant Prosector II who has completed at least three years of satisfactory service in that grade.

3.20.4 Prosector Grade III - TUSS 7

Direct Entry

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) with pass in science subjects plus a training course in dissection or at least three years working experience as a Prosector. **OR**

Any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Considerable knowledge of equipment, materials and methods used in cadaver embalming and dissection.
- Knowledge of the methods, materials and techniques of medical laboratory technology.
- Knowledge of human anatomy.
- Knowledge of the preservation, mounting and exhibition of gross anatomical specimens.
- Knowledge of record keeping principles, methods and procedures.
- Knowledge of the hazards and safety precautions involved in the work.
- Ability to prepare plastic solutions and inject cadavers.
- Ability to handle human remains in an appropriate manner.
- Ability to perform assigned tasks according to prescribed procedures, and to make accurate observations of results.
- Ability to operate and maintain a variety of laboratory equipment and apparatus.
- Ability to maintain work records and to prepare related reports.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with students, faculty and staff.

In-Service Structure

By promotion of Assistant Prosector I who has completed at least 3 years of satisfactory service in that grade.

3.20.5 Prosector Grade II - TUSS 8

In-Service Structure

By promotion of Prosector III who has completed at least 3 years of satisfactory service in that grade.

3.20.6 Prosector Grade I - TUSS 9

In-Service Structure

By promotion of Prosector II who has completed at least 3 years of satisfactory service in that grade.

3.20.7 Senior Prosector Grade III - TUSS 10

In-Service Structure

By promotion of Prosector I who has completed at least 3 years of satisfactory service in that grade.

3.20.8 Senior Prosector Grade II - TUSS 11

In-Service Structure

By promotion of Senior Prosector III who has completed at least 3 years of satisfactory service in that grade.

3.20.9 Senior Prosector Grade I - TUSS 12

In-Service Structure

By promotion of Senior Prosector II who has completed at least 3 years of satisfactory service in that grade.

3.20.10 Principal Prosector - TUSS 13

In-Service Structure

By promotion of Senior Prosector I who has completed at least 3 years of satisfactory service in that grade.

Duties of Prosector

- Responsible for securing, receiving, embalming and storing of human cadavers for teaching purposes.
- Record receipt and document condition of cadavers; record the use of cadavers and ensure that appropriate labelling of parts is performed;
- Prepare Anatomy/Dissection room for practical teaching and assessment sessions.
- Prepare dissections for demonstration.
- Preserve bones and tissues for teaching purposes.
- Ensure that necessary equipment, chemicals and supplies are provided for laboratory sessions.
- Provide students with cadavers, anatomical models and prosection specimens.
- Ensure that safe and proper methods of handling are utilized during laboratory sessions;
- Provides protective clothing and monitors levels of gases within laboratory area.
- Ensure that an appropriate inventory of equipment and material is available.
- Keep account of all equipment, human cadaver, models and skeletal material.
- Prepare purchase requisitions for material purchase.
- Provide general care of equipment and perform minor repairs and reconditioning as required.
- Oversee general cleanliness of the Anatomy/dissection room.
- Observe ethics of the Anatomy room
- Train and provide guidance to the Assistant Prosectors
- Performs other related work as required.

Duties for Assistant Prosector

- Understudy the Prosector.
- Assist Prosector to prepare Anatomy/Dissection room for practical teaching and assessment sessions.
- Assist in the embalming of human cadavers for teaching purposes.
- Prepare necessary embalming fluids.
- Assist in embalming techniques and monitor embalming progress.
- Place materials in preservative fluids.
- Encase specimens in plastic viewing boxes.
- Maintain specimens by polishing plastic surfaces or replacing fluids.
- Seal embalmed cadavers in plastic covers and place them in storage.
- Check temperature of storage cabinets and condition of cadavers.
- Observe ethics of the Anatomy room
- Maintaining cleanliness of the Anatomy/Dissection room including cleaning and preserving bones and tissues for teaching.
- Clean instruments and equipment and keep them in a hygienic condition.
- Performs other related work as required.

3.21 Scheme of Service for Prosthetist and Orthotist

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|--|--------------|
| 1 | Prosthetist and Orthotist Grade III | TUSS 11 |
| 2 | Prosthetist and Orthotist Grade II | TUSS 12 |
| 3 | Prosthetist and Orthotist Grade I | TUSS 13 |
| 4 | Senior Prosthetist and Orthotist Grade III | TUSS 14 |

| | | |
|---|---|---------|
| 5 | Senior Prosthetist and Orthotist Grade II | TUSS 15 |
| 6 | Senior Prosthetist and Orthotist Grade I | TUSS 16 |
| 7 | Principal Prosthetist and Orthotist Grade III | TUSS 17 |
| 8 | Principal Prosthetist and Orthotist Grade II | TUSS 18 |
| 9 | Principal Prosthetist and Orthotist Grade I | TUSS 19 |

b) Methods of entry and advancement for the above posts will be as follows:

3.21.1 Prosthetist and Orthotist Grade III - TUSS 11

Direct Entry

Possession of B.Sc. Degree in Prosthetics and Orthotics, Medical Rehabilitation or Bio Engineering from a recognized institution with three years working experience.

3.21.2 Prosthetist and Orthotist Grade II - TUSS 12

Direct Entry

Holders of Postgraduate Diploma in Prosthetics and Orthotics, Medical Rehabilitation or Bio Engineering.

In-Service Structure

By promotion of Prosthetist and Orthotist Grade III who has completed at least three years of satisfactory service in that grade.

3.21.3 Prosthetist and Orthotist Grade I - TUSS 13

In-Service Structure

By promotion of Prosthetist and Orthotist Grade II who has completed at least three years of satisfactory service in that grade.

3.21.4 Senior Prosthetist and Orthotist Grade III - TUSS 14

Direct Entry

Master's Degree in Prosthetics and Orthotics, Medical Rehabilitation or Bio Engineering with at least three years working experience before attaining Master's degree.

In-Service Structure

By promotion of Prosthetist and Orthotist Grade I who has completed at least three years of satisfactory service in that grade.

3.21.5 Senior Prosthetist and Orthotist Grade II - TUSS 15

In-Service Structure

By promotion of Senior Prosthetist and Orthotist Grade III who has completed at least three years of satisfactory service in that grade and has shown good progress in instruction and technical ability

3.21.6 Senior Prosthetist/Orthotist Grade I - TUSS 16

In-Service Structure

By promotion of Senior Prosthetist/Orthotist II who has completed at least 3 years of satisfactory service in that grade and has shown good progress in instruction and technical ability.

3.21.7 Principal Prosthetist/Orthotist Grade III - TUSS 17

In-Service Structure

By promotion of Senior Prosthetist/Orthotist I who has completed at least 3 years of satisfactory service in that grade and has shown good progress in instruction and technical ability.

3.21.8 Principal Prosthetist/Orthotist Grade II - TUSS 18

In-Service Structure

By promotion of Principal Prosthetist/Orthotist III who has completed at least 3 years of satisfactory service in that grade and MUST have acquired a Masters Degree or Postgraduate Diploma.

3.21.9 Principal Prosthetist/Orthotist Grade I: TUSS 19

In-Service Structure

By promotion of Principal Prosthetist/Orthotist II who has completed at least 3 years of satisfactory service in that grade and has shown high capability in instructing, technical knowledge and supervisory duties.

Duties of Prosthetist and Orthotist

- Assisting in ensuring safety and security of the workshop.
- Participates in preparing acquisitions of workshop requirements
- Assists in Instructing undergraduate students in the Faculty Workshop.
- Assists in up-keeping of the workshop tools and equipments.
- Preparing materials for practical exercises.
- Practical Instruction
- Performing other related duties as may be assigned.

Duties of Senior Prosthetist and Orthotist

- Instructing undergraduate students in the Faculty Workshop.
- Helping 3rd and 4th year students in building up their final practical projects.
- May assist in planning and designing exercises for students.
- Performing other related duties as may be assigned.

Duties of Principal Prosthetist and Orthotist

- Instructing undergraduate students in the Faculty Workshop.
- Controlling and running curriculum, planning and development of workshop's manuals.
- Planning consultancy activities.
- Head of Department workshop.
- Performing other related duties as may be assigned.

3.22 Scheme of Service for Audio-Visual Aids Assistants:

a) Posts and Salary Scales

| S/N | POST | SALARY SCALE |
|-----|---|--------------|
| 1 | Audio-Visual Aids Assistant Grade III | TUSS 3 |
| 2 | Audio-Visual Aids Assistant Grade II | TUSS 4 |
| 3 | Audio-Visual Aids Assistant Grade I | TUSS 5 |
| 4 | Senior Audio-Visual Aids Assistant Grade III | TUSS 6 |
| 5 | Senior Audio-Visual Aids Assistant Grade II | TUSS 7 |
| 6 | Senior Audio-Visual Aids Assistant Grade I | TUSS 8 |
| 7 | Principal Audio-Visual Aids Assistant Grade III | TUSS 9 |
| 8 | Principal Audio-Visual Aids Assistant Grade II | TUSS 10 |
| 9 | Principal Audio-Visual Aids Assistant Grade I | TUSS 11 |

b) Methods of entry and advancement for the above posts will be as follows:

3.22.1 Audio-Visual Aids Assistant Grade III – TUSS 3

Direct Entry:

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) plus a Certificate in Audio Visual Aids Technology or in Information and Communication Technology or an equivalent qualification from a recognized institution.

Preferred Experience, knowledge, ability:

- Experience with audiovisual equipment (e.g., LCD / Overhead projector, TV and Video, projection screen, computer based displays, digital camera, video-conference, teleconference, microphone, etc).
- Have the ability to connect; use and trouble shoot audio visual equipment will be a distinct advantage
- Ability to work well with others and to work independently
- Proficient in computer applications of Microsoft PowerPoint, Word, Excel, Access and photo imaging software.
- Knowledge of various DVD-CD ROM formats
- Advanced experience with cabling and routing of various audio visual/video conference equipment.

3.22.2 Audio-Visual Aids Assistant Grade II – TUSS 4

Direct Entry:

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) plus a Certificate in Audio Visual Aids Technology or in Information and Communication Technology or an equivalent qualification from a recognized institution with at least **three** years working experience.

In-Service Structure:

By promotion of AVA Assistant II who has at least three years of good service.

3.22.3 Audio-Visual Aids Assistant Grade I – TUSS 5**Direct Entry:**

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) plus a Certificate in Audio Visual Aids Technology or in Information and Communication Technology or an equivalent qualification from a recognized institution with at least **six** years working experience.

In-Service Structure

By promotion of AVA Assistant II who has at least three years of satisfactory service in that grade

3.22.4 Senior Audio-Visual Aids Assistant Grade III – TUSS 6**Direct Entry:**

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) plus a Diploma in Audio Visual Aids Technology or in Information and Communication Technology or an equivalent qualification from a recognized institution, with at least **three** years working experience.

In-Service Structure

By promotion of AVA Assistant I who has at least three years of satisfactory service in that grade OR who has attained diploma qualification.

3.22.5 Senior Audio-Visual Aids Assistant Grade II – TUSS 7**Direct Entry:**

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) plus a Diploma in Audio Visual Aids Technology or in Information and Communication Technology or an equivalent qualification from a recognized institution with at least **three** years working experience.

In-Service Structure:

By promotion on merit of Senior AVA Assistant III who has at least three years of satisfactory service in that grade.

3.22.6 Senior Audio-Visual Aids Assistant Grade I – TUSS 8**Direct Entry:**

Possession of Certificate of Secondary School (Form Four) or Advanced Certificate of Secondary School (Form VI) plus a Diploma in Audio Visual Aids Technology or in Information and Communication Technology or an equivalent qualification from a recognized institution with at least **six** years working experience.

In-Service Structure:

By promotion of Senior AVA Assistant II with at least three years of good service in that grade.

3.22.7 Principal Audio-Visual Aids Assistant Grade III - TUSS 9**In-Service Structure:**

By promotion of Senior AVA Assistant I with at least three years of good service in that grade.

3.22.8 Principal Audio-Visual Aids Assistant Grade II - TUSS 10**In-Service Structure:**

By promotion of Principal AVA Assistant III with at least three years of good service in that grade.

3.22.9 Principal Audio-Visual Aids Assistant Grade I - TUSS 11**In-Service Structure:**

By promotion of Principal AVA Assistant II with at least three years of good service in that grade.

Duties of Audio-Visual Aid Assistants:

- Reporting to the ICT In-Charge, AVA Assistants will assist in the provision of technical support for both ICT users as well as audio visual equipment at the College.
- Operating/working with a variety of AVA materials and equipment, including DVDs, VCDs, DVRs, VCRs, CD players, projectors, still cameras and video cameras..
- Assist in the setting and operating of audio-visual equipment for presentations and lectures including demonstrating the use of such equipment so that lecturers can operate it during lessons.
- Help faculty members and students choose relevant AVA materials to use during instruction.
- Checking the AVA materials and equipment upon their return to ensure they are in good working order.

- Shooting/filming of College events using video camera..
- Assist in preparing list of AVA equipments that are required.
- Assist in maintaining records/ inventory of AVA equipments.
- Assist in maintaining and repairing AVA equipment.
- Assist in maintaining cleanliness of AVA equipment.
- Prepare a list of spares required for purchase
- Provides videoconferencing/teleconferencing assistance and troubleshooting.
- Any other duties assigned by supervisor, ICT Unit In-charge or other senior College officials.

DATE OF ADOPTION:

These Schemes of Service were adopted by the College Governing Board during its meeting held on Friday, 3rd July 2015

| SALARY STRUCTURE WITH EFFECT FROM 1ST MARCH 2015 | | | |
|--|-------------|-----------------------|-------------------------|
| SALARY SCALE | YEAR | MONTHLY SALARY | ANNUAL INCREMENT |
| TUSS 1 | year one | 300,000.00 | 10,000.00 |
| | year two | 310,000.00 | |
| | year three | 320,000.00 | |
| | year four | 330,000.00 | |
| | year five | 340,000.00 | |
| TUSS 2 | year one | 345,400.00 | 10,000.00 |
| | year two | 355,400.00 | |
| | year three | 365,400.00 | |
| | year four | 375,400.00 | |
| | year five | 385,400.00 | |
| TUSS 3 | year one | 387,800.00 | 10,000.00 |
| | year two | 397,800.00 | |
| | year three | 407,800.00 | |
| | year four | 417,800.00 | |
| | year five | 427,800.00 | |
| TUSS 4 | year one | 429,000.00 | 10,000.00 |
| | year two | 439,000.00 | |
| | year three | 449,000.00 | |
| | year four | 459,000.00 | |
| | year five | 469,000.00 | |
| TUSS 5 | year one | 474,500.00 | 10,000.00 |
| | year two | 484,500.00 | |
| | year three | 494,500.00 | |
| | year four | 504,500.00 | |
| | year five | 514,500.00 | |
| TUSS 6 | year one | 524,300.00 | 10,000.00 |
| | year two | 534,300.00 | |
| | year three | 544,300.00 | |
| | year four | 554,300.00 | |
| | year five | 564,300.00 | |
| TUSS 7 | year one | 571,400.00 | 10,000.00 |
| | year two | 581,400.00 | |
| | year three | 591,400.00 | |
| | year four | 601,400.00 | |
| | year five | 611,400.00 | |

| | | | |
|----------------|------------|--------------|-----------|
| TUSS 8 | year one | 659,400.00 | 10,000.00 |
| | year two | 669,400.00 | |
| | year three | 679,400.00 | |
| | year four | 689,400.00 | |
| | year five | 699,400.00 | |
| TUSS 9 | year one | 743,700.00 | 13,650.00 |
| | year two | 757,350.00 | |
| | year three | 771,000.00 | |
| | year four | 784,650.00 | |
| | year five | 798,300.00 | |
| TUSS 10 | year one | 832,090.00 | 15,600.00 |
| | year two | 847,690.00 | |
| | year three | 863,290.00 | |
| | year four | 878,890.00 | |
| | year five | 894,490.00 | |
| TUSS 11 | year one | 963,900.00 | 19,500.00 |
| | year two | 983,400.00 | |
| | year three | 1,002,900.00 | |
| | year four | 1,022,400.00 | |
| | year five | 1,041,900.00 | |
| TUSS 12 | year one | 1,097,750.00 | 22,500.00 |
| | year two | 1,120,250.00 | |
| | year three | 1,142,750.00 | |
| | year four | 1,165,250.00 | |
| | year five | 1,187,750.00 | |
| TUSS 13 | year one | 1,206,650.00 | 26,000.00 |
| | year two | 1,232,650.00 | |
| | year three | 1,258,650.00 | |
| | year four | 1,284,650.00 | |
| | year five | 1,310,650.00 | |
| TUSS 14 | year one | 1,423,700.00 | 28,600.00 |
| | year two | 1,452,300.00 | |
| | year three | 1,480,900.00 | |
| | year four | 1,509,500.00 | |
| | year five | 1,538,100.00 | |
| TUSS 15 | year one | 1,581,260.00 | 50,000.00 |
| | year two | 1,631,260.00 | |
| | year three | 1,681,260.00 | |
| | year four | 1,731,260.00 | |
| | year five | 1,781,260.00 | |

| | | | |
|----------------|------------|--------------|-----------|
| TUSS 16 | year one | 1,829,080.00 | 62,500.00 |
| | year two | 1,891,580.00 | |
| | year three | 1,954,080.00 | |
| | year four | 2,016,580.00 | |
| | year five | 2,079,080.00 | |
| TUSS 17 | year one | 2,112,200.00 | 68,750.00 |
| | year two | 2,180,950.00 | |
| | year three | 2,249,700.00 | |
| | year four | 2,318,450.00 | |
| | year five | 2,387,200.00 | |
| TUSS 18 | year one | 2,486,850.00 | 74,100.00 |
| | year two | 2,560,950.00 | |
| | year three | 2,635,050.00 | |
| | year four | 2,709,150.00 | |
| | year five | 2,783,250.00 | |
| TUSS 19 | year one | 2,943,250.00 | 87,500.00 |
| | year two | 3,030,750.00 | |
| | year three | 3,118,250.00 | |
| | year four | 3,205,750.00 | |
| | year five | 3,293,250.00 | |
| TUSS 20 | | 3,418,800.00 | FIXED |
| TUSS 21 | | 3,715,000.00 | FIXED |
| TUSS 22 | | 4,380,000.00 | FIXED |