

**KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**  
*(A Constituent College of Tumaini University Makumira)*



**SCHEMES OF SERVICE FOR ADMINISTRATIVE AND  
TECHNICAL STAFF**

**THIRD EDITION, 2022**

# Table of Contents

<b>PART 1.0 - INTRODUCTION .....</b>	<b>8</b>
<b>1.1 BACKGROUND .....</b>	<b>8</b>
<b>1.2 VISION OF THE COLLEGE .....</b>	<b>8</b>
<b>1.3 MISSION OF THE COLLEGE .....</b>	<b>8</b>
<b>1.4 CORE VALUES OF THE COLLEGE .....</b>	<b>8</b>
<b>1.5 MEANING OF SCHEME OF SERVICE .....</b>	<b>8</b>
<b>1.6 OBJECTIVES OF THE SCHEMES OF SERVICE .....</b>	<b>9</b>
<b>1.7 SCOPE .....</b>	<b>9</b>
<b>1.8 RATIONALE FOR THE THIRD EDITION OF THE SCHEMES OF SERVICE .....</b>	<b>9</b>
<b>1.9 REVISIONS.....</b>	<b>10</b>
<b>1.10 EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS AND WORK EXPERIENCE .....</b>	<b>10</b>
<b>1.11 ADHERENCE TO THE SCHEMES OF SERVICE .....</b>	<b>10</b>
<b>1.12 GENDER AND NUMBER .....</b>	<b>11</b>
<b>1.13 PROMOTION CRITERIA.....</b>	<b>11</b>
<b>1.14 RECATEGORIZATION .....</b>	<b>11</b>
<b>1.15 JOB GRADES .....</b>	<b>11</b>
<b>1.16 SALARY STRUCTURE.....</b>	<b>11</b>
<b>1.17 REPORTING RELATIONSHIP .....</b>	<b>12</b>
<b>1.18 DUTIES AND RESPONSIBILITIES .....</b>	<b>12</b>
<b>1.19 EMPLOYEE PERFORMANCE REVIEW AND APPRAISAL .....</b>	<b>12</b>
<b>1.20 RESPONSIBILITY ALLOWANCE .....</b>	<b>12</b>
<b>1.21 REMUNERATION OF OFFICERS ON DUTY POSTS .....</b>	<b>12</b>
<b>1.22 APPOINTING AUTHORITY.....</b>	<b>12</b>
<b>1.23 INTERPRETATION .....</b>	<b>12</b>
<b>1.24 EFFECTIVE DATE .....</b>	<b>12</b>
<b>1.25 SUMMARY OF POSTS AND SALARY SCALES.....</b>	<b>13</b>
1.25.1 Scheme of Service for Duty Posts.....	13
1.25.2 Scheme of Service for Planning Officers .....	13
1.25.3 Scheme of Service for Human Resources Management Officers.....	13
1.25.4 Scheme of Service for Administrative Officers ( <i>New Post</i> ).....	13
1.25.5 Scheme of Service for Admissions Officers.....	14
1.25.6 Scheme of Service for Accounting Technicians .....	14
1.25.7 Scheme of Service for Accounts Officers ( <i>New post</i> ) .....	14
1.25.8 Scheme of Service for Accountants.....	14
1.25.9 Scheme of Service for Internal Audit Officer ( <i>New post</i> ).....	15
1.25.10 Scheme of Service for Internal Auditors .....	15
1.25.11 Scheme of Service for Procurement and Supply Technicians .....	15
1.25.12 Scheme of Service for Procurement and Supply Officers .....	15
1.25.13 Scheme of Service for Legal Officers .....	16

1.25.14 Scheme of Service for Public Relations Officers.....	16
1.25.15 Scheme of Service for Estates Management Assistants ( <i>New post</i> ) ...	16
1.25.16 Scheme of Service for Estates Management Officers.....	16
1.25.17 Scheme of Service for Administrative Assistants ( <i>New post</i> ).....	17
1.25.18 Scheme of Service for Personal Secretaries and Office Management Assistants .....	17
1.25.19 Scheme of Service for Library Assistants .....	17
1.25.20 Scheme of Service for Library Officers ( <i>New post</i> ).....	18
1.25.21 Scheme of Service for Records Management Assistants .....	18
1.25.22 Scheme of Service for Records Management Officers ( <i>New post</i> ).....	18
1.25.23 Scheme of Service for Receptionist cum Telephone Operator .....	19
1.25.24 Scheme of Service for Office Assistants.....	19
1.25.25 Scheme of Service for Drivers .....	19
1.25.26 Scheme of Service for Security Guards.....	20
1.25.27 Scheme of Service for Security Officers ( <i>New post</i> ) .....	20
1.25.28 Scheme of Service for Games and Sports Coaches.....	20
1.25.29 Scheme of Service for Wardens .....	20
1.25.30 Scheme of Service for Computer Technicians.....	21
1.25.31 Scheme of Service for Information Communication Technology Officers and Specialists.....	21
1.25.32 Scheme of Service for Instructional Technologists ( <i>New post</i> ).....	21
1.25.33 Scheme of Service for Health Laboratory Assistants and Technologists .....	22
1.25.34 Scheme of Service for Health Laboratory Instructors.....	22
1.25.35 Scheme of Service for Biomedical Equipment Technicians ( <i>New post</i> ).....	22
1.25.36 Scheme of Service for Clinical Skills Instruction Cadres ( <i>New posts</i> ).....	23
1.25.37 Scheme of Service for Workshop Instructors in Prosthetics and Orthotics .....	23
1.25.38 Scheme of Service for Prosectors.....	23
1.25.39 Scheme of Service for Audio-Visual Aids Assistants and Technicians.....	24
1.25.40 Scheme of Service for Maintenance and Repair Technicians ( <i>New post</i> ).....	24
1.25.41 Scheme of Service for Quantity Surveyors ( <i>New post</i> ) .....	25
1.25.42 Scheme of Service for Engineers ( <i>New post</i> ) .....	25
1.25.43 Scheme of Service for Architects ( <i>New post</i> ).....	25
<b>PART 2.0 - SCHEMES OF SERVICE FOR DUTY POSTS.....</b>	<b>26</b>
<b>2.1 SCHEME OF SERVICE FOR DIRECTOR OF PLANNING AND DEVELOPMENT - TUSS 20 .....</b>	<b>26</b>
2.1.1 Direct Entry/New Appointment.....	26
2.1.2 In-Service Structure.....	26
2.1.3 Knowledge, Skills, Abilities of Director of Planning and Development:.....	26
2.1.4 Tenure of Director of Planning and Development .....	27
2.1.5 Duties of Director of Planning and Development .....	27
<b>2.2 SCHEME OF SERVICE FOR DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND</b>	
<b>ADMINISTRATION.....</b>	<b>28</b>
2.2.1 Direct Entry/New Appointment.....	28
2.2.2 In-Service Structure.....	28
2.2.3 Knowledge, Skills, Abilities of Director of Human Resources Management and Administration.....	28
2.2.4 Tenure of Director of Human Resources Management and Administration .....	29
2.2.5 Duties of Director of Human Resources Management and Administration: .....	29
<b>2.3 SCHEME OF SERVICE FOR DIRECTOR OF ESTATES MANAGEMENT – TUSS 20 .....</b>	<b>30</b>
2.3.1 Direct Entry/New Appointment.....	30
2.3.2 In-Service Structure.....	30
2.3.3 Knowledge, Skills, Abilities of Director of Estates Management.....	30
2.3.4 Tenure of Director of Estates Management .....	30
2.3.5 Duties of Director of Estates Management .....	30
<b>2.4 SCHEME OF SERVICE FOR DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY –</b>	
<b>TUSS 20.....</b>	<b>31</b>
2.4.1 Direct Entry/New Appointment.....	31

2.4.2 In-Service Structure.....	31
2.4.3 Knowledge, Skills, Abilities of Director of Information and Communications Technology.....	32
2.4.4 Tenure of Director of Information and Communications Technology.....	32
2.4.5 Duties of Director of Information and Communications Technology.....	32
<b>2.5 SCHEME OF SERVICE FOR BURSAR - TUSS 20 .....</b>	<b>33</b>
2.5.1 Direct Entry/New Appointment.....	33
2.5.2 In-Service Structure.....	33
2.5.3 Knowledge, Skills, Abilities of Bursar.....	33
2.5.4 Personal Attributes of Bursar.....	34
2.5.5 Tenure of Bursar .....	34
2.5.6 Duties of Bursar .....	34
<b>2.6 SCHEME OF SERVICE FOR CHIEF INTERNAL AUDITOR - TUSS 20.....</b>	<b>35</b>
2.6.1 Direct Entry/New Appointment.....	35
2.6.2 In-Service Structure.....	35
2.6.3 Knowledge, Skills, Abilities of Chief Internal Auditor .....	35
2.6.4 Personal Attributes of Chief Internal Auditor: .....	36
2.6.4 Tenure of Chief Internal Auditor .....	36
2.6.5 Duties of Chief Internal Auditor.....	36
<b>2.7 SCHEME OF SERVICE FOR CHIEF PROCUREMENT AND SUPPLIES OFFICER - TUSS 20.....</b>	<b>37</b>
2.7.1 Direct Entry/New Appointment.....	37
2.7.2 In-Service Structure.....	38
2.7.3 Knowledge, Skills, Abilities of Chief Procurement and Supply Officer.....	38
2.7.4 Personal Attributes of Chief Procurement and Supply Officer .....	38
2.7.4 Tenure of Chief Procurement and Supply Officer .....	38
2.7.5 Duties of Chief Procurement and Supply Officer .....	38
<b>2.8 SCHEME OF SERVICE FOR CHIEF PUBLIC RELATIONS OFFICER - TUSS 20.....</b>	<b>39</b>
2.8.1 Direct Entry/New Appointment.....	39
2.8.2 In-Service Structure.....	39
2.8.3 Knowledge, Skills, Abilities of Chief Public Relations Officer .....	39
2.8.4 Tenure of Chief Public Relations Officer .....	40
2.8.5 Duties of Chief Public Relations Officer .....	40
<b>2.9 SCHEME OF SERVICE FOR CHIEF ADMISSIONS OFFICER - TUSS 20.....</b>	<b>41</b>
2.8.1 Direct Entry/New Appointment.....	41
2.8.2 In-Service Structure.....	42
2.8.3 Knowledge, Skills, Abilities of Chief Admissions Officer .....	42
2.8.4 Tenure of Chief Admissions Officer .....	42
2.8.5 Duties of Chief Admissions Officer .....	42
<b>2.10 SCHEME OF SERVICE FOR COLLEGE LEGAL COUNSEL/SECRETARY – TUSS 20.....</b>	<b>43</b>
2.10.1 Direct Entry/New Appointment.....	43
2.10.2 In-Service Structure.....	43
2.10.3 Knowledge, Skills, and Abilities of College Legal Counsel/Secretary .....	43
2.10.4 Personal Attributes of College Legal Counsel/Secretary .....	44
2.10.5 Tenure of College Legal Counsel/Secretary .....	44
2.10.6 Duties of Legal Counsel/Secretary .....	44
<b>PART 3.0 - SCHEMES OF SERVICE FOR ADMINISTRATIVE AND OFFICE SUPPORT CADRES.....</b>	<b>46</b>
<b>3.1 SCHEME OF SERVICE FOR PLANNING OFFICERS .....</b>	<b>46</b>
3.1.1 Posts and Salary Scales.....	46
3.1.2 Method of Entry and Advancement to the above Posts will be as follows: .....	46
3.1.3 Knowledge, Skills, Abilities of Planning Officers.....	49
3.1.4 Duties of Planning Officers .....	49

<b>3.2 SCHEME OF SERVICE FOR HUMAN RESOURCES MANAGEMENT OFFICERS .....</b>	<b>50</b>
3.2.1 Posts and Salary Scales.....	50
3.2.2 Method of entry and advancement to the above posts will be as follows:.....	50
3.2.3 Knowledge, Skills, Abilities of Human Resources Management Officers.....	53
3.2.4 Duties of Human Resources Management Officers .....	53
<b>3.3 SCHEME OF SERVICE FOR ADMINISTRATIVE OFFICERS .....</b>	<b>56</b>
3.3.1 Posts and Salary Scales.....	56
3.3.2 Method of entry and advancement to the above posts will be as follows:.....	57
3.3.3 Knowledge, Skills, Abilities of Administrative Officers .....	59
3.3.4 Duties of Administrative Officers .....	59
<b>3.4 SCHEME OF SERVICE FOR ADMISSION OFFICERS .....</b>	<b>66</b>
4.4.1 Posts and Salary Scales.....	66
4.4.2 Methods of entry and advancement.....	67
4.4.3 Knowledge, Skills, Abilities of Admissions Officers.....	68
4.4.4 Duties of Admissions Officers .....	69
<b>3.5 SCHEME OF SERVICE FOR ACCOUNTING CADRES .....</b>	<b>69</b>
3.5.1 Scheme of Service for Accounting Technicians .....	69
3.5.2 Scheme of Service for Accounts Officer ( <i>New post</i> ).....	72
3.5.3 Scheme of Service for Accountants.....	76
<b>3.6 SCHEME OF SERVICE FOR INTERNAL AUDITING CADRES.....</b>	<b>81</b>
3.6.1 <i>Scheme of Service for Internal Audit Officers (New post)</i> .....	81
3.6.2 <i>Scheme of Service for Internal Auditors</i> .....	84
3.6.2.1 Post and Salary Scales.....	84
3.6.2.2 Methods of Entry and Advancement.....	84
3.6.2.3 Knowledge, Skills, and Abilities of Internal Auditors .....	87
3.6.2.4 Knowledge, Skills and Abilities of Senior and Principal Internal Auditors.....	87
3.6.2.5 Duties of Internal Auditors .....	87
<b>3.7 SCHEME OF SERVICE FOR PROCUREMENT AND SUPPLY CADRES .....</b>	<b>88</b>
3.7.1 Procurement and Supply Technicians .....	88
3.7.2 Procurement and Supply Officers/ Professionals.....	91
<b>3.8 SCHEME OF SERVICE FOR LEGAL OFFICERS .....</b>	<b>94</b>
3.8.1 Posts and Salary Scales.....	94
3.8.2 Methods of entry and advancement.....	94
3.8.3 Knowledge, Skills, and Abilities of Legal Officers: .....	96
3.8.4 Duties of Legal Officers Grade III, II and I.....	97
3.8.5 Duties of Senior and Principal Legal Officers .....	98
<b>3.9 SCHEME OF SERVICE FOR PUBLIC RELATIONS OFFICERS .....</b>	<b>100</b>
3.9.1 Posts and Salary Scales.....	100
3.9.2 Methods of entry and advancement.....	100
3.9.3 Knowledge, Skills, and Abilities of Public Relations Officers.....	102
3.9.4 Duties for Public Relations Officers: .....	102
3.9.5 Duties of Senior and Principal Public Relations Officers:.....	103
<b>3.10 SCHEME OF SERVICE FOR ESTATES MANAGEMENT CADRES .....</b>	<b>103</b>
3.10.1 Estates Management Assistants ( <i>New post</i> ).....	100
3.10.2 Estates Management Officers.....	100
<b>3.11 SCHEME OF FOR ADMINISTRATIVE ASSISTANTS .....</b>	<b>108</b>
3.11.1 Posts and Salary Scales .....	108
3.11.2 Methods of entry and advancement.....	109
3.11.3 Knowledge, Skills, and Abilities of Administrative Assistants: .....	110
3.11.4 Duties for Administrative Assistants .....	111

<b>3.12 SCHEME OF SERVICE FOR PERSONAL SECRETARIES AND OFFICE MANAGEMENT ASSISTANTS ...</b>	<b>111</b>
3.12.1 Posts and Salary Scales .....	111
3.12.2 Methods of entry and advancement.....	112
3.12.3 Knowledge, Skills and Abilities of Personal Secretaries and Office Management Assistants .....	114
3.12.4 Duties for Personal Secretaries and Office Management Assistants.....	115
<b>3.13 SCHEME OF SERVICE FOR LIBRARY ADMINISTRATIVE STAFF / PARAPROFESSIONAL CADRES .....</b>	<b>116</b>
3.13.1 Scheme of Service for Library Assistants .....	116
3.13.2 Scheme of Service for Library Officers .....	120
<b>3.14 SCHEME OF SERVICE FOR RECORDS MANAGEMENT CADRES .....</b>	<b>122</b>
3.14.1 Scheme of Service Records Management Assistants .....	122
3.14.2 Scheme of Service for Records Management Officers .....	125
<b>3.15 SCHEME OF SERVICE FOR RECEPTIONISTS CUM TELEPHONE OPERATORS .....</b>	<b>128</b>
3.15.1 Posts and Salary Scales .....	128
3.15.2 Methods of entry and advancement.....	129
3.15.3 Knowledge, Skills, and Abilities of Receptionist cum Telephone Operator: .....	130
3.15.4 Duties for Receptionist cum Telephone Operator: .....	131
<b>3.16 SCHEMES OF SERVICE FOR OFFICE ASSISTANTS .....</b>	<b>131</b>
3.16.1 Posts and Salary Scales .....	131
3.16.2 Methods of entry and advancement.....	132
3.16.3 Knowledge, Skills, and Abilities of Office Assistants:.....	133
3.16.4 Duties for Office Assistants:.....	133
<b>3.17 SCHEME OF SERVICE FOR DRIVERS .....</b>	<b>134</b>
3.17.1 Posts and Salary Scales .....	134
3.17.2 Methods of entry and advancement.....	134
3.17.3 Knowledge, Skills, and Abilities of Drivers .....	136
3.17.4 Duties for Drivers .....	137
<b>3.18 SCHEME OF SERVICE FOR SECURITY CADRES .....</b>	<b>137</b>
3.18.1 Scheme of Service for Security Guards.....	137
3.18.2 Scheme of Service for Security Officers.....	140
<b>3.19 SCHEME OF SERVICE FOR STUDENTS' ADMINISTRATION STAFF .....</b>	<b>144</b>
3.19.1 Games and Sports Coaches.....	144
3.19.2 Scheme of Service for Wardens .....	147
<b>PART 4.0 - SCHEMES OF SERVICE FOR TECHNICAL CADRES.....</b>	<b>151</b>
<b>4.1 SCHEME OF SERVICE FOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) STAFF / CADRES .....</b>	<b>151</b>
4.1.1 Scheme of Service for Computer Technicians.....	151
4.1.2 Scheme of Service for Information Communication Technology Officers and Specialists .....	154
4.1.3 Instructional Technologists.....	159
<b>4.2 SCHEME OF SERVICE FOR LABORATORY CADRES / STAFF .....</b>	<b>164</b>
4.2.1 Scheme of Service for Health Laboratory Assistants and Technologists .....	164
4.2.2 Scheme of Service for Health Laboratory Instructors.....	169
4.2.3 Scheme of Service for Biomedical Equipment Technicians .....	172
<b>4.3 SCHEME OF SERVICE FOR CLINICAL SKILLS INSTRUCTION CADRES/STAFF.....</b>	<b>175</b>
4.3.1 Posts and Salary Scales .....	175
4.3.2 Methods of entry and advancement.....	175
4.3.3 Knowledge, Skills, and Abilities of Clinical Skills Instructors .....	178
4.3.4 Duties and Responsibilities of Clinical Skills Instructors .....	179
<b>4.4 SCHEME OF SERVICE FOR WORKSHOP INSTRUCTOR IN PROSTHETICS AND ORTHOTICS.....</b>	<b>182</b>
4.4.1 Posts and Salary Scales.....	182

4.4.2 Methods of entry and advancement.....	183
4.4.3 Duties of Workshop Instructor in Prosthetics and Orthotics .....	184
4.4.4 Duties of Senior Workshop Instructor in Prosthetics and Orthotics .....	184
4.4.5 Duties of Principal Workshop Instructor in Prosthetics and Orthotics .....	185
<b>4.5 SCHEME OF SERVICE FOR PROSECTORS .....</b>	<b>185</b>
4.5.1 Posts and Salary Scales.....	185
4.5.2 Methods of entry and advancement.....	185
4.5.3 Knowledge, Skills, and Abilities of Prosectors.....	188
4.5.4 Duties for Assistant Prosectors .....	188
4.5.5 Duties of Prosectors .....	188
<b>4.6 SCHEME OF SERVICE FOR AUDIO-VISUAL AIDS ASSISTANTS AND TECHNICIANS .....</b>	<b>189</b>
4.6.1 Posts and Salary Scales.....	189
4.6.2 Methods of entry and advancement.....	190
4.6.3 Knowledge, Skills, and Abilities of Audio-Visual Aid Assistants.....	192
4.6.4 Knowledge, Skills, and Abilities of Audio-Visual Aids Technicians.....	192
4.6.5 Duties of Audio-Visual Aids Assistants .....	193
4.6.6 Duties of Audio-Visual Aids Technicians.....	193
<b>4.7 SCHEME OF SERVICE FOR MAINTENANCE AND REPAIR TECHNICIANS .....</b>	<b>194</b>
4.7.1 Posts and Salary Scales.....	194
4.7.2 Methods of entry and advancement.....	194
4.7.3 Attributes/knowledge/skills/abilities for Maintenance and Repair Technicians .....	196
4.7.4 Duties and Responsibilities of Maintenance and Repair Technicians: .....	196
<b>4.8 SCHEME OF SERVICE FOR QUANTITY SURVEYORS .....</b>	<b>198</b>
4.8.1 Posts and Salary Scales.....	198
4.8.2 Methods of entry and advancement.....	198
4.8.3 Knowledge, Skills, and Abilities of Quantity Surveyors.....	201
4.8.4 Duties of Quantity Surveyors .....	202
<b>4.9 SCHEME OF SERVICE FOR ENGINEERS .....</b>	<b>204</b>
4.9.1 Posts and Salary Scales.....	204
4.9.2 Method of Entry and Advancement .....	204
4.9.3 Duties for Engineers .....	207
<b>4.10 SCHEME OF SERVICE FOR ARCHITECTS .....</b>	<b>208</b>
4.10.1 Posts and Salary Scales .....	208
4.10.2 Method of Entry and Advancement .....	208
4.10.3 Duties for Architects.....	211
<b>PART 5.0 - MISCELLANEOUS.....</b>	<b>213</b>
5.1 AMENDMENTS TO THE SCHEMES OF SERVICE .....	213
5.2 REVISION .....	213
5.3 ADOPTION .....	213
<b>APPENDIX I - SALARY STRUCTURE .....</b>	<i>Error! Bookmark not defined.</i>

# **SCHEMES OF SERVICE FOR ADMINISTRATIVE AND TECHNICAL STAFF THIRD EDITION, 2022**

## **PART 1.0 - INTRODUCTION**

### **1.1 BACKGROUND**

The Kilimanjaro Christian Medical University College (KCMUCo) was conceived in 1997 by the name of Kilimanjaro Christian Medical College (KCM-College) and functioned as a constituent College of Tumaini University (TU). The then Higher Education Accreditation Council (now Tanzania Commission for Universities) granted a provisional registration certificate in 1998 and upgraded the College to a full registration in 2001. The College started with the Faculty of Medicine and gradually expanded to other faculties, directorates and institute; namely, Faculty of Nursing Faculty of Rehabilitation Medicine, Directorate of Postgraduate Studies, Directorate of Research and Consultancy, and Institute of Public Health.

KCM-College transformed to University College as per Part 4 of the Universities Act of 2005 and Article 3 of the KCMUCo Charter and Rules of 2010 and the name changed into Kilimanjaro Christian Medical University College, a constituent College of Tumaini University Makumira.

### **1.2 VISION OF THE COLLEGE**

KCMUCo aspires to be a transformative Christian Centre of excellence providing evidence-based training in health with sustainable resource.

### **1.3 MISSION OF THE COLLEGE**

The KCMUCo mission is to provide an enabling environment for innovative and quality teaching, research and services responsive to national and global needs.

### **1.4 CORE VALUES OF THE COLLEGE**

To realise the mission and fulfil its vision, KCMUCo shall be guided by the following values:

- i. Love
- ii. Mercy
- iii. Compassion
- iv. Integrity
- v. Transparency
- vi. Diversity
- vii. Creativity
- viii. Innovation
- ix. Excellence
- x. Accountability.

### **1.5 MEANING OF SCHEME OF SERVICE**

Schemes of Service are guidelines, which outline the profile of every post and grade by specifying the qualifications, experience and qualities required of potential employees, and outlines the duties and responsibilities for incumbents to understand the requirements of the job. A scheme of service is, therefore, a vital document for the effective selection and/or promotion of the most suitably qualified administrative and technical personnel at KCMUCo.



These Schemes of Service define the following:

- i. Entry qualifications for each job category.
- ii. Career path or progression through which employees must follow or go through during their service.
- iii. The training requirement for each job category.
- iv. Equity in terms of the necessary requirements for both appointments and promotion.
- v. Standardisation for the posts in terms of appointment/promotion, etc.
- vi. General duties to be performed at each post in the hierarchy.

### **1.6 OBJECTIVES OF THE SCHEMES OF SERVICE**

- i. The primary objective of these Schemes of Service is to enable every employee to understand his/her career prospects and the path he/she will be required to follow to reach the ultimate position in his/her respective cadre.
- ii. To expand the Schemes to ensure that the employees in certain cadres do not reach the bar/last grade level at an early stage forcing them to stagnate at one post for too long thereby demoralizing and demotivating them.
- iii. To put clear the necessary qualifications for each job category at all levels for eligibility for appointment and promotion.
- iv. To motivate employees to understand the need to undergo further training and the need for the KCMUCo Management to determine training needs and sponsorships.

### **1.7 SCOPE**

These Schemes of Service have been designed to cover all cadres of Administrative and Technical Staff who are engaged in College duties, except academic staff and executive positions.

### **1.8 RATIONALE FOR THE THIRD EDITION OF THE SCHEMES OF SERVICE**

The second Edition of the KCMUCo Schemes of Service for Administrative and Technical Staff were approved by the College Governing Board in July 2015. After more than five years of operation there were needs to review the Schemes and harmonise professions/posts and include additional types/levels of educational qualifications that have been introduced by various Universities and Colleges in Tanzania as well as the Tanzania Commission for Universities (TCU) Standards and Guidelines for University Education in Tanzania, 2019.

The current Schemes of Service outline the profile of each administrative and technical post by specifying the educational and professional qualifications, experience and qualities (knowledge, skills and abilities) required of employees and describe the duties and responsibilities for each staff to understand the requirements of his/her job.

The objectives of these Schemes of Service are to: -

- i. provide for a clearly defined career ladder structures which will attract, motivate, and facilitate retention of suitably qualified administrative and technical personnel at KCMUCo.
- ii. revise and update standards for recruitment, training, and advancement within the career ladder structures based on qualifications, competence, merit, skills, and abilities.
- iii. provide for updated and improved job descriptions and specifications with clear explanation of duties and responsibilities at all levels within the career ladder structures to enable the employees understand the requirements and demands of their jobs including career prospects

and the paths that they will be required to follow to reach the ultimate position in the respective cadres.

### **1.9 REVISIONS**

The review of these Schemes of Service was done by the Human Resources Management and Administration Department. The revision used the Muhimbili University of Health and Allied Sciences (MUHAS) Schemes of Service for Administrative and Technical Staff, 2012 as a benchmark. Additional information was adapted from various schemes of other organisations.

The current revisions include the following:

- i. Updated educational and professional qualifications relevant to each individual cadre/post.
- ii. Revised, expanded, and/or additional duties and responsibilities.
- iii. Renaming of some titles/posts.
- iv. Expansion of notches/levels of posts up to Senior and Principal Levels.
- v. Revised salary scales to match the revised/renamed posts.
- vi. Introduction of new substantive posts.
- vii. Introduction of new duty posts based on the revised College Organogram.
- viii. Updated knowledge, skills, and abilities of incumbents.
- ix. Post of Administrative and Human Resources Officer (AHRO) has been divided into two separate posts of Human Resources Management Officer (HRO) and Administrative Officer (AO).

### **1.10 EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS AND WORK EXPERIENCE**

The educational and professional qualifications and work experience requirements prescribed in these Schemes of Service are the minimum qualifications and experience necessary for acquisition of skills and level of competency for good delivery on the job as well as for consideration of a candidate who is eligible for appointment or promotion. Generally, the higher the qualifications requirement, the more complex the job and higher are the responsibilities. The mere acquisition of these qualifications, however, will not automatically lead to appointment or promotion. Appointment or promotion will depend on:

- i. The existence of a vacancy in the higher grades, and
- ii. The decision by the appointing and/or promotion Authority. It should be understood, therefore, that the fulfilment of the basic requirements cannot lead to automatic appointment or promotion. What is important is that an employee understands fully his/her tasks and responsibilities and can do the job at the level of performance expected of him/her by the College.

### **1.11 ADHERENCE TO THE SCHEMES OF SERVICE**

Serving employees who do not have adequate qualifications according to these revised Schemes of Service shall remain in their present ranks/positions and salary as personal to themselves until the end of their service with the College OR until when they have acquired the appropriate qualifications according to these new schemes.

The in-service staff with appropriate qualifications according to these revised Schemes of Service shall be re-slotted into the new positions that commensurate with their qualifications and experience.

A new employee who will be recruited after final approval of these Schemes of Service shall be required to have qualifications laid herein, which will be adjusted from time to time in accordance with directives and provisions of the College Governing Board.

### **1.12 GENDER AND NUMBER**

In these Schemes of Service, unless otherwise provided, words importing singular include plural and vice versa, and words importing the masculine gender shall include feminine but words importing natural persons shall not include body corporate.

### **1.13 PROMOTION CRITERIA**

The Schemes of Service do point out that promotion is based on merit after completion of satisfactory service in any grade for either three years as the case may be and fulfilment or acquisition of specified academic/professional qualifications. The criterion for promotion will *inter alia* be at least a minimum score of B grade in performance appraisal for three consecutive years for all positions provided the employees have fulfilled the basic direct entry requirements, e.g., certificate, diploma, University degree or equivalent plus relevant working experience. This criterion shall also apply for professional requirements like registration with relevant professional bodies, e.g., The National Board of Accountants and Auditors (NBAA), Procurement and Supplies Professionals and Technicians Board (PSPTB), Engineers Registration Board of Tanzania (ERB), Architects and Quantity Surveyors Registration Board (AQRB), Health Laboratory Practitioners Council, Medical Council of Tanganyika (MCT), Tanzania Nursing and Midwifery Council (TNMC), Tanganyika Law Society (TLS), etc.

### **1.14 RECATEGORIZATION**

There might be a few cases where some employees can successfully pursue some courses and obtain relevant qualifications, which would make them qualify to join a related profession or a different job post. Such employees may apply for recategorization, and the appropriate appointing authority will decide accordingly.

### **1.15 JOB GRADES**

The division of posts into grades III, II, or I is designed mostly to provide for advancement and does not always imply changes in responsibilities and/or duties. Grade III is the lowest level while grade I is the highest level within each job post. The higher the grade level, the higher the pay. The main purpose of associating salary scales and ranges with levels of educational qualifications, skills and experience is to maintain equity in compensation and to avoid potential discrimination.

### **1.16 SALARY STRUCTURE**

KCMUCo's current Salary Structure for Administrative and Technical Staff, which was effected in January 2018, is organised into twenty-two (22) levels of salary scales, i.e., Tumaini University Salary Scale (TUSS) Level 1 to 22. Each salary scale incorporates salary ranges indicating minimum and maximum salary amounts/pay rates. **Refer Appendix I.**

Salary scales and ranges within each job post's grade are based on educational qualifications, skills, and work experience.

Review of salary amounts/rates and payment of annual increments may be frozen due to financial constraints and shall be revised when the financial situation of the College stabilises.

### **1.17 REPORTING RELATIONSHIP**

The Schemes of Service indicate reporting relationships. This enables employees to know and adhere to the formal channels of communication in the College.

### **1.18 DUTIES AND RESPONSIBILITIES**

The duties and responsibilities that are listed under each post are intended to describe the general nature and level of work to be performed by the employees, but they are not exhaustive lists of all the required duties and tasks of the respective post.

### **1.19 EMPLOYEE PERFORMANCE REVIEW AND APPRAISAL**

An annual performance review and appraisal shall be conducted to measure employee's performance against objectives or tasks undertaken, to help the employee where necessary, and to obtain a better view of one's potential to identify one's needs by way of training and experience in other fields.

### **1.20 RESPONSIBILITY ALLOWANCE**

Responsibility allowance will be paid to heads of administrative and technical directorates/departments/units at the rate to be determined and reviewed from time to time by the College Governing Board.

### **1.21 REMUNERATION OF OFFICERS ON DUTY POSTS**

The remuneration of Officers on Duty Posts shall be as prescribed in the Staff Regulations and Conditions of Service and the Remuneration and Allowances Policy or as the Board may determine from time to time.

### **1.22 APPOINTING AUTHORITY**

The Appointing Authority for all employees under Administrative and Technical substantive positions shall be the Human Resource and Students Affairs Committee (HRSAC) of the College Governing Board. The Committee may delegate such powers to the Provost.

The Appointing Authority for employees on Duty Posts shall be the College Governing Board.

### **1.23 INTERPRETATION**

Final interpretation of these Schemes of Service is vested in the College Governing Board.

### **1.24 EFFECTIVE DATE**

These Schemes of Service shall become operational from the date of approval by the College Governing Board.

## 1.25 SUMMARY OF POSTS AND SALARY SCALES

Both serving and new employees will enter in the new schemes/posts as follows:

### 1.25.1 Scheme of Service for Duty Posts

S/N	POST	SALARY SCALE	REMARKS
1	Director of Planning and Development	TUSS 20	New post
2	Director of Human Resources Management and Administration	TUSS 20	New post
3	Director of Estates Management	TUSS 20	New post
4	Director of Information and Communications Technology	TUSS 20	New post
5	Bursar	TUSS 20	New salary scale
6	Chief Internal Auditor	TUSS 20	New salary scale
7	Chief Procurement Management Officer	TUSS 20	New post
8	Chief Public Relations Officer	TUSS 20	New post
9	Chief Admissions Officer	TUSS 20	New post
10	College Legal Secretary/Counsel	TUSS 20	New salary scale

### 1.25.2 Scheme of Service for Planning Officers (*Degree holders*)

S/N	POST	SALARY SCALE	REMARKS
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 Grade III	TUSS 17	
8	Principal Planning Officer Grade II	TUSS 18	New post
9	Principal Planning Officer Grade I	TUSS 19	New post

### 1.25.3 Scheme of Service for Human Resources Management Officers (*Degree holders*)

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

### 1.25.4 Scheme of Service for Administrative Officers (*New Post*) - (*Degree holders*)

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

9	Principal Administrative Officer Grade I	TUSS 19
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### 1.25.5 Scheme of Service for Admissions Officers - (Degree holders)

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

### 1.25.6 Scheme of Service for Accounting Technicians - (Certificate and Diploma holders)

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

### 1.25.7 Scheme of Service for Accounts Officers (New post – Degree holders without CPA qualification)

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

### 1.25.8 Scheme of Service for Accountants - (Degree holders with CPA qualification)

S/N	POST	SALARY SCALE	REMARKS
1	Accountant	TUSS 13	New post
2	Senior Accountant Grade III	TUSS 14	
3	Senior Accountant Grade II	TUSS 15	
4	Senior Accountant Grade I	TUSS 16	
5	Principal Accountant Grade III	TUSS 17	
6	Principal Accountant Grade II	TUSS 18	New post
7	Principal Accountant Grade I	TUSS 19	New post

**1.25.9 Scheme of Service for Internal Audit Officers (New post) – Degree holders but have no CPA qualification**

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

**1.25.10 Scheme of Service for Internal Auditors - (Degree holders with CPA or CIA qualification)**

S/N	POST	SALARY SCALE	REMARKS
1	Internal Auditor	TUSS 13	New post
2	Senior Internal Auditor Grade III	TUSS 14	
3	Senior Internal Auditor Grade II	TUSS 15	
4	Senior Internal Auditor Grade I	TUSS 16	
5	Principal Internal Auditor Grade III	TUSS 17	
6	Principal Internal Auditor Grade II	TUSS 18	New post
7	Principal Internal Auditor Grade I	TUSS 19	New post

**1.25.11 Scheme of Service for Procurement and Supply Technicians - (Certificate and Diploma holders)**

S/N	POST	SALARY SCALE	REMARKS
1	Procurement and Supply Technician Grade III	TUSS 5	
2	Procurement and Supply Technician Grade II	TUSS 6	
3	Procurement and Supply Technician Grade I	TUSS 7	
4	Senior Procurement and Supply Technician Grade III	TUSS 8	
5	Senior Procurement and Supply Technician Grade II	TUSS 9	
6	Senior Procurement and Supply Technician Grade I	TUSS 10	
7	Principal Procurement and Supply Technician Grade III	TUSS 11	New post
8	Principal Procurement and Supply Technician Grade II	TUSS 12	New post
9	Principal Procurement and Supply Technician Grade I	TUSS 13	New post

**1.25.12 Scheme of Service for Procurement and Supply Officers - (Degree holders with CSP, CPSP or CIPS qualification)**

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

**1.25.13 Scheme of Service for Legal Officers - (Degree holders)**

S/N	POST	SALARY SCALE	REMARKS
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 Grade III	TUSS 17	
8	Principal Legal Officer Grade II	TUSS 18	New post
9	Principal Legal Officer Grade I	TUSS 19	New post

**1.25.14 Scheme of Service for Public Relations Officers - (Degree holders)**

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

**1.25.15 Scheme of Service for Estates Management Assistants - (Certificate and Diploma holders)**

S/N	POST	SALARY SCALE
2	Estates Management Assistant Grade III	TUSS 5
3	Estates Management Assistant Grade II	TUSS 6
4	Estates Management Assistant Grade I	TUSS 7
5	Senior Estates Management Assistant Grade III	TUSS 8
6	Senior Estates Management Assistant Grade II	TUSS 9
7	Senior Estates Management Assistant Grade I	TUSS 10
8	Principal Estates Management Assistant Grade III	TUSS 11
9	Principal Estates Management Assistant Grade II	TUSS 12
10	Principal Estates Management Assistant Grade I	TUSS 13

**1.25.16 Scheme of Service for Estates Management Officers - (Degree holders)**

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



**1.25.17 Scheme of Service for Administrative Assistants (New post) - (Degree holders)**

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

**1.25.18 Scheme of Service for Personal Secretaries and Office Management Assistants – (Certificate and Diploma holders)**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	None	None	Typist	TUSS 4
2	Typist Grade I	TUSS 5	Personal Secretary Grade III	TUSS 5
3	Personal Secretary Grade III	TUSS 6-7	Personal Secretary Grade II	TUSS 6
4	Personal Secretary Grade II	TUSS 8-9	Personal Secretary Grade I	TUSS 7
5	Personal Secretary Grade I	TUSS 10-11	Senior Personal Secretary Grade III	TUSS 8
6	NIL	N/A	Senior Personal Secretary Grade II	TUSS 9
7	NIL	N/A	Senior Personal Secretary Grade I	TUSS 10
8	Office Management Assistant Grade III	TUSS 12	Office Management Assistant Grade III	TUSS 11
9	Office Management Assistant Grade II	TUSS 13	Office Management Assistant Grade II	TUSS 12
10	Office Management Assistant Grade I	TUSS 14	Office Management Assistant Grade I	TUSS 13
11	Senior Office Management Assistant	TUSS 15-16	Senior Office Management Assistant Grade III	TUSS 14
12	NIL	N/A	Senior Office Management Assistant Grade II	TUSS 15
13	NIL	N/A	Senior Office Management Assistant Grade I	TUSS 16
14	NIL	N/A	Principal Office Management Assistant Grade III	TUSS 17
15	NIL	N/A	Principal Office Management Assistant Grade II	TUSS 18
16	NIL	N/A	Principal Office Management Assistant Grade I	TUSS 19

**1.25.19 Scheme of Service for Library Assistants – (Certificate and Diploma holders)**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	Library Assistant Grade III	TUSS 2	Library Assistant Grade III	TUSS 4
2	Library Assistant Grade II	TUSS 3	Library Assistant Grade II	TUSS 5
3	Library Assistant Grade I	TUSS 4	Library Assistant Grade I	TUSS 6-7
4	Library Officer Grade II	TUSS 5	Senior Library Assistant Grade III	TUSS 8
5	Library Officer Grade I	TUSS 6	Senior Library Assistant Grade II	TUSS 9
6	Senior Library Officer Grade III	TUSS 7	Senior Library Assistant Grade I	TUSS 10

7	Senior Library Officer Grade II	TUSS 8	Principal Library Assistant Grade III	TUSS 11
8	Senior Library Officer Grade I	TUSS 9	Principal Library Assistant Grade II	TUSS 12
9	Principal Library Officer	TUSS 10	Principal Library Assistant Grade I	TUSS 13

**1.25.20 Scheme of Service for Library Officers (New post) – (Degree holders who do not meet required minimum GPA and attributes for library academic posts)**

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

**1.25.21 Scheme of Service for Records Management Assistants – (Certificate and Diploma holders)**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	Registry/Records Management Assistant Grade III	TUSS 3	Records Management Assistant Grade III	TUSS 4
2	Registry/Records Management Assistant Grade II	TUSS 4	Records Management Assistant Grade II	TUSS 5
3	Registry/Records Management Assistant Grade I	TUSS 5	Records Management Assistant Grade I	TUSS 6-7
4	Senior Registry/Records Management Assistant Grade III	TUSS 6	Senior Records Management Assistant Grade III	TUSS 8
5	Senior Registry/Records Management Assistant Grade II	TUSS 7	Senior Records Management Assistant Grade II	TUSS 9
6	Senior Registry/Records Management Assistant Grade I	TUSS 8	Senior Records Management Assistant Grade I	TUSS 10
7	Principal Registry/Records Management Assistant Grade III	TUSS 9	Principal Records Management Assistant Grade III	TUSS 11
8	Principal Registry/Records Management Assistant Grade II	TUSS 10	Principal Records Management Assistant Grade II	TUSS 12
9	Principal Registry/Records Management Assistant Grade I	TUSS 11	Principal Records Management Assistant Grade I	TUSS 13

**1.25.22 Scheme of Service for Records Management Officers (New post) – Degree holders**

S/N	POST	SALARY SCALE
1	Records Management Officer Grade III	TUSS 11
2	Records Management Officer Grade II	TUSS 12
3	Records Management Officer Grade I	TUSS 13
4	Senior Records Management Officer Grade III	TUSS 14
5	Senior Records Management Officer Grade II	TUSS 15
6	Senior Records Management Officer Grade I	TUSS 16
7	Principal Records Management Officer Grade III	TUSS 17

8	Principal Records Management Officer Grade II	TUSS 18
9	Principal Records Management Officer Grade I	TUSS 19

**1.25.23 Scheme of Service for Receptionist cum Telephone Operator– (Certificate and Diploma holders)**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	Office Receptionist Grade III	TUSS 4	Receptionist cum Telephone Operator Grade III	TUSS 4
2	Office Receptionist Grade II	TUSS 5	Receptionist cum Telephone Operator Grade II	TUSS 5
3	Office Receptionist Grade I	TUSS 6	Receptionist cum Telephone Operator Grade I	TUSS 6-7
4	Senior Office Receptionist Grade III	TUSS 7	Senior Receptionist cum Telephone Operator Grade III	TUSS 8
5	Senior Office Receptionist Grade II	TUSS 8	Senior Receptionist cum Telephone Operator Grade II	TUSS 9
6	Senior Office Receptionist Grade I	TUSS 9	Senior Receptionist cum Telephone Operator Grade I	TUSS 10
7	Principal Office Receptionist Grade III	TUSS 10	Principal Receptionist cum Telephone Operator Grade III	TUSS 11
8	Principal Office Receptionist Grade II	TUSS 11	Principal Receptionist cum Telephone Operator Grade II	TUSS 12
9	Principal Office Receptionist Grade I	TUSS 12	Principal Receptionist cum Telephone Operator Grade I	TUSS 13

**1.25.24 Scheme of Service for Office Assistants**

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

**1.25.25 Scheme of Service for Drivers**

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

**1.25.26 Scheme of Service for Security Guards**

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

**1.25.27 Scheme of Service for Security Officers (New post) – Degree holders**

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

**1.25.28 Scheme of Service for Games and Sports Coaches**

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

**1.25.29 Scheme of Service for Wardens**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	Warden Grade III	TUSS 8-9	Warden Grade III	TUSS 8
2	Warden Grade II	TUSS 10	Warden Grade II	TUSS 9
3	Warden Grade I	TUSS 11	Warden Grade I	TUSS 10
4	Senior Warden Grade III	TUSS 12	Senior Warden Grade III	TUSS 11
5	Senior Warden Grade II	TUSS 13	Senior Warden Grade II	TUSS 12
6	Senior Warden Grade I	TUSS 14	Senior Warden Grade I	TUSS 13
7	Principal Warden	TUSS 15-16	Principal Warden Grade III	TUSS 14
8	NIL	N/A	Principal Warden Grade II	TUSS 15
9	NIL	N/A	Principal Warden Grade I	TUSS 16

**1.25.30 Scheme of Service for Computer Technicians - (Certificate and Diploma holders)**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	Computer Operator Grade III	TUSS 4	NIL	N/A
2	Computer Operator Grade II	TUSS 5	Assistant Computer Technician Grade III	TUSS 5
3	Computer Operator Grade I	TUSS 6	Assistant Computer Technician Grade II	TUSS 6
4	Senior Computer Operator Grade III	TUSS7	Assistant Computer Technician Grade I	TUSS7
5	Senior Computer Operator Grade II	TUSS 8	Computer Technician Grade III	TUSS 8
6	Senior Computer Operator Grade I	TUSS 9	Computer Technician Grade II	TUSS 9
7	Principal Computer Operator	TUSS 10	Computer Technician Grade I	TUSS 10
8	NIL	NIL	Senior Computer Technician Grade III	TUSS 11
9	NIL	NIL	Senior Computer Technician Grade II	TUSS 12
10	NIL	NIL	Senior Computer Technician Grade I	TUSS 13
11	NIL	NIL	Principal Computer Technician Grade III	TUSS 14
12	NIL	NIL	Principal Computer Technician Grade II	TUSS 15
13	NIL	NIL	Principal Computer Technician Grade I	TUSS 16

**1.25.31 Scheme of Service for Information and Communication Technology Officers and Specialists – Degree holders**

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

**1.25.32 Scheme of Service for Instructional Technologists (New post) – Degree holders**

S/N	POST	SALARY SCALE
1	Instructional Technologist Grade III	TUSS 11
2	Instructional Technologist Grade II	TUSS 12

3	Instructional Technologist Grade I	TUSS 13
4	Senior Instructional Technologist Grade III	TUSS 14
5	Senior Instructional Technologist Grade II	TUSS 15
6	Senior Instructional Technologist Grade I	TUSS 16
7	Principal Instructional Technologist Grade III	TUSS 17
8	Principal Instructional Technologist Grade II	TUSS 18
9	Principal Instructional Technologist Grade I	TUSS 19

**1.25.33 Scheme of Service for Health Laboratory Assistants and Technologists – Certificate and Diploma Holders**

S/N	OLD POST	NEW POST	SALARY SCALE
1	Laboratory Assistant Grade III	Health Laboratory Assistant Grade III	TUSS 5
2	Laboratory Assistant Grade II	Health Laboratory Assistant Grade II	TUSS 6
3	Laboratory Assistant Grade I	Health Laboratory Assistant Grade I	TUSS 7
4	Laboratory Technician Grade III	Health Laboratory Technologist Grade III	TUSS 8
5	Laboratory Technician Grade II	Health Laboratory Technologist Grade II	TUSS 9
6	Laboratory Technician Grade I	Health Laboratory Technologist Grade I	TUSS 10
7	Laboratory Technologist Grade III	Senior Health Laboratory Technologist Grade III	TUSS 11
8	Laboratory Technologist Grade II	Senior Health Laboratory Technologist Grade II	TUSS 12
9	Laboratory Technologist Grade I	Senior Health Laboratory Technologist Grade I	TUSS 13
10	Senior Laboratory Technologist	Principal Health Laboratory Technologist Grade III	TUSS 14
11	NIL	Principal Health Laboratory Technologist Grade II	TUSS 15
12	NIL	Principal Health Laboratory Technologist Grade I	TUSS 16

**1.25.34 Scheme of Service for Health Laboratory Instructors – Degree holders**

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

**1.25.35 Scheme of Service for Biomedical Equipment Technicians (New post) - Diploma Holders**

S/N	POST	SALARY SCALE
1	Biomedical Equipment Technician Grade III	TUSS 8
2	Biomedical Equipment Technician Grade II	TUSS 9
3	Biomedical Equipment Technician Grade I	TUSS 10
4	Senior Biomedical Equipment Technician Grade III	TUSS 11
5	Senior Biomedical Equipment Technician Grade II	TUSS 12
6	Senior Biomedical Equipment Technician Grade I	TUSS 13
7	Principal Biomedical Equipment Technician Grade III	TUSS 14
8	Principal Biomedical Equipment Technician Grade II	TUSS 15
9	Principal Biomedical Equipment Technician Grade I	TUSS 16

**1.25.36 Scheme of Service for Clinical Skills Instruction Cadres (New posts) – Degree holders**

S/N	POST	SALARY SCALE
1	Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III	TUSS 11
2	Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II	TUSS 12
3	Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I	TUSS 13
4	Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III	TUSS 14
5	Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II	TUSS 15
6	Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I	TUSS 16
7	Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III	TUSS 17
8	Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II	TUSS 18
9	Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I	TUSS 19

**1.25.37 Scheme of Service for Workshop Instructors in Prosthetics and Orthotics – Degree holders**

S/N	OLD POST	NEW POST	SALARY SCALE
1	Prosthetist and Orthotist Grade III	Workshop Instructor in Prosthetics and Orthotics Grade III	TUSS 11
2	Prosthetist and Orthotist Grade II	Workshop Instructor in Prosthetics and Orthotics Grade II	TUSS 12
3	Prosthetist and Orthotist Grade I	Workshop Instructor in Prosthetics and Orthotics Grade I	TUSS 13
4	Senior Prosthetist and Orthotist Grade III	Senior Workshop Instructor in Prosthetics and Orthotics Grade III	TUSS 14
5	Senior Prosthetist and Orthotist Grade II	Senior Workshop Instructor in Prosthetics and Orthotics Grade II	TUSS 15
6	Senior Prosthetist and Orthotist Grade I	Senior Workshop Instructor in Prosthetics and Orthotics Grade I	TUSS 16
7	Principal Prosthetist and Orthotist Grade III	Principal Workshop Instructor in Prosthetics and Orthotics Grade III	TUSS 17
8	Principal Prosthetist and Orthotist Grade II	Principal Workshop Instructor in Prosthetics and Orthotics Grade II	TUSS 18
9	Principal Prosthetist and Orthotist Grade I	Principal Workshop Instructor in Prosthetics and Orthotics Grade I	TUSS 19

**1.25.38 Scheme of Service for Prosectors – Certificate and Diploma Holders**

S/N	OLD POST	NEW POST	SALARY SCALE
1	Assistant Prosector Grade III	None	N/A
2	Assistant Prosector Grade II	Assistant Prosector Grade III	TUSS 5
3	Assistant Prosector Grade I	Assistant Prosector Grade II	TUSS 6
4	Prosector Grade III	Assistant Prosector Grade I	TUSS 7
5	Prosector Grade II	Prosector Grade III	TUSS 8
6	Prosector Grade I	Prosector Grade II	TUSS 9
7	Senior Prosector Grade III	Prosector Grade I	TUSS 10
8	Senior Prosector Grade II	Senior Prosector Grade III	TUSS 11
9	Senior Prosector Grade I	Senior Prosector Grade II	TUSS 12
10	Principal Prosector	Senior Prosector Grade I	TUSS 13

11	None	Principal Prosector Grade III	TUSS 14
12	None	Principal Prosector Grade II	TUSS 15
13	None	Principal Prosector Grade I	TUSS 16

**1.25.39 Scheme of Service for Audio-Visual Aids Assistants and Technicians – Certificate and Diploma Holders**

S/N	OLD POST	OLD SALARY SCALE	NEW POST	NEW SALARY SCALE
1	Audio-Visual Aids Assistant Grade III	TUSS 4	Audio-Visual Aids Assistant Grade III	TUSS 5
2	Audio-Visual Aids Assistant Grade II	TUSS 5	Audio-Visual Aids Assistant Grade II	TUSS 6
3	Audio-Visual Aids Assistant Grade I	TUSS 6	Audio-Visual Aids Assistant Grade I	TUSS 7
4	Senior Audio-Visual Aids Assistant Grade III	TUSS 7	Audio-Visual Aids Technician Grade III	TUSS 8
5	Senior Audio-Visual Aids Assistant Grade II	TUSS 8	Audio-Visual Aids Technician Grade II	TUSS 9
6	Senior Audio-Visual Aids Assistant Grade I	TUSS 9	Audio-Visual Aids Technician Grade I	TUSS 10
7	Principal Audio-Visual Aids Assistant Grade III	TUSS 10	Senior Audio-Visual Aids Technician Grade III	TUSS 11
8	Principal Audio-Visual Aids Assistant Grade II	TUSS 11	Senior Audio-Visual Aids Technician Grade II	TUSS 12
9	Principal Audio-Visual Aids Assistant Grade I	TUSS 12	Senior Audio-Visual Aids Technician Grade I	TUSS 13
10	NIL	N/A	Principal Audio-Visual Aids Technician Grade III	TUSS 14
11	NIL	N/A	Principal Audio-Visual Aids Technician Grade II	TUSS 15
12	NIL	N/A	Principal Audio-Visual Aids Technician Grade I	TUSS 16

**1.25.40 Scheme of Service for Maintenance and Repair Technicians (New post) – Certificate and Diploma Holders**

S/N	POST	SALARY SCALE
1	Assistant Maintenance and Repair Technician Grade III	TUSS 5
2	Assistant Maintenance and Repair Technician Grade II	TUSS 6
3	Assistant Maintenance and Repair Technician Grade I	TUSS 7
5	Maintenance and Repair Technician Grade III	TUSS 8
6	Maintenance and Repair Technician Grade II	TUSS 9
7	Maintenance and Repair Technician Grade I	TUSS 10
8	Senior Maintenance and Repair Technician Grade III	TUSS 11
9	Senior Maintenance and Repair Technician Grade II	TUSS 12
10	Senior Maintenance and Repair Technician Grade I	TUSS 13
11	Principal Maintenance and Repair Technician Grade III	TUSS 14
12	Principal Maintenance and Repair Technician Grade II	TUSS 15
13	Principal Maintenance and Repair Technician Grade I	TUSS 16



**1.25.41 Scheme of Service for Quantity Surveyors (New post) – Degree holders**

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Quantity Surveyor Grade III	TUSS 11
2	Quantity Surveyor Grade II	TUSS 12
3	Quantity Surveyor Grade I	TUSS 13
4	Senior Quantity Surveyor Grade III	TUSS 14
5	Senior Quantity Surveyor Grade II	TUSS 15
6	Senior Quantity Surveyor Grade I	TUSS 16
7	Principal Quantity Surveyor Grade III	TUSS 17
8	Principal Quantity Surveyor Grade II	TUSS 18
9	Principal Quantity Surveyor Grade I	TUSS 19

**1.25.42 Scheme of Service for Engineers (New post) – Degree holders**

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Engineer Grade III	TUSS 11
2	Engineer Grade II	TUSS 12
3	Engineer Grade I	TUSS 13
4	Senior Engineer Grade III	TUSS 14
5	Senior Engineer Grade II	TUSS 15
6	Senior Engineer Grade I	TUSS 16
7	Principal Engineer Grade III	TUSS 17
8	Principal Engineer Grade II	TUSS 18
9	Principal Engineer Grade I	TUSS 19

**1.25.43 Scheme of Service for Architects (New post) – Degree holders**

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Architect Grade III	TUSS 11
2	Architect Grade II	TUSS 12
3	Architect Grade I	TUSS 13
4	Senior Architect Grade III	TUSS 14
5	Senior Architect Grade II	TUSS 15
6	Senior Architect Grade I	TUSS 16
7	Principal Architect Grade III	TUSS 17
8	Principal Architect Grade II	TUSS 18
9	Principal Architect Grade I	TUSS 19

## **PART 2.0 - SCHEMES OF SERVICE FOR DUTY POSTS**

### **2.1 SCHEME OF SERVICE FOR DIRECTOR OF PLANNING AND DEVELOPMENT - TUSS 20**

Director of Planning and Development shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

#### **2.1.1 Direct Entry/New Appointment**

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

#### **2.1.2 In-Service Structure**

By appointment/promotion of Principal Planning Officer Grade I with at least 3 years of service in that grade, who has obtained a master's degree in related field and has scored a minimum of B grade in performance appraisal and who has shown potential to shoulder higher responsibilities.

#### **2.1.3 Knowledge, Skills, Abilities of Director of Planning and Development:**

- i. Extensive experience (5 years or more) in planning, research and analytical work relevant to the duties and responsibilities indicated below.
- ii. Knowledge and understanding of integrated program planning, development, and administration
- iii. A proven track record of research accomplishments in a corporate, public administration, or academic setting.
- iv. Skill in budget preparation and fiscal management.
- v. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- vi. Skill in organizing resources and establishing priorities.
- vii. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals.
- viii. Advanced verbal and written communication skills.
- ix. Employee development and performance management skills.
- x. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- xi. Ability to foster a cooperative work environment.
- xii. Demonstrated ability to work both independently and in a team setting to accomplish complex tasks in a timely and efficient manner.
- xiii. 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

#### **2.1.4 Tenure of Director of Planning and Development**

The tenure of the Director of Planning and Development shall be determined by the College Governing Board depending on the terms and conditions of his/her contract of employment.

#### **2.1.5 Duties of Director of Planning and Development**

The Director of Planning and Development shall:

- i. Be responsible to Provost through the Deputy Provost for Administration in co-ordination of the College Planning and Development function.
- ii. Be the Chief advisor on matters pertaining to planning, resource mobilization, and management of development issues of the College.
- iii. Collect and systematically compiled data on College activities.
- iv. Develop methodology for data collection on various aspects of College operational programmes.
- v. Evaluate operational costs of College programmes using standard indicators.
- vi. Liaise with the Bursar in the preparation for capital development and annual recurrent budget estimates.
- vii. Initiate ways of raising funds for College activities.
- viii. Develop (5 year) rolling Strategic Plans.
- ix. Prepare progress reports of the plans.
- x. Make projections based on processed data on the staff/students population of the College.
- xi. Determine the staff needs of Departmental/Units and making appropriate recommendations where necessary.
- xii. 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.
- xiii. 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
- xiv. 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.
- xv. Follow-up the execution of the approved projects and submit regular reports on its progress and suggest corrective actions in case of difficulties.
- xvi. 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.
- xvii. Participate in carrying out investigations and feasibility studies on aspects which help in the preparation of development projects within the College.
- xviii. Collect and organize all data regarding the activities of the College and provide a system of archiving and easily retrieving them.
- xix. Provide a facility for availing data required by any unit within the College according to the rules and regulations of the College.
- xx. Attends meetings of the College which have impact on the planning function
- xxi. Performing any other duties as assigned by the Provost, Deputy Provost for Administration, or other competent authority of the College.

## **2.2 SCHEME OF SERVICE FOR DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION – TUSS 20**

Director of Human Resources Management and Administration shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.2.1 Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Human Resources Management, Human Resources Development, General Management, Public Administration or any other equivalent qualification; with at least six (6) years' work experience, three (3) of which must have been at a managerial level in Human Resource and Administration department of a recognized institution. Experience in working in a higher learning institution will be an added advantage.

### **2.2.2 In-Service Structure**

By appointment/promotion of Principal Human Resources Officer Grade I or Principal Administrative Officer Grade I with at least three (3) years of service in that grade, who has scored a minimum of B grade in performance appraisal, and who has obtained a master's degree in related field and has shown potential to shoulder higher responsibilities.

### **2.2.3 Knowledge, Skills, Abilities of Director of Human Resources Management and Administration**

- i. Proven working experience in related senior position.
- ii. People oriented and results driven.
- iii. Knowledge of Human Resources metrics.
- iv. Knowledge of Human Resources systems and databases.
- v. Excellent active listening, negotiation, and presentation skills.
- vi. Competence to build and effectively manage interpersonal relationships at all levels of the College.
- vii. Knowledge of labour laws.
- viii. Knowledge of best practices in Human Resources Management and Administration.
- ix. Sympathetic Attitude (having a humane approach to human resource problems).
- x. Ability to make quick decisions.
- xi. Good leadership skills.
- xii. Strong human relations skills.
- xiii. Integrity.
- xiv. Patience.
- xv. Responsible.
- xvi. Good Communication Skills.
- xvii. Mental ability to understand and learn.
- xviii. Adaptability.
- xix. Moral energy.
- xx. Firmness.
- xxi. Initiative.
- xxii. Loyalty.
- xxiii. Tact.
- xxiv. Dignity.

## **2.2.4 Tenure of Director of Human Resources Management and Administration**

The tenure of the Director of Human Resources Management and Administration shall be determined by the College Governing Board depending on the terms and conditions of his/her contract of employment.

## **2.2.5 Duties of Director of Human Resources Management and Administration:**

The Director of Human Resources Management and Administration shall:

- i. Be the Head of the Directorate – providing direction to the Directorate in carrying out its functions.
- ii. Be the Chief advisor on matters pertaining to human resources management and administration.
- iii. Support the Deputy Provost for Administration in the provision of a high quality and professional human resources service by providing advice and guidance on human resources issues and by developing the appropriate policies and procedures to ensure that employment law and best practice are adhered to.
- iv. Develop and review human resources policies and procedures to ensure that the College follows best practice and avoids infringing employment law.
- v. Implement policies, procedures and standards pertaining to human resource planning, recruitment and staff establishment.
- vi. Ensure compliance with labour laws and other Government regulations on workforce in consultation with the Legal Department.
- vii. 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.
- viii. Compile and monitor staff numbers vis-à-vis approved establishments.
- ix. Maintain staff database and records and ensure confidentiality of data therein.
- x. Implement Human Resources work plans, and generation of quarterly reports
- xi. Prepare letters, policies, and other documents in relation to terms and conditions of employment to ensure that the College complies with legal requirements.
- xii. Manage the Human Resources Management and Administration team and ensure that they are clear about expected standards of performance, motivated and developed to provide professional human resources services.
- xiii. 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.
- xiv. Analyse job requirements and prepare job descriptions and person specifications for recruitment, job evaluation and other purposes.
- xv. Coordinating staff welfare activities.
- xvi. Provide administrative and logistical support to the College, i.e., general office management, records management, transport management, and security and safety management.
- xvii. Participate in strategic planning, formulation of policies and procedures, financial planning, and forecasting.
- xviii. Assist in formulating, implementing and evaluating College corporate strategies.
- xix. Implement diversity issues including gender, disability, and HIV/AIDS etc.
- xx. Participate in the preparation of the College's budget.
- xxi. Provide and maintain a comfortable, safe, and secure physical working environment;
- xxii. Coordinate implementation of Client Service Charter.
- xxiii. Participate in preparation and review of operational reports.

- xxiv. Perform any other duties as assigned by the Provost, Deputy Provost for Administration, or other competent authority of the College.

### **2.3 SCHEME OF SERVICE FOR DIRECTOR OF ESTATES MANAGEMENT – TUSS 20**

Director of Estates Management shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

#### **2.3.1 Direct Entry/New Appointment**

By appointment of a holder of Bachelor's degree and Master's degree in either Estates Management, Property and Facilities Management, Real Estate Management, Building Engineering, Building Survey, Land Management and Valuation, Architecture, Building Economics, Civil Engineering or equivalent qualifications from a recognised Institution.

#### **2.3.2 In-Service Structure**

By appointment/promotion of Principal Estates Management Officer Grade I with at least three (3) years of service in that grade, who has scored a minimum of B grade in performance appraisal, and who has obtained a master's degree in related field and has shown potential to shoulder higher responsibilities.

#### **2.3.3 Knowledge, Skills, Abilities of Director of Estates Management**

- i. Good working knowledge in estates or facilities management
- ii. Project management skills.
- iii. ICT tools for data analysis, reporting, communication, and presentation of results.
- iv. Excellent organisational skills.
- v. Financial management, budgeting, and budgetary control.
- vi. Problem-solving skills.
- vii. Excellent communication skills both orally and in writing.
- viii. Diligent about health and safety - to ensure students, staff and visitors are kept safe.
- ix. Analytical and problem-solving skills
- x. Decision-making skills
- xi. The ability to lead and manage teams and projects.

#### **2.3.4 Tenure of Director of Estates Management**

The tenure of the Director of Estates Management shall be determined by the College Governing Board depending on the terms and conditions of his/her contract of employment.

#### **2.3.5 Duties of Director of Estates Management**

The duties of Director of Estates Management shall be as follows:

- i. Head of the Directorate – manages Staff and functions of the Directorate.
- ii. Oversees all day to day and planned activities related to maintenance of College buildings, grounds, roads, plants, water system, with the objective of providing a safe, secure and clean environment for all students, staff and visitors.
- iii. Takes full responsibility for supervising contractual building works undertaken by the College.
- iv. Plans, coordinates, controls, and supervises maintenance of the College premises, building and equipment.
- v. Advises on preparation of tenders in constructions

- vi. Supervises preparation of BoQs and its examination.
- vii. Managing refurbishment and renovations.
- viii. Designing appropriate location of centres, buildings, drainage system/sanitation, landscaping.
- ix. Supervising general cleanliness, sanitation, and disposal of rubbish
- x. General up keeping and maintenance of buildings to ensure that they meet national health and safety standards and legal requirements.
- xi. Prepares and compiles budget for Estates Management projects.
- xii. Ensuring fire safety, maintenance of fire extinguishers.
- xiii. Ensures that all the Fixed Assets of the University are well maintained so as to guarantee continuous delivery of services.
- xiv. Ensures that technical professional ethics are adhered to.
- xv. Coordinates the preparation of the physical master plan.
- xvi. Enforce building rules and Municipal bylaws
- xvii. Ensures that staff under the unit receives regular supervision and support in carrying out their duties.
- xviii. Conduct on-the-job training to junior Staff.
- xix. Performing other related duties as may be assigned by his/her superior.

## ***2.4 SCHEME OF SERVICE FOR DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY – TUSS 20***

Director of Information and Communication Technology shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.4.1 Direct Entry/New Appointment**

#### ***(a) Educational Qualifications***

Appointment of holders of Master of Science 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.

#### ***(b) 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).

#### ***(c) Work Experience***

At least six (6) years' work experience in a senior/supervisory position, preferably, in a higher education institution.

### **2.4.2 In-Service Structure**

By appointment/promotion of Information and Communication Technology Specialist Grade I, with Master's degree in relevant field, who has completed at least years (3) years of satisfactory service in that grade and scored a minimum of B grade in performance appraisal and has shown potential to shoulder higher responsibilities.

#### **2.4.3 Knowledge, Skills, Abilities of Director of Information and Communications Technology**

- i. Experience in setup and maintenance of large storage capacity servers.
- ii. Demonstrated initiative and problem-solving skills and results delivery and ability to meet deadlines.
- iii. Excellent interpersonal/representational skills.
- iv. Professional, collaborative management approach with the ability to work as a member of a team.
- v. Ability to identify and develop new approaches and innovative ways and means to strengthen ICT management.

#### **2.4.4 Tenure of Director of Information and Communications Technology**

The tenure of the Director of Information and Communications Technology shall be determined by the College Governing Board depending on the terms and conditions of his/her contract of employment.

#### **2.4.5 Duties of Director of Information and Communications Technology**

The duties of Director of Information and Communications Technology shall be as follows:

- i. Head of the Directorate of Information and Communications Technology, responsible for the management, installation, maintenance, availability and security of the College's network infrastructure, servers, workstation, website, hardware, and software.
- ii. Ensure that the day-to-day functional delivery and integration of the College's ICT services meet current best practice standards and overall provide the best possible outcomes for the College in accordance with the College's Strategic Plan.
- iii. Develop, implement and revise as necessary a structured ICT strategic plan that keeps the College at the forefront of educational technology whilst being stable, supportable and secure.
- iv. Direct and coordinate the ICT team to maintain high standards of service to all ICT users including KCMUCo stakeholders.
- v. Managing data to ensure its accuracy, confidentiality, integrity, and availability.
- vi. Oversee technical architecture and infrastructure to ensure it is security, maintainability, functionality, supportability, and availability
- vii. Planning, organizing, co-ordinating and controlling ICT network systems and web-based applications.
- viii. Develop, implement and monitor the College's policies and practices for data protection, internet use, e-mail, and security.
- ix. Direct and coordinate the ICT team to maintain high standards of service to all ICT users including KCMUCo stakeholders.
- x. Managing data to ensure its accuracy, confidentiality, integrity, and availability.
- xi. Ensuring network system security and efficiency.
- xii. Oversee technical architecture and infrastructure to ensure it is security, maintainability, functionality, supportability, and availability
- xiii. Planning, organizing, co-ordinating and controlling ICT network systems and web-based applications.
- xiv. Develop, implement, and monitor the College's policies and practices for data protection, internet use, e-mail, and security.
- xv. Advising on upgrading and purchasing of hardware, software and equipment required in the workshop/computer laboratory/server room.



- xvi. Ensure that the network is operational during access hours and appropriate back-up protocols are implemented.
- xvii. Provide backup support and advise computer users (staff and students) and the College Management on appropriate and efficient usage of ICT service.
- xviii. Responsible for management and supervision of all ICT staff, including training and performance appraisal.
- xix. Involvement in recruitment and selection of ICT personnel.
- xx. Oversee the professional development and training of ICT staff.
- xxi. Train staff on a wide range of applications used in the College.
- xxii. Produce reports on ICT use and costs.
- xxiii. Performing other related duties as may be instructed by the Deputy Provost for Administration or other competent College authority.

## **2.5 SCHEME OF SERVICE FOR BURSAR - TUSS 20**

A Bursar of the College shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.5.1 Direct Entry/New Appointment**

#### ***(a) Educational Qualifications:***

Appointment of a holder of Bachelor Degree majoring in Accounting or Finance, MBA (Accounting, Financial Management, Finance or Management Accounting), Master of Science in Accounting and Finance or other related qualifications from an accredited college or university; a recognized Accounting professional qualification, i.e., Certified Public Accountant {CPA (T)}, Associate Chartered Certified Accountant (ACCA), Chartered Institute of Management Accountant (CIMA) certification, Associate Chartered Accountant (ACA), or any other similar accounting certification); he/she must be registered with the National Board of Accountants and Auditors (NBAA) as an Associate Certified Public Accountant (ACPA) or Fellow Certified Public Accountant (FCPA)

#### ***(b) Work Experience:***

At least three (3) years' work experience as a Bursar or in a senior / supervisory position, preferably, in higher education accounting practices and student account services.

### **2.5.2 In-Service Structure**

By appointment/promotion of **Principal Accountant Grade I** with at least three (3) years' work experience who has scored a minimum of B grade in performance appraisal and has obtained/acquired professional qualifications / certification, i.e., CPA (T), ACCA, CIMA, or ACA and has shown potential to shoulder higher responsibilities.

### **2.5.3 Knowledge, Skills, Abilities of Bursar**

- i. Knowledge of accounting procedures and best practices.
- ii. Knowledge of relevant accounting policies and financial regulations.
- iii. Knowledge of International Financial Reporting Standards (IFRS).
- iv. Excellent numeracy and literacy skills.

- v. Computer skills, including accounting software packages, word processing, spreadsheet, systems documentation, and other business software to prepare work papers, reports, memos, summaries, and analyses.
- vi. Excellent analytical skills and experience creating reports and presentations.
- vii. Excellent communication skills, both oral and written.
- viii. Excellent customer service skills
- ix. Excellent organisational skills.
- x. Strong interpersonal skills.
- xi. Strong financial management skills.
- xii. Familiarity with budget preparation and cash flow management.
- xiii. Solid time management skills with an ability to prioritize work.
- xiv. Ability to successfully manage a diverse staff.
- xv. Ability to maintain high levels of integrity.
- xvi. Ability to manage multiple projects and contribute to a team environment.
- xvii. Ability to analyse and interpret information.
- xviii. Ability to work constructively as part of a team.
- xix. Ability to work autonomously using own initiative.

#### **2.5.4 Personal Attributes of Bursar**

- i. Self-motivated and enthusiastic
- ii. Able to remain polite, calm, and courteous in stressful situations
- iii. Reliable and punctual
- iv. Flexible and adaptable
- v. Commitment to undertake personal and professional development

#### **2.5.5 Tenure of Bursar**

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

#### **2.5.6 Duties of Bursar**

The College Bursar shall:

- i. Be responsible to the Provost through the Deputy Provost for Administration for the financial administration of the College.
- ii. Act as an accountant of the College.
- iii. Co-ordinate the preparation of College budget.
- iv. Co-ordinate fund-raising activities of the College in collaboration with the Planning Officer, under supervision of the Deputy Provost for Administration.
- v. Be Head of the Finance department.
- vi. Lead, operate, maintain, and develop the financial procedural systems of the College.
- vii. Responsible for the financial management of the College
- viii. Keep concise records of College finances
- ix. Offer advice on financial planning to the College's management when needed
- x. Co-ordinate preparation of Final Accounts
- xi. Compile/consolidate expenditure reports from cost centres.
- xii. Ensure enforcement of financial/stores regulations and other regulations concerning finance.
- xiii. 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.

- xiv. 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
- xv. 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
- xvi. Oversee the collection and application of College-wide cash receipts and bank deposits
- xvii. Review and analyse miscellaneous general ledger accounts pertaining to student receivables
- xviii. Prepare necessary journal entries
- xix. Respond to inquiries from students, their sponsors, College Management, or staff
- xx. Establish, implement, and monitor department policies and procedures
- xxi. Prepare and analyse reports related to student accounts and cashiering
- xxii. Oversee the process of salaries and help budget future salaries
- xxiii. Work in cooperation with College Management to make sure that all legal and safety requirements of the College are being met.
- xxiv. Assist with year-end audit
- xxv. Any other duties assigned to him/her by Deputy Provost Administration, Provost, or other competent College authority.

## **2.6 SCHEME OF SERVICE FOR CHIEF INTERNAL AUDITOR - TUSS 20**

A Chief Internal Auditor shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.6.1 Direct Entry/New Appointment**

#### **(a) Educational Qualifications**

Appointment of a holder of Bachelor Degree majoring in Accounting or Auditing, MBA in Accounting or Finance, Master of Science in Accounting and Finance or other related qualifications from an accredited college or university; a recognized Accounting/Auditing professional qualification, i.e., Certified Internal Auditor (CIA) or Chartered Internal Auditor certification, Certified Public Accountant (CPA-T), Associate Chartered Accountant (ACA), Associate Chartered Certified Accountant (ACCA), Chartered Institute of Management Accountant (CIMA) or any other similar accounting certification); He/she must be registered with the National Board of Accountants and Auditors (NBAA) as an Associate Certified Public Accountant (ACPA) or Fellow Certified Public Accountant (FCPA) and/or the Institute of Internal Auditors Tanzania.

#### **(b) Work Experience**

At least three (3) years' work experience in senior position in auditing, preferably in a higher education institution.

### **2.6.2 In-Service Structure**

By appointment/promotion of **Principal Internal Auditor Grade I** with at least three years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal, obtained/acquired the above professional qualifications and who has shown potential to shoulder higher responsibilities.

### **2.6.3 Knowledge, Skills, Abilities of Chief Internal Auditor**

- i. Strong verbal and written communications skills and the ability to communicate ideas, facts, and abstract concepts.
- ii. Knowledge of the International Standards for the Professional Practice of Internal Auditing.

- iii. Thorough understanding of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
- iv. Ability to work independently, with little supervision.
- v. Ability to meet deadlines, to solve problems, and to make appropriate recommendations.
- vi. In-depth understanding of auditing and control practices
- vii. Updated knowledge of applicable laws and regulations
- viii. Strong mathematical and analytical skills
- ix. Attention to detail
- x. A functional knowledge of the use of computers in internal auditing.
- xi. Ability to research, collect, organize, and maintain accurate records/data.
- xii. Ability to maintain professionalism and objectivity under all circumstances.
- xiii. Organizational and leadership abilities.

#### **2.6.4 Personal Attributes of Chief Internal Auditor:**

- i. Confidentiality
- ii. Integrity
- iii. Resilience
- iv. Objectivity
- v. Impartiality

#### **2.6.4 Tenure of Chief Internal Auditor**

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

#### **2.6.5 Duties of Chief Internal Auditor**

The Chief Internal Auditor shall:

- i. 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.
- ii. Maintain checks on the accuracy of accounting records throughout the College and on the observance of standard practice and procedures.
- iii. Evaluate internal controls to ensure that accounting systems provide adequate, timely, and accurate information, and protection against loss through negligence, dishonesty or otherwise.
- iv. Verify College income from source to bank and satisfying himself that expenditure is properly incurred according to approved policy and efficiently charged to relevant heads
- v. Make 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
- vi. Check that Heads of Departments are maintaining inventory of furniture, equipment, and other moveable assets in accordance with College policy
- vii. Provide information and advice to the Provost to facilitate the most efficient use of the College financial resources
- viii. Advise the Provost on the need to up-date or otherwise change of manuals of financial policies and procedures
- ix. Build up an effective liaison with the external auditors
- x. Reports immediately any suspected occurrence of dishonesty to the Provost

- xi. Define and recommend courses of action, through verbal presentations and written audit reports, to all levels of management.
- xii. Present findings and recommendations concerning audited activities to the College Planning and Finance Committee.
- xiii. Review company policies and procedures for adequacy of internal controls; make recommendations to strengthen/incorporate internal controls.
- xiv. Prepare audit reports that summarize audit findings, provide recommendations and document management responses.
- xv. Follow-up to determine adequacy of corrective actions
- xvi. Conduct internal auditing, analysis and reporting of audits in the finance.
- xvii. 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.
- xviii. Provide supervision and coaching to internal auditing staff, coordinate and assure their professional development.
- xix. Assure follow up of audit findings to ensure adequacy and timeliness of correction.
- xx. Participate in development of Internal Audit's annual budget and monitors subsequent expenditures.
- xxi. Develop professional capability through on-the-job training and staff training programs.
- xxii. Perform any other duties assigned to him/her by Provost, Deputy Provost Administration, or other competent College authority.

## ***2.7 SCHEME OF SERVICE FOR CHIEF PROCUREMENT AND SUPPLIES OFFICER - TUSS 20***

A Chief Procurement and Supply Officer shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.7.1 Direct Entry/New Appointment**

#### ***(a) Educational Qualifications***

Appointment of a holder of Bachelor Degree in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other related qualifications from an accredited college or university; a recognised procurement and supply professional qualification, i.e., Certified Procurement and Supply Professional (CPSP), Certified Supplies Professional (CSP), Chartered Institute of Purchasing and Supply (CIPS) and/or Master's 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.

#### ***(b) Work Experience***

At least three years' work experience in senior position in procurement and supply management, preferably in a higher education institution.

### **2.7.2 In-Service Structure**

By promotion/appointment of Principal Procurement and Supply Officer Grade I with at least three (3) years of service in that grade, who has scored a minimum of B grade in performance appraisal and has obtained/acquired the above professional qualifications and has shown potential to shoulder higher responsibilities.

### **2.7.3 Knowledge, Skills, Abilities of Chief Procurement and Supply Officer**

- i. In-depth knowledge of procurement processes, supply chain management, policies and procedures including, tendering, contracting, clearance, transport, warehousing, distribution, and asset management.
- ii. Knowledge in budgeting, financial management, and accounting principles
- iii. Strategic procurement skills
- iv. Financial analysis skills
- v. Negotiation skills
- vi. Management skills
- vii. Contracting skills
- viii. Communication skills
- ix. Writing skills
- x. Excellent leadership ability
- xi. Ability to work well under pressure

### **2.7.4 Personal Attributes of Chief Procurement and Supply Officer**

- i. Confidentiality
- ii. Integrity
- iii. Resilience
- iv. Objectivity
- v. Impartiality

### **2.7.4 Tenure of Chief Procurement and Supply Officer**

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

### **2.7.5 Duties of Chief Procurement and Supply Officer**

The Chief Procurement and Supply Officer shall:

- i. Be responsible to the Provost in ensuring that procurement processes, policies and procedures throughout the College comply with College's standards and that the limits of authority on all matters involving procurement and supply are adhered to.
- ii. Be Head of Procurement and Supplies Unit
- iii. Be advisor to the Provost, Deputy Provost Administration, and Bursar on issues related to procurement and supply.
- iv. Be responsible for the development or review of materials / procurement management policy.
- v. Prepare departmental budget.
- vi. Plan, coordinate and control all the departmental matters.
- vii. Scrutinize purchase orders before being forwarded for approval.
- viii. 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.

- ix. Keep records of purchase and other sensitive documents in safe custody.
- x. Supervise the work of junior staff working under him/her.
- xi. Be responsible for internal training of staff in the Procurement and Supplies Unit.
- xii. Perform any other duty as may be assigned by the Provost or other senior officers of the College.

## **2.8 SCHEME OF SERVICE FOR CHIEF PUBLIC RELATIONS OFFICER - TUSS 20**

A Chief Public Relations Officer shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.8.1 Direct Entry/New Appointment**

By appointment of a person of integrity and a holder of Bachelor's degree and Master's degree in Journalism, Mass Communication, Public Relations, Marketing or other equivalent qualifications from a recognized University/Institution.

### **2.8.2 In-Service Structure**

By promotion/appointment of Principal Public Relations Officer Grade I with at least three (3) years of service in that grade, who has scored a minimum of B grade in performance appraisal and has obtained a master's degree in related field and has shown potential to shoulder higher responsibilities.

### **2.8.3 Knowledge, Skills, Abilities of Chief Public Relations Officer**

- i. Ability to use independent judgment and to gather, manage and impart information to the media and various other internal and external audiences.
- ii. Experience in communicating with the press and other media.
- iii. Strong knowledge of local and regional media contacts and/or a proven ability to develop such relationships quickly.
- iv. Advanced writing, communication, and presentation skills, to include ability to communicate effectively on-camera.
- v. Ability to provide effective advice and counsel on strategic and/or critical communication issues and to exercise effective judgement.
- vi. Ability to write executive-level communications for internal and external audiences.
- vii. Knowledge of Government laws, regulations, and standards for the management and disclosure of public information.
- viii. Knowledge of journalism, public relations and general communications principles and practices.
- ix. Ability to investigate and analyse information and draw conclusions.
- x. Knowledge of electronic communications applications, including internet content management systems, and online/social media distribution channels.
- xi. Basic knowledge of photography and the use of digital cameras.
- xii. Demonstrated ability to maintain confidentiality.
- xiii. Strong interpersonal and communication skills and the ability to work effectively with a wide range of audiences.

#### **2.8.4 Tenure of Chief Public Relations Officer**

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

#### **2.8.5 Duties of Chief Public Relations Officer**

##### **(a) Major Roles and Responsibilities:**

- i. Acts as public relations/communications counsel to the College Management.
- ii. Serves as official representative spokesperson for the College in disseminating information about programmes, plans, events, and activities to news media and in responding to media queries about the same.
- iii. Serves as the College's spokesperson on highly sensitive, complex, or emergency situations.
- iv. Responsible for a comprehensive public relations effort, including evaluation of attitudes/opinions of the institution's publics, identification of the policies of the institution with the public interest, and the execution of a variety of media programmes to earn public understanding/support.
- v. Represents the College to external media sources as the official College spokesperson and provides high-level communications on behalf of Top Management.
- vi. Executes a variety of institutional-wide communication and media relations initiatives designed to enhance the College's ties to its internal and external stakeholders.
- vii. Produces and disseminates information in accordance to College goals, objectives, and priorities, and under the direction of the Provost.
- viii. Works in a collaborative manner to provide accurate information on sensitive, confidential, and high-impact issues to the College.

##### **(b) Specific Duties**

- i. Initiating and implementing public relations strategies for the College to enable it to maintain cordial relations with its publics.
- ii. Providing direct and proactive advice, consultation, and assistance to the Provost, and other principal officers of the College, as well as the staff and students, regarding public information matters, as well as providing direct assistance in researching, providing information and developing messages.
- iii. Writing, editing, and publishing information that is relevant to all stakeholders e.g., Official Bulletin, Newsletters, Special Releases, Brochures etc.
- iv. Managing day-to-day relations with the media, which includes, handling media queries, media interviews, press conferences, and radio/TV talks preparing news releases and media kits, and promoting story lines.
- v. Serving as the College's spokesperson on highly sensitive, complex, or emergency situations.
- vi. Updating the Bulletin, News and Newsletter pages on the College Website.
- vii. Keeping accurate and up-to-date data bank on all milestone events, newspaper cuttings on higher education related news, newspaper reviews, broadcast materials, press releases, speeches, and other communication materials.
- viii. Coordinating all arrangements for College official functions such as Graduation ceremonies, inaugural lectures, distinguished Guest Lectures, staff parties, tours and receptions for dignitaries as well as welcome/farewell parties.
- ix. Monitoring public opinion to identify trends and measure public acceptability of the College's activities as well as identifying public concerns and expectations.



- x. Developing and coordinating publicity and other communications support related to events/programmes within assigned responsibility.
- xi. Developing news, photographs, advertising, and direct mail materials, for optimum communication with identified publics.
- xii. Providing assistance to representatives of the press at special College events.
- xiii. Producing, designing or selecting art or photography for publication.
- xiv. Serving as College protocol officer, assisting other units/departments/directorates in assuring those proper procedures, arrangements, publicity, and informational services are provided for visits of distinguished persons or College social functions.
- xv. Writing copies of College advertisements based on requests from relevant Faculties/Departments/Units and event specific issues including congratulatory messages, obituaries, etc.
- xvi. Liaising with important dignitaries on visits to the College and/or arranging outside visits by the College functionaries.
- xvii. Cultivating and maintaining knowledge of and relationships with key news media at local and national levels.
- xviii. Supports effective response strategies, including response to crisis situations requiring attention and intense media/public scrutiny, and articulating the College's position via personal interviews and written responses.
- xix. Planning and disseminating internal and external communication of information through various media that is designed to keep the public informed of College programmes, accomplishments or points of view.
- xx. Writing, editing, reviewing and assuring appropriate distribution of communication/public relations materials that have a College-wide impact including news releases, articles, speeches, on-line information services, and broadcast scripts; may oversee production and publication of communication/public relations materials and related communication.
- xxi. Gathering, writing, editing, coordinating and uploading information for/to the College website; may assist with the design of consistent methodologies for the development of internet/intranet and new emerging technological communication resources.
- xxii. Supervise, evaluate, and assign work to assigned staff.
- xxiii. Any other duties as may be assigned from time to time by the Provost and/or other competent College Authorities

## **2.9 SCHEME OF SERVICE FOR CHIEF ADMISSIONS OFFICER - TUSS 20**

A Chief Admissions Officer of the College shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.8.1 Direct Entry/New Appointment**

#### **(a) Educational Qualifications**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Educational Management and Administration, Educational Leadership and Management, Marketing or any other equivalent qualifications; with at least six (6) years' work experience, three (3) of which must have been at a managerial level in Admissions department of a recognised higher learning institution.

**(b) Experience**

- i. Experience of higher education admissions processes and computerised systems within the higher education sector.
- ii. Understanding of the Tanzania Commission for Universities (TCU) admissions process.

**2.8.2 In-Service Structure**

Depending on the availability of a vacancy, promotion from Principal Admissions Officer Grade I with at least three (3) years of service in that grade, who has scored a minimum of B grade in performance appraisal and has obtained a master's degree in related field and has shown potential to shoulder higher responsibilities.

**2.8.3 Knowledge, Skills, Abilities of Chief Admissions Officer**

- i. Extensive experience in education and/or admissions.
- ii. Experience in drafting policies and admissions criteria.
- iii. Excellent understanding of statistics, admissions requirements and procedures, financial aid application processes.
- iv. Ability to analyse and interpret information/data.
- v. Organised and detail oriented.
- vi. Strong interpersonal, presentation, networking, and verbal and written communication skills.
- vii. Proficiency with computers.
- viii. Excellent problem-solving skills.
- ix. Experience as a supervisor.
- x. Marketing skills.
- xi. Ability to foster teamwork.

**2.8.4 Tenure of Chief Admissions Officer**

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

**2.8.5 Duties of Chief Admissions Officer**

- i. Overseeing admission procedures for all programmes in liaison with the respective Deans, Directors, Heads of Department and Programme Coordinators.
- ii. Responds to inquiries from the Tanzania Commission for Universities (TCU), students and other external agencies.
- iii. Develops operating goals and objectives for the Admissions Office.
- iv. Provides career guidance and academic advisory services to interested parties about issues regarding admission to the College; informs about the study programmes.
- v. Manages all aspects of the admissions process, including applicant counselling, screening and evaluation of credentials, interviews, and selection of candidates.
- vi. Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate.
- vii. Manages the development and implementation of comprehensive marketing and recruitment plans to meet the enrolment goals of the College and all current and future graduate programmes.
- viii. Provides leadership in developing initiatives focused on increasing the numbers of diverse and academically qualified students for all programmes.

- ix. Maintains the College's database of prospective/potential and current students.
- x. Develops and implements effective recruitment and enrolment strategies.
- xi. Creates and distributes a range of resource and promotional materials designed for the recruitment and retention of targeted groups.
- xii. Works with the Department of Information and Communication Technology to develop and maintain promotional and student recruitment materials, both print and on-line.
- xiii. Collects and maintains statistics and generates reports as needed to demonstrate progress toward enrolment goals.
- xiv. Analyses trends in student recruitment and retention programmes; designs and implements recruitment programmes for targeted groups of potential students and develops strategies for programme evaluation.
- xv. Maintains confidential information.
- xvi. Represents the College in various meetings on admission organized by TCU and other agencies.
- xvii. Represents the College and all of its programmes at educational fairs / exhibitions, business fairs, and networking events.
- xviii. Carrying out any other duties assigned by the Deputy Provost for Academic Affairs or other competent College authority.

## **2.10 SCHEME OF SERVICE FOR COLLEGE LEGAL COUNSEL / SECRETARY – TUSS 20**

A Legal Counsel or Secretary of the College shall be appointed by the College Governing Board in consultation with the Provost and the Human Resources and Students Affairs Committee (HRSAC).

### **2.10.1 Direct Entry/New Appointment**

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 (3) years' working experience as a company Legal Counsel or Secretary. Must be admitted on the Roll of Advocates.

### **2.10.2 In-Service Structure**

By appointment/promotion of Principal Legal Officer Grade I with at least three (3) years of satisfactory service in that grade, who has scored a minimum of B grade in performance appraisal, has obtained a master's degree in related field, has been admitted on the Roll of Advocates and has shown potential to shoulder higher responsibilities.

### **2.10.3 Knowledge, Skills and Abilities of College Legal Counsel/Secretary**

- i. Knowledge of the range of applicable laws and regulations which impact on all facets of College policy and operations.
- ii. Excellent knowledge and understanding of corporate law and procedures
- iii. Knowledge of current and developing legal issues and trends in area of expertise.
- iv. Knowledge of the principles and procedures of legal research.
- v. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
- vi. Knowledge of contract law.
- vii. Knowledge of financial/business analysis techniques.

- viii. Knowledge of the judicial system and procedures.
- ix. Knowledge of legal documentation procedures and requirements.
- x. Knowledge of faculty and/or staff hiring procedures.
- xi. Strong written and oral communication skills.
- xii. Strong decision making and analytical skills.
- xiii. Excellent negotiation skills
- xiv. Good Computer skills.
- xv. Ability to grasp complex areas of law rapidly and accurately.
- xvi. Ability to work as a member of multi-disciplinary team.
- xvii. Exhibiting sound practical judgment.
- xviii. Proven experience as a Legal Counsel in business environment
- xix. Ability to develop and deliver presentations.
- xx. Demonstrated ability to successfully manage an institution's legal office.
- xxi. Ability to provide competent legal advice and counsel to senior College officials on a wide range of legal and policy issues.
- xxii. Demonstrated ability to create legal defensive or proactive strategies.
- xxiii. Ability to analyse and interpret issues and to prepare legal opinions.
- xxiv. Ability to organise, prioritise, and schedule work assignments.
- xxv. Ability to develop and implement legal strategies and solutions.
- xxvi. Ability to communicate and interact with College officials at all levels.
- xxvii. Ability to supervise and coordinate the work of junior legal officers.
- xxviii. Ability to train junior legal officers.
- xxix. Ability to foster a cooperative work environment.
- xxx. Ability to work well under pressure.

#### **2.10.4 Personal Attributes of College Legal Counsel/Secretary**

- i. Be of the highest ethical standards, integrity, and professionalism.
- ii. Good attention to detail.
- iii. Perseverance

#### **2.10.5 Tenure of College Legal Counsel/Secretary**

The tenure of the College Legal Counsel/Secretary shall be determined by the College Governing Board.

#### **2.10.6 Duties of Legal Counsel/Secretary**

The College Legal Counsel/Secretary shall:

- i. Be responsible to the Provost for all legal matters of the College.
- ii. Be the head of the Legal Section of the College.
- iii. Be the principal legal advisor to the College.
- iv. 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.
- v. Ensure that, secretarial, legal and corporate activities of the College are handled effectively.
- vi. Advise the College Governing Board and Management on all contracts and agreements to be entered into between the College and third parties.
- vii. Implement the legal processes required to affect the privileges, obligations, and rights of the College.

- viii. Develop and manage the College's litigation functions in liaison with state law office and / or external lawyers.
- ix. Attend court where appropriate and ensure the College operates within the law and gets effective.
- x. Manage the College Governing Board Secretariat, prepare and circulate in a timely manner agendas and minutes of the Board.
- xi. Prepare and review various legal documents such as contracts, licenses, leases, sales, purchases, real estate, etc.
- xii. Collect information and evidence for decision making of the Management.
- xiii. Examine legal information to find out the advisability of prosecuting or defending lawsuit.
- xiv. Examine material, such as publications, advertisements etc., for legal implications.
- xv. Advise Management on government regulations, tax matters, and legal rights.
- xvi. Keep the College Management up to date on new business laws and regulations.
- xvii. Review legal documents related to the company and ensuring legal safety of the company
- xviii. Direct staff of the legal department to take on different functions
- xix. Ensure high level secrecy and confidentiality of legal data of the company
- xx. Keep track of the latest amendments and regulations in law.
- xxi. Have such powers and duties as the Provost may delegate to him.

## **PART 3.0 - SCHEMES OF SERVICE FOR ADMINISTRATIVE AND OFFICE SUPPORT CADRES**

### **3.1 SCHEME OF SERVICE FOR PLANNING OFFICERS**

#### **3.1.1 Posts and Salary Scales**

The career ladder for Planning Officer shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
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 Grade III	TUSS 17
8	Principal Planning Officer Grade II	TUSS 18
9	Principal Planning Officer Grade I	TUSS 19

#### **3.1.2 Method of Entry and Advancement to the above Posts will be as follows:**

##### **(1) Planning Officer Grade III - TUSS 11**

###### **Direct Entry/New Appointment**

Holders of Bachelor's degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification. A work experience of at least **one year** will be an added advantage.

##### **(2) Planning Officer Grade II - TUSS 12**

###### **Direct Entry/New Appointment**

Holders of Bachelor's degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, plus a minimum of three (3) years' cognate experience in the planning unit of a recognized reputable institution.

###### **In-Service Structure**

By promotion on merit of Planning Officer Grade III who has completed at least, three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(3) Planning Officer Grade I - TUSS 13**

#### **Direct Entry/New Appointment**

Holders of Bachelor's degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, plus a minimum of four (4) years' cognate experience in the planning unit of a recognized reputable institution.

#### **In-Service Structure**

By promotion on merit of Planning Officer Grade II who has completed at least three (3) years of satisfactory service in that grade OR who has attained a Postgraduate Diploma in a related field and has scored a minimum of B grade in performance appraisal.

### **(4) Senior Planning Officer Grade III - TUSS 14**

#### **Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification; with at least six (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 (3) years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**OR**

By promotion of Planning Officer Grade III or II who has attained Master's Degree in a related field.

### **(5) Senior Planning Officer Grade II - TUSS 15**

#### **Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, with at least seven (7) years' work experience in a senior position in the planning unit of a recognized university/institution.

#### **In-Service Structure**

By promotion on merit of Senior Planning Officer Grade III with at least three years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(6) Senior Planning Officer Grade I - T USS 16**

### **Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, with at least eight (8) years' work experience in a senior position in the planning unit of a recognized university/institution.

### **In-Service Structure**

By promotion on merit of Senior Planning Officer II with at least three years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal and has obtained a Master's degree in similar field.

## **(7) Principal Planning Officer Grade III - T USS 17**

### **Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, with at least nine (9) years' work experience in a senior position in the planning unit of a recognized university/institution.

### **In-Service Structure**

By promotion on merit of Senior Planning Officer I with at least three (3) years of satisfactory service in that grad, who has scored a minimum of B grade in performance appraisal and has obtained a Master's degree in similar field.

## **(8) Principal Planning Officer Grade II - T USS 18**

### **Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, with at least ten (10) years' work experience in a senior position in the planning unit of a recognized university/institution.

### **In-Service Structure**

By promotion on merit of Principal Planning Officer Grade III with at least three years of satisfactory service in that grade, who has scored a minimum of B grade in performance appraisal and has obtained a Master's degree in similar field.

## **(9) Principal Planning Officer Grade I - T USS 19**

### **Direct Entry/New Appointment**

Appointment of a holder of Master's Degree from a recognized University in any of the following fields: Economics, Planning, Educational Planning and Management, Development Planning and



Management, Agricultural Economics, Project Planning and Management, Finance and Investment, or any other equivalent qualification, with at least twelve (12) years' work experience in a senior position in the planning unit of a recognized university/institution.

### **In-Service Structure**

By promotion on merit of Principal Planning Officer Grade II with at least three years of satisfactory service in that grade, who has consistently scored a minimum of B grade in performance appraisal for three years and has obtained a Master's degree or postgraduate in similar field.

#### **3.1.3 Knowledge, Skills, Abilities of Planning Officers**

- i. Knowledge of government policies with respect to the higher education sector
- ii. Knowledge and understanding of integrated program planning, development, and administration.
- iii. Knowledge and competence in Information and Communications Technology (ICT) applications.
- iv. Experience in strategic and operational planning and management
- v. Policy analysis, planning and budgeting skills.
- vi. Excellent written and oral communication skills in developing Strategic Plans
- vii. Strong interpersonal skills.
- viii. Skill in budget preparation and fiscal management.
- ix. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- x. Skill in organizing resources and establishing priorities.
- xi. Ability to manage multiple priorities in order to meet deadlines
- xii. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- xiii. Ability to foster a cooperative work environment.

#### **3.1.4 Duties of Planning Officers**

As part of a team, Planning Officers will assist the Director of Planning and Development with the development, implementation and continual improvement of the Colleges' planning, quality and risk systems. Their primary duties and responsibilities may include, but not limited to, any of the following:

- i. Handling matters relating to planning and use of the College's physical resources.
- ii. Providing support to the College's planning processes.
- iii. Assisting in the development, implementation, monitoring, and review of the College's Strategic Plan.
- iv. Collecting and systematically compiling data on College activities.
- v. Developing methodologies for data collection on various aspects of College operational programmes.
- vi. Designing and reviewing data collection instruments.
- vii. Providing assistance and advice on new course developments.
- viii. Providing insights and information about student load, admission and retention patterns and trends.
- ix. Developing student data for planning purposes including forecasts of student intake, populations, load, and fee income.

- x. Devising systems to monitor student intakes on new programmes and review the programmes' performance against targets.
- xi. Finding out operational efficiency of the programme using costs and other indicators.
- xii. Analysing programme loads and implementation techniques.
- xiii. Analysing and evaluating information gathered.
- xiv. Assisting in the formulation of the College budget.
- xv. Assessing College's clientele needs.
- xvi. Preparation of estimates for capital development and recurrent budget.
- xvii. Compilation of project profiles, including sources of funding, keeping in custody agreements with donors and monitoring reports.
- xviii. Supervision of all aspects regarding financing and investment.
- xix. Informing the College Management of educational priorities and needs and see that these are considered in all planning.
- xx. 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.
- xxi. Attendance of meetings of selected College Committees.
- xxii. Performing of any other duties as assigned by the Director of Planning and Development or other competent College authority.

### **3.2 SCHEME OF SERVICE FOR HUMAN RESOURCES MANAGEMENT OFFICERS**

#### **3.2.1 Posts and Salary Scales**

The career ladder for Human Resources Management Officer shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Human Resources Management Officer Grade III	TUSS 11
2	Human Resources Management Officer Grade II	TUSS 12
3	Human Resources Management Officer Grade I	TUSS 13
4	Senior Human Resources Management Officer Grade III	TUSS 14
5	Senior Human Resources Management Officer Grade II	TUSS 15
6	Senior Human Resources Management Officer Grade I	TUSS 16
7	Principal Human Resources Management Officer Grade III	TUSS 17
8	Principal Human Resources Management Officer Grade II	TUSS 18
9	Principal Human Resources Management Officer Grade I	TUSS 19

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

#### **(1) Human Resources Management Officer Grade III - TUSS 11**

##### **Direct Entry/New Appointment**

By appointment of holders of Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, Laws (plus Practical Legal Training Programme conducted by the Law School of Tanzania) or any other equivalent/relevant qualifications from a recognized Institution. A work, volunteer or internship experience of six to twelve months will be an added advantage.

## **(2) Human Resources Management Officer Grade II - T USS 12**

### **Direct Entry/New Appointment**

By appointment of holders of Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, Laws (plus Practical Legal Training Programme conducted by the Law School of Tanzania) or any other equivalent/relevant qualifications from a recognized Institution, with a working experience of three (3) years after graduation.

### **In-Service structure:**

By promotion on merit of Human Resources Management Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(3) Human Resources Management Officer Grade I - T USS 13**

### **Direct Entry/New Appointment**

By appointment of holders of Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, Laws (plus Practical Legal Training Programme conducted by the Law School of Tanzania) or any other equivalent/relevant qualifications from a recognized Institution, with a working experience of five (5) years in a similar position.

### **In-Service structure**

By promotion on merit of Human Resources Management Officer Grade III who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma in a related field.

## **(4) Senior Human Resources Management Officer Grade III - T USS 14**

### **Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Human Resources Planning, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least six (6) years working experience in similar position.

### **In-service structure**

By promotion on merit of Human Resources Management Officer Grade I with at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Master's degree in a related field.

## **(5) Senior Human Resources Management Officer Grade II - T USS 15**

### **Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Human Resources Planning, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least six (6) years working experience in similar position.

**In-service structure**

By promotion on merit of Senior Human Resources Management Officer Grade III with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

**(6) Senior Human Resources Management Officer Grade I - TUSS 16****Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Human Resources Planning, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least six (6) years working experience in similar position.

**In-service structure**

By promotion on merit of Senior Human Resources Management Officer Grade II with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal and has obtained a Master's degree in a related field.

**(7) Principal Human Resources Management Officer Grade III - TUSS 17****Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Human Resources Planning, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least seven (7) years working experience in similar position.

**In-service structure**

By promotion on merit of Senior Human Resources Management Officer Grade I with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

**(8) Principal Human Resources Management Officer Grade II - TUSS 18****Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Human Resources Planning, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least nine (9) years working experience in similar position.

**In-service structure**

By promotion on merit of Principal Human Resources Management Officer Grade III with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

## **(9) Principal Human Resources Management Officer Grade I - TUSS 19**

### **Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Human Resources Planning, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least ten (10) years working experience in similar position.

### **In-service structure**

By promotion on merit of Principal Human Resources Management Officer Grade II with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

### **3.2.3 Knowledge, Skills, Abilities of Human Resources Management Officers**

- i. Ability to work both independently and in a team setting.
- ii. Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- iii. Effective oral and written communication skills.
- iv. General/up to date knowledge of Tanzania Labour Laws and practices.
- v. Excellent interpersonal skills.
- vi. Skills in employees' computerised database management and record keeping.
- vii. Able to exhibit a high level of confidentiality.
- viii. Excellent organisational skills.
- ix. Able to identify and resolve problems in a timely manner.
- x. Able to gather and analyse information skilfully.

### **3.2.4 Duties of Human Resources Management Officers**

#### **3.2.4.1 Duties of Human Resources Management Officer Grade III and II**

- i. Collecting, keeping, and updating personnel data and information.
- ii. Interpreting and implementing scheme of service.
- iii. Making Training Needs Assessment.
- iv. Processing staff training.
- v. Preparing periodic performance reports.
- vi. Collecting, analysing, planning and maintaining proper personnel records and statistics for human resources plans.
- vii. Preparing and updating staff seniority lists.
- viii. Drafting internal circulars, letters and internal memorandum for official use.
- ix. Coordinating various human resources management-related meetings.
- x. Prepare and manage Staff Performance Review and Appraisal Forms.
- xi. Assist in dealing with general disciplinary matters for junior staff.
- xii. Perform any other duties as may be assigned by immediate supervisor.

#### **3.2.4.2 Duties of Human Resources Management Officer Grade I**

- i. Participating in preparation of personnel emoluments and training budgets.
- ii. Educating employee on approved training programmes relating to their cadre.
- iii. Coordinating long and short-term training programmes in consultation with all departments and units of the College.

- iv. Participating in coordinating Staff Performance Review and Appraisal.
- v. Providing on-the-job training to the junior staff.
- vi. Monitoring and implementation of schemes of service.
- vii. Monitoring, collecting, analysing and planning proper personnel records and statistics for human resources plans.
- viii. Monitoring the coordination of various human resources management-related meetings and preparation periodic performance reports.
- ix. Assists in collecting, analysing and presenting manpower statistics.
- x. Assists in conducting periodic surveys to determine the prospective manpower demands and supply situation with respect to situations requiring the largest investment of time and money.
- xi. Assist in dealing with staff welfare matters such as sport and games, canteen, burial services and any other welfare matters required by members of staff.
- xii. Performs any other duties assigned from time to time by one's reporting Officer.

#### **3.2.4.3 Duties of Senior Human Resources Management Officer Grade III and II**

- i. Monitoring employment and confirmation of staff within the College.
- ii. Making follow-ups and monitoring the records of staff expecting to retire.
- iii. Preparing, storing, and updating staff seniority lists of the College.
- iv. Proposing staff for training as per College Human Resources Training and Development Policy.
- v. Preparing periodical training reports.
- vi. Identifying and estimating training requirements.
- vii. Monitoring Training Needs Assessment (TNA).
- viii. Carrying out analysis for human resource requirement and market availability in relation to financial capability of the College.
- ix. Monitoring on the job training to the junior staff.
- x. Administers Regulations and Conditions of Service.
- xi. Prepares staff training and development programmes.
- xii. Processes staff recruitment and selection.
- xiii. Deals with promotion and remuneration schemes.
- xiv. Deals with pension and terminal benefit schemes.
- xv. Collects, analyses, and tabulates Human Resources statistics and records.
- xvi. Conducts periodic surveys to determine the prospective manpower demands.
- xvii. Checks on respective dates of confirmation of unconfirmed employees and advises heads of departments accordingly.
- xviii. Manages the overall activities of a Section within the Directorate of HRMA.
- xix. Acts as Secretary to designated Committees and ensures implementation of resolutions.
- xx. Performs any other related duties as may be assigned by one's reporting officer.

#### **3.2.4.4 Duties of Senior Human Resources Management Officer Grade I**

- i. Developing and proposing policies, regulations, and training procedures.
- ii. Designing and develop criteria to be used for identification and estimation of training requirement.
- iii. Participating in the selection of employees recommended for training.
- iv. Supervising of on-the-job training in collaboration with Deans and Directors.
- v. Developing mechanism to motivate staff to go for training for their career development through evening classes and distance learning.

- vi. Supervising preparation of Personnel Emolument (PE) and training budget.
- vii. Interpreting and implementing relevant laws and regulations pertaining to staff rights and benefits.
- viii. Collecting, analysing and making plans for human resources.
- ix. Analysing and providing advice for requirements of human resources plans.
- x. Supervising and providing on-the-job training to junior staff.
- xi. Participates in staff performance review and appraisal.
- xii. Establishes standards of quality of work of staff.
- xiii. Establishes policy and/or guidelines governing work priorities.
- xiv. Interviews employees who present problems of attitude and/or performance.
- xv. Recommends disciplinary action for staff.
- xvi. Recommends changes in classification of job positions.
- xvii. Orients and trains new staff.
- xviii. Provides a consultative service on the interpretation and application of the Schemes of Service, Staff Regulations and Conditions of Service, Human Resources Training and Development Policy and other HR-related policies, guidelines, procedures, and directives.
- xix. Performs any other duties as may be assigned by one's reporting officer.

#### **3.2.4.5 Duties of Principal Human Resources Management Officer III and II**

- i. Develops and recommends plans, policies and procedures for recruitment and related staffing action and for custody and maintenance of consolidated records.
- ii. Supervises and participates in candidate selection and is responsible for manpower turnover analysis and for statistical reporting of personnel data.
- iii. Maintains a constant review of policies and procedures affecting his/her area of responsibility and recommends changes to achieve improvement.
- iv. Forecasts workload requirements for staff and estimates operating costs including cost for advertising and interviews.
- v. Conducts regular and special studies of turnover rates, feedback by users on quality of new employees, existing interview data and responses to advertising in order to establish foundations for appraising staffing performance and identifies needs for changes in policies or methods.
- vi. Organises and assigns work to subordinate staff in accordance with workload forecast.
- vii. Supervises and guides subordinates in the conduct of recruiting and related staffing processes, and make sure that prescribed procedures are followed.
- viii. Ensures that new employees receive appropriate orientation information.
- ix. Supervises the maintenance of consolidated personnel records and the relay of personnel data for input into the personnel/pay roll Systems.
- x. Directs and coordinates staff relations programmes and activities for all administrative staff.
- xi. Develops and recommends for approval staff relations policy strategies, programmes and procedures.
- xii. Administers the Employment and Labour Relations Act, 2004 and its Rules, College Staff Regulations and Conditions of Service and any other College and Government Policies and Procedures.
- xiii. Participates in the handling of grievance by:-
  - a. Discussing with supervisors and Heads of Department what happened, when it happened, where it happened, who is involved.

- b. Analysing and identifying key issues in disputes and preparing counter-proposals and representing management at joint meeting with Trade Union.
  - c. Taking appropriate disciplinary action against an employee in accordance with the Employment and Labour Relations Act, 2004 and College Staff Regulations and Conditions of Service.
- xiv. Performs any other duties, which may be assigned by one's reporting officer.

**3.2.4.6 Duties of Principal Human Resources Management Officer Grade I**

- i. Advising the Director of Human Resources Management and Administration on Human Resources issues.
- ii. Supervising and coordinating implementation of Staff Performance Review and Appraisal in accordance with the College Staff Regulations and Conditions of Service.
- iii. Supervising, interpreting, and complying with policy, regulations and training procedures as approved by the College Management and participating in providing education of the same.
- iv. Evaluating training programmes for measuring performance and on the required improvement.
- v. Reviewing training programmes in accordance with College requirements.
- vi. Supervising analysis for human resource requirements and market availability in relation to financial capability of the College.
- vii. Advising the Director of HRMA on the relevant requirements of human resources plans.
- viii. Keeping and improving statistics for human resource requirements.
- ix. Monitoring disciplinary matters of the College.
- x. Administers and maintains the salary administration and staff benefit programmes.
- xi. Provides and interprets policy statements on the above programmes.
- xii. Directs the work of salary administration and benefits through subordinate officers.
- xiii. Plans, develops, and directs administration of schemes of service, compensation and staff benefit programmes.
- xiv. Reviewing and recommending approval of revised and new schemes of service, staff regulations, training and development policy, and other human resource related policies.
- xv. Providing a consultative service to the College Management on the interpretation and application of human resource related policies, procedures, guidelines, and regulations.
- xvi. Perform any other duties, which may be assigned by one's reporting officer.

**3.3 SCHEME OF SERVICE FOR ADMINISTRATIVE OFFICERS**

**3.3.1 Posts and Salary Scales**

The career ladder for Administrative Officer shall be as follows:

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



### **3.3.2 Method of entry and advancement to the above posts will be as follows:**

#### **(1) Administrative Officer Grade III - T USS 11**

##### **Direct Entry/New Appointment**

By appointment of holders of Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, Laws (plus Practical Legal Training Programme conducted by the Law School of Tanzania) or any other equivalent/relevant qualifications from a recognized Institution. A work, volunteer or internship experience of six to twelve months will be an added advantage.

#### **(2) Administrative Officer Grade II - T USS 12**

##### **Direct Entry/New Appointment**

By appointment of holders of Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, Laws (plus Practical Legal Training Programme conducted by the Law School of Tanzania) or any other equivalent/relevant qualifications from a recognized Institution, with a working experience of three (3) years in a similar position.

##### **In-Service structure:**

By promotion on merit of **Administrative Officer Grade III** who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(3) Administrative Officer Grade I - T USS 13**

##### **Direct Entry/New Appointment**

By appointment of holders of Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, Laws (plus Practical Legal Training conducted by the Law School of Tanzania) or any other equivalent/relevant qualifications from a recognized Institution, with a working experience of five (5) years in a similar position.

##### **In-Service structure**

By promotion on merit of **Administrative Officer Grade II** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma in a related field.

#### **(4) Senior Administrative Officer Grade III - T USS 14**

##### **Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Business Administration, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least six (6) years working experience in similar position.

**In-service structure**

By promotion on merit of **Administrative Officer Grade I** with at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Master's degree in a related field.

**(5) Senior Administrative Officer Grade II - T USS 15****Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Business Administration, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least six (6) years working experience in similar position.

**In-service structure**

By promotion on merit of **Senior Administrative Officer Grade III** with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal and has attained a Master's degree in a related field.

**(6) Senior Administrative Officer Grade I - T USS 16****Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Business Administration, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least six (6) years working experience in similar position.

**In-service structure**

By promotion on merit of **Senior Administrative Officer Grade II** with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal and has attained a Master's degree in a related field.

**(7) Principal Administrative Officer Grade III - T USS 17****Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Business Administration, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least seven (7) years working experience in similar position.

**In-service structure**

By promotion on merit of **Senior Administrative Officer Grade I** with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

## **(8) Principal Administrative Officer Grade II - T USS 18**

### **Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Business Administration, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least nine (9) years working experience in similar position.

### **In-service structure**

By promotion on merit of **Principal Administrative Officer Grade III** with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

## **(9) Principal Administrative Officer Grade I - T USS 19**

### **Direct Entry/New Appointment**

By appointment of holders of Master's degree with major in Human Resources Management, Human Resources Development, Business Administration, General Management, Public Administration, or any other equivalent/relevant qualifications from a recognised institution, with at least ten (10) years working experience in similar position.

### **In-service structure**

By promotion on merit of **Principal Administrative Officer Grade II** with at least three (3) years of satisfactory service in that grade who has scored a minimum of B grade in performance appraisal.

### **3.3.3 Knowledge, Skills, Abilities of Administrative Officers**

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

### **3.3.4 Duties of Administrative Officers**

#### **3.3.4.1 Duties for Administrative Officer Grade III and II**

- i. Drafting internal circulars, letters and internal memorandum for official use.
- ii. Handling correspondences pertaining administrative issues.
- iii. Assisting in conducting staff performance appraisal.
- iv. Assisting in the provision of administrative services.
- v. Keeping records of various events and meetings.
- vi. Examining and scrutinising staff claims for submission to the administration for action.

- vii. Coordinating various meetings and preparing periodic performance reports.
- viii. Performing any other duties related to his/her work as assigned by his/her superior.

#### **3.3.4.2 Duties for Administrative Officer Grade I**

- i. Conducting performance appraisal for the staff under him/her.
- ii. Administering the implementation of administrative laws, policies and regulations.
- iii. Implementation of College and Government laws, by-laws, policies, rules and regulations.
- iv. Monitoring the coordination of various meetings and preparation periodic performance reports.
- v. Participating in the preparation of budget proposals.
- vi. Performing any other duties related to his/her work as assigned by his/her superior.

#### **3.3.4.3 Duties for Senior Administrative Officer Grade III and II**

- i. Coordinate the completion of annual budget proposals.
- ii. Taking and keeping minutes of Directorates and Management committee meetings.
- iii. Resolves with the Finance and Accounts Department discrepancies in periodic budget reports.
- iv. Organises and supervises supporting services.
- v. Participates in recruiting, selecting and appointing candidates to vacant positions in liaison with the Human Resources Office.
- vi. Participates in performance appraisals of supporting staff.
- vii. Establishes standards of quality of work of supporting staff.
- viii. Proposes policy governing work priorities.
- ix. Recommends disciplinary action for administrative and technical staff.
- x. Orients and trains new staff.
- xi. Provides a consultative service on the administration and interpretation of College Policies and Regulations.
- xii. Performing any other duties related to his/her work as assigned by his/her superior.

#### **3.3.4.4 Duties for Senior Administrative Officer Grade I**

- i. Organizes, supervises and manages the operations of a large unit of the College, e.g. a Directorate, Faculty, or Institute.
- ii. Prepares annual budget proposals for approval by the respective Dean, Director, or Head of Department.
- iii. Controls disbursements from operating budget.
- iv. Resolves with Finance and Accounts Department, discrepancies in periodic budget reports.
- v. Participates in recruiting, selecting and appointing candidates to vacant positions in liaison with the Human Resources Office.
- vi. Participates in performance appraisals of supporting staff.
- vii. Establishes standards of quality of work of supporting staff.
- viii. Establishes policy governing work priorities.
- ix. Interviews employees who present problems of attitude and/or performance.
- x. Recommends disciplinary action for administrative staff.
- xi. Recommends changes in classification of job positions.
- xii. Orients and trains new staff.
- xiii. Provides a consultative service to the Unit/Department on: -
  - the interpretation and application of the schemes of service and staff regulations and other policies.
  - the administration and interpretation of the College policies, regulations, and directives.

xiv. Performs any other duties as may be assigned by one's reporting officer.

#### **3.3.4.5 Duties for Principal Administrative Officer Grade III and II**

- i. Maintains a constant review of policies, regulations and procedures affecting his/her area of responsibility and recommends changes to achieve improvement.
- ii. Forecasts workload requirements for staff and estimates operating costs including cost for advertising and interviews.
- iii. Conducts regular and special studies of turnover rates, feedback by users on quality of new employees, existing interview data and responses to advertising to establish foundations for appraising staffing performance and identifies needs for changes in policies or methods. Organizes and assigns work to subordinate staff in accordance with workload forecast.
- iv. Supervises and guides subordinates in the conduct of recruiting and related staffing processes.
- v. Directs and coordinates staff relations programmes and activities for all administrative and technical staff.
- vi. Develops and recommends for approval staff relations policies, strategies, programmes, and procedures.
- vii. Performs any other duties, which may be assigned by one's reporting officer.

#### **3.3.4.6 Duties for Principal Administrative Officer Grade I**

- i. Interprets administrative policies, laws, regulations, and any other directives for better implementations.
- ii. Administer and coordinate all administrative functions of the respective Unit, Department, Faculty, Directorate, and Institute.
- iii. Analyse and to advise on the administrative policies.
- iv. Coordinate supply, use and safe custody of office facilities.
- v. Coordinating protocol and transport.
- vi. Coordinating provision of conducive environmental working conditions.
- vii. Supervising the preparation and compilation of monthly, quarterly, semi-annual and annual progress reports for the respective Unit, Department, Faculty, Directorate and Institute.
- viii. Supervising committee meetings for the respective Unit, Department, Faculty, Directorate and Institute.
- ix. Supervising the undertaking and keeping of minutes of committee meetings of the respective Unit, Department, Faculty, Directorate, and Institute.
- x. Performing any other duties related to his/her work as assigned by his/her superior.

#### **3.3.4.7 Administrative Officers shall also be assigned to handle administrative duties in the following academic offices:**

##### **(a) Provost's Office**

##### **Main Responsibility**

To ensure the smooth running of the Provost's Office and that both administrative and secretarial tasks are produced to a high standard and within set deadlines; and provide a welcome to all visitors and enquirers, both over the telephone and in person.

## **Specific Duties**

### **(1) Administrative Duties**

- i. Keeping and maintaining an up to date filing system to ensure proper storage of documents and reports.
- ii. Maintaining proper files, both for important paper documents as well as for the electronic ones.
- iii. Liaising with Faculties/ Directorates/ Institutes/ Departments with regard to information required by the Office of the Provost.
- iv. Answering routine correspondence such as acknowledgement, following up outstanding replies.
- v. Assisting in arranging, organizing and scheduling conferences and meetings and informing the respective members about the meeting and its agenda.
- vi. Making arrangements for providing refreshments during meetings or in a regular day's work.
- vii. Overseeing stationery and equipment orders.
- viii. Sending replies to invitations.
- ix. Supervising College Boardroom reservations.
- x. Assisting in handling human resources activities when required to do so.

### **(2) Financial Administration**

- i. Assisting in monitoring and keeping records of all expenditure incurred by the Office of the Provost.

### **(3) Events Organisation**

- i. Maintaining addresses for guest lists.
- ii. Creating a list of invitees to log replies and guest details.
- iii. Updating spreadsheets to record attendees (external guests and staff).
- iv. Issuing invitations.
- v. Noting special dietary requirements.
- vi. Communicating details to caterer and florist.

Any other related duty assigned by Provost and other competent College Authorities.

### **(b) Office of the Deputy Provost for Academic Affairs (DPAA)**

- i. Handling of all administrative duties related to the DPAA's Office
- ii. Making arrangements required to facilitate teaching, learning and examinations for undergraduate students in liaison with DPAA, respective Faculty Deans, Programme Coordinators, 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.
- iii. Compiling and maintaining records of examinations results (data bank) of all undergraduate students in liaison with the College Examinations Officer.
- iv. Preparing statements of results/ academic transcripts for undergraduate students.
- v. Invigilating examinations.
- vi. Handling issues of part time/visiting Lecturers.
- vii. Contacting External Examiners in liaison with the DPAA and the office of the Provost.
- viii. Preparing meetings related to the office of DPAA.

- ix. Assisting in handling Students Admissions issues in liaison with the DPAA and the In-charge of Admissions Office.
- x. Any other duties assigned by DPAA and other competent College Authorities.

**(c) In the Examinations Office (under supervision of the College Examinations Officer and DPAA)**

- i. Making arrangements required to facilitate examinations process in liaison with DPAA, College Examinations Officer, respective Faculty Deans, Directors, Heads of Department, Programme Co-ordinators and Faculty Administrators.
- ii. Assisting in preparation of examinations venues.
- iii. Making sure that examinations scripts are available as scheduled.
- iv. Contacting and coordinating examinations invigilators.
- v. Monitoring of Examinations timetables.
- vi. Compiling and maintaining records of examinations results (data bank) in liaison with the College Examinations Officer.
- vii. Preparing statements of results.
- viii. Contacting External Examiners in liaison with the DPAA and the Office of the Provost.
- ix. Assisting in the preparation of academic transcripts for the finalists in all programmes.
- x. Any other duties assigned by College Examinations Officer and other competent College Authorities.

**(d) Offices of Faculty Deans**

- i. Handling of all administrative duties related to the respective Dean's Office
- ii. 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.
- iii. Maintaining lecturing/teaching and examinations timetables for each programme under the respective Faculty
- iv. Monitoring of Lecturers teaching attendances in collaboration with class representatives
- v. Keeping and updating students profile by programme, year and gender.
- vi. Compiling and maintaining records of examinations results (data bank) of all students in the respective Faculty
- vii. Administering the conduct of teaching performance assessment by students in each semester.
- viii. Maintaining and updating a list of programme and subject coordinators for each programme
- ix. 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.
- x. Administering students' by-laws in collaboration with Dean of Students
- xi. Preparing meetings related to the academic and administrative issues of the Faculty.
- xii. Any other duty assigned by the Faculty Dean and other competent College Authorities.

**(e) Directorate of Postgraduate Studies**

- i. Handling of all administrative duties related to the Director of Postgraduate Studies in liaison with the Director

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

***(f) Directorate of Research and Consultancy***

**(1) As Administrator**

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

**(2) As Grants/Research Manager**

- i. Managing the Grants Office/Office of Research Management and Innovation (ORMI).
- ii. Providing pre-award support to Principal Investigators (PIs) proposing for funding through a variety of agencies and donor organisations.
- iii. Providing analytical and financial support in proposal processing contracts and grants administration, and budget development.
- iv. Acting as a liaison between Principal Investigators, Sponsored Projects Office, and funding agencies.
- v. Coordinating and developing a final proposal product following institutional and agency requirements.
- vi. Administering and monitoring contracts and grants awards, including sub contracts/sub awards administration in compliance with regulations, terms and conditions of the various funding agencies.
- vii. Leading the College planning and preparation of research proposals, including an understanding of complex contracts and grants requirements, electronic and other submission approaches.



- viii. Performing contracts and grants administration, including the processing of non-competing continuations, supplements, other awards/agreements amendments, and sub award initiation, monitoring, and modification.
- ix. Guiding others in the review of financial and administrative management requirements of research contracts and grants proposals.
- x. Providing advice and counsel regarding sponsored projects administration to PIs.
- xi. Assisting in support of audits as directed by senior staff and donors.
- xii. Providing pre-award updated information required by sponsors before the issue of awards and/or submission.
- xiii. Providing direction for the operation of the Contracts and Grants Office, including staff and researchers in addressing priorities and workloads deadlines.
- xiv. Maintaining a complete and accurate collection of research management and administration data for the pre-award, award, and post-award phases of proposals and resulting contract and grants, including data on sub-awards, modifications, and extensions.
- xv. Supporting the AOR functions in liaison with the College AOR and your supervisors.
- xvi. Studying, training, and understanding the eRA Commons submission process, ASSIST, Grants.Gov, and other US Federal Government and NIH electronic submission and grants management protocols.
- xvii. Performing any other duties as be assigned by the Director of Research and Consultancy and/or relevant College Authority.

***(g) Institute of Public Health***

- i. Handling of all administrative duties related to the Director of the Institute of Public Health in liaison with the Director.
- ii. Making arrangement required to facilitate teaching, learning and examinations for students in liaison with respective Programme / Subject Co-ordinators and Examinations Officer.
- iii. Organising and monitoring availability of teaching and learning materials – lecturers, classrooms, laptops, beamers, white boards, marker pens, public address system, student hand-outs, student evaluations, student assessments etc.
- iv. Maintaining a database of students by programme, year and gender.
- v. Compiling and maintaining records of examination results.
- vi. Preparing meetings related to the Institute of Public Health.
- vii. Writing minutes of meetings chaired by Director of the Institute of Public Health.
- viii. Liaising with the admissions department to receive and document all applications received for IPH postgraduate programmes and short courses.
- ix. Organising timetables for all postgraduate courses developed and run by the IPH.
- x. Preparing and disseminating all announcements for the short courses conducted by IPH.
- xi. Coordinating the logistics for external lecturers, including communications, confirmations, travel, payments, etc.
- xii. Working with IPH faculty to prepare, advertise and coordinate all short courses run by IPH.
- xiii. To develop and maintain an active Alumni of all graduates from IPH programmes and courses (this will include the production of a newsletter).
- xiv. To administer any grants as directed by the Director of IPH.
- xv. To liaise with the College Bursar on all matters concerning IPH accounts.
- xvi. Arranging student projects and placements with external partners.
- xvii. Provide administrative support to other staff members.

- xviii. Perform any other related duties as may be assigned by the Director of Institute of Public Health and other senior College officials.

**(h) Data Management Matters (under supervision of the Chief Planning Officer)**

**(1) Data Manager’s Major Roles**

The Data Manager shall be responsible for collecting, organizing, storing / maintaining accurate data and analysing data on various aspects / activities of College (students, staff, planning, and finance data). The data shall include, but is not limited to, College information that is available in paper, electronic, audio, and visual formats.

In collaboration with respective College Units / Departments, maintain a repository of College data in electronic and print formats; and making sure that both reports and the data are available as appropriate to describe College activities.

**(2) Specific Duties and Responsibilities**

- i. Developing tools, database and protocols for data collection;
- ii. Preparing and maintaining demographic databases on students’ enrolment, graduation, retention rates, degrees awarded, withdrawal from College, transfer, discontinuation and other relevant events related to students;
- iii. Maintaining staff demographics and other required information on staff;
- iv. Providing accurate, timely and informative data that support the College’s decision-making, planning, efficiency and effectiveness;
- v. Ensuring data security, devising and implementing data privacy policies;
- vi. Evaluating requests for both students and staff data from internal and external organizations;
- vii. Conducting routine data maintenance as needed to ensure standardization of data, consistency, uniformity and data integrity;
- viii. Assisting the College Planning Officer in the below-listed tasks:
  - a. developing methodology for data collection on various aspects of College operational programmes.
  - b. making projections based on processed data on the staff/students population of the College.
  - c. collecting and organizing all data regarding the activities of the College and providing a system of archiving and easily retrieving them.
- ix. Performing any other duties as assigned by the College Planning Officer and/or other competent Authority of the College.

**3.4 SCHEME OF SERVICE FOR ADMISSION OFFICERS**

**4.4.1 Posts and Salary Scales**

The career ladder for Admissions Officers shall be as follows:

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

#### **4.4.2 Methods of entry and advancement**

##### **(1) Admissions Officer Grade III - TUSS 11**

###### **Direct Entry/New Appointment**

Holders of Bachelor's degree in Education, Educational Management and Administration, Educational Leadership and Management, Marketing or any other equivalent qualifications from a recognized Institution. A work, volunteer or internship experience of at least six to twelve months in an Admissions office of a higher learning institution will be an added advantage.

##### **(2) Admissions Officer Grade II - TUSS 12**

###### **Direct Entry**

Holders of Bachelor's degree in Education plus Postgraduate Diploma in Education, Educational Management and Administration, Educational Leadership and Management, Marketing or any other equivalent qualifications from a recognized Institution, with a working experience of three (3) years in a similar position.

###### **In-Service structure:**

By promotion on merit of Admissions Officer III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(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 and has scored a minimum of B grade in performance appraisal.

##### **(4) Senior Admissions Officer Grade III - TUSS 14**

###### **Direct Entry/New Appointment**

Holders of Master's degree in Education, Educational Management and Administration, Educational Leadership and Management, Marketing or any equivalent qualification or Bachelor degree in Education, Educational Management and Administration, Educational Leadership and Management, Marketing from a recognized Institution, 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 of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(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 and has scored a minimum of B grade in performance appraisal.

#### **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 and has scored a minimum of B grade in performance appraisal.

#### **(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 satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Admissions Officer Grade II - TUSS 18**

##### **In-service structure**

By promotion on merit of Principal Admissions Officer III with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Admissions Officer Grade I - TUSS 19**

##### **In-service structure**

By promotion on merit of Principal Admissions Officer II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and has obtained a master's degree in related field.

#### **4.4.3 Knowledge, Skills, Abilities of Admissions Officers**

- i. Knowledge of student recruitment and retention issues.
- ii. Knowledge of the broad spectrum of available university academic units, curricula, and programs.
- iii. Knowledge of university admissions policies, standards, and procedures.
- iv. Strong interpersonal and communication skills
- v. Organizing and coordinating skills
- vi. Skills in the use of computerised systems and databases.
- vii. Good Customer service skills
- viii. Problem-solving skills
- ix. Attention to detail
- x. Ability to work independently and in a team.
- xi. Ability to develop and deliver presentations.
- xii. Ability to gather data, compile information, and prepare reports.
- xiii. Ability to communicate effectively, both orally and in writing.
- xiv. Ability to design and write promotional material.

- xv. Ability to evaluate student transcripts and/or records.
- xvi. Ability to work under pressure and meet deadlines

**4.4.4 Duties of Admissions Officers**

- i. Receiving applications and short list applicants based on the College admission regulations in liaison with the respective Deans, Directors, and programme coordinators.
- ii. Overseeing the registration of students in the Faculties, Directorate of Postgraduate Studies at the beginning of each semester or academic year.
- iii. Assisting in responding to inquiries from the Tanzania Commission for Universities (TCU), students and other external agencies.
- iv. Assisting in the preparation of academic transcripts for the finalists in all programmes.
- v. Maintaining statistics of applicants by year, programme, and gender.
- vi. Preparing and providing admission numbers to the newly admitted students and residents.
- vii. Assisting in the preparation of meetings related to the admissions office.
- viii. Implementing the bylaws, regulations and instructions issued on student admission and registration.
- ix. Creating a file for each student, keeping evidence of his/her acceptance and all documents pertaining to him/her.
- x. Keeping all documents including student transfer from other colleges, postponement of study and dismissal.
- xi. Managing the online admission system.
- xii. Dealing with admission related queries from students and their sponsors.
- xiii. Issuing students' ID cards.
- xiv. Corresponding with prospective students, applicants, and others seeking information on admissions standards, academic and non-academic programmes, and student activities.
- xv. Participating in exhibitions and other marketing initiatives.
- xvi. Carrying out any other related duties assigned by the Deputy Provost for Academic Affairs or other competent College authority.

**3.5 SCHEME OF SERVICE FOR ACCOUNTING CADRES**

**3.5.1 Scheme of Service for Accounting Technicians**

**3.5.1.1 Posts and Salary Scales**

The career ladder for Accounting Technicians shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Accounting Technician Grade III	TUSS 5
2	Accounting Technician Grade II	TUSS 6
3	Accounting Technician Grade I	TUSS 7
4	Senior Accounting Technician Grade III	TUSS 8
5	Senior Accounting Technician Grade II	TUSS 9
6	Senior Accounting Technician Grade I	TUSS 10
7	Principal Accounting Technician Grade III	TUSS 11
8	Principal Accounting Technician Grade II	TUSS 12

9	Principal Accounting Technician Grade I	TUSS 13
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**3.5.1.2 Methods of entry and advancement to the above posts will be as follows:**

**(1) Accounting Technician Grade III - TUSS 5**

**Direct Entry/New Appointment**

Certificate of Secondary Education (Form IV) with passes in four subjects or Advanced Certificate of Secondary Education (Form VI) with passes in two subjects plus Technician Certificate (NTA level 5) in Accounting, Accountancy or other equivalent/related qualifications issued by a recognized institution of learning. Must be computer literate.

**Knowledge, Skills and Abilities**

- i. Ability to perform routine accounting and financial duties.
- ii. Ability to apply basic computer knowledge in accounting duties.

**(2) Accounting Technician Grade II - TUSS 6**

**In-Service Structure**

By promotion on merit of Accounting Technician Grade III who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

**(3) Accounting Technician Grade I - TUSS 7**

**In-Service Structure**

By promotion on merit of Accounting Technician Grade II who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

**(4) Senior Accounting Technician Grade III - TUSS 8**

**Direct Entry/New Appointment**

Holders of Ordinary Diploma (NTA Level 6) in Accountancy, Business Administration (Accounting option), Cooperative Accounting or other equivalent/related qualifications issued by a recognized institution of learning. Must be computer literate. A work, volunteer or internship experience of six to twelve months will be an added advantage.

**In-Service Structure**

By promotion of Accounting Technician Grade III, II or I, who has attained Ordinary Diploma qualifications in related course.

#### **(5) Senior Accounting Technician Grade II - TUSS 9**

##### **In-Service Structure**

By promotion on merit of Senior Accounting Technician Grade III who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Senior Accounting Technician Grade I - TUSS 10**

##### **In-Service Structure**

By promotion on merit of Senior Accounting Technician Grade II who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Accounting Technician Grade III - TUSS 11**

##### **In-Service Structure**

By promotion on merit of Senior Accounting Technician Grade I who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Accounting Technician Grade II - TUSS 12**

##### **In-Service Structure**

By promotion on merit of Principal Accounting Technician Grade III who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Accounting Technician Grade I - TUSS 13**

##### **In-Service Structure**

By promotion on merit of Principal Accounting Technician Grade II who has completed three years of satisfactory services in that grade and has scored a minimum of B grade in performance appraisal.

#### **3.5.1.3 Knowledge, Skills, Abilities of Accounting Technicians**

- i. Knowledge of general accounting practices, principles, procedures and auditing standards.
- ii. Knowledge of relevant accounting policies and regulations.
- iii. Knowledge of payroll processing and reporting requirements.
- iv. Excellent oral and written communication skills.
- v. Excellent customer service skills
- vi. Excellent skills in information and communication technology (ICT), particularly in the use of spreadsheets, accounting software packages and accounting database.
- vii. Financial reporting skills.
- viii. 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.
- ix. Ability to plan and organize work and to function as a team player.

- x. Ability to read, interpret and apply established internal rules, procedures and policies.
- xi. Ability to track, collect, analyse and reconcile accounting data.
- xii. Ability to use sound judgment within established guidelines.
- xiii. Ability to organize, prioritize and coordinate work activities.
- xiv. Ability to maintain detailed and accurate financial records.
- xv. Ability to work with limited supervision.
- xvi. Ability to develop effective working relationships with others.
- xvii. Ability to operate office equipment, e.g., photocopier and scanner.

#### **3.5.1.4 Duties for Accounting Technicians**

##### **(a) As a Cashier**

- i. The cashier is responsible for receipting in all funds received by the College with primary emphasis on student accounts receivable.
- ii. Receive payment by cash, cheques,
- iii. Cash cheques for students and staff.
- iv. Pay College bills by cash, cheques.
- v. Compute and record totals of transactions.
- vi. Keep periodic balance sheets of amounts and numbers of transactions.
- vii. Issue receipts, refunds, credits, or change due to students and staff.
- viii. Enter all payments received into the computer.
- ix. Deals with bank deposits and reconciliation.
- x. Responsible for cheque stock inventory and safekeeping of same.
- xi. Responds to questions concerning student accounts receivable
- xii. Other general accounting duties as assigned by Bursar.

#### **3.5.1.5 General Accounting Technicians Duties**

- i. Preparing of various payment reports, schedules, and list of various expenditures
- ii. Maintaining vote book and various registers e.g., Debtor; imprest, creditor
- iii. Preparing monthly trial balances and bank reconciliation statement.
- iv. Managing /administering staff payroll
- v. Receiving and paying invoices
- vi. Recording receipts and payments
- vii. Dealing with basic book-keeping
- viii. Completing and submitting tax returns, vat returns and insurance contributions
- ix. Preparing and checking ledger balances and other monthly and yearly accounts
- x. Using computerised accounting systems.
- xi. Liaising with managerial staff, colleagues and clients.
- xii. Liaising with other professionals in the field
- xiii. Assist in preparation of accounts, reports, budgets, commentaries, and financial statements
- xiv. Other general accounting duties as may be assigned by Bursar.

#### **3.5.2 Scheme of Service for Accounts Officer (New post)**

The post of Accounts Officer, with degree qualifications, is intended for Accounting staff who do not have Certified Public Accountant (CPA) qualifications as per the National Board of Accountants and Auditors regulations.



### 3.5.2.1 Posts and Salary Scales

The career ladder for Accounts Officer shall be as follows:

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

### 3.5.2.2 Methods of entry and advancement to the above posts will be as follows:

#### (1) Accounts Officer Grade III - TUSS 11

##### Direct Entry/New Appointment

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 plus at least **one-year** work experience as Accounts Officer or related position.

#### (2) Accounts Officer Grade II - TUSS 12

##### Direct Entry/New Appointment

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 plus a minimum of **three (3) years'** work experience as Accounts Officer or related position.

##### In-Service Structure

By promotion on merit of Accounts Officer Grade III with at least three (3) years' work experience in that grade and has scored a minimum of B grade in performance appraisal.

#### (3) Accounts Officer Grade I - TUSS 13

##### Direct Entry/New Appointment

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 plus a minimum of **four (4) years'** work experience as Accounts Officer or related position. Possession of Postgraduate Diploma in Accountancy, Business Administration, Finance, or other related field will be an added advantage.

### **In-Service Structure**

By promotion on merit of Accounts Officer Grade II with at least three (3) years' work experience in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma in Accountancy, Business Administration, Finance or other related field.

### **(4) Senior Accounts Officer Grade III - T USS 14**

#### **Direct Entry/New Appointment**

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 plus a minimum of **six (6) years'** work experience as Accounts Officer or related position. Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

### **In-Service Structure**

By promotion on merit of Accounts Officer Grade II with at least three (3) years' work experience in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's Degree in Accounting, Financial Management, Management Accounting or other related field.

### **(5) Senior Accounts Officer Grade II - T USS 15**

#### **In-Service Structure**

By promotion on merit of Senior Accounts Officer Grade III who has at least three years' work experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(6) Senior Accounts Officer Grade I - T USS 16**

#### **In-Service Structure**

By promotion on merit of Senior Accounts Officer Grade II with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(7) Principal Accounts Officer Grade III - T USS 17**

#### **In-Service Structure**

By promotion on merit of Senior Accounts Officer Grade I with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(8) Principal Accounts Officer Grade II - T USS 18**

#### **In-Service Structure**

By promotion on merit of Principal Accounts Officer Grade III with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Accounts Officer Grade I - TUSS 19**

### **In-Service Structure**

By promotion on merit of Principal Accounts Officer Grade II with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

#### **3.5.2.3 Knowledge, Skills, and Abilities of Accounts Officers**

- i. Knowledge in the accounting information systems.
- ii. Ability to compile, analyse data and prepare financial reports and statements.
- iii. Accurate, with attention to detail.
- iv. Good communication skills.
- v. Proactive and shows initiative.
- vi. Ability to prioritise and schedule work.
- vii. Time management skills.
- viii. Results oriented.
- ix. Ability to meet multiple deadlines.

#### **3.5.2.4 Duties for Accounts Officers**

Depending on their working experience, the size, scope and complexity of accounting activities, Accounts Officers shall perform some or all the following duties:

- i. Handling of accounts payable and receivable.
- ii. Arranges payment of bills and accounts
- iii. Issues customer invoices
- iv. Follows up outstanding payments
- v. Processes and keeps records of financial transactions
- vi. Account reconciliation
- vii. Handle general accounts queries
- viii. Assists in preparing financial reports
- ix. Handles simple tax functions, e.g. remittance of PAYE.
- x. Receives cash and cheques, keeps and makes payments to authorised persons against approved documents.
- xi. Collects and keeps petty cash for payment and for other official use.
- xii. Prepares petty cash, cash receipts and maintains petty cash book and passes journal entries.
- xiii. Prepares and maintains accounting records as per College Financial Regulations.
- xiv. Ensures that the College's cash and cheques are duly deposited and recommends the best way of handling cash to and from the bank.
- xv. Prepares payments by verifying documentation, and requesting disbursements.
- xvi. Documents financial transactions by entering account information.
- xvii. Posts suppliers' invoices and prepare payment vouchers.
- xviii. Prepares revenue accounts schedules and reconciliation.
- xix. Remits net salaries to the employees' respective bank accounts.
- xx. Maintains the employees' ledger for staff salary advances, loans and duty travel imprest.
- xxi. Preparation of various accounting schedules as directed by the immediate Supervisor.
- xxii. Performs any other official duty as may be assigned by the immediate Supervisor.

### 3.5.3 Scheme of Service for Professional Accountants

#### 3.5.3.1 Posts and Salary Scales

The career ladder for Accountants shall be as follows:

S/N	POST	SALARY SCALE
1	Accountant	TUSS 13
2	Senior Accountant Grade III	TUSS 14
3	Senior Accountant Grade II	TUSS 15
4	Senior Accountant Grade I	TUSS 16
5	Principal Accountant Grade III	TUSS 17
6	Principal Accountant Grade II	TUSS 18
7	Principal Accountant Grade I	TUSS 19

#### 3.5.3.2 Methods of entry and advancement:

##### (1) Accountant - TUSS 13

###### Direct Entry/New Appointment

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, plus Certified Public Accountant {CPA (T)} or Association of Chartered Certified Accountant (ACCA). Must be registered by the National Board of Accountants and Auditors as a **Graduate Accountant (GA)**.

A work, volunteer or internship experience of at least one year will be an added advantage.

###### In-Service Structure

By recategorisation of an **Accounts Officer** who has attained CPA or ACCA qualification and registered by NBAA as a Graduate Accountant (GA).

##### (2) Senior Accountant Grade III - TUSS 14

###### Direct Entry/New Appointment

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, plus Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), with at least **four (4) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Must be registered by the National Board of Accountants and Auditors as a **Graduate Accountant (GA)**.

Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

###### In-Service Structure

By promotion on merit of an **Accountant** who has at least three years' work experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(3) Senior Accountant Grade II - TUSS 15**

#### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), with at least **six (6) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)**.

Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion of **Senior Accountant Grade III** who has attained the above qualifications.

### **(4) Senior Accountant Grade I - TUSS 16**

#### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), with at least **eight (8) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)**.

Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of **Senior Accountant Grade II** with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(5) Principal Accountant Grade III - TUSS 17**

#### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), with at least **ten (10) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)**.

Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of **Senior Accountant Grade I** with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Principal Accountant Grade II - T USS 18**

##### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), with at least **twelve (12) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)**.

Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of **Principal Accountant Grade III** with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Accountant Grade I - T USS 19**

##### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA), with at least **fourteen (14) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Possession of Master's Degree in Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage. Must be registered by the National Board of Accountants and Auditors as a **Fellow Certified Public Accountant (FCPA)**.

#### **In-Service Structure**

By promotion of **Principal Accountant Grade III or II** who has attained the above qualifications.

#### **3.5.3.3 Knowledge, Skills, and Abilities of Accountants**

- i. Knowledge of statutory accounting practices, principles, procedures, and auditing standards.
- ii. Knowledge of relevant accounting policies and regulations.
- iii. Knowledge of payroll processing and reporting requirements.
- iv. Excellent oral and written communication skills.
- v. Excellent customer service skills.
- vi. Excellent interpersonal skills.

- vii. Excellent skills in information and communication technology (ICT), particularly in the use of MS Office programmes, spreadsheets, accounting software packages, accounting database, and other business software used in preparing work papers, reports, memos, summaries, and analyses.
- viii. Financial reporting skills.
- ix. 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.
- x. Ability to plan and organize work and to function as a team player.
- xi. Ability to read, interpret and apply established internal rules, procedures and policies.
- xii. Ability to track, collect, analyse and reconcile accounting data.
- xiii. Ability to use sound judgment within established guidelines.
- xiv. Ability to organize, prioritize and coordinate work activities.
- xv. Ability to maintain detailed and accurate financial records.
- xvi. Ability to work with limited supervision.
- xvii. Ability to develop effective working relationships with others.
- xviii. Ability to work independently and as part of a team and take on new tasks with high level of difficulty.

#### **3.5.3.4 Duties for Accountants:**

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

- i. 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.
- ii. Receiving and paying out cash and cheques
- iii. Maintaining full and accurate accounting records
- iv. Preparing final reconciliation
- v. Safe custody of cash and cheques
- vi. Issuing of invoices, follow-up payment of bills
- vii. Maintenance of funds (vote books) and preparation of financial statements including funds flow summary, final accounts, and balance sheet of payments
- viii. Preparation of periodical financial statement of Revenue and Expenditure.
- ix. Assist in preparation of profit and loss statements and monthly closing and cost accounting reports.
- x. Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document financial transactions.
- xi. Assist in monitoring and reviewing accounting and related system reports for accuracy and completeness.
- xii. Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- xiii. Resolve accounting discrepancies.
- xiv. Recommend, develop, and maintain financial data bases, computer software systems and manual filing systems.
- xv. Interact with internal and external auditors in completing audits.
- xvi. Compilation and maintenance of records of routine accounting transactions.
- xvii. Assistance in preparation and/or maintenance of accounting reporting systems.

- xviii. Resolution of problems associated with incorrect entries, deviations from established procedures, and other inconsistencies with generally accepted accounting principles.
- xix. May assist in analysis and interpretation of accounting records and reports and/or performance of administrative & clerical support duties as assigned.
- xx. Maintain financial reports such as balance sheets or profit/loss statements
- xxi. Examination, analysis, maintenance, consolidation, and reconciliation of financial records.
- xxii. Creation and interpretation of financial statements and reports.
- xxiii. Participation in the development of budgets.
- xxiv. May be assigned the responsibility to provide training, guidance, and assistance to other employees.
- xxv. Supervision of clerical or technical employees engaged in accounting or financial record-keeping work.
- xxvi. Perform any other duties and responsibilities as may be assigned by immediate supervisor, Bursar, or other competent College Authority.

### **3.5.3.5 Duties for Senior and Principal Accountants**

Senior and 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:

- i. Analyse financial transactions to determine accuracy, completeness, and conformance to established policies and procedures and generally accepted accounting standards
- ii. Prepare, analyse, and interpret financial reports, statements, and records (e.g., balance sheets, profit and loss statements, amortization (paying back/off) and depreciation schedules, etc.)
- iii. Assemble data for and create financial projections
- iv. Develop, implement, modify, and document accounting systems
- v. Establishment and implementation of new or revised accounting policies and procedures; formulation of goals and priorities in assigned area(s);
- vi. Supervision of the collection, recording, processing, consolidation, and distribution of a wide variety of financial and statistical reports, statements and summaries.
- vii. May be responsible for long-range fiscal planning and policy making.
- viii. Responsibility for all aspects of management of staff in area(s) of responsibility.
- ix. Reconcile accounts
- x. Ensure financial records are maintained in compliance with accepted accounting policies and procedures
- xi. Resolve accounting discrepancies and irregularities
- xii. Continuous management and support of budget and forecast activities
- xiii. Monitor and support taxation issues
- xiv. Develop and maintain financial data bases
- xv. Financial audit preparation and coordinate the audit process
- xvi. Ensure accurate and appropriate recording and analysis of revenues and expenses
- xvii. 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.



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

**3.6 SCHEME OF SERVICE FOR INTERNAL AUDITING CADRES**

**3.6.1 Scheme of Service for Internal Audit Officers (New post)**

The post of Internal Audit Officer, with degree qualifications, is intended for Internal Auditing staff who do not have Certified Internal Auditor (CIA) qualifications as specified by NBAA regulations.

**3.6.1.1 Posts and Salary Scales**

The career ladder for Internal Audit Officers shall be as follows:

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

**3.6.1.2 Methods of entry and advancement**

**(1) Internal Audit Officer Grade III - TUSS 11**

**Direct Entry/New Appointment**

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 plus at least **one-year** work experience as Internal Audit Officer or related position

**(2) Internal Audit Officer Grade II - TUSS 12**

**Direct Entry/New Appointment**

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 plus a minimum of **three (3) years’** work experience as Internal Audit Officer or related position.

### **In-Service Structure**

By promotion on merit of Internal Audit Officer Grade III with at least three (3) years' work experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(3) Internal Audit Officer Grade I - T USS 13**

#### **Direct Entry/New Appointment**

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 plus a minimum of **four (4) years'** work experience as Internal Audit Officer or related position. Possession of Postgraduate Diploma in Internal Auditing, Accountancy, Business Administration, Finance, or other related field will be an added advantage.

#### **In-Service Structure**

By promotion on merit of Internal Audit Officer Grade II with at least three (3) years' work experience in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma in Internal Auditing, Accountancy, Business Administration, Finance or other related field.

### **(4) Senior Internal Audit Officer Grade III - T USS 14**

#### **Direct Entry/New Appointment**

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 plus a minimum of **six (6) years'** work experience as Internal Audit Officer or related position. Possession of Master's Degree in Accounting, Risk Management, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of Internal Audit Officer Grade II with at least three (3) years' work experience in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's Degree in Accounting, Risk Management Financial Management, Management Accounting or other related field.

### **(5) Senior Internal Audit Officer Grade II - T USS 15**

#### **In-Service Structure**

By promotion on merit of Senior Internal Audit Officer Grade III who has at least three years' work experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(6) Senior Internal Audit Officer Grade I - T USS 16**

#### **In-Service Structure**

By promotion on merit of Senior Internal Audit Officer Grade II with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

## **(7) Principal Internal Audit Officer Grade III - TUSS 17**

### **In-Service Structure**

By promotion on merit of Senior Internal Audit Officer Grade I with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Internal Audit Officer Grade II - TUSS 18**

### **In-Service Structure**

By promotion on merit of Principal Internal Audit Officer Grade III with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Internal Audit Officer Grade I - TUSS 19**

### **In-Service Structure**

By promotion on merit of Principal Internal Audit Officer Grade II with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

### **3.6.1.3 Knowledge, Skills, and Abilities of Internal Audit Officers**

- i. Knowledge of corporate financial law and risk management practices.
- ii. Technical skills to effectively perform audit activities.
- iii. A firm understanding of internal auditing standards and hands on experience with internal auditing.
- iv. Proficiency in computer aided audit techniques.
- v. Ability to understand and document workflows and business processes.
- vi. Ability to identify solutions that effectively address control needs.
- vii. Demonstrated experience in conducting internal audit
- viii. Demonstrable ability and experience in providing and communicating internal audit recommendations at all levels of the organisation.
- ix. Ability to handle potentially difficult situations in a professional, tactful and confidential manner.
- x. Excellent report writing skills.
- xi. Ability to manage self and meet tight deadlines.
- xii. People management skills.
- xiii. High level of integrity.

### **3.6.1.4 Duties for Internal Audit Officers**

Depending on their working experience, the size, scope and complexity of internal auditing functions, Internal Audit Officers shall perform some or all the following duties:

- i. Supporting the Chief Internal Auditor in carrying out specific audit exercises both on a continuous or periodic basis. This will involve regular reviews of the operational processes and related financial records and transactions to ensure accuracy, completeness and compliance with related policies, standards, guidelines, procedures and statutory requirements while also addressing efficiency, economy and effectiveness.
- ii. Performs internal audit activities in accordance with the internal audit manual and audit check list to help in providing assurance that applicable laws, regulations and organisational policies and procedures are complied with judiciously.
- iii. Analyses data obtained for evidence or deficiencies in controls, extravagance, fraud or lack of compliance with laws, Government regulations and management policies or procedures.

- iv. Conducts operational, financial and compliance internal audits.
- v. Evaluates financial and operational procedures to assure that adequate internal controls are present.
- vi. Participates in identifying, assessing, and evaluating the organisational risk areas, making appropriate recommendations for improvement of accounting controls and accounting procedures.
- vii. Assists in preparation of internal audit reports of findings and recommendations.
- viii. Assists in arranging, managing, and maintaining documentation of the Internal Audit Unit.
- ix. Performs any other related work that may be assigned by Chief Internal Auditor or other College Authority.

### **3.6.2 Scheme of Service for Professional Internal Auditors**

#### **3.6.2.1 Post and Salary Scales**

The career ladder for Internal Auditor shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Internal Auditor	TUSS 13
2	Senior Internal Auditor Grade III	TUSS 14
3	Senior Internal Auditor Grade II	TUSS 15
4	Senior Internal Auditor Grade I	TUSS 16
5	Principal Internal Auditor Grade III	TUSS 17
6	Principal Internal Audit Grade II	TUSS 18
7	Principal Internal Audit Grade I	TUSS 19

#### **3.6.2.2 Methods of Entry and Advancement**

##### **(1) Internal Auditor - TUSS 13**

###### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)} or Association of Chartered Certified Accountant (ACCA). Must be registered by the National Board of Accountants and Auditors as a **Graduate Accountant (GA)**.

A work, volunteer or internship experience of at least one year will be an added advantage.

###### **In-Service Structure**

By recategorisation of an **Internal Audit Officer** who has attained CPA or ACCA qualification and registered by NBAA as a Graduate Accountant (GA).

##### **(4) Senior Internal Auditor Grade III - TUSS 14**

###### **Direct Entry/New Appointment**

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, plus Certified Public Accountant {CPA (T)}, Association

of Chartered Certified Accountant (ACCA), with at least **four (4) years** working experience in the field of accounting from a reputable Accounting firm or organisation. Must be registered by the National Board of Accountants and Auditors as a **Graduate Accountant (GA)**.

Possession of Master's Degree in Internal Auditing, Risk Management, Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of an **Internal Auditor** who has at least three years' work experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(5) Senior Internal Auditor Grade II - TUSS 15**

#### **Direct Entry/New Appointment**

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, plus Certified Internal Auditor (CIA), Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA) certification, with at least **six (6) years** working experience in the field of internal auditing from a reputable Accounting or Audit firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)** and/or the Institute of Internal Auditors Tanzania.

Possession of Master's Degree in Internal Auditing, Risk Management, Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion of **Senior Internal Auditor Grade III** who has attained the above qualifications.

### **(6) Senior Internal Auditor Grade I - TUSS 16**

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, plus Certified Internal Auditor (CIA), Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA) certification, with at least **eight (8) years** working experience in the field of internal auditing from a reputable Accounting or Audit firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)** and/or the Institute of Internal Auditors Tanzania.

Possession of Master's Degree in Internal Auditing, Risk Management, Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of **Senior Internal Auditor Grade II** with at least three years working experience in that grade and has scored a minimum of B grade in performance appraisal.

### **(7) Principal Internal Auditor Grade III- T USS 17**

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, plus Certified Internal Auditor (CIA), Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA) certification, with at least **ten (10) years** working experience in the field of internal auditing from a reputable Accounting or Audit firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)** and/or the Institute of Internal Auditors Tanzania.

Possession of Master's Degree in Internal Auditing, Risk Management, Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of **Senior Internal Auditor Grade I** with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(8) Principal Internal Auditor Grade II T USS 18**

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, plus Certified Internal Auditor (CIA), Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA) certification, with at least **twelve (12) years** working experience in the field of internal auditing from a reputable Accounting or Audit firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)** and/or the Institute of Internal Auditors Tanzania.

Possession of Master's Degree in Internal Auditing, Risk Management, Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

#### **In-Service Structure**

By promotion on merit of **Principal Internal Auditor Grade III** with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(9) Principal Internal Auditor Grade I T USS 19**

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, plus Certified Internal Auditor (CIA), Certified Public Accountant {CPA (T)}, Association of Chartered Certified Accountant (ACCA) certification, with at least **fourteen (14) years** working experience in the field of internal auditing from a reputable Accounting or Audit firm or organisation. Must be registered by the National Board of Accountants and Auditors as an **Associate Certified Public Accountant (ACPA)** and/or the Institute of Internal Auditors Tanzania.

Possession of Master's Degree in Internal Auditing, Risk Management, Accounting, Financial Management, Management Accounting or any other qualifications recognised as equivalent will be an added advantage.

### **In-Service Structure**

By promotion on merit of **Principal Internal Auditor Grade III or II** who has attained the above qualifications.

#### **3.6.2.3 Knowledge, Skills, and Abilities of Internal Auditors**

- i. Analytical/Critical thinking skills
- ii. Data mining and analysis skills
- iii. Inquisitiveness
- iv. Integrity (honest, responsible, and diligent)
- v. Professionalism
- vi. Confidentiality
- vii. Objectivity
- viii. Impartiality
- ix. Dependable and reliable
- x. An ability to recognize and respond to diverse thinking styles, learning styles
- xi. A global mind-set
- xii. Good IT skills
- xiii. Good Communication skills
- xiv. Teamwork spirit

#### **3.6.2.4 Knowledge, Skills and Abilities of Senior and Principal Internal Auditors**

- i. Strong understanding and commitment to professional auditing standards, internal controls, risk assessment, regulations, and compliance guidelines.
- ii. Self-motivation, determination, and confidence
- iii. Meticulous attention to detail
- iv. Excellent interpersonal and communication skills, including good presentation and report writing skills
- v. Excellent problem-solving skills
- vi. Strong IT skills
- vii. Ability to work to deadlines, under pressure
- viii. Ability to work on his/her own initiative and as part of a team
- ix. Resilience
- x. Objectivity
- xi. Impartiality
- xii. Teamwork spirit

#### **3.6.2.5 Duties of Internal Auditors**

- i. Carrying out both regular and random investigations of departmental accounts both academic and administrative.
- ii. 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.
- iii. 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.
- iv. Assisting the College Internal Auditor in checking the internal control system of the College.

- v. Ensuring that the procurement plan, the fiscal accountability plan, management operations and procedures manuals and related documents are adhered to.
- vi. Reviewing and auditing the financial and para-financial activities of the College and submit quarterly reports to the Provost/College Internal Auditor.
- vii. Advising the Provost/College Internal Auditor from time to time on the efficient management and control of the College finances and Assets.
- viii. Assisting the College Internal Auditor in reviewing the systems of internal control from time to time and for any improvements, modifications, or change.
- ix. Conducting investigations wherever necessary and reporting findings to the Provost/College Internal Auditor.
- x. Assists in the preparation of Audit Committee meeting materials and other ad-hoc requests.
- xi. Performs any other function as may be assigned by his/her superiors.

### **3.7 SCHEME OF SERVICE FOR PROCUREMENT AND SUPPLY CADRES**

#### **3.7.1 Procurement and Supply Technicians**

##### **3.7.1.1 Posts and Salary Scales**

The career ladder for Procurement and Supply Technicians shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Procurement and Supply Technician Grade III	TUSS 5
2	Procurement and Supply Technician Grade II	TUSS 6
3	Procurement and Supply Technician Grade I	TUSS 7
4	Senior Procurement and Supply Technician Grade III	TUSS 8
5	Senior Procurement and Supply Technician Grade II	TUSS 9
6	Senior Procurement and Supply Technician Grade I	TUSS 10
7	Principal Procurement and Supply Technician Grade III	TUSS 11
8	Principal Procurement and Supply Technician Grade II	TUSS 12
9	Principal Procurement and Supply Technician Grade I	TUSS 13

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

##### **(1) Procurement and Supply Technician Grade III - TUSS 5**

###### **Direct Entry/New Appointment**

Certificate of Secondary Education (Form IV) with passes in four subjects or Advanced Certificate of Secondary Education (Form VI) with passes in two subjects plus Technician Certificate (NTA level 5) in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other equivalent/related qualifications issued by a recognized institution of learning. Must be computer literate. A work, volunteer or internship experience of six to twelve months, after graduation, will be an added advantage.



## **(2) Procurement and Supply Technician Grade II - TUSS 6**

### **In-Service Structure**

By promotion on merit of serving Procurement and Supply Technician Grade III with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(3) Procurement and Supply Technician Grade I - TUSS 7**

### **In-service structure**

By promotion on merit of serving of Procurement and Supply Technician Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(4) Senior Procurement and Supply Technician Grade III - TUSS 8**

### **Direct Entry/New Appointment**

Holder of Ordinary Diploma (NTA level 6) in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other equivalent/related qualifications awarded by a recognised institution of learning. Must be computer literate. A work, volunteer or internship experience of six to twelve months, after graduation, will be an added advantage.

### **In-service structure**

By promotion/recategorization of Procurement and Supply Technician Grade III, II or I, who has obtained/acquired the above qualifications.

## **(5) 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 service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

## **(6) Senior Procurement and Supply Technician Grade I - TUSS 10**

### **In-Service Structure**

By promotion on merit of Senior Procurement and Supply Technician Grade II with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

## **(7) Principal Procurement and Supply Technician Grade III - TUSS 11**

### **In-Service Structure**

By promotion on merit of Senior Procurement and Supply Technician Grade I with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Procurement and Supply Technician Grade II - TUSS 12**

### **In-Service Structure**

By promotion on merit of Principal Procurement and Supply Technician Grade III with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Procurement and Supply Technician Grade I - TUSS 13**

### **In-Service Structure**

By promotion on merit of Principal Procurement and Supply Technician Grade II with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

### **3.7.1.3 Knowledge, Skills and Abilities of Procurement and Supply Technicians**

- i. Knowledge of procurement processes, policies, and procedures
- ii. Computer skills: competent in the use of computer programmes, especially Spreadsheets, and Microsoft Word and procurement management software.
- iii. Good time management and organizational skills
- iv. Good mathematical skills
- v. Good communication skills
- vi. Ability to perform routine procurement and supply duties.
- vii. Ability to apply basic computer knowledge in procurement and supply duties.
- viii. Ability to handle multiple projects simultaneously to meet goals and deadlines
- ix. Careful attention on accuracy and detail
- x. Ability to interpret policies and procedures
- xi. Ability to analyse and solve complex problems
- xii. Ability to organise tasks and identify priorities

### **3.7.1.4 Duties for Procurement and Supply Technicians**

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

### 3.7.2 Procurement and Supply Officers/ Professionals

#### 3.7.2.1 Posts and Salary Scales

The career ladder for Procurement and Supply Officers shall be as follows:

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

#### 3.7.2.2 Methods of entry and advancement to the above posts will be as follows:

##### (1) Procurement and Supply Officer Grade III - TUSS 11

###### Direct Entry/New Appointment

Bachelor's Degree in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other related qualifications from a recognized Institution and registered by the Procurement and Supplies Professionals and Technicians Board. A work, volunteer or internship experience of six to twelve months, after graduation, will be an added advantage.

###### In-Service Structure

By recategorization of Supply and Procurement Technicians who have attained the above-stated qualifications.

##### (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 service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

##### (3) Procurement and Supply Officer Grade I - TUSS 13

###### Direct Entry/New Appointment

Holder of Bachelor's Degree in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other related qualifications from a recognized Institution, plus Certified Supply Professional (CSP), Certified Procurement and Supply Professional (CPSP), plus at least **three (3) years** working experience in a similar position. Possession of Master's Degree in Materials Management, Procurement and Supply Management or equivalent qualifications from a recognized Institution will be an added

advantage. Must be 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.

**(4) Senior Procurement and Supply Officer Grade III - T USS 14**

**Direct Entry**

Possession of Bachelor's Degree in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other related qualifications from a recognized Institution, plus Certified Procurement and Supply Professional (CPSP), Certified Supplies Professional (CSP), Chartered Institute of Purchasing and Supply (CIPS) plus at least **six (6) years** post qualifications experience in procurement and supply functions. Possession of Master's Degree in related field will be an added advantage. Must be registered by Procurement and Supplies Professionals and Technicians Board.

**In-Service Structure**

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

**(5) Senior Procurement and Supply Officer Grade II - T USS 15**

**In-Service Structure**

By promotion on merit of Senior Procurement and Supply Officer Grade III with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal. Must be registered by Procurement and Supplies Professionals and Technicians Board.

**(6) Senior Procurement and Supply Officer Grade I - T USS 16**

**In-Service Structure**

By promotion on merit of Senior Procurement and Supply Officer Grade 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.

**(7) Principal Procurement and Supply Officer Grade III - T USS 17**

**Direct Entry/New Appointment**

By appointment of a holder of Bachelor's Degree in Procurement and Supply Management, Procurement and Logistics Management, Procurement and Chain Supply or other related qualifications from a recognized Institution plus professional qualifications such as CSP, CPSP, CIPS, CPM or other equivalent qualifications, and must be registered by Procurement and Supplies Professionals and Technicians Board, plus at least **ten (10) years** post qualification experience in procurement and supply functions.

### **In-Service Structure**

By promotion on merit of Senior Procurement and Supply Officer Grade I with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

### **(8) Principal Procurement and Supply Officer Grade II - TUSS 18**

#### **In-Service Structure**

By promotion on merit of Principal Procurement and Supply Officer Grade III with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

### **(9) Principal Procurement and Supply Officer Grade I - TUSS 19**

#### **In-Service Structure**

By promotion on merit of Principal Procurement and Supply Officer Grade II with a satisfactory service of at least three years in that position and has scored a minimum of B grade in performance appraisal.

### **3.7.2.3 Knowledge, Skills and Abilities of Procurement and Supply Officers**

- i. Knowledge of procurement and supply management, processes, policies and procedures, including basic principles in procurement, supply and warehouse operations and any other relevant Financial and Supplies law/regulation.
- ii. Computer skills: competent in the use of computer programmes, especially spreadsheets, and Microsoft Word and procurement management software.
- iii. Good time management and organizational skills.
- iv. Good mathematical skills.
- v. Good communication skills.
- vi. Problem-solving skills.
- vii. Negotiation skills.
- viii. Ability to handle multiple projects simultaneously to meet goals and deadlines.
- ix. Careful attention on accuracy and detail.
- x. Ability to interpret policies and procedures.
- xi. Ability to analyse and solve complex problems.
- xii. Ability to organise tasks and identify priorities.
- xiii. Ability to act with integrity and ensure security and appropriate use of assets.
- xiv. Ability to maintain detailed records with high accuracy.

### **3.7.2.4 Duties of Procurement and Supply Officers**

- i. Assist in identifying material requirement of the College and making timely procurement at minimum costs and with due regard to users' specifications
- ii. Assist in stock-taking or verification
- iii. Assist the development of materials management policy.
- iv. Checking stock levels and controls inventories
- v. Ensure that stock replenishment is taken at the right time
- vi. Assist in close follow up of suppliers to ensure timely deliveries of purchased materials and take appropriate corrective action on any delayed items

- vii. 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
- viii. Assist in tendering process.
- ix. Assist in ensuring that goods are delivered /received promptly.
- x. Assist in proper implementation of stores procedures and documentation for:
  - xi. Goods receiving inspection and quality control
  - xii. Material handling and stock recording
  - xiii. Material requisitioning and issuing
  - xiv. Housekeeping and security of materials
- xv. Perform any other duties assigned by Head of Procurement and Supplies Unit or other senior officers of the College.

### **3.8 SCHEME OF SERVICE FOR LEGAL OFFICERS**

#### **3.8.1 Posts and Salary Scales**

The career ladder for Legal Officers shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
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 Grade III	TUSS 17
8	Principal Legal Officer Grade II	TUSS 18
9	Principal Legal Officer Grade I	TUSS 19

#### **3.8.2 Methods of entry and advancement**

##### **(1) Legal Officer Grade III - TUSS 11**

###### **Direct Entry/New Appointment**

Holders of Bachelor of Laws Degree (LLB) who have completed one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded Post-Graduate Diploma in Legal Practice. He/she must be enrolled as an advocate of the High Court of Tanzania.

##### **(2) Legal Officer Grade II - TUSS 12**

###### **Direct Entry/New Appointment**

Holders of Bachelor of Laws Degree (LLB) who have completed one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded Post-Graduate Diploma in Legal Practice plus at least **three (3) years** working experience in similar position. He/she must be enrolled as an advocate of the High Court of Tanzania.

### **In-Service Structure**

By promotion of Legal Officer Grade III who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(3) Legal Officer Grade I - TUSS 13**

#### **Direct Entry/New Appointment**

Holders of Bachelor of Laws Degree (LLB) who have completed one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded Post-Graduate Diploma in Legal Practice plus at least **four (4) years** working experience in similar position. He/she must be enrolled as an advocate of the High Court of Tanzania.

### **In-Service Structure**

By promotion of Legal Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(4) Senior Legal Officer Grade III - TUSS 14**

#### **Direct Entry/New Appointment**

Holders of Bachelor of Laws Degree (LLB) who have completed one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded Post-Graduate Diploma in Legal Practice plus possession of Master of Laws Degree (LLM) or Master of Laws in Corporate and Commercial Law with a minimum of **three (3) years** working experience in similar senior position. The Candidate must be enrolled as an advocate of the High Court of Tanzania.

**OR**

Holders of Bachelor of Laws Degree (LLB) plus Post-Graduate Diploma in Legal Practice with at least **six (6) years** working experience in similar position. The Candidate must be enrolled as an advocate of the High Court of Tanzania.

Working experience as in-house lawyer in a Higher Learning Institution or any other busy institution or in a busy and reputable law firm will be an added advantage.

### **In-Service Structure**

By promotion of Legal Officer Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal or who has attained Master's qualifications in related field.

**OR**

By recategorization of Legal Officer Grade III or II who has attained Master's qualifications in related field.

### **(5) Senior Legal Officer Grade II - TUSS 15**

#### **Direct Entry/New Appointment**

Holders of Bachelor of Laws Degree (LLB) who have completed one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded Post-Graduate Diploma in Legal Practice plus possession of Master of Laws Degree (LLM) or Master of Laws in Corporate

and Commercial Law with a minimum of **four (4) years** working experience in similar senior position. The Candidate must be enrolled as an advocate of the High Court of Tanzania.

Working experience as in-house lawyer in a Higher Learning Institution or any other busy institution or in a busy and reputable law firm will be an added advantage.

#### **In-Service Structure**

By promotion of Senior Legal Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Senior Legal Officer Grade I - T USS 16**

##### **Direct Entry/New Appointment**

Holders of Bachelor of Laws Degree (LLB) who have completed one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded Post-Graduate Diploma in Legal Practice plus possession of Master of Laws Degree (LLM) or Master of Laws in Corporate and Commercial Law with a minimum of **five (5) years** working experience in similar senior position. The Candidate must be enrolled as an advocate of the High Court of Tanzania.

Working experience as in-house lawyer in a Higher Learning Institution or any other busy institution or in a busy and reputable law firm will be an added advantage.

#### **In-Service Structure**

By promotion of Senior Legal Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Legal Officer Grade III - T USS 17**

##### **In-Service Structure**

By promotion of Senior Legal Officer Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and has obtained a Master's degree in related field.

#### **(8) Principal Legal Officer Grade II - T USS 18**

##### **In-Service Structure**

By promotion of Principal Legal Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and has obtained a Master's degree in related field.

#### **(9) Principal Legal Officer Grade I - T USS 19**

##### **In-Service Structure**

By promotion of Principal Legal Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **3.8.3 Knowledge, Skills, and Abilities of Legal Officers:**

- i. Knowledge of all applicable laws, rules, and regulations
- ii. Knowledge of substantive law and legal procedure



- iii. Excellent written and verbal communication skills
- iv. Excellent legal drafting skills
- v. Good coordination and organizational skills
- vi. High attention to detail
- vii. Strong negotiation skills
- viii. Computer skills – especially Microsoft Office software suites
- ix. Legal Research skills
- x. Dispute resolution skills
- xi. Customer service skills
- xii. Time Management skills
- xiii. Teamwork skills
- xiv. Ability to prepare complex legal documents
- xv. Ability to analyse facts/information, develop rigorous arguments and replies and provide sound advice.
- xvi. Ability to effectively compile and synthesize information
- xvii. Ability to negotiate effectively
- xviii. Ability to progress with work independently

#### **3.8.4 Duties of Legal Officers Grade III, II and I**

- i. Be responsible to the Head of Legal Unit or Legal Counsel/Secretary on all legal matters of the College.
- ii. Assisting in the following activities of the Legal Unit:
  - a. Providing of legal advice and representation on routine matters, including moderately complex and sensitive matters, conducted in the College Legal Unit, and as allocated.
  - b. Preparing and reviewing various legal documents such as Contracts/Agreements, Memorandum of Understandings (MoUs), Deeds of Novation and legal documents relating to licenses, loan, grants, credits, leases, sales, purchases, real estate, and security instruments such as mortgage deeds, debenture, guarantees, etc.
  - c. Management of moderately complex legal files and the provision of advice in response to the Legal Unit's legal queries.
  - d. Developing and managing the College's litigation functions in liaison with the Head of Legal Unit or Legal Secretary and / or external lawyers.
  - e. Providing legal expertise and support on legal issues relating to the functions, structures, and activities of the College, and support the College Management on issues pertaining to legal and regulatory framework and monitoring compliance with legal and regulatory corporate governance requirements.
  - f. Providing professional input to any training and/or research as directed.
  - g. Drawing and vetting of contracts, agreements, and other legal documents.
  - h. Indexing, filing, registering of College notices and all other legal documents and ensuring their safe keeping.
  - i. Compiling evidence relevant for court cases involving the College.
  - j. Attending to registration of legal documents and probate matters.
  - k. Taking charge of documents and correspondences of already assigned cases
  - l. Dealing with legal routine correspondences addressed to the College
  - m. Drafting prescribed legal documents and forms.
  - n. Filing and appearing for criminal proceedings in courts
  - o. Preparing legal briefs and provide legal advice
  - p. Liaising with retained external legal agencies

- q. Scrutinising and effecting registration of leases and transfer of properties and participates in negotiations for writing up general contracts pertaining to such leases and transfer of properties.
- r. Negotiating for contracts.
- s. Following up on cases filed against the College and preparation of legal reports and opinions.
- t. Liaising with external lawyers on all cases filed against the College to ensure instructions, witnesses and statements are procured on time.
- u. Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation.
- v. Advising the College Management on the legislation that affect the College and changes made thereof.
- w. Monitoring compliance with legal and statutory requirements of the College.
- x. Ensure high level secrecy and confidentiality of legal data of the College.
- y. Carry out any other duties relating to laws of the Country, or the College as may be directed by the immediate supervisor or Head of the Legal Unit from time to time.
- z. Any other related duties as may be assigned to him/her by the superior.

### **3.8.5 Duties of Senior and Principal Legal Officers**

- i. Be responsible to the Head of Legal Unit or Legal Counsel/Secretary on all legal matters of the College.
- ii. In liaison with the Head of Legal Unit or Legal Counsel/Secretary, Senior and Principal Legal Officers shall perform duties:

#### ***(a) Legal risk***

1. Review and provide legal advice on Memoranda of Understanding (MOUs), contracts, and tender documents.
2. Review ongoing cases and advise accordingly.
3. Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
4. Provide legal protection and risk management advice to the College Management especially on contract management.
5. Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
6. Examine legal implications of all College publications, advertisements and general operations of the College.
7. Advise the College Management on the National and College laws and regulations on Management, tax and all compliance matters to avoid glaring risks to the College.
8. Keep the College Management up to date on new laws and regulations and ensure the College fully adheres to them.
9. Reviewing internal documents and policies to ensure that they are drafted in accordance with applicable legislation.

#### ***(b) Policy development and review***

1. Review and advise the College Management on legal implications of internal policies and procedures.

2. Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
3. Review all legal documents relating with the College and ensure safety of the College legally.
4. To be involved in drafting College by-laws, regulations, policies, Charters, Standing Operating Procedures, and other related documents as shall be deemed necessary.

**(c) *Litigation management***

1. Manage Litigation Matters.
2. Provide litigation support, including compilation of court records and recommending alternative dispute resolution methods (e.g., mediation, arbitration, conciliation, negotiation, etc.)
3. Prepare court documents and timely file them in court and effectively and efficiently represent the College in courts
4. Review progress of any outstanding litigation.
5. Co-ordinate with external counsels and ascertain status of cases affecting the College and report them to the Head of Legal Units/Legal Secretary.
6. Assign cases and supervise litigation work.
7. Oversee and work closely with outside legal representation.
8. Attend and effectively prosecute all cases affecting the College pending in courts or tribunals and generally ensure the College operates within the realm of law.
9. Collect information and evidence to enable the Management to make the informed decisions.
10. Examine legal information and evidence and find out merit of College's cases pending in courts and various tribunals and advise accordingly.
11. Advise on business decisions and manage risks to help protect the College from potential lawsuits.
12. Deal with appeals received in accordance with the relevant processes and within the relevant time frames.
13. Attend to filing of appeal documents.

**(d) *Regulatory compliance***

1. Monitoring compliance with regulatory requirements and obligations to ensure that the College keeps up and adheres to Country/Government laws, regulations, guidelines, and specifications relevant to conducting its business operations for the purpose of avoiding potential lawsuits and financial liability.
2. Staying informed of the various regulations with which the College must comply across all jurisdictions in which it operates and staying abreast of any changes.
3. Identifying issues that may turn into potential violations and advise the College Management accordingly.
4. Keeping track of the latest amendments of the National Laws and Regulations.

**(e) *Contract negotiation***

1. Provide legal advice and guidance on contract matters
2. Review all contracts or any other documentation where the College has committed itself and assess legal implications that need to be brought to the College Management's attention.
3. Prepare, review, and modify contractual instruments to assist and support various business activities.

4. Develop and implement procedures for contract management and administration in compliance with College policies.
5. Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.

**(f) General legal matters**

1. Ensure high level secrecy and confidentiality of legal data of the College;
2. Provide updates to the Head of Legal Unit/ Legal Secretary or a person acting in that position on legal issues affecting operations of the College.
3. Providing legal opinions based on National and College laws and regulations, policies, and other related documents regarding general operations of the College.
4. Assist in drafting legal demand letters and notices to the defaulting students and staff failing to adhere with their bonding agreement.
5. Prepare training of staff in all legal issues where needed.
6. Perform other related duties assigned to him/her by the Head of Legal Unit/Legal Counsel/Secretary, Deputy Provosts, or Provost as the case may be.

**3.9 SCHEME OF SERVICE FOR PUBLIC RELATIONS OFFICERS**

**3.9.1 Posts and Salary Scales**

The career ladder for Public Relations Officers shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
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

**3.9.2 Methods of entry and advancement**

**(1) Public Relations Officer Grade III - TUSS 11**

**Direct Entry**

Holder of Bachelor Degree in Journalism, Mass Communication, Public Relations, Marketing or equivalent qualifications from a recognized University/Institution, with at least **one-year** of work experience directly related to the listed duties and responsibilities of Public Relations Officers.

**(2) Public Relations Officer Grade II - TUSS 12**

**Direct Entry**

Holder of bachelor's degree in journalism, Mass Communication, Public Relations, Marketing, or equivalent qualifications from a recognized University/Institution, plus a Postgraduate Diploma in Journalism, Mass Communication, Public Relations, or equivalent qualifications, with at least

**three (3) years** of work experience directly related to the listed duties and responsibilities of Public Relations Officers.

**In-Service Structure**

By promotion on merit of Public Relations Officer Grade III who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal or who has attained a postgraduate diploma in a related field.

**(3) Public Relations Officer Grade I - TUSS 13**

**In-Service Structure**

By promotion on merit of Public Relations Officer Grade II who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal or who has attained a postgraduate diploma in a related field.

**(4) Senior Public Relations Officer Grade III - TUSS 14**

**Direct Entry**

Holder of a Bachelor Degree in Journalism, Mass Communication, Public Relations, Marketing or equivalent qualifications plus Master's Degree in Journalism, Mass Communication, Public Relations, or equivalent qualifications, with at least **three (3) years** of work experience in a similar position.

**In-Service Structure**

By promotion on merit of Public Relations Officer Grade I who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal or who has attained a Master's degree in a related field.

**(5) Senior Public Relations Officer Grade II - TUSS 15**

**In-Service Structure**

By promotion on merit of Senior Public Relations Officer Grade III who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Senior Public Relations Officer Grade I - TUSS 16**

**In-Service Structure**

By promotion on merit of Senior Public Relations Officer Grade II who has completed at least 3 years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(7) Principal Public Relations Officer Grade III - TUSS 17**

### **In-Service Structure**

By promotion on merit of Senior Public Relations Officer Grade I who has completed at least 3 years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Public Relations Officer Grade II (TUSS 18)**

### **In-Service Structure**

By promotion on merit of Principal Public Relations Officer Grade III who has completed at least 3 years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Public Relations Officer Grade I (TUSS 19)**

### **In-Service Structure**

By promotion on merit of Principal Public Relations Officer Grade II who has completed at least 3 years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **3.9.3 Knowledge, Skills, and Abilities of Public Relations Officers**

- i. Excellent Oral and Written Communication skills
- ii. Excellent interpersonal skills
- iii. Good IT skills
- iv. Presentation skills
- v. Problem Solving skills
- vi. Stress Tolerance skills
- vii. Goodwill Creation skills
- viii. Crisis Management skills
- ix. PR Strategies and Campaigns skills
- x. Initiative
- xi. Ability to prioritise and plan effectively
- xii. Awareness of different media agendas
- xiii. Creativity
- xiv. Sound sales and marketing skills

### **3.9.4 Duties for Public Relations Officers:**

- i. Assist in the management of day-to-day relations with the media, to include handling media queries, media interviews, and press conferences, preparing news releases and media kits, and promoting story lines.
- ii. Spell out areas of co-operation between the College and external Institutions.
- iii. Propose Institutions with which to establish relations for approval by the Provost.
- iv. Draw up terms of co-operation.
- v. Communicate with external Institutions for purpose of co-operation.
- vi. Facilitate entry and exit of personnel from the external Institutions
- vii. Prepare accommodation and any other amenities that expatriates may need

viii. Perform any other duties of a Public Relations Officer

**3.9.5 Duties of Senior and Principal Public Relations Officers:**

- i. Manages day-to-day relations with the media, to include handling media queries, media interviews, and press conferences, preparing news releases and media kits, and promoting story lines.
- ii. Provides direct and proactive advice, consultation, and assistance to the Provost, Deputy Provosts, and other senior College officials, as well as the College community, regarding public information matters, including providing direct assistance in researching, providing information and developing messages.
- iii. Cultivates and maintains knowledge of and relationships with key news media at local, state and national levels.
- iv. Responds to and follows through on requests for information from the media and the public, determining appropriate, accurate response and appropriate College contacts for response.
- v. Supports effective response strategies, including response to crisis situations requiring immediate attention and intense media/public scrutiny, and articulates the College's position via personal interviews and written responses.
- vi. Plans and disseminates internal and external communication of information through various media that is designed to keep the public informed of College's programmes, accomplishments, or points of view.
- vii. Writes, edits, reviews and assures appropriate distribution of communication/public relations materials that have a College-wide impact including news releases, articles, speeches, on-line information services, and broadcast scripts; may oversee production and publication of communication/public relations materials and related communication.
- viii. Gather, write, edit, coordinate and upload information for/to the web site; may assist with the design of consistent methodologies for the development of internet/intranet and new emerging technological communication resources.
- ix. Performs other related duties as may be assigned by competent College authority.

**3.10 SCHEME OF SERVICE FOR ESTATES MANAGEMENT CADRES**

**3.10.1 Estates Management Assistants**

**3.10.1.1 Posts and Salary Scales**

The career ladder for Estates Management Assistants shall be as follows:

S/N	POST	SALARY SCALE
1	Estates Management Assistant Grade III ( <i>Cert – NTA 5</i> )	TUSS 5
2	Estates Management Assistant Grade II	TUSS 6
3	Estates Management Assistant Grade I	TUSS 7
4	Senior Estates Management Assistant Grade III ( <i>Dip – NTA 6</i> )	TUSS 8
5	Senior Estates Management Assistant Grade II	TUSS 9
6	Senior Estates Management Assistant Grade I	TUSS 10
7	Principal Estates Management Assistant Grade III	TUSS 11
8	Principal Estates Management Assistant Grade II	TUSS 12
9	Principal Estates Management Assistant Grade I	TUSS 13

**3.10.1.2 Methods of entry and advancement**

### **(1) Estates Management Assistant Grade III - T USS 5**

#### **Direct Entry**

Appointment of a holder of a **Technician Certificate** (NTA Level 5) in Estates Management, Property and Facilities Management, Real Estate Management, Land Management and Valuation or equivalent qualifications from a recognised Institution. A working experience of at least **one year**, post-graduation, will be an added advantage.

### **(2) Estates Management Assistant Grade II - T USS 6**

#### **In-Service Structure**

Promotion on merit of Estates Management Assistant Grade III who has successfully served for a minimum of three years in that grade and has scored a minimum of B grade in performance appraisal.

### **(3) Estates Management Assistant Grade I - T USS 7**

#### **In-Service Structure**

Promotion on merit of Estates Management Assistant Grade II who has successfully served for a minimum of three years in that grade and has scored a minimum of B grade in performance appraisal.

### **(4) Senior Estates Management Assistant Grade III - T USS 8**

#### **Direct Entry**

Appointment of a holder of an **Ordinary Diploma** (NTA Level 6) in Estates Management, Property and Facilities Management, Real Estate Management, Land Management and Valuation or equivalent qualifications from a recognised Institution. A working experience of at least **one year**, after attaining Diploma qualification, will be an added advantage.

#### **In-Service Structure**

Promotion of Estates Management Assistant Grades **II** and **I** who have attained **Diploma** (NTA Level 6) qualifications.

### **(5) Senior Estates Management Assistant Grade II - T USS 9**

#### **In-Service Structure**

Promotion on merit of Senior Estates Management Assistant Grade III who has successfully served for a minimum of three (3) years in that grade and has scored a minimum of B grade in performance appraisal.



## **(6) Senior Estates Management Assistant Grade I - TUSS 10**

### **In-Service Structure**

Promotion on merit of Senior Estates Management Assistant Grade II who has successfully served for a minimum of three (3) years in that grade and has scored a minimum of B grade in performance appraisal.

## **(7) Principal Estates Management Assistant Grade III - TUSS 11**

### **In-Service Structure**

Promotion on merit of Senior Estates Management Assistant Grade I who has successfully served for a minimum of three (3) years in that grade and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Estates Management Assistant Grade II - TUSS 12**

### **In-Service Structure**

Promotion on merit of Principal Estates Management Assistant Grade III who has successfully served for a minimum of three (3) years in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Estates Management Assistant Grade I - TUSS 13**

### **In-Service Structure**

Promotion on merit of Principal Estates Management Assistant Grade II who has successfully served for a minimum of three (3) years in that grade and has scored a minimum of B grade in performance appraisal.

### **3.10.1.3 Knowledge, Skills, and Abilities of Estates Management Assistants:**

- i. Basic working knowledge in estates or facilities management.
- ii. Good written and spoken communication abilities.
- iii. Good interpersonal skills.
- iv. Good organisational skills.
- v. Ability to work under pressure.
- vi. Ability to work independently and as part of a team.
- vii. Ability to multi-task effectively and prioritise workload.
- viii. Ability to work un-supervised.

### **3.10.1.4 Duties of Estates Management Assistants**

- i. Assist the Estates Management Officer in the day-to-day activities related to maintenance and rehabilitation of College buildings, grounds, roads, plants, plumbing and sewerage systems, lighting and electricity, fire safety and landscaping.
- ii. Assist in conducting and maintaining building inventories.
- iii. Carry out building and office checks on a daily basis, ensuring any problems are dealt with in a prompt and efficient manner.
- iv. Responding to maintenance requests.
- v. Assisting with office moves.
- vi. Assist the Estates Management Officer with any other tasks.

## 3.10.2 Estates Management Officers

### 3.10.2.1 Posts and Salary Scales

The career ladder for Estates Management Officers shall be as follows:

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

### 3.10.2.2 Methods of entry and advancement

#### (1) Estates Management Officer Grade III - TUSS 11

##### Direct Entry

Possession of a Bachelor Degree in Estates Management, Property and Facilities Management, Real Estate Management, Building Engineering, Building Survey, Land Management and Valuation or equivalent qualifications from a recognised Institution. A working experience of at least **one year**, post-graduation, will be an added advantage.

#### (2) Estates Management Officer Grade II - TUSS 12

##### Direct Entry

Possession of a Bachelor Degree in Estates Management, Property and Facilities Management, Real Estate Management, Building Engineering, Building Survey, Land Management and Valuation or equivalent qualifications from a recognised Institution with at least **three (3) years** working experience in a similar position.

##### In-Service Structure

By promotion on merit of Estates Management Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### (3) Estates Management Officer Grade I - TUSS 13

##### Direct Entry

Possession of a Bachelor Degree in Estates Management, Property and Facilities Management, Real Estate Management, Building Engineering, Building Survey, Land Management and Valuation or equivalent qualifications from a recognised Institution with at least **three (3) years** working experience in a similar position.

**In-Service Structure**

By promotion on merit of Estates Management Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(4) Senior Estates Management Officer Grade III - T USS 14****Direct Entry**

Possession of a Master's Degree in Estates Management, Property and Facilities Management, Real Estate Management, Building Engineering, Building Survey, Land Management and Valuation or equivalent qualifications from a recognised Institution with at least **three (3) years** working experience in a related position.

**In-Service Structure**

By promotion on merit of Estates Management Officer Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(5) Senior Estates Management Officer Grade II - T USS 15****In-Service Structure**

By promotion on merit of Senior Estates Management Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Senior Estates Management Officer Grade I - T USS 16****In-Service Structure**

By promotion on merit of Senior Estates Management Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Principal Estates Management Officer Grade III - T USS 17****In-Service Structure**

By promotion on merit of Senior Estates Management Officer Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Principal Estates Management Officer Grade II - T USS 18****In-Service Structure**

By promotion on merit of Principal Estates Management Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Estates Management Officer Grade I - TUSS 19**

### **In-Service Structure**

By promotion on merit of Principal Estates Management Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **3.10.3 Knowledge, Skills, and Abilities of Estates Management Officers**

- i. Basic working knowledge in estates or facilities management
- ii. Good organisation, time management, prioritising and the ability to handle a complex, varied workload.
- iii. Oral and written communication and influencing skills
- iv. Analytical and problem-solving skills
- v. Decision-making skills
- vi. The ability to lead and manage teams and projects
- vii. Attention to detail
- viii. Commercial awareness
- ix. Customer service skills

### **3.10.4 Duties of Estates Management Officers**

- i. Assist in overseeing all activities related to maintenance of buildings, grounds, roads, plants, water system, and motor vehicles.
- ii. Assist in designing appropriate location of centres, buildings, drainage system/sanitation, landscaping.
- iii. Advise on preparation of tenders in constructions
- iv. Supervision of contractual building works
- v. Supervision general cleanliness and disposal of rubbish
- vi. Keeping equipment in good conditions and ordering replacements
- vii. Ensuring fire safety, maintenance of fire extinguishers
- viii. Performing other related duties as may be assigned by his/her supervisor.
- ix. Conducting regular property condition inspection.
- x. Assist in preparation of maintenance budget for buildings.
- xi. Administering maintenance and repair services for buildings.

## **3.11 SCHEME OF FOR ADMINISTRATIVE ASSISTANTS**

Administrative Assistants are expected to provide high-level secretarial, administrative, and operational support to the College Executive Management Officials (Provost, DPAA, and DPA).

### **3.11.1 Posts and Salary Scales**

The career ladder for Administrative Assistants shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Administrative Assistant Grade III	TUSS 11
2	Administrative Assistant Grade II	TUSS 12
3	Administrative Assistant Grade I	TUSS 13
4	Senior Administrative Assistant Grade III	TUSS 14

5	Senior Administrative Assistant Grade II	TUSS 15
6	Senior Administrative Assistant Grade I	TUSS 16
7	Principal Administrative Assistant Grade III	TUSS 17
8	Principal Administrative Assistant Grade II	TUSS 18
9	Principal Administrative Assistant Grade I	TUSS 19

### 3.11.2 Methods of entry and advancement

#### (1) Administrative Assistant Grade III – TUSS 11

##### Direct Entry

By appointment of holders of Bachelor's Degree in Secretarial Studies or any other equivalent / related qualifications from a recognised higher learning institution. A work, volunteer or internship experience of at least six to twelve months will be an added advantage.

#### (2) Administrative Assistant Grade II – TUSS 12

##### In-Service Structure

By promotion on merit of **Administrative Assistant Grade III** who has completed three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### (3) Administrative Assistant Grade I – TUSS 13

##### In-Service structure:

By promotion on merit of **Administrative Assistant Grade II** who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### (4) Senior Administrative Assistant Grade III – TUSS 14

##### Direct Entry

By appointment of holders of Master's degree in Secretarial Studies or any other equivalent / related qualifications from a recognised higher learning institution plus at least **three (3) years'** work experience before postgraduate studies.

##### In-service structure:

By promotion on merit of **Administrative Assistant Grade I** with at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal, or who has attained Master's degree in Secretarial Studies or equivalent qualifications.

#### (5) Senior Administrative Assistant Grade II – TUSS 15

##### In-service structure:

By promotion on merit of **Senior Administrative Assistant Grade III** with at least three (3) years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(6) Senior Administrative Assistant Grade I – TUSS 16**

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

By promotion on merit of **Senior Administrative Assistant Grade II** with at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(7) Principal Administrative Assistant Grade III – TUSS 17**

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

By promotion on merit of **Senior Administrative Assistant Grade I** with at least three (3) years of service in that grade and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Administrative Assistant Grade II – TUSS 18**

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

By promotion on merit of **Principal Administrative Assistant Grade III** with at least three (3) years of service in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Administrative Assistant Grade I – TUSS 19**

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

By promotion on merit of **Principal Administrative Assistant Grade II** with at least three (3) years of service in that grade and has scored a minimum of B grade in performance appraisal.

### **3.11.3 Knowledge, Skills, and Abilities of Administrative Assistants:**

- i. Well-developed writing, transcription, editing and proofreading skills.
- ii. Ability to work with a high level of accuracy and attention to detail.
- iii. Typesetting skills.
- iv. Demonstrated skill in the use of a range of computing applications including Microsoft Word, Excel, and PowerPoint.
- v. Ability to use various office machines like fax, photocopiers, scanners, etc.
- vi. Proficiency in the use of e-mail and the Internet.
- vii. Professional skills to handle sensitive or difficult situations diplomatically.
- viii. Dependability: willing to go above and beyond when urgent situations arise without any complaints or hesitation.
- ix. Reliability: getting tasks done correctly without having to be micromanaged by their supervisors.
- x. Confidentiality: ability to handle sensitive and confidential information and data; as well as staying out of personal gossip with others in the office.
- xi. Ability to exercise independent judgement and personal initiative to constructively solve problems and make effective decisions based on knowledge of policy and procedures, relevant events and strategic priorities of the College.
- xii. Foresight and anticipation: ability to foresee and anticipate the solution before the problem even becomes a problem.
- xiii. Excellent oral and written communication skills.
- xiv. Exceptional organizational skills.

- xv. Excellent interpersonal skills that facilitate effective and professional communication with persons from varied cultural backgrounds and perspectives.
- xvi. High level administrative skills.
- xvii. Excellent customer care/service skills.
- xviii. Event management experience.
- xix. Ability to display grace under pressure.
- xx. Good manners and etiquette

#### **3.11.4 Duties for Administrative Assistants**

- i. Taking dictation, typing, transcribing, and presenting accurate and error-free work.
- ii. Working with word processing, spreadsheet, and database software to complete administrative tasks.
- iii. Compiling and typing statistical and budget related reports, maintains related databases and enters new data.
- iv. Receiving incoming mail and supervising the dispatch of outgoing mail.
- v. Managing office records in accordance with established security and records management procedures.
- vi. Composing and typing of routine correspondences.
- vii. Handling of sensitive and extensive confidential information.
- viii. Managing and scheduling office appointments.
- ix. Offering timely responses to inquiries and correspondence to and from the office.
- x. Organizing meetings and taking minutes of meetings.
- xi. Ensuring that relevant documents for meetings, speeches and reports are produced on time and properly organized.
- xii. Preparing materials for special events such as invitations, guest lists, schedules, etc.
- xiii. Requisitioning and managing office stationery and equipment.
- xiv. Ensuring cleanliness and orderliness of the office.
- xv. Arranging travel schedule and reservations.
- xvi. Supervising support personnel for the assigned office.
- xvii. Performing other administrative and clerical duties as may be assigned from time to time.

### **3.12 SCHEME OF SERVICE FOR PERSONAL SECRETARIES AND OFFICE MANAGEMENT ASSISTANTS**

These are holders of Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA Level 6) in Secretarial Studies. They are expected to provide secretarial and administrative support to the College Senior Management Officials (Deans, Directors, and Heads of Department).

#### **3.12.1 Posts and Salary Scales**

The career ladder for Personal Secretary and Office Management Assistants shall be as follows:

<b>S/N</b>	<b>NEW POST</b>	<b>SALARY SCALE</b>
1	Typist	TUSS 4
2	Personal Secretary Grade III	TUSS 5
3	Personal Secretary Grade II	TUSS 6

4	Personal Secretary Grade I	TUSS 7
5	Senior Personal Secretary Grade III	TUSS 8
6	Senior Personal Secretary Grade II	TUSS 9
7	Senior Personal Secretary Grade I	TUSS 10
8	Office Management Assistant Grade III	TUSS 11
9	Office Management Assistant Grade II	TUSS 12
10	Office Management Assistant Grade I	TUSS 13
11	Senior Office Management Assistant Grade III	TUSS 14
12	Senior Office Management Assistant Grade II	TUSS 15
13	Senior Office Management Assistant Grade I	TUSS 16
14	Principal Office Management Assistant Grade III	TUSS 17
15	Principal Office Management Assistant Grade II	TUSS 18
16	Principal Office Management Assistant Grade I	TUSS 19

### 3.12.2 Methods of entry and advancement

#### (1) Typist - TUSS 4

##### Direct Entry

Appointment of a holder of one-year **Basic Technician Certificate (NTA Level 4) in Secretarial Studies** conducted by the Tanzania Public Service College or any other accredited institution; plus at least **one-year** working experience, after graduation, in a recognised and reputable institution. Must be conversant in the following computer applications – MS WINDOWS, MS OFFICE (Word, Excel, Access, PowerPoint, and Publisher).

#### (2) Personal Secretary Grade III - TUSS 5

##### Direct Entry

Appointment of a holder of one-year **Technician Certificate (NTA Level 5) in Secretarial Studies** conducted by the Tanzania Public Service College or any other accredited institution; plus at least **one-year** working experience, after graduation, in a recognised and reputable institution. Must be conversant in the following computer applications – MS WINDOWS, MS OFFICE (Word, Excel, Access, PowerPoint, and Publisher).

##### In-Service Structure

Promotion of Typist who has attained one-year Technician Certificate (NTA Level 5) in Secretarial Studies.

#### (2) Personal Secretary Grade II - TUSS 6

##### In-Service Structure

Promotion on merit of Personal Secretary Grade III who has served successfully for a minimum of three years in that grade and has scored a minimum of B grade in performance appraisal.



### **(3) Personal Secretary Grade I - TUSS 7**

#### **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 scored a minimum of B grade in performance appraisal.

### **(4) Senior Personal Secretary Grade III - TUSS 8**

#### **Direct Entry**

Appointment of a holder of a two-year **Ordinary Diploma (NTA Level 6) in Secretarial Studies** conducted by the Tanzania Public Service College or any other accredited institution; plus a minimum of at least **one year** working experience post-graduation.

#### **In-Service Structure**

Promotion of Personal Secretary Grade II or I, who has attended and passed Ordinary Diploma (NTA Level 6) in Secretarial Studies.

### **(5) Senior Personal Secretary Grade II - TUSS 9**

#### **In-Service Structure**

Promotion on merit of Senior Personal Secretary Grade III who has served successfully for a minimum of three years in that grade and has scored a minimum of B grade in performance appraisal.

### **(6) Senior Personal Secretary Grade I - TUSS 10**

#### **In-Service Structure**

Promotion on merit of Senior Personal Secretary Grade II who has served successfully for a minimum of three years in that grade and has scored a minimum of B grade in performance appraisal.

### **(7) Office Management Assistant Grade III - TUSS 11**

#### **Direct Entry**

Appointment of a holder of two-year **Ordinary Diploma Course (NTA Level 6) in Secretarial Studies** plus at least **five (5) years** working experience in a similar position.

#### **In-Service Structure**

Promotion on merit of Senior Personal Secretary Grade I who has served successfully for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

### **(8) Office Management Assistant Grade II - TUSS 12**

#### **In-Service Structure**

Promotion on merit of Office Management Assistant Grade III who has served successfully for at least three years in that grade and has scored a minimum of B grade in performance appraisal and has successfully completed a four-week **Management Training for Office Management**

**Assistants/Secretaries Level I** conducted by the Tanzania Public Service College or any other accredited institution.

**(9) Office Management Assistant Grade I - TUSS 13**

**In-Service Structure**

Promotion on merit of Office Management Assistant Grade II who has served successfully for at least three (3) years in that grade and has scored a minimum of B grade in performance appraisal.

**(10) Senior Office Management Assistant Grade III - TUSS 14**

**In-Service Structure**

Promotion on merit of Office Management Assistant Grade I who has served successfully for at least three (3) years in that grade and 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.

**(11) Senior Office Management Assistant Grade II - TUSS 15**

**In-Service Structure**

Promotion on merit of Senior Office Management Assistant Grade III who has served successfully for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

**(12) Senior Office Management Assistant Grade I - TUSS 16**

Promotion on merit of Senior Office Management Assistant Grade II who has served successfully for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

**3.12.3 Knowledge, Skills and Abilities of Personal Secretaries and Office Management Assistants**

**(a) Typist**

- i. Good command of English and Kiswahili grammar, spelling and punctuation.
- ii. Outstanding typing skills.
- iii. Good written and verbal communication skills.
- iv. Able to be discreet – especially when dealing with confidential information.
- v. Proficient in MS Office

**(b) Personal Secretary Grade III**

- i. Good command of English and Kiswahili grammar, spelling and punctuation.
- ii. Good written and verbal communication skills
- iii. Able to be discreet – especially when dealing with confidential information.
- iv. Good organizational skills.
- v. Working knowledge of printers, copiers, scanners and fax machines.

- vi. Proficient in MS Office

**(c) Personal Secretary Grade II to Senior Personal Secretary Grade I, and Office Management Assistants:**

- i. Good command of English and Kiswahili grammar, spelling and punctuation.
- ii. Good written and verbal communication skills.
- iii. Able to be discreet – especially when dealing with confidential information.
- iv. Efficiency, organization and promptness.
- v. Knowledge about advanced software applications.
- vi. Administrative experience.
- vii. Customer care/service skills.
- viii. Good time management skills.
- ix. Problem-solving skills.

**3.12.4 Duties for Typist**

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

**3.12.5 Duties for Personal Secretaries and Office Management Assistants**

**(i) Personal Secretary Grade III**

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

**(ii) Personal Secretary Grade II to Senior Personal Secretary Grade I, and Office Management Assistants**

- a. Typing of both open and confidential letters/matters.
- b. Taking down dictations where necessary.

- c. Maintaining records of incoming and outgoing correspondences and files while maintaining confidentiality.
- d. Arranging and maintaining record of events including appointments, meetings, and visiting schedules by keeping an updated diary of events to facilitate working schedules of the respective department, Faculty, Directorate, and Institute.
- e. Answering independently routine correspondence such as acknowledgement, following up outstanding replies.
- f. Maintaining a diary of appointments for the respective College executives, advising them of available time and reminding them of appointments and meetings as requested.
- g. Maintaining proper files, both for important paper documents as well as for the electronic ones.
- h. Attending visitors by welcoming them with courtesy and decorum, ascertaining the nature of the visitor's business, entertaining and providing them with relevant information and guidance in a view to meet their needs and maintain good image of the College.
- i. Answering telephone calls and intercom, giving information to callers or routing calls to appropriate officials.
- j. Relay oral messages and instructions from the respective executives to their subordinates.
- k. Assisting in arranging, organizing, and scheduling conferences and meetings, and inform the respective members about the meeting and its agenda.
- l. Making arrangements for providing refreshments during meetings or in a regular day's work.
- m. Making travel arrangements for supervisors, College Executives and Guests.
- n. Handling office stationery.
- o. Monitoring the mails and faxes.
- p. Helping the immediate supervisor in developing computer presentations.
- q. Assuming responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions
- r. Perform other duties as may be assigned by College Authorities

**(iii) Additional Responsibilities for Office Management Assistant**

- i. Providing high-level administrative support for an office and for Top College Management Officials in the absence of an Administrative Assistant.
- ii. Handling of more complex responsibilities such as reviewing incoming memos, and reports to determine their significance and to plan for their distribution.
- iii. Preparing agendas and making arrangements for meetings of committees and boards.
- iv. Preparing statistical reports.

**3.13 SCHEME OF SERVICE FOR LIBRARY ADMINISTRATIVE STAFF / PARAPROFESSIONAL CADRES**

**3.13.1 Scheme of Service for Library Assistants**

**3.13.1.1 Posts and Salary Scales**

The career ladder for Library Assistants shall be as follows:

S/N	NEW POST	SALARY SCALE
1	Library Assistant Grade III	TUSS 4
2	Library Assistant Grade II	TUSS 5

3	Library Assistant Grade I	TUSS 6
4	Senior Library Assistant Grade III	TUSS 7
5	Senior Library Assistant Grade II	TUSS 8
6	Senior Library Assistant Grade I	TUSS 9
7	Principal Library Assistant Grade III	TUSS 10
8	Principal Library Assistant Grade II	TUSS 11
9	Principal Library Assistant Grade I	TUSS 12

### 3.13.1.2 Methods of entry and advancement

#### (1) Library Assistant Grade III - TUSS 4

##### Direct Entry

Form IV leavers with a Basic Technician Certificate (NTA Level 4) in Library, Records and Information Studies, Library and Information Sciences, Library and Archival Studies 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.

#### (2) Library Assistant Grade II - TUSS 5

##### Direct Entry

Form IV leaver with a Technician Certificate (NTA Level 5) in Library, Records and Information Studies, Library and Information Sciences, Library and Archival Studies 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 of Library Assistant Grade III who has attained Technician Certificate (NTA Level 5) qualifications from a recognized Institution.

#### (3) Library Assistant Grade I - TUSS 6

##### In-Service Structure

By promotion on **merit** of Library Assistant Grade II with at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### (4) Senior Library Assistant Grade III - TUSS 7

##### Direct Entry

Possession of a **Diploma** (NTA Level 6) in Library Archives and Documentation Studies, Library and Archival Studies, Library and Information Sciences or 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 of Library Assistant Grades **II** and **I** who have attained **Diploma** (NTA Level 6) qualifications.

#### **(5) Senior Library Assistant Grade II - TUSS 8**

##### **In-Service Structure**

By promotion, on merit, of Senior Library Assistant Grade III with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Senior Library Assistant Grade I - TUSS 9**

##### **In-Service Structure**

By promotion, on merit, of Senior Library Assistant Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Library Assistant Grade III - TUSS 10**

##### **In-Service Structure**

By promotion, on merit, of Senior Library Assistant Grade I with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Library Assistant Grade II - TUSS 11**

##### **In-Service Structure**

By promotion, on merit, of Principal Library Assistant Grade III with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Library Assistant Grade I - TUSS 12**

##### **In-Service Structure**

By promotion, on merit, of Principal Library Assistant Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **3.13.1.3 Knowledge, Skills, and Abilities of Library Assistants**

- i. Ability to communicate well with colleagues and library users.
- ii. Customer service skills (i.e., understanding customer needs, providing good quality service, and measuring customer satisfaction)
- iii. Willing and eager to learn and improve his/her knowledge.
- iv. Basic computer literacy.
- v. Good organisational skills.
- vi. Good interpersonal skills.
- vii. Good written and verbal communication.
- viii. Attention to detail and good problem-solving ability.

#### **3.13.1.4 Duties for Library Assistants:**

Depending on the level of qualifications and working experience, Library Assistants shall be assigned, by the Director of Library Services, the following duties:

- i. Assisting readers to locate and select materials.

- ii. Informing readers on information and materials relevant to their special interest.
- iii. Explaining lending rules to library users.
- iv. Ordering and receiving library materials such as books, pictures, cards, films, slides and microfilm.
- v. Issuing, renewing, reserving, receiving and discharging library material.
- vi. Identifying overdue borrowed material and issuing overdue notices to borrowers, and accepting fine payments for lost or overdue books.
- vii. Answering enquiries of non-professional nature, and referring users/readers in need of professional assistance to Librarians.
- viii. Recording statistics and maintaining records for use.
- ix. Cataloguing and classification of items according to content and purpose.
  - x. Registering readers to permit them to borrow books, periodicals, and other library materials.
  - xi. Locating library materials for loan and replacing material in shelving area, stacks, or files.
  - xii. Reinforcing and simple binding – repairing of books, using mending tape and paste and brush.
  - xiii. Lending and collecting books, periodicals, videotapes, and other materials at circulation desks.
  - xiv. 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.
  - xv. Inspecting returned books for damage, verifying due-date, and computing and receiving any applicable fines.
  - xvi. Locating library materials for readers, including books, periodicals, tape cassettes, and pictures.
- xvii. Instructing readers on how to use reference sources, card catalogues, and automated information systems.
- xviii. Maintaining records of items received, stored, issued, and returned, and filing catalogue cards according to system used.
- xix. To ensure library shelving areas are maintained in good order to facilitate access by library users
- xx. Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- xxi. Register new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
- xxii. Prepare, store, and retrieve classification and catalogue information, lecture notes, or other information related to stored documents, using computers.
- xxiii. Operate and maintain audio-visual equipment.
- xxiv. Review records, such as microfilm and issue cards, to identify titles of overdue materials and delinquent borrowers.
- xxv. Issues borrower's identification card according to established procedures.
- xxvi. Files cards in catalogue drawers according to system.
- xxvii. To ensure that library materials are shelved promptly, and that the collection is arranged correctly on the shelves in classified order.
- xxviii. To return all borrowed material promptly to the shelves
- xxix. To ensure library shelving areas are maintained in good order to facilitate access by library users
- xxx. 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.
- xxxi. General cleaning of the library

xxxii. Perform any other related duties as may be assigned by supervisor, Director of Library Services, or other competent authority.

### **3.13.2 Scheme of Service for Library Officers**

This new post of Library Officer, with Bachelor degree qualifications, is intended for library paraprofessional staff, who do not have the potential or do not wish to become library academicians or those who do **not** have the minimum GPA of 3.5 (upper second class) required for academic positions.

#### **3.13.2.1 Posts and Salary Scales**

The career ladder for Library Officers shall be as follows:

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

#### **3.13.2.2 Methods of entry and advancement**

##### **(1) Library Officer Grade III - TUSS 11**

###### **Direct Entry:**

By appointment of holders of Bachelor Degree in Library Science, Archives and Documentation Studies, Library and Information Studies, Library Management or any other equivalent / related qualifications from a recognised higher learning institution. Experience of at least six months as an intern or volunteer will be an added advantage.

##### **(2) Library Officer Grade II - TUSS 12**

###### **In-Service structure:**

By promotion on merit of Library Officer Grade III who has completed three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(3) Library Officer Grade I - TUSS 13**

###### **In-Service structure:**

By promotion on merit of Library Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(4) Senior Library Officer Grade III - TUSS 14**



**Direct Entry:**

Possession of bachelor's degree in library and Information Services Management; Library Science, Archives and Documentation Studies; Library and Information Studies or equivalent qualifications from a recognised institution of higher learning; plus, working experience of at least **six (6)** years, three (3) of which must in a senior position, in a reputable organisation. Possession of Postgraduate Certificate or Postgraduate Diploma in related field will be an added advantage.

**In-service structure:**

By promotion on merit of Library Officer Grade I with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(5) Senior Library Officer Grade II - TUSS 15****In-service structure:**

By promotion on merit of Senior Library Officer Grade III with at least three years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Senior Library Officer Grade I - TUSS 16****In-service structure:**

By promotion on merit of Senior Library Officer Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Principal Library Officer Grade III - TUSS 17****In-service structure:**

By promotion on merit of Senior Library Officer Grade I with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Principal Library Officer Grade II - TUSS 18****In-service structure:**

By promotion on merit of Principal Library Officer Grade III with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Principal Library Officer Grade I - TUSS 19****In-service structure:**

By promotion on merit of Principal Library Officer Grade II with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

**3.13.2.3 Knowledge, Skills, and Abilities of Library Officers:**

- i. Demonstrated knowledge of library materials and resources
- ii. Ability to search databases, internet resources, and catalogues to find needed information quickly and professionally.
- iii. Strong level of customer service skills.
- iv. Ability to communicate well with library staff as well as with all patrons and guests.

- v. Ability to organise job duties and work independently.
- vi. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- vii. Positive attitude toward library users with special needs
- viii. Ability to adapt to new tools, systems, and situations as they arise
- ix. Ability to exercise initiative and independent judgment
- x. Knowledge of computers, the internet, and commercially available library software

#### **3.13.2.4 Duties for Library Officers:**

Depending on the level of knowledge, skills and working experience, Library Officers shall be assigned, by the Director of Library Services, the following duties:

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

### **3.14 SCHEME OF SERVICE FOR RECORDS MANAGEMENT CADRES**

#### **3.14.1 Scheme of Service Records Management Assistants**

##### **3.14.1.1 Posts and Salary Scales**

The career ladder for Records Management Assistants shall be as shown below:

<b>S/N</b>	<b>NEW POST</b>	<b>SALARY SCALE</b>
1	Records Management Assistant Grade III	TUSS 4
2	Records Management Assistant Grade II	TUSS 5
3	Records Management Assistant Grade I	TUSS 6-7
4	Senior Records Management Assistant Grade III	TUSS 8
5	Senior Records Management Assistant Grade II	TUSS 9
6	Senior Records Management Assistant Grade I	TUSS 10
7	Principal Records Management Assistant Grade III	TUSS 11
8	Principal Records Management Assistant Grade II	TUSS 12
9	Principal Records Management Assistant Grade I	TUSS 13

### **3.14.1.2 Methods of entry and advancement**

#### **(1) Records Management Assistant Grade III - T USS 4**

##### **Direct Entry**

Appointment of Form IV leavers with a one-year Basic Technician Certificate (NTA Level 4) 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/Records Management Office will be an added advantage.

#### **(2) Records Management Assistant Grade II - T USS 5**

##### **Direct Entry**

Appointment of a holder of a **Technician Certificate** (NTA Level 5) 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/Records Management Office will be an added advantage.

##### **In-Service Structure**

By promotion of Records Management Assistant Grade III who has attained Technician Certificate (NTA Level 5) qualifications from a recognized Institution.

#### **(3) Records Management Assistant I - T USS 6-7**

##### **In-Service Structure**

Promotion on merit of Records Management Assistant Grade II who has successfully served for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

#### **(4) Senior Records Management Assistant Grade III - T USS 8**

##### **Direct Entry**

Appointment of a holder of Diploma (NTA Level 6) 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, post-graduation, in a Registry/Records Management Office will be an added advantage.

##### **In-Service Structure**

Promotion of Records Management Assistant Grades II and I who have attained **Diploma** (NTA Level 6) qualifications.

#### **(5) Senior Records Management Assistant Grade II - T USS 9**

##### **In-service structure**

Promotion on merit of Senior Records Management Assistant Grade III with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(6) Senior Records Management Assistant Grade I - T USS 10**

### **In-Service Structure**

Promotion on merit of Senior Records Management Assistant Grade II who has successfully served for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

## **(7) Principal Records Management Assistant Grade III - T USS 11**

### **In-service structure**

Promotion on merit of Senior Records Management Assistant Grade I who has successfully served for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Records Management Assistant Grade II - T USS 12**

### **In-service structure**

Promotion on merit of Principal Records Management Assistant Grade III who has successfully served for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Records Management Assistant Grade I - T USS 13**

### **In-service structure**

Promotion on merit of Principal Records Management Assistant Grade II who has successfully served for at least three years in that grade and has scored a minimum of B grade in performance appraisal.

### **3.14.1.3 Knowledge, Skills, and Abilities of Records Management Assistants:**

- i. Basic working knowledge of records management, storage, and retrieval
- ii. Good oral and written communication skills
- iii. Good computer skills
- iv. Good organisation skills and attention to detail

### **3.14.1.4 Duties of Records Management Assistants**

- i. Handling registration of incoming and outgoing mails
- ii. Sorting, addressing and despatching letters/documents
- iii. Identifying, classifying, storing, and retrieval records
- iv. Searching/finding files as requested by different Officers
- v. Ensuring correct distribution of files to scheduled Officers for action
- vi. Maintaining file / records movement register/book
- vii. Ensuring proper filing of letters/documents, indexing and file movement
- viii. Returning files to the cabinets/racks and arrange them in proper order
- ix. Checking files in cabinets/racks periodically and ensuring order and neatness
- x. 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
- xi. Overseeing Registry Office cleanliness

- xii. Requisition of stationery and office equipment
- xiii. Security of the office and its equipment
- xiv. Any other duties as may be assigned by the superior

**3.14.2 Scheme of Service for Records Management Officers**

**3.14.2.1 Posts and Salary Scales**

The career ladder for Records Management Officers shall be as shown below:

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

**3.14.2.2 Methods of entry and advancement**

**(1) Records Management Officer Grade III - TUSS 11**

**Direct Entry:**

By appointment of holders of Bachelor Degree in Records, Archives and Information Management or any other equivalent / related qualifications from a recognised higher learning institution. A work, volunteer or internship experience of six to twelve months will be an added advantage.

**In-Service structure:**

By recategorization of Records Management Assistants who have attained Bachelor Degree in Records, Archives and Information Management or any other equivalent / related qualifications from a recognised higher learning institution.

**(2) Records Management Officer Grade II - TUSS 12**

**Direct Entry:**

By appointment of holders of Bachelor Degree in Records, Archives and Information Management or any other equivalent / related qualifications with a working experience of at least three (3) years after graduation.

**In-Service structure:**

By promotion on merit of Records Management Officer Grade III who has completed three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(3) Records Management Officer Grade I - T USS 13**

#### **Direct Entry:**

By appointment of holders of Bachelor Degree in Records, Archives and Information Management or any other equivalent / related qualification with a working experience of at least six (6) years after graduation as a Records Management Officer OR holders of Postgraduate Diploma in Records Management or related field plus three years working experience.

#### **In-Service structure:**

By promotion on merit of Records Management Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma in Records Management or related field.

### **(4) Senior Records Management Officer Grade III - T USS 14**

#### **Direct Entry:**

By appointment of holders of Master's Degree in Records, Archives and Information Management or any other equivalent / related qualifications with previous working experience of at least three (3) years as a records management officer or related position.

**OR**

By appointment of holders of Bachelor Degree or Postgraduate Diploma in Records, Archives and Information Management or any other equivalent / related qualification with previous working experience of at least six (6) years as a records management officer or related position.

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

By promotion on merit of Records Management Officer Grade I with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**OR**

By promotion of Records Management Officer Grade II and I who has attained Master's Degree or Postgraduate Diploma in Records, Archives and Information Management or any other equivalent / related qualifications.

### **(5) Senior Records Management Officer Grade II - T USS 15**

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

By promotion on merit of Senior Records Management Officer Grade III with at least three years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(6) Senior Records Management Officer Grade I - T USS 16**

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

By promotion on merit of Senior Records Management Officer Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(7) Principal Records Management Officer Grade III - TUSS 17**

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

By promotion on merit of Senior Records Management Officer Grade I with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

### **(8) Principal Records Management Officer Grade II - TUSS 18**

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

By promotion on merit of Principal Records Management Officer Grade III with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

### **(9) Principal Records Management Officer Grade I - TUSS 19**

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

By promotion on merit of Principal Records Management Officer Grade II with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

#### **3.14.2.3 Knowledge, Skills, and Ability of Records Management Officers**

- i. A good knowledge of principles of record-keeping.
- ii. Ability to maintain both paper and electronic records effectively.
- iii. Ability to process files classification scheme and indices.
- iv. Able to gather and analyse information skilfully.
- v. Able to exhibit a high level of confidentiality.
- vi. Ability to promptly deal with all enquiries or accurately re-direct enquiry where appropriate. Ability to plan and manage time effectively and prioritise workload particularly in being able to manage multiple enquiries simultaneously.
- vii. Knowledge and competence in Information and Communication Technology (ICT) applications.
- viii. Skills in database management and record keeping.
- ix. Effective oral and written communication skills.
- x. Excellent organizational skills.
- xi. Ability to work both independently and in a team setting

#### **3.14.2.4 Duties of Junior Records Management Officers:**

- i. Assist with maintaining Records Management System, including the maintenance and management of active and archived records.
- ii. Maintain confidentiality of information in accordance with the College policy on confidentiality.
- iii. Control receipts and recording of incoming and outgoing mails, documents and files; Retrieve and deliver/circulate records/documents and files as may be required by users.
- iv. Open and close files as need arises in accordance with the classified system.
- v. Analyse, sort, list and arrange records/documents in the respective file racks/cabinets in the registry based on classifications for office use.
- vi. Keep, maintain, and make use of the file movement register so as to track files or other records through the adopted tracking system.
- vii. Appraise and prepare checklist for dormant records prior to electronic archive.

- viii. Assist in the formulation, implementation, and review of Record Management policies and procedures.
- ix. Assist with administrative duties as required.
- x. Undertake any other duties as assigned by supervisor(s).

**3.14.2.5 Duties of Senior and Principal Records Management Officers**

**(a) Major Responsibility:**

Senior and Principal Records Management Officers are expected to be able to work independently with minimal supervision, i.e., working without getting instructions for every new task. They will be responsible for overseeing the management and monitoring of electronic and paper-based information by ensuring its proper maintenance and retrieval.

**(b) Specific Duties:**

- i. Maintain appropriate registry / records management system which include both electronic and physical open and confidential registry.
- ii. Responsible for the effective and appropriate management of the College records from their creation, right through to their eventual disposal.
- iii. Maintain confidentiality of information in accordance with the College policy on confidentiality.
- iv. Controlling the number of records created and stored, and identifying which records are to be preserved for historical and research purposes and which should be destroyed.
- v. Design and develop filing systems and classification schemes.
- vi. Establish retention and disposal schedules.
- vii. Planning and ensuring records management system is in place for all documents including vital and classified ones.
- viii. Participating in preparation and submission of budget estimates for registry services.
- ix. Initiating and effecting disposal of files, documents, and other records in accordance with set criteria and regulations in place.
- x. Liaising with respective Senior College Officials about down-grading classified records / information.
- xi. Ensuring proper storage and management of archives and classified records at all times during working hours.
- xii. Undertake records and information surveys, to discover and remedy current record keeping problems and to anticipate and avoid future ones.
- xiii. Assist in the formulation, implementation and review of records management policies and procedures.
- xiv. Train and supervise records management staff.
- xv. To perform any other duties within your knowledge and experience as assigned by the supervisor and/or Senior College Officials.

**3.15 SCHEME OF SERVICE FOR RECEPTIONISTS CUM TELEPHONE OPERATORS**

**3.15.1 Posts and Salary Scales**

The career ladder for Receptionist cum Telephone Operators shall be as indicated below:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Receptionist cum Telephone Operator Grade III	TUSS 4



2	Receptionist cum Telephone Operator Grade II	TUSS 5
3	Receptionist cum Telephone Operator Grade I	TUSS 6-7
4	Senior Receptionist cum Telephone Operator Grade III	TUSS 8
5	Senior Receptionist cum Telephone Operator Grade II	TUSS 9
6	Senior Receptionist cum Telephone Operator Grade I	TUSS 10
7	Principal Receptionist cum Telephone Operator Grade III	TUSS 11
8	Principal Receptionist cum Telephone Operator Grade II	TUSS 12
9	Principal Receptionist cum Telephone Operator Grade I	TUSS 13

### **3.15.2 Methods of entry and advancement**

#### **(1) Receptionist cum Telephone Operator Grade III: TUSS 4**

##### **Direct Entry**

Appointment of Form IV leavers with four passes including English and Kiswahili, and who have attended Basic Technician Certificate (NTA Level 4) in Front Office/ Reception, Telephone Operation or Customer Care from a recognised institution. Must be computer literate. A work, volunteer or internship experience of six to twelve months will be an added advantage.

#### **(2) Receptionist cum Telephone Operator Grade II: TUSS 5**

##### **Direct Entry**

Appointment of Form IV leavers with four passes including English and Kiswahili, and who have attended Technician Certificate (NTA Level 5) in Front Office/ Reception, Telephone Operation or Customer Care from a recognised institution. Must be computer literate. A work, volunteer or internship experience of six to twelve months will be an added advantage.

##### **In-Service Structure**

By promotion of Receptionist cum Telephone Operator Grade III who has attained Technician Certificate (NTA Level 5) in Front Office/ Reception, Telephone Operation or Customer Care from a recognised institution.

#### **(3) Receptionist cum Telephone Operator Grade I: TUSS 6-7**

##### **In-Service Structure**

By promotion on merit of Receptionist cum Telephone Operator Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(4) Senior Receptionist cum Telephone Operator Grade III: TUSS 8**

##### **Direct Entry**

Appointment of a holder of Diploma (NTA Level 6) in Front Office/ Reception, Telephone Operation or Customer Care from a recognised institution. A work, volunteer or internship experience of six to twelve months, after attaining Diploma qualifications, will be an added advantage.

**In-Service Structure**

By promotion of Receptionist cum Telephone Operator Grade II or Grade I who has attained Diploma in Front Office/ Reception, Telephone Operation or Customer Care from a recognised institution and has scored a minimum of B grade in performance appraisal.

**(5) Senior Receptionist cum Telephone Operator Grade II: TUSS 9****In-Service Structure**

By promotion on merit of Senior Receptionist cum Telephone Operator Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Senior Receptionist cum Telephone Operator Grade I: TUSS 10****In-Service Structure**

By promotion on merit of Senior Receptionist cum Telephone Operator Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Principal Receptionist cum Telephone Operator Grade III: TUSS 11****In-Service Structure**

By promotion on merit of Senior Receptionist cum Telephone Operator Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Principal Receptionist cum Telephone Operator Grade II: TUSS 12****In-Service Structure**

By promotion on merit of Principal Receptionist cum Telephone Operator Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Principal Receptionist cum Telephone Operator Grade I: TUSS 13****In-Service Structure**

By promotion on merit of Principal Receptionist cum Telephone Operator Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**3.15.3 Knowledge, Skills, and Abilities of Receptionist cum Telephone Operator:**

- i. Familiarity and experience with multiple line phone system.
- ii. Good written and spoken communications skills.
- iii. Experience with multiple line phone system.
- iv. Good organizational skills.
- v. Able to handle multiple tasks at once.
- vi. Ability to interact with all levels of office personnel while frequently being interrupted.

- vii. Trust and discretion in handling sensitive and confidential material.
- viii. An efficient and friendly person.
- ix. Knowledge and skills in using a computer and other office equipment (i.e. fax, copier, scanner).
- x. Must also be well-informed about the Organisation, how it operates, and what each employee is responsible for.
- xi. The ability to stay calm under pressure.
- xii. Be discreet and tactful.
- xiii. Be courteous but firm when dealing with difficult customers.
- xiv. A good memory for faces - regulars like to be remembered.
- xv. Self-motivated and able to use initiative.

**3.15.4 Duties for Receptionist cum Telephone Operator:**

- i. Receiving all visitors in a professional style, ascertaining nature of their business, and directing them to appropriate/respective staff member.
- ii. Ensuring that visitors are well attended and sign the visitor’s book.
- iii. May screen visitors and confirm that the visitor is who he/she says he/she is, request Identity Card.
- iv. Responding to inquiries and providing information about the College.
- v. Receiving all incoming telephone calls in a professional manner, directing and transferring them to relevant staff member.
- vi. Making office telephone calls on the landline and ensuring all outgoing calls (including private and international calls) are recorded in the telephone calls register.
- vii. Taking messages for all staff members and ensuring that they get their messages on time.
- viii. Maintaining confidentiality regarding all activities and occurrences pertaining to the College.
- ix. Maintaining records of all telephone calls made.
- x. Dealing with requests for installation or removal of telephones.
- xi. Ensuring that payments of telephone bills are made.
- xii. Overseeing telephone services and maintenance activities.
- xiii. Assisting in carrying out trouble shooting of the telephone systems to try and identify faults before calling the technicians for rectification.
- xiv. Assisting his/her superior(s) in the preparation of records on the use of telephone facilities and control such use for the purpose of limiting unnecessary expenditures.
- xv. Prepare monthly allocation list for all telephone bills and newspapers, and allocate cost per department for accounting purposes and attach to invoices for payment.
- xvi. Occasionally, assisting the Records Management Officer in distributing incoming mails and ensuring that received official mails are date stamped.
- xvii. Performing any other related duties as may be assigned by superiors.

**3.16 SCHEMES OF SERVICE FOR OFFICE ASSISTANTS**

**3.16.1 Posts and Salary Scales**

The career ladder for Office Assistants shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
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

### 3.16.2 Methods of entry and advancement

#### (1) Office Assistant Grade III - TUSS 1

##### Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with at least four passes, including Kiswahili and English languages. Attendance of Office Assistants' seminar or course, and knowledge of computer applications plus a work, volunteer or internship experience of six to twelve months will be an added advantage.

#### (2) Office Assistant Grade II - TUSS 2

##### Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with at least four passes, including Kiswahili and English languages, plus a minimum of **three (3)** 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 three years and has scored a minimum of B grade in performance appraisal.

#### (3) Office Assistant Grade I - TUSS 3

##### Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with at least four passes including Kiswahili and English languages, plus a minimum of **five (5)** 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 and has scored a minimum of B grade in performance appraisal.

#### (4) Senior Office Assistant Grade III- TUSS 4

##### Direct Entry:

Possession of Certificate of Secondary Education (Form Four) with at least four passes including Kiswahili and English languages, plus a minimum of **seven (7)** 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 and has scored a minimum of B grade in performance appraisal.

**(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 and has scored a minimum of B grade in performance appraisal.

**(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 and has scored a minimum of B grade in performance appraisal.

**(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 and has scored a minimum of B grade in performance appraisal.

**(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 and has scored a minimum of B grade in performance appraisal.

**(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 and has scored a minimum of B grade in performance appraisal.

**3.16.3 Knowledge, Skills, and Abilities of Office Assistants:**

- i. Ability to handle multiple tasks efficiently
- ii. Ability to prioritize work and assignments effectively
- iii. Good communications skills
- iv. Time management skills
- v. Proactive (taking initiative)

**3.16.4 Duties for Office Assistants:**

- i. Maintain and clean-up of office premises and front and back garden/areas.

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

### **3.17 SCHEME OF SERVICE FOR DRIVERS**

#### **3.17.1 Posts and Salary Scales**

The career ladder for Drivers shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
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

#### **3.17.2 Methods of entry and advancement**

##### **(1) Driver Grade III - TUSS 2**

##### **Direct Entry**

Appointment of a holder of Certificate of Secondary Education (Form IV) with at least four passes including English and Kiswahili, a valid and clean (without accidents) Class 'C' driving licence, and who has attended one-year Basic Driving Course plus at least **one-year** accident free driving experience. Possession of Trade Test Grade III / National Vocational Technical Award Level 1 (NVA 1) in Motor Driving or Motor Vehicle Mechanics/Maintenance will be an added advantage. The candidate must be a minimum of twenty-one (21) years of age.

## **(2) Driver Grade II - TUSS 3**

### **Direct Entry**

Appointment of a holder of Certificate of Secondary Education (Form IV) with at least four passes including English and Kiswahili, a valid and clean (without accidents) Class 'C' driving licence, and who has attended one-year Basic Driving Course plus at least **two (2) years** accident free driving experience. Possession of Trade Test Grade III / National Vocational Technical Award Level 1 (NVA 1) in Motor Driving or Motor Vehicle Mechanics/Maintenance will be an added advantage. The candidate must be a minimum of twenty-one (21) years of age.

### **In-Service Structure**

By promotion on merit from Driver Grade III after accident free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal.

## **(3) Driver Grade I - TUSS 4**

### **In-Service Structure**

By promotion on merit from Driver Grade II after accident free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal.

## **(4) Senior Driver Grade III - TUSS 5**

### **Direct Entry**

Appointment of a holder of Certificate of Secondary Education (Form IV) with at least four passes including English and Kiswahili, a valid and clean (without accidents) Class 'C' driving licence, and who has attended one-year Basic Driving Course or who has passed Advanced Drivers' Course Stage I from the National Institute of Transport or any other recognised Institution, plus accident free driving experience of at least **four (4) years** in a similar position. Possession of Trade Test Grade III/ National Vocational Technical Award Level 1 (NVA 1) in Motor Driving or Motor Vehicle Mechanics/Maintenance and/or Public Service Vehicle (PSV) Driving Certificate of Competency or equivalent, from Vocational Education Training Authority (VETA) or National Institute of Transport (NIT) will be an added advantage.

### **In-Service Structure**

By promotion on merit from Driver Grade I after accident-free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal and has attained one of the above stated qualifications.

## **(5) Senior Driver Grade II - TUSS 6**

### **Direct Entry**

Appointment of a holder of Certificate of Secondary Education (Form IV) with at least four passes including English and Kiswahili, a valid and clean (without accidents) Class 'C' driving licence, and who has attended one-year Basic Driving Course or who has passed Advanced Drivers' Course Stage II from the National Institute of Transport or any other recognised Institution, plus accident free driving experience of at least **five (5) years** in a similar position. Possession of Trade Test Grade II/National Vocational Technical Award Level 2 (NVA 2) in Motor Driving or Motor Vehicle Mechanics/Maintenance and/or Public Service Vehicle (PSV) Driving Certificate of Competency or

equivalent, from Vocational Education Training Authority (VETA) or National Institute of Transport will be an added advantage.

#### **In-Service Structure**

By promotion from Senior Driver Grade III after accident-free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal and has attained one of the above stated qualifications.

#### **(6) Senior Driver Grade I - TUSS 7**

##### **Direct Entry**

Appointment of a holder of Certificate of Secondary Education (Form IV) with at least four passes including English and Kiswahili, a valid and clean (without accidents) Class 'C' driving licence, and who has attended one-year Basic Driving Course or who has passed Advanced Drivers' Course Stage II from the National Institute of Transport or any other recognised Institution, plus accident free driving experience of at least **six (6)** years in a similar position. Possession of Trade Test Grade I/ National Vocational Technical Award Level 3 (NVA 3) in Motor Driving or Motor Vehicle Mechanics/Maintenance will be an added advantage.

#### **In-Service Structure**

By promotion from Senior Driver Grade II after accident-free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal and has attained one of the above stated qualifications.

#### **(7) Principal Driver Grade III - TUSS 8**

##### **In-Service Structure**

By promotion from Senior Driver Grade I after accident-free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Driver Grade II - TUSS 9**

##### **In-Service Structure**

By promotion from Principal Driver Grade III after accident-free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Driver Grade I - TUSS 10**

##### **In-Service Structure**

By promotion from Principal Driver Grade II after accident-free service as driver for at least three years and who has scored a minimum of B grade in performance appraisal.

#### **3.17.3 Knowledge, Skills, and Abilities of Drivers**

- i. Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
- ii. Knowledge of basic automotive maintenance procedures.
- iii. Ability to deal effectively and patiently with others.



- iv. Ability to understand and follow oral and written instructions.

### **3.17.4 Duties for Drivers**

- i. Transporting students and staff members.
- ii. Fuelling the vehicles.
- iii. Keeps the assigned vehicle(s) clean inside and outside.
- iv. Maintains accurate, up-to-date records on trip sheet (log-sheet/logbooks), purpose of trip, mileage, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management.
- v. To ensure that vehicles and components/spare parts are in good condition and to conduct regular check-up/maintenance to ensure roadworthiness of the vehicles.
- vi. Report promptly any defects or problems detected in the vehicle.
- vii. Ensuring that periodic scheduled vehicle maintenance is completed and reported.
- viii. Check validity of insurance, TLB, plying fees etc. and reports the same to the Transport Officer for necessary action.
- ix. Ensuring safe keeping of the vehicle and its tools.
  - x. Maintaining disciplined behaviour, smartness, and proper conduct in rendering services.
- xi. Fulfilling special requests like picking up and delivering items as directed, and running errands, such as dispatching documents/letters, collecting mail, photocopying of documents.
- xii. Assisting passengers and handicapped customers in and out of the vehicle.
- xiii. Providing other services as requested by Senior College Officers when not engaged in transportation service.

## **3.18 SCHEME OF SERVICE FOR SECURITY CADRES**

### **3.18.1 Scheme of Service for Security Guards**

#### **3.18.1.1 Posts and Salary Scales**

The career ladder for Security Guards shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
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

#### **3.18.1.2 Methods of entry and advancement**

##### **(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

**(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 who has scored a minimum of B grade in performance appraisal and has successfully completed Auxiliary Police Training.

**(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 and who has scored a minimum of B grade in performance appraisal plus a Certificate in Law or Prosecutors Course from a recognized Institution.

**(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 and who has scored a minimum of B grade in performance appraisal.

**(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 and who has scored a minimum of B grade in performance appraisal.

**(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 and who has scored a minimum of B grade in performance appraisal.

**(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 and who has scored a minimum of B grade in performance appraisal.

**(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 and who has scored a minimum of B grade in performance appraisal.

## **(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 and who has scored a minimum of B grade in performance appraisal.

### **3.18.1.3 Knowledge, Skills, and Abilities for Security Guards**

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

### **3.18.1.4 Knowledge, Skills, and Abilities for Senior / Principal Security Guards**

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

### **3.18.1.5 Duties of Security Guards**

- i. Guard, patrol, or monitor College premises to prevent theft, violence, or infractions (breach, violation) of rules.
- ii. Patrol College premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- iii. Monitor and authorize entrance and departure of visitors, and other persons to guard against theft and maintain security of premises.
- iv. To protect people and prevent damage or destruction to College property.
- v. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- vi. To ensure proper usage of Gate Passes, visitors, vehicles, and property
- vii. To ensure that property taken out of gate is properly documented
- viii. To ensure that buildings and other property are well guarded
- ix. To report on any incident detrimental to the safety of the College.
- x. 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.
- xi. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- xii. Take messages, answer questions, and provide information during non-business hours, i.e., when offices are closed.
- xiii. Patrols assigned areas on foot, checking for fires, vandalism, suspicious activity or persons or safety/fire hazards.
- xiv. 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.
- xv. Assists any persons in building or on grounds needing directions or College information.

### **3.18.1.6 Duties for Senior / Principal Security Guards:**

- i. Incumbents in this classification perform regular security duties similar to the junior Security Guards, but are distinguished by the lead/co-ordination responsibilities:
- ii. Schedules and coordinates work activities of junior security guards in maintaining security and safety of people and property in assigned area of College.
- iii. Schedules other security guards to cover required shifts and oversees work activity during shift.
- iv. Trains other security guards in performance of duties.
- v. 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.
- vi. 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.
- vii. Assists any persons in building or grounds needing direction or College information.
- viii. Prepares incidents reports.

### **3.18.2 Scheme of Service for Security Officers**

#### **3.18.2.1 Posts and Salary Scales**

The career ladder for Security Officers shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Security Officer Grade III	TUSS 11
2	Security Officer Grade II	TUSS 12
3	Security Officer Grade I	TUSS 13
4	Senior Security Officer Grade III	TUSS 14
5	Senior Security Officer Grade II	TUSS 15
6	Senior Security Officer Grade I	TUSS 16
7	Principal Records Management Officer Grade III	TUSS 17
8	Principal Records Management Officer Grade II	TUSS 18
9	Principal Records Management Officer Grade I	TUSS 19

#### **3.18.2.2 Method of entry and advancement**

##### **(1) Security Officer Grade III - TUSS 11**

###### **Direct Entry/New Appointment**

By appointment of holders of Bachelor of Arts in Law Enforcement, Bachelor of Laws (LLB) or any other equivalent / related qualifications from a recognised higher learning institution. A work, volunteer or internship experience of six (6) to twelve (12) months will be an added advantage.

##### **(2) Security Officer Grade II - TUSS 12**

###### **Direct Entry/New Appointment**

By appointment of holders of Bachelor of Arts in Law Enforcement, Bachelor of Laws (LLB) or any other equivalent / related qualifications from a recognised higher learning institution, with a working experience of three (3) years after graduation.

**In-Service structure**

By promotion on merit of Security Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal

**(3) Security Officer Grade I - TUSS 13**

**Direct Entry/New Appointment**

By appointment of holders of Bachelor of Arts in Law Enforcement, Bachelor of Laws (LLB) or any other equivalent / related qualifications from a recognised higher learning institution, plus at least four (4) years of work experience in a similar position.

**In-Service structure**

By promotion on merit of Security Officer Grade II who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma in a related field.

**(4) Senior Security Officer Grade III - TUSS 14**

**Direct Entry/New Appointment**

By appointment of holders of Master of Arts in Law Enforcement, **Master in Criminology, Social Order and Law Enforcement**, Master of Laws (LLB), Masters in Security Management, Master of Arts in Criminology, Law and Society or any other equivalent / related qualifications from a recognised higher learning institution. At least five (5) years of safety and/or security experience is required.

**In-Service structure**

By promotion on merit of Security Officer Grade I who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's degree in a related field.

**(5) Senior Security Officer Grade II - TUSS 15**

**Direct Entry/New Appointment**

By appointment of holders of Master of Arts in Law Enforcement, **Master in Criminology, Social Order and Law Enforcement**, Master of Laws (LLB), Masters in Security Management, Master of Arts in Criminology, Law and Society or any other equivalent / related qualifications from a recognised higher learning institution. At least six (6) years of safety and/or security experience is required.

**In-Service structure**

By promotion on merit of Senior Security Officer Grade III who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's degree in a related field.

## **(6) Senior Security Officer Grade I - TUSS 16**

### **Direct Entry/New Appointment**

By appointment of holders of Master of Arts in Law Enforcement, **Master in Criminology, Social Order and Law Enforcement**, Master of Laws (LLB), Masters in Security Management, Master of Arts in Criminology, Law and Society or any other equivalent / related qualifications from a recognised higher learning institution. At least seven (7) years of safety and/or security experience is required.

### **In-Service structure**

By promotion on merit of Senior Security Officer Grade II who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's degree in a related field.

## **(7) Principal Security Officer Grade III - TUSS 17**

### **Direct Entry/New Appointment**

By appointment of holders of Master of Arts in Law Enforcement, **Master in Criminology, Social Order and Law Enforcement**, Master of Laws (LLB), Masters in Security Management, Master of Arts in Criminology, Law and Society or any other equivalent / related qualifications from a recognised higher learning institution, with at least eight (8) years working experience in similar position.

### **In-Service structure**

By promotion on merit of Senior Security Officer Grade I who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(8) Principal Security Officer Grade II - TUSS 18**

### **Direct Entry/New Appointment**

By appointment of holders of Master of Arts in Law Enforcement, **Master in Criminology, Social Order and Law Enforcement**, Master of Laws (LLB), Masters in Security Management, Master of Arts in Criminology, Law and Society or any other equivalent / related qualifications from a recognised higher learning institution, with at least nine (9) years working experience in similar position.

### **In-Service structure**

By promotion on merit of Principal Security Officer Grade III who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(9) Principal Security Officer Grade I - TUSS 19**

### **Direct Entry/New Appointment**

By appointment of holders of Master of Arts in Law Enforcement, **Master in Criminology, Social Order and Law Enforcement**, Master of Laws (LLB), Masters in Security Management, Master of Arts in Criminology, Law and Society or any other equivalent / related qualifications from a recognised higher learning institution, with at least ten (10) years working experience in similar position.

#### **In-Service structure**

By promotion on merit of Principal Security Officer Grade II who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **3.18.2.3 Knowledge, Skills and Abilities for Security Officers**

- i. Knowledge of public security codes, policies, and regulations.
- ii. Knowledge of basic investigation techniques.
- iii. Knowledge of Health and safety regulations.
- iv. Knowledge of security protocols and emergency preparedness.
- v. Knowledge of company safety policies and applicable Occupational Safety and Health Administration (OSHA) standards
- vi. Experience of liaising with Police Authorities regarding law and order problems and investigation of criminal cases.
- vii. Highly observant and able to objectively assess the severity of a situation.
- viii. Good written and verbal communication skills.
- ix. Strong interpersonal skills, flexibility, and customer service orientation.
- x. Skill in providing protection services to individuals on College premises.
- xi. Leadership skills: experience of supervising and controlling the jobs of security personnel, using diplomacy when dealing with sensitive issues.
- xii. Sober character, honest, hardworking and dependable.
- xiii. Computer skills.
- xiv. Ability to detect crime, prevent and investigate.
- xv. Ability to complete routine paperwork.
- xvi. Ability to analyse and compile reports relating to the crime, and able to give statistical data.
- xvii. Ability to react calmly and effectively in emergency situations.
- xviii. Ability to understand, follow specific instructions, and enforce safety codes, regulations, and procedures.
- xix. Ability to detect problems and report information to appropriate authority.
- xx. Ability to work with minimal supervision
- xxi. Demonstrated outstanding administrative ability in controlling security issues.
- xxii. Ability to conduct safety and security training.

#### **3.18.2.4 Duties and Responsibilities of Security Officers**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this cadre.

- i. Planning, administering and controlling all security matters in the College.
- ii. Develop and implement and security policies.

- iii. Safeguarding College interests by protecting its assets, students, staff, and visitors; and taking measures in accordance with the laid down principles, regulations and prevailing circumstances.
- iv. Inspecting compliance of the outsourced Security Service Provider; and recording and submitting regular reports to the College Management on any deficiency and weaknesses in their operations.
- v. Co-ordinating and supervising the functions of the outsourced security guards to ensure that they meet the College's expectation.
- vi. Patrolling College premises (buildings, grounds, parking areas and areas adjacent to College property) to maintain order and security, and to prevent illegal acts.
- vii. Inspecting the buildings and grounds to maintain security from fire, theft, illegal entry, property damage, or unauthorised use of buildings.
- viii. Monitoring surveillance cameras and reporting suspicious behaviour.
- ix. Maintaining an activity log and preparing surveillance reports.
- x. Observes and checks visitors who appear to be loitering and determines appropriate action.
- xi. Investigating suspicious behaviour, incidents, and security breaches.
- xii. Apprehending trespassers and perpetrators.
- xiii. Prevention and detection of crime and riots.
- xiv. Supervises student conduct to prevent vandalism, theft and other illegal activities.
- xv. Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- xvi. Remains alert for the presence of unauthorized persons; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- xvii. Assisting in establishing, reviewing, and enforcing relevant security policies and procedures pertaining to emergency handling.
- xviii. Maintains security controls for issued College keys.
- xix. Ensures that doors and windows are locked and report needed repairs, if any.
- xx. Communicating with law enforcement, fire departments, and emergency medical personnel.
- xxi. Assists law enforcement personnel in apprehending students, staff and visitors suspected of crimes.
- xxii. Controls crowds at athletic and special events to provide for physical safety of people and to prevent fights, property damage and misconduct.
- xxiii. Assists in directing emergency evacuations and other activities relating to the safety of individuals.
- xxiv. Provides information to students and staff concerning the law.
- xxv. Adhering to company policies and legal regulations.
- xxvi. Perform any other related duties as may be assigned by the immediate supervisor or senior College officials.

### ***3.19 SCHEME OF SERVICE FOR STUDENTS' ADMINISTRATION STAFF***

#### **3.19.1 Games and Sports Coaches**

##### **3.19.1.1 Posts and Salary Scales**

The career ladder for Games and Sports Coaches shall be as follows:



<b>S/N</b>	<b>POSTS</b>	<b>SALARY SCALES</b>
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 II	TUSS 13
9	Principal Games and Sports Coach I	TUSS 14

### **3.19.1.2 Methods of entry and advancement**

#### **(1) Games and Sports Coach Grade III: TUSS 6**

##### **Direct Entry**

Holder of Certificate of Secondary Education (Form Four) and a Technician Certificate in Physical Education and Sports or Sports Coaching Education from a recognised institution plus at least one-year working experience.

**Additional qualifications:** Short courses, workshops and symposiums in coaching or sports administration.

#### **(2) Games and Sports Coach Grade II: TUSS 7**

##### **In-Service Structure**

By promotion on merit of Games and Sports Coach Grade III who has completed with at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

#### **(3) Games and Sports Coach Grade I: TUSS 8**

##### **Direct Entry**

Holder of Certificate of Secondary Education (Form Four) and a Diploma in Physical Education and Sports or Sports Coaching Education from a recognised institution plus at least one year working experience after graduation.

##### **In-Service Structure**

By promotion of Games and Sports Coach Grade II or I who has attained Diploma in Physical Education and Sports or Sports Coaching Education from a recognised institution

#### **(4) Senior Games and Sports Coach Grade III: TUSS 9**

##### **In-Service Structure**

By promotion of Games and Sports Coach Grade I who has completed with at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(5) Senior Games and Sports Coach Grade II: T USS 10**

**In-Service Structure**

By promotion on merit of Senior Games and Sports Coach Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(6) Senior Games and Sports Coach Grade I: T USS 11**

**Direct Entry**

Possession of a first degree in Physical Education and Sports, Sports Coaching Education, Sports Management and Administration or other related qualifications from a recognised institution, plus at least one year working experience after graduation.

**In-Service Structure**

By promotion on merit of Senior Games and Sports Coach Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

OR

By promotion of Games and Sports Coach Grade II, I or who has attained degree in Physical Education and Sports, Sports Coaching Education, Sports Management and Administration or other related qualifications from a recognised institution.

**(7) Principal Games and Sports Coach III: T USS 12**

**In-Service Structure**

By promotion on merit of Senior Games and Sports Coach **Grade I** who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(8) Principal Games and Sports Coach II: T USS 13**

**In-Service Structure**

By promotion on merit of Principal Games and Sports Coach II who has completed at least 3 years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(9) Principal Games and Sports Coach I: T USS 14**

**In-Service Structure**

By promotion on merit of Principal Games and Sports Coach II who has completed at least 3 years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

### **3.19.1.3 Duties of Games and Sports Coach**

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

### **3.19.2 Scheme of Service for Wardens**

#### **3.19.2.1 Posts and Salary Scales**

The career ladder for Wardens shall be as follows:

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

#### **3.19.2.2 Methods of entry and advancement**

##### **(1) Warden Grade III - TUSS 8**

##### **Direct Entry**

Holder of Diploma (NTA Level 6) in Education, Students' Counselling or Students' Administration with at least one-year work 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.

**(2) Warden Grade II - TUSS 9**

**In-Service Structure**

By promotion on merit of Warden Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(3) Warden Grade I - TUSS 10**

**In-Service Structure**

By promotion on merit of Warden Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(4) Senior Warden Grade III - TUSS 11**

**Direct Entry**

Holder of a Bachelor degree in Education, Students' Counselling, Students' Administration, Social Welfare or Psychology or equivalent qualifications from a recognized institution with at least one years' work experience after graduation.

**In-Service Structure**

By promotion of Warden Grade II or I who has attained wo has attained the above-mentioned qualifications.

**(5) Senior Warden Grade II - TUSS 12**

**In-Service Structure**

By promotion on merit of Senior Warden Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

**(6) Senior Warden Grade I - TUSS 13**

**In-Service Structure**

By promotion on merit of Senior Warden Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

## **(7) Principal Warden Grade III - TUSS 14**

### **In-Service Structure**

By promotion on merit of Senior Warden Grade I who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

## **(8) Principal Warden Grade II - TUSS 15**

### **In-Service structure**

By promotion on merit of Principal Warden Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

## **(9) Principal Warden Grade I - TUSS 16**

### **In-Service structure**

By promotion on merit of Principal Warden Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

### **3.19.2.3 Duties of Wardens**

- i. Undertaking the administration of students' welfare service in the area of accommodation, catering, health and recreation.
- ii. Allocation of rooms to students.
- iii. Keeping records of students in each hostel
- iv. Keeping records of furniture and equipment in each hostel
- v. Solving problems of students pertaining to their rooms
- vi. Maintaining cleanliness of hostels
- vii. Assisting the Dean of Students in providing students' counselling and guidance in the hostels and within the College/campus.
- viii. 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.
- ix. Assist the Dean of students in advising the Students Organization.
- x. Advising Students in the operation of the University Students Organization and supervise the conduct of general election of the Organization Leadership.
- xi. Assist the Dean of students in any other administrative task as will be prescribed by the Dean of Students.
- xii. Perform any other duties as may be assigned by competent College authority.

### **3.19.2.4 Duties of Principal Warden**

- i. In-charge/ overseer of the management of students' hostels and the staff working there.
- ii. Assist in framing proper rules for the guidance of the boarders.
- iii. Responsible for the maintenance of discipline in the hostels.
- iv. May serve as Co-coordinator of students counselling and guidance service in the College.

- v. 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
- vi. May act as Dean of Students when the Dean is away.

## **PART 4.0 - SCHEMES OF SERVICE FOR TECHNICAL CADRES**

### **4.1 SCHEME OF SERVICE FOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) STAFF / CADRES**

#### **4.1.1 Scheme of Service for Computer Technicians**

##### **4.1.1.1 Posts and Salary Scales**

The career ladder Computer Technicians shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Assistant Computer Technician Grade III	TUSS 5
2	Assistant Computer Technician Grade II	TUSS 6
3	Assistant Computer Technician Grade I	TUSS7
4	Computer Technician Grade III	TUSS 8
5	Computer Technician Grade II	TUSS 9
6	Computer Technician Grade I	TUSS 10
7	Senior Computer Technician Grade III	TUSS 11
8	Senior Computer Technician Grade II	TUSS 12
9	Senior Computer Technician Grade I	TUSS 13
10	Principal Computer Technician Grade III	TUSS 14
11	Principal Computer Technician Grade II	TUSS 15
12	Principal Computer Technician Grade I	TUSS 16

##### **4.1.1.2 Methods of entry and advancement**

###### **(1) Assistant Computer Technician Grade III: TUSS 5**

###### **Direct Entry**

Form IV/VI plus a one-year Technician Certificate (NTA Level 5) in Computer Science, Computer Studies, Computing and Information Technology, Computer Engineering, Information Technology from a recognised institution, plus at least one-year work, volunteer or internship experience after graduation.

###### **(2) Assistant Computer Technician Grade II: TUSS 6**

###### **In-Service Structure**

By promotion on merit of Assistant Computer Technician Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

###### **(3) Assistant Computer Technician Grade I: TUSS 7**

###### **In-Service Structure**

By promotion on merit of Assistant Computer Technician Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

#### **(4) Computer Technician Grade III: TUSS 8**

##### **Direct Entry**

Form IV or VI plus a two-year Ordinary Diploma (NTA Level 6) in Computer Science, Computer Studies, Computing and Information Technology, Computer Engineering, Information Technology or equivalent qualifications with at least one-year work, volunteer or internship experience after graduation.

##### **In-Service Structure**

By promotion of Assistant Computer Technician Grade I who has attained a two-year Diploma (NTA 6) in Computer Science, Computer Studies, Computing and Information Technology, Computer Engineering, Information Technology or equivalent qualifications from a recognised institution.

#### **(5) Computer Technician Grade II: TUSS 9**

##### **In-Service Structure**

By promotion on merit of Computer Technician Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

#### **(6) Computer Technician Grade I: TUSS 10**

##### **In-Service Structure**

By promotion on merit of Computer Technician Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

#### **(7) Senior Computer Technician Grade III: TUSS 11**

##### **Direct Entry**

By appointment of holders of a two-year Ordinary Diploma (NTA Level 6) in Computer Science, Computer Studies, Computing and Information Technology, Computer Engineering, Information Technology or equivalent qualifications with at least **six (6) years** working experience.

##### **In-Service Structure**

By promotion on merit of Computer Technician Grade I who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

#### **(8) Senior Computer Technician Grade II: TUSS 12**

##### **In-Service Structure**

By promotion on merit of Senior Computer Technician Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.



## **(9) Senior Computer Technician Grade I: TUSS 13**

### **In-Service Structure**

By promotion on merit of Senior Computer Technician Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

## **(10) Principal Computer Technician Grade III: TUSS 14**

### **In-Service Structure**

By promotion on merit of Senior Computer Technician Grade I who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

## **(11) Principal Computer Technician Grade II: TUSS 15**

### **In-Service Structure**

By promotion on merit of Principal Computer Technician Grade III who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

## **(12) Principal Computer Technician Grade I: TUSS 16**

### **In-Service Structure**

By promotion on merit of Principal Computer Technician Grade II who has completed at least three years of satisfactory service in that grade and who has scored a minimum of B grade in performance appraisal.

### **4.1.1.3 Knowledge, Skills, and Ability Computer Technicians**

(a) Ability to:

- i. apply principles and practices of software design and development to develop computer programs.
- ii. design, develop, install, manage, and maintain databases, networks, and websites.
- iii. develop, install, manage, maintain, service and repair networks.
- iv. apply mathematical skills in modelling and designing computer-based systems.

### **4.1.1.4 Duties for Assistant Computer Technicians**

- i. Installing computer software and hardware.
- ii. Performing software and network troubleshooting.
- iii. Creating simple databases and desktop publications.
- iv. Designing simple websites.
- v. Performing basic office application operations.
- vi. Repair and maintenance of computers.
- vii. Setting up computer networks and provide web services.

### **4.1.1.5 Duties for Computer Technicians**

- i. Assisting in running students' jobs on day-to-day basis and dissemination of run jobs to students.
- ii. Assisting in soft maintenance on daily basis
- iii. Reporting hardware faults or equipment malfunctions to the supervisor or ICT Technicians.
- iv. Assist computer users encountering problems.
- v. Record information such as computer operating time, problems that occurred, and actions taken.
- vi. Assist ICT Officers / Specialist in ensuring all network connections are in place and that the network and the servers are running smoothly.
- vii. Assist users in connecting computer peripherals, such as printers or laboratory equipment, or help new employees set up a computer.
- viii. Ensuring that computers are running and physically secured and free of any bugs.
- ix. Maintaining records and logging events, listing e.g. each backup that is run, each machine malfunction and program abnormal termination.
- x. Managing the backup systems, cycling tapes and other media, filling and maintaining printers.
- xi. Assist in database maintenance.
- xii. May perform any other related duties as may be assigned by one's superior.

#### **4.1.2 Scheme of Service for Information Communication Technology Officers and Specialists**

##### **4.1.2.1 Posts and Salary Scales**

The career ladder for ICT Officers and Specialists shall be as follows:

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

##### **4.1.2.2 Methods of entry and advancement**

#### **(1) Information Communication Technology Officer Grade III: TUSS 11**

##### **Direct Entry**

Appointment of holders of Bachelor of Science degree in Computer Science, Data Processing, Computer Engineering and Information Technology, Information and Communication Technology Management, Computer Science & Engineering or related computer studies from a recognised institution. A working experience of at least one year in an ICT position in a higher learning institution would be an added advantage.

## **(2) Information Communication Technology Officer Grade II: TUSS 12**

### **In-Service Structure**

By promotion on merit of ICT Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(3) Information Communication Technology Officer Grade I: TUSS 13**

### **In-Service Structure**

By promotion on merit of ICT Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(4) Senior Information Communication Technology Officer Grade III: TUSS 14**

### **In-Service Structure**

By promotion on merit of ICT Officer Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(5) Senior Information Communication Technology Officer Grade II: TUSS 15**

### **In-Service Structure**

By promotion on merit of Senior ICT Officer Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(6) Senior Information Communication Technology Officer Grade I: TUSS 16**

### **In-Service Structure**

By promotion on merit of Senior ICT Officer Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **4.1.2.3 Knowledge, Skills, and Abilities of ICT Officers**

- i. In-depth knowledge of hardware and software platforms, development and implementation of ICT strategies, management and supervision of ICT services and teams, telecommunications facilities, knowledge of Windows-based packages/applications, web design and development of web-based office applications.
- ii. Excellent diagnostic skills
- iii. Problem-solving skills
- iv. Good written and oral communication skills
- v. Excellent interpersonal skills
- vi. Excellent Customer service skills
- vii. Ability to convey information clearly to users and grasp perceived difficulties.
- viii. Ability to exercise good judgment in the resolution of problems.
- ix. Ability to multi-task and prioritise to meet deadlines.
- x. Ability to learn and stay up to date with the latest technology.
- xi. Reliability, integrity, and confidentiality.

#### **4.1.2.4 Knowledge, Skills and Abilities of ICT Officers who are Assigned Systems Administration Tasks:**

- i. Extensive knowledge on different virtualization technologies both proprietary and open source.
- ii. Knowledge on Mailing Systems and Directory Services.
- iii. Knowledge in analysing requirements to plan systems that provide capabilities required for projected workloads, planned layout and installation of new systems.
- iv. Knowledge on planning server's resource optimization and usage based on best practices.
- v. Knowledge on different server hardware and storage technologies (HP, Sun, Oracle, Dell, IBM etc.).
- vi. Knowledge in designing a Windows Active Directory, Creating Users, Groups and Shared Folders, managing Active Directory, maintenance, troubleshooting, and disaster recovery.
- vii. Working knowledge in clustering, security/encryption, failover management and automatic switch over.
- viii. Ability to operate server infrastructure.
- ix. Demonstrated ability to learn new technologies and effectively apply knowledge
- x. Possession of recognized ICT professional certification such as RHCSE / MCSE / CCNA / CISM / CISSP / CEH will be an added advantage.

#### **4.1.2.5 Knowledge, Skills and Abilities of ICT Officers who are Assigned Network Administration Tasks:**

- i. Strong understanding of computer network infrastructure.  
Knowledge of application transport and network infrastructure protocols.
- ii. Ability to implement, administers, and troubleshoots network infrastructure devices.
- iii. Ability to create network diagrams and documentation for design and planning network communication systems.
- iv. Ability to quickly learn technologies and products using documentation and internet resources.
- v. Ability to work with all levels of ICT staff inside and outside the organization.
- vi. Ability to think through problems and visualize solutions.
- vii. Good analytical and problem-solving skills.
- viii. Experience with local area network and wide area network administration.
- ix. Certification in CCNA, CCNP or CISA will be an added advantage

#### **4.1.2.6 Duties of ICT Officers**

Depending on the level of knowledge, skills and working experience, ICT Officers shall be assigned, by the Director of Information and Communication Technology, the following duties:

##### **(a) General Duties**

- i. Implementing College's ICT policies, procedures and guidelines.
- ii. Providing ICT support to the students, staff and visitors to the College.
- iii. Train students and other users on required computer skills and knowledge.
- iv. Provide ICT support and trainings to staff
- v. To provide assistance to all departments and individuals with both networked and standalone machines.
- vi. To facilitate day-to-day operations for a system.
- vii. To provide system users with reliable ways to access information and execute IT operations.
- viii. Carrying out routine preventive maintenance, diagnosis, and repair of faulty components.
- ix. Assist with the maintenance and development of the email system and internet service.

- x. Installing new software and upgrading existing applications
- xi. Establish and maintain Logbook of ICT equipment of the College by make, date of acquisition etc.
- xii. Participate in the procurement processes of ICT equipment.
- xiii. Perform any other duties as may be assigned.

**(b) As Systems Administrators**

- i. Overseeing the functionality of computer systems.
- ii. Install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure
- iii. Ensuring that all software and hardware components work properly to accomplish system objectives.
- iv. Dealing with issues related to physical computer servers, other hardware and software infrastructure.
- v. Providing assistance for users that need to access ICT databases and other system functions.
- vi. Software and hardware installation and upkeep, data recovery and backup, setup, and training on user accounts and maintenance of basic security best practices.
- vii. Maintain inventory of ICT equipment, hardware, and software and ensure adequate supply and functionality, in collaboration with relevant staff.
- viii. Ensure system security is up-to-date.
- ix. Implement and update a data disaster recovery plan (back up).
  - x. Perform maintenance activities, system backups, restoration, and/or retention of systems, software, and data.
- xi. Responsible for administration of server virtualization and infrastructure.
- xii. Manage security access to assigned systems, related records, documents, and data.
- xiii. Provide technical advice, support, and to resolve problems.
- xiv. Create and update procedural and training documents for the assigned systems.
- xv. Manage ICT assets, systems diagrams, and related documentation.
- xvi. Manage hardware devices and licenses of all programs in use.

**(c) As Network Administrators**

- i. Performs network administration and planning for all aspects of ICT-network infrastructure - to include network equipment, servers, and software applications.
- ii. Oversees local area network and wide area network, internet systems, and/or a segment of a network system.
- iii. Installing networking equipment.
- iv. Researching and selecting network hardware.
- v. Configuring and testing network-enabled devices.
- vi. Monitoring network activities.
- vii. Troubleshooting network connectivity problems.
- viii. Performing updates and maintenance on network and ICT systems, as well as overseeing network switches and setting up and monitoring a virtual private network (VPN).
- ix. Ordering for required network devices.
  - x. Maintenance of network infrastructure.
- xi. Ensure installation and maintenance of protection services (anti-viruses and firewalls).
- xii. Respond to outage reports.
- xiii. Assesses network and computer system needs.

- xiv. Installs hardware and software.
- xv. Makes upgrades and repairs as needed.
- xvi. Oversees digital security.
- xvii. Collects and analyses network data to optimise performance.
- xviii. Ensure that network access privileges, applications, data storage and regular backups are configured and maintained.
- xix. Schedule computer related services, maintenance and license renewals.
- xx. Plan network upgrades, expansions and replacements.
- xxi. Monitor overall activity and demands on the network to identify vulnerabilities or strange activity.
- xxii. Trains users on hardware and software.

### **(7) Information Communication Technology Specialist Grade III: TUSS 17**

#### **Direct Entry**

Appointment of holders of Master of Science degree 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.

#### **In-Service Structure**

By promotion of Senior ICT Officer Grade I who has attained the above qualifications.

#### **4.1.2.5 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).

### **(8) Information Communication Technology Specialist Grade II: TUSS 18**

#### **In-Service Structure**

By promotion on merit of Information and Communication Technology Specialist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **(9) Information Communication Technology Specialist Grade I: TUSS 19**

#### **In-Service Structure**

By promotion on merit of Information and Communication Technology Specialist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **4.1.2.6 Duties of Information Communication Technology Specialists**

- i. Assisting the Director of Information and Communication Technology in planning, organizing, co-ordinating and controlling duties related to ICT network systems and web based applications.

- ii. Assisting the Director of ICT in planning and coordinating implementation of ICT systems and networks.
- iii. Assisting in the management of internal ICT systems and networks involving feasibility studies, system analysis, design, development and network administration.
- iv. Supervising maintenance and upgrading of servers, computers, network hardware and software.
- v. Recommending on innovative systems and strategies that address College's ICT requirements.  
Managing local, intra and wide area networks, bandwidth, e-security.
- vi. Training of end users.
- vii. Ensuring security and backup copies of core systems and data are maintained.
- viii. Ensuring ICT disaster recovery and business continuity plans are maintained.
- ix. Overseeing the day-to-day management, maintenance, and updating of the College web portals.
- x. To perform/shoulder duties of the Director of Information and Communication Technology where the post is vacant.

#### **4.1.3 Scheme of Service for Instructional Technologists**

Instructional Technologist is a new post that aims at facilitating technology-rich teaching and learning by providing evaluation and technical support related to the College's online learning management system for online, hybrid, and web-augmented courses.

##### **4.1.3.1 Posts and Salary Scales**

The career ladder for Instructional Technologist shall be as shown below:

<b>S/N</b>	<b>POSTS</b>	<b>SALARY SCALES</b>
1	Instructional Technologist Grade III	TUSS 11
2	Instructional Technologist Grade II	TUSS 12
3	Instructional Technologist Grade I	TUSS 13
4	Senior Instructional Technologist Grade III	TUSS 14
5	Senior Instructional Technologist Grade II	TUSS 15
6	Senior Instructional Technologist Grade I	TUSS 16
7	Principal Instructional Technologist Grade III	TUSS 17
8	Principal Instructional Technologist Grade II	TUSS 18
9	Principal Instructional Technologist Grade I	TUSS 19

##### **4.1.3.2 Methods of entry and advancement**

###### **(1) Instructional Technologist Grade III – TUSS 11**

###### **Direct Entry**

By appointment of a holder of Bachelor's degree in Instructional Technology, Educational Technology, Instructional Systems Design or other related qualifications from recognised institution plus commensurate experience in managing Virtual Learning Environments / Learning Management Systems and/or Instructional Technologies.

**Work experience:** three to twelve months' internship or volunteer work, in a learning and development environment will be added advantage.

## **(2) Instructional Technologist Grade II – TUSS 12**

### **Direct Entry**

By appointment of a holder of Bachelor's degree in Instructional Technology, Educational Technology, Instructional Systems Design or other related qualifications from recognised institution plus commensurate experience in managing Virtual Learning Environments / Learning Management Systems and/or Instructional Technologies. Possession of one-year postgraduate diploma in a related field will be an added advantage.

**Work experience:** at least three years' prior experience in the field of Learning Management Systems.

### **In-Service Structure**

By promotion of Instructional Technologist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(3) Instructional Technologist Grade I – TUSS 13**

### **Direct Entry**

By appointment of a holder of Bachelor's degree in Instructional Technology, Educational Technology, Instructional Systems Design or other related qualifications from recognised institution plus commensurate experience in managing Virtual Learning Environments / Learning Management Systems and/or Instructional Technologies.

**Work experience:** at least six years' prior experience in the field of Learning Management Systems.

### **In-Service Structure**

By promotion on merit of Instructional Technologist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(4) Senior Instructional Technologist Grade III – TUSS 14**

### **Direct Entry**

By appointment of a holder of Master's degree in Instructional Technology, Educational Technology, Instructional Systems Design or other related qualifications from recognised institution plus commensurate experience in managing Virtual Learning Environments / Learning Management Systems and/or Instructional Technologies.

**Work experience:** three to six years' prior experience before obtaining Master's qualifications.

### **In-Service Structure**



By promotion of Instructional Technologist Grade III to I who have attained Master's Degree as specified under the direct entry.

**(5) Senior Instructional Technologist Grade II – TUSS 15**

**In-Service Structure**

By promotion on merit of Senior Instructional Technologist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Senior Instructional Technologist Grade I – TUSS 16**

**In-Service Structure**

By promotion on merit of Senior Instructional Technologist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Principal Instructional Technologist Grade III – TUSS 17**

**In-Service Structure**

By promotion on merit of Senior Instructional Technologist Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Principal Instructional Technologist Grade II – TUSS 18**

**In-Service Structure**

By promotion on merit of Principal Instructional Technologist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Principal Instructional Technologist Grade I – TUSS 19**

**In-Service Structure**

By promotion on merit of Principal Instructional Technologist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**4.1.3.3 Knowledge, Skills, and Abilities of Instructional Technologist Grade III to I:**

- i. Ability to integrate systems and databases.
- ii. Knowledge and ability to use Learning Management Systems, i.e., Modular Object-Oriented Dynamic Learning Environment (MOODLE) is desirable.
- iii. Knowledge of current educational technology practices, theories, and emerging trends and technologies that support teaching and learning.
- iv. Ability to work with senior faculty members and senior university administrators.
- v. Ability to work effectively in a dynamic, deadline-driven, complex, team-based environment with multiple competing priorities

- vi. Ability to prioritize and exercise independent judgement.
- vii. Strong interpersonal communication and presentation skills.
- viii. Strong organizational and time-management skills.
- ix. Excellent written and verbal communication skills.
- x. Demonstrated ability to initiate and learn new skills.
- xi. Accuracy and attention to detail.
- xii. Highly experienced and proficient with common desktop applications and learning technologies, such as presentation, multimedia, and web technologies.
- xiii. Must be able to adapt to several roles: training, consulting, facilitating, and collaborating up, down, and across the institution.

#### **4.1.3.4 Knowledge, Skills and Abilities of Senior and Principal Instructional Technologist:**

Attainment of the attributes for Instructional Technologist Grade III to I plus the following:

- i. Leadership skills: able to lead the instructional technology team, collaborating with the ICT specialists and all stakeholders – College Management, Students, teaching staff (Faculty members), administrative staff who handle data related to students' records, etc.
- ii. Multitasking abilities: capable of handling multiple tasks at different levels of the learning management system administration.
- iii. Adult education and learning management systems experience: Experience with adult learning and instructional design, and a knowledge of online or distance education programmes and learning management systems.
- iv. Effective communicator: able to communicate well with users with different levels of experience and technical abilities.
- v. Good customer service skills: should have a customer service orientation as they will be engaged in solving staff members and students' daily challenges related to the use of the learning management systems.

#### **4.1.3.5 Duties and Responsibilities for Instructional Technologists:**

##### **(a) Major Responsibilities**

An Instructional Technologist is a person who has the responsibility in providing daily support as well as keeping the ongoing operations of a learning management system stable. The Instructional Technologist facilitates technology-rich teaching and learning by providing evaluation and technical support related to the College's online learning management system for online, hybrid, and web-augmented courses. This includes support for academic courses, self-paced learning modules, audio/video components, and other training resources for faculty, staff, and students.

##### **(b) Specific Duties**

Depending on their level of qualifications and working experience, the size, scope and complexity of the learning management systems activities, Instructional Technologists shall perform some or all of the following duties and responsibilities that shall be assigned by the Head of ICT Department.

##### **(i) Teaching / Instructional Design duties**

1. Assists in enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective instructional technology innovations into the curriculum.
2. Assists faculty and staff with developing courses and online learning content for various audiences.
3. Assists in determining learning objectives and instructional strategies.
4. Serves as a key source of support for advanced faculty and staff users of the core learning technologies, such as learning management systems, content publishing platforms, video management technologies, or interactive content creation and authoring tools.
5. Keeps track of freshly uploaded relevant courses, spot and resolve issues in courses, and help learners with any issues.
6. Ensures that learning content is consistent, clear, accurate, and well organized.
7. Ensures that learning content is engaging, creative, and innovative, while maintain the instructional integrity of learning.
8. Assists faculty members in setting up online examinations and train them on how best they can do the same.
9. Proofreads and edits individual work and work of others to improve quality, readability, consistency and effectiveness of learning systems documentation.

**(ii) Collaboration duties**

1. Works collaboratively and effectively with the teaching staff throughout the College to integrate student learning outcomes into the design, development, implementation, and management of instructional content, courses and projects within the College's online learning management system to enrich teaching and learning.
2. Builds and maintains effective relationships with subject matter experts and assists with the development of content that supports what students need to learn, sequencing of the content, and development of content.
3. Collaborates with College Deans and Directors, ICT staff, and other stakeholders to create, review, edit, and share analytic reports for comprehensive evaluation.
4. Partner with subject matter experts and other key stakeholders to identify learning needs, measurable objectives, and desired outcomes; design/develop and recommend learning solutions to support learning needs.
5. Partners with colleagues to manage the implementation of the existing and new teaching and learning technologies.
6. Collaborates with ICT Staff to develop technical solutions to enhance performance.
7. Collaborates with peers at other institutions to determine and facilitate best practices.
8. Creates and shares reports based on the learning management system with the College Management and the learning management system users.

**(iii) Technical duties**

1. To create, manage, and analyse learning management system metrics.
2. Responsible in making sure the learning management system is always running and up-to-date.
3. Performs detailed testing for all learning solutions for instructional soundness, interactive design, and functionality.
4. Provides system maintenance which includes upgrades and updates, configuration, troubleshooting, debugging, backup and user access testing.
5. Provides ongoing technical support to the learning management system users.

6. Provides technical support for all online learning management system instructional initiatives to improve learning outcomes, facilitate technology-rich teaching and advance curricular innovation.
7. Evaluates relevant emerging technologies that have potential value for teaching and learning.
8. providing advanced support for the College's instructional technologies, including the learning management systems (e.g., Moodle and LCMS *Plus System*), storage and delivery platforms.
9. Assists faculty members and students in using the instructional technology tools.
10. Keeps abreast of new trends, tools, opportunities, and College needs in the areas of teaching, learning, and instructional technologies.

**(iv) Staff Development duties**

1. Conducts seminars, workshops and trainings on various instructional technology related topics.

**(v) Other General duties**

1. Completes duties and responsibilities in compliance with college standards, policies and guidelines.
2. Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between co-workers, the supervisory chain, faculty, staff, students, and other customers.
3. Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and community.
4. Performs duties and responsibilities within a high-tech all-digital environment.
5. Maintains a high level of quality customer service standards responding to questions and problems.

**4.2 SCHEME OF SERVICE FOR LABORATORY CADRES / STAFF**

**4.2.1 Scheme of Service for Health Laboratory Assistants and Technologists**

The post of Technician has been changed to Technologist as per **The Health Laboratory Practitioners Act, 2007**.

**4.2.1.1 Posts and Salary Scales**

The career ladder Health Laboratory Assistants and Technologists shall be as follows:

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

10	Senior Laboratory Technologist	Principal Health Laboratory Technologist Grade III	TUSS 14
11	NIL	Principal Health Laboratory Technologist Grade II	TUSS 15
12	NIL	Principal Health Laboratory Technologist Grade I	TUSS 16

#### 4.2.1.2 Methods of entry and advancement

##### (1) Health Laboratory Assistant Grade III - TUSS 5

###### Direct Entry

- i. Holders of Certificate of Secondary Education Examination (Form Four) plus possession of **two years** Technician Certificate (NTA Level 5) in Health Laboratory Sciences or in Medical Laboratory Technology from a recognized Institution. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.
- ii. Holders of Certificate of Secondary Education Examination (Form Four) and possession of **one-year Basic** Technician Certificate (NTA Level 4) in Health Laboratory Sciences or in Medical Laboratory Technology, plus **one-year** Technician Certificate (NTA Level 5) in Health Laboratory Sciences or in Medical Laboratory Technology from a recognized Institution. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

**Work experience:** three to twelve months' internship or volunteer work in the field of health/medical laboratory sciences will be an added advantage.

##### (2) Health Laboratory Assistant Grade II - TUSS 6

###### Direct Entry

Possession of the entry qualifications specified under the position of Health Laboratory Assistant Grade III, plus at least **three years** of work experience post-graduation.

###### In-Service Structure

Promotion of Health Laboratory Assistant Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### (3) Health Laboratory Assistant Grade I - TUSS 7

###### Direct Entry

Possession of the entry qualifications specified under the position of Health Laboratory Assistant Grade III, plus at least **six years** of work experience post-graduation.

###### In-Service Structure

Promotion of Health Laboratory Assistant Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### (4) Health Laboratory Technologist Grade III - TUSS 8

###### Direct Entry

- i. Holders of Advanced Certificate of Secondary Education Examination (**Form Six**) plus possession of **three years** Diploma (NTA Level 6) in Health Laboratory Sciences or Medical Laboratory Technology from a recognized Institution. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.
- ii. Holders of Certificate of Secondary Education Examination (**Form Four**) and possession of **two years** Technician Certificate (NTA Level 5) in Health Laboratory Sciences or in Medical Laboratory Technology plus **one-year** Diploma (NTA Level 6) in Health Laboratory Sciences or Medical Laboratory Technology from a recognized Institution. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.
- iii. Holders of Certificate of Secondary Education Examination (**Form Four**) and possession of **three years** Diploma (NTA Level 5 & 6) in Health Laboratory Sciences or Medical Laboratory Technology from a recognized Institution. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

**Work experience:** one to two years' work experience after attaining diploma qualifications will be an added advantage.

#### **In-Service Structure**

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

#### **(5) Health Laboratory Technologist Grade II - T USS 9**

##### **Direct Entry**

Possession of the entry qualifications specified under the position of Health Laboratory Technologist Grade III, plus at least **three years** of work experience as a Health/Medical Laboratory Technician. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

**Work experience:** at least three years' work experience after attaining diploma qualifications.

#### **In-Service Structure**

Promotion of Health Laboratory Technologist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Health Laboratory Technologist Grade I - T USS 10**

##### **In-Service Structure**

Promotion of Health Laboratory Technologist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Senior Health Laboratory Technologist Grade III - T USS 11**

##### **In-Service Structure**

Promotion of Health Laboratory Technologist Grade I, who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Senior Health Laboratory Technologist Grade II - TUSS 12**

**In-Service Structure**

By promotion of Senior Health Laboratory Technologist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Senior Health Laboratory Technologist Grade I - TUSS 13**

**In-Service Structure**

By promotion of Senior Health Laboratory Technologist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(10) Principal Health Laboratory Technologist Grade III - TUSS 14**

**In-Service Structure**

By promotion of Senior Health Laboratory Technologist Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(11) Principal Health Laboratory Technologist Grade II: TUSS 15**

**In-Service Structure**

By promotion of Principal Health Laboratory Technologist Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(12) Principal Health Laboratory Technologist Grade I - TUSS 16**

**In-Service Structure**

By promotion of Principal Health Laboratory Technologist Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**4.2.1.3 Knowledge, Skills, and Abilities of Health Laboratory Assistants:**

- i. Laboratory practical skills, e.g., to handle specimens and small instruments
- ii. Willingness to learn new technical skills
- iii. Attention to detail
- iv. Accurate record-keeping skills
- v. Good spoken and written skills
- vi. Computer skills to record various laboratory information
- vii. Ability to concentrate (on assigned tasks)
- viii. Teamwork spirit

- ix. Ability to work under pressure

#### **4.2.1.4 Knowledge, Skills, and Abilities of Health Laboratory Technologists:**

- i. Good problem-solving skills
- ii. Ability to multitask
- iii. Attention to detail
- iv. Good written and oral communication skills
- v. Good team working skills
- vi. Ability to think analytically and critically
- vii. Time management
- viii. Computer skills
- ix. Knowledge of medical laboratory software and use of databases, spreadsheets and word-processing programmes

#### **4.2.1.5 Duties for Health Laboratory Assistants:**

- i. Assisting in the preparation of practical teaching in the Laboratory.
- ii. Performing routine cleanliness of the Laboratory including cleaning of equipment and glassware.
- iii. Performing specified laboratory jobs related to teaching and research.
- iv. Taking care of laboratory instruments and equipment.
- v. Assisting in ensuring safety and security of the Laboratory.
- vi. Performing various laboratory tasks and experiments, making detailed observations, analysing data, and interpreting results.
- vii. Maintaining inventory levels for laboratory supplies.
- viii. Assisting in writing reports, summaries, and protocols regarding experiments.
- ix. Performing other related duties as may be assigned by supervisor/superior.

#### **4.2.1.6 Duties for Health Laboratory Technologists:**

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

- i. Preparing and setting up the laboratory for lecturers and students' use;
- ii. Liaising with academic staff to discuss timetables, equipment requirements and work plans.
- iii. Ensuring that equipment is functioning properly and is ready to use, and that the right materials are available for lectures/instructions.
- iv. Running trials of experiments prior to classes and then demonstrating techniques for experiments.
- v. Supporting the work of teachers and students during laboratory sessions and giving technical advice.
- vi. Working with individual students and supporting them on research projects.
- vii. Record keeping, e.g., for student practical, tracking methods, results, etc.
- viii. Maintaining and repairing equipment and laboratory apparatus.
- ix. Ensuring that equipment is properly cleaned, and that chemicals and other materials are appropriately stored.
- x. Working with individual students and supporting them on their research projects.
- xi. Managing the stock control of chemicals and equipment.



- xii. Ensuring that all health and safety procedures are understood and followed correctly.
- xiii. Performing other related duties as may be assigned by supervisor/superior.

#### **4.2.1.7 Duties for Senior and Principal Health Laboratory Technologists:**

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

#### **4.2.2 Scheme of Service for Health Laboratory Instructors**

##### **4.2.2.1 Posts and Salary Scales**

The career ladder Health Laboratory Instructors shall be as follows:

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

##### **4.2.2.2 Methods of entry and advancement**

#### **(1) Health Laboratory Instructor Grade III - TUSS 11**

##### **Direct Entry:**

By appointment of a holder of Bachelor of Science degree in Health Laboratory Science, Medical Laboratory Science, Medical Laboratory Technology, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Biomedical Science or any other equivalent / related qualification from a recognised higher learning institution. Successful completion of one-year internship after graduation. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

#### **(2) Health Laboratory Instructor Grade II - TUSS 12**

##### **Direct Entry:**

By appointment of a holder of Bachelor of Science degree in Health Laboratory Science, Medical Laboratory Science, Medical Laboratory Technology, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Biomedical Science or any other equivalent / related qualification from a recognised higher learning institution. Successful completion of one-year

internship after graduation. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

**Work experience:** at least **two** years' work experience after successful completion of one-year internship.

**In-Service structure:**

By promotion on merit of Health Laboratory Instructor Grade III who has completed three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(3) Health Laboratory Instructor Grade I - TUSS 13**

**Direct Entry:**

By appointment of a holder of Bachelor of Science degree in Health Laboratory Science, Medical Laboratory Science, Medical Laboratory Technology, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Biomedical Science or any other equivalent / related qualification from a recognised higher learning institution. Successful completion of one-year internship after graduation. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

**Work experience:** at least **five** years' work experience after successful completion of one-year internship.

**In-Service structure:**

By promotion on merit of Health Laboratory Instructor Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained a Postgraduate Diploma / Certificate in Health Laboratory Science or related field.

**(4) Senior Health Laboratory Instructor Grade III - TUSS 14**

**Direct Entry:**

By appointment of a holder of Master of Science degree in Health Laboratory Science, Medical Laboratory Science, Medical Laboratory Technology, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Biomedical Science or any other equivalent / related qualification from a recognised higher learning institution with a working experience of at least three years in a similar position. Must be registered as a Health Laboratory Practitioner by the Health Laboratory Practitioners Council.

**In-service structure:**

By promotion on merit of Health Laboratory Instructor Grade I with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(5) Senior Health Laboratory Instructor Grade II - TUSS 15**

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

By promotion on merit of Senior Health Laboratory Instructor Grade III with at least three years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Senior Health Laboratory Instructor Grade I - TUSS 16**

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

By promotion on merit of Senior Health Laboratory Instructor Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Health Laboratory Instructor Grade III - TUSS 17**

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

By promotion on merit of Senior Health Laboratory Instructor Grade I with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Health Laboratory Instructor Grade II - TUSS 18**

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

By promotion on merit of Principal Health Laboratory Instructor Grade III with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Health Laboratory Instructor Grade I - TUSS 19**

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

By promotion on merit of Principal Health Laboratory Instructor Grade II with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

#### **4.2.2.3 Knowledge, Skills, and Abilities of Health Laboratory Instructors**

- i. Ability to update instructional methods and materials and apply in classroom, laboratory and clinical settings.
- ii. Ability to plan, organize, instruct, and facilitate laboratory education programs, including development of relevant curriculum.
- iii. Ability to communicate effectively and maintain positive working relationships with students and staff.
- iv. Ability to support and work within a team environment.
- v. Flexibility in schedule, including availability for evening and weekend assignments.
- vi. Demonstrates ability for written and oral communication with students, staff.
- vii. Proficiency in computer use and applications which support teaching and learning.
- viii. Current knowledge of the role of the health/medical laboratory technicians.
- ix. Accepts responsibility for professional and personal growth.

#### **4.2.2.4 Duties and Responsibilities of Health Laboratory Instructors**

##### **(a) Main Responsibility**

- i. Providing support/assistance to Lecturers and students during laboratory teaching, and laboratory practical and examinations sessions.
- ii. Plan, prepare and deliver laboratory instruction and facilitate the learning of students.

### **(b) Specific duties**

Depending on their level of qualifications and working experience, the size, scope and complexity of Laboratory activities, the Laboratory Instructors shall perform some or all of the following duties, as may be assigned by respective Lecturers and Laboratories Co-ordinator.

- i. Teach students using a systematic plan that consists of lectures, demonstrations, discussion groups, interactive activities, independent and group projects.
- ii. Plan, coordinate, facilitate, administer, and monitor laboratory instruction activities.
- iii. Organizing, maintaining, and setting up laboratory equipment,
- iv. Preparing the laboratory environment for instruction purposes.
- v. Monitoring student progress and facilitating student participation in learning activities.
- vi. Develop curriculum and prepare teaching materials and outlines for courses.
- vii. Update and revise curriculum and instructional materials.
- viii. Fulfill assigned schedules, maintain student attendance, and grade records.
- ix. Prepare, administer, and mark tests and papers to evaluate students' progress.
- x. Assess student performance on practical examinations, which may include an oral and/or written component.
- xi. Supervise independent or group projects.
- xii. Provide individualized tutorial or remedial instruction to students who require it.
- xiii. Maintain instructional environment with emphasis on safety and equipment security.
- xiv. Advise and support students as a mentor and role model in the achievement of their learning and career goals.
- xv. Participate in professional development activities that provide for continually updated knowledge and skills for the role of the contemporary instructor.
- xvi. Stay informed about changes and innovations in the respective laboratory field
- xvii. Perform other related duties as may be assigned by respective supervisor/superior.

### **4.2.3 Scheme of Service for Biomedical Equipment Technicians**

#### **4.2.3.1 Posts and Salary Scales**

The career ladder for Equipment Technicians shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Biomedical Equipment Technician Grade III	TUSS 8
2	Biomedical Equipment Technician Grade II	TUSS 9
3	Biomedical Equipment Technician Grade I	TUSS 10
4	Senior Biomedical Equipment Technician Grade III	TUSS 11
5	Senior Biomedical Equipment Technician Grade II	TUSS 12
6	Senior Biomedical Equipment Technician Grade I	TUSS 13
7	Principal Biomedical Equipment Technician Grade III	TUSS 14
8	Principal Biomedical Equipment Technician Grade II	TUSS 15
9	Principal Biomedical Equipment Technician Grade I	TUSS 16

#### **4.2.3.2 Methods of entry and advancement**

##### **(1) Biomedical Equipment Technician Grade III - T USS 8**

###### **Direct Entry**

Possession of Ordinary Diploma (NTA Level 6) in Biomedical Equipment Engineering, Biomedical/Laboratory Equipment Technology, Electrical and Biomedical Engineering, Biomedical Engineering, Biomedical Electronics Technology, Biomedical Instrumentation or any other related qualifications from a recognised higher learning institution. Must be registered by the Health Laboratory Practitioners Council.

**Work Experience:** At least one-year working experience in the field of biomedical equipment technology, including repair and maintenance of medical and/or laboratory equipment.

##### **(2) Biomedical Equipment Technician Grade II - T USS 9**

###### **In-Service Structure**

Promotion of Biomedical/Laboratory Equipment Technician Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(3) Biomedical Equipment Technician Grade I - T USS 10**

###### **In-Service Structure**

Promotion of Biomedical/Laboratory Equipment Technician Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(4) Senior Biomedical/Laboratory Equipment Technician Grade III - T USS 11**

###### **In-Service Structure**

Promotion of Biomedical/Laboratory Equipment Technician Grade I, who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(5) Senior Biomedical/Laboratory Equipment Technician Grade II - T USS 12**

###### **In-Service Structure**

By promotion of Senior Biomedical/Laboratory Equipment Technician Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(6) Senior Biomedical Equipment Technician Grade I - TUSS 13**

##### **In-Service Structure**

By promotion of Senior Biomedical/Laboratory Equipment Technician Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Biomedical/Laboratory Equipment Technician Grade III - TUSS 14**

##### **In-Service Structure**

By promotion of Senior Biomedical/Laboratory Equipment Technician Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Biomedical/Laboratory Equipment Technician Grade II - TUSS 15**

##### **In-Service Structure**

By promotion of Principal Biomedical/Laboratory Equipment Technician Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Biomedical/Laboratory Equipment Technician Grade I - TUSS 16**

##### **In-Service Structure**

By promotion of Principal Biomedical/Laboratory Equipment Technician Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **4.2.3.3 Knowledge, Skills, and Abilities of Biomedical/Laboratory Equipment Technicians:**

- i. Good knowledge and skills in medical equipment maintenance and competency in basic mechanical and electronic engineering practices.
- ii. Skill in working with health-oriented technical machinery.
- iii. Detail-oriented and capable of keeping records of the equipment with which they work.
- iv. Communication, detail-oriented, organization, technical skill
- v. Must be ready to continually update their knowledge of healthcare equipment and its repair.

#### **4.2.3.4 Duties and Responsibilities of Biomedical/Laboratory Equipment Technicians:**

##### **(a) Main Responsibility**

The primary responsibility of a biomedical/laboratory equipment technician is to carry out various activities a related to biomedical/laboratory equipment maintenance and ensure availability of biomedical equipment ready and verified for safe use by students, lecturers and other laboratory staff.

##### **(b) Specific Duties**

- i. To provide technical support for biomedical/laboratory instruments and biomedical machinery, like installation and troubleshooting, etc.

- ii. To repair, install, calibrate, and maintain a range of general biomedical/ laboratory equipment, e.g., replacing components, taking test readings, and wiring circuits in accordance with specific instruction.
- iii. To perform preventative maintenance and electrical safety testing of equipment.
- iv. To maintain appropriate records of repairs and preventative maintenance.
- v. To trouble-shoot faulty equipment and replace or repair the necessary parts.
- vi. Testing of biomedical equipment for safety and efficiency
- vii. Teaching preventative maintenance to users
- viii. Handling technical queries and giving advice on new equipment
- ix. Ensuring operational and services manuals are available in the Laboratories.
- x. To test the performance and operating characteristics of biomedical/laboratory electronic equipment to ensure compliance with established performance and safety standards.
- xi. To perform any other duties as may be assigned by the superior.

### **4.3 SCHEME OF SERVICE FOR CLINICAL SKILLS INSTRUCTION CADRES/STAFF**

The clinical skills instruction cadres will include instructors in the clinical areas and clinical skills laboratory in the following specialties: *Nursing, Medicine, Physiotherapy and Occupational Therapy.*

#### **4.3.1 Posts and Salary Scales**

The career ladder for Clinical Skills Instructors shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III	TUSS 11
2	Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II	TUSS 12
3	Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I	TUSS 13
4	Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III	TUSS 14
5	Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II	TUSS 15
6	Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I	TUSS 16
7	Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III	TUSS 17
8	Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II	TUSS 18
9	Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I	TUSS 19

#### **4.3.2 Methods of entry and advancement**

**(1) Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy  
Grade III - TUSS 11**

**Direct Entry:**

By appointment of holders of Bachelor of Science Degree in Nursing, Physiotherapy, Occupational Therapy, Doctor of Medicine Degree, or any other equivalent / related qualifications from a recognised higher learning institution plus successful completion of one-year internship after graduation.

**Professional Registration:**

All Clinical Skills Instructors must be registered with their respective Registration Councils (i.e. Tanzania Nursing and Midwifery Council, Medical Council of Tanganyika) and hold active Practising Licences.

**Work experience:** at least **one year**, after internship, in the practice of the respective field as a Registered Nurse, Medical Practitioner, Physiotherapist, and Occupational Therapist.

**(2) Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy  
Grade II - TUSS 12**

**Direct Entry:**

By appointment of holders of Bachelor of Science Degree in Nursing, Physiotherapy, Occupational Therapy, Doctor of Medicine Degree or any other equivalent / related qualifications from a recognised higher learning institution plus successful completion of one-year internship after graduation.

**Work experience:** at least **three years**, after internship, in the practice of the respective field as a Registered Nurse, Medical Practitioner, Physiotherapist, and Occupational Therapist

**In-Service structure:**

By promotion on merit of Clinical Skills Instructor in Nursing / Medicine/ Physiotherapy / Occupational Therapy Grade III who has completed three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(3) Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy  
Grade I - TUSS 13**

**Direct Entry:**

By appointment of holders of Bachelor of Science Degree in Nursing, Physiotherapy, Occupational Therapy, Doctor of Medicine Degree or any other equivalent / related qualifications from a recognised higher learning institution plus successful completion of one-year internship after graduation.

**Work experience:** at least **five years**, after internship, in the practice of the respective field as a Registered Nurse, Medical Practitioner, Physiotherapist, and Occupational Therapist



**In-Service structure:**

By promotion on merit of Clinical Skills Instructor in Nursing / Medicine/ Physiotherapy / Occupational Therapy Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal **OR** who has attained a Postgraduate Diploma / Certificate in the respective field of specialisation.

**(4) Senior Clinical Skills Instructor in Nursing/Medicine/Physiotherapy/Occupational Therapy Grade III - TUSS 14**

**Direct Entry:**

By appointment of holders of Master of Science in Nursing, Midwifery, Physiotherapy, Occupational Therapy, MSc or M. Med in related medical discipline or any other equivalent / related qualifications with previous work experience of at least **three years** as a **clinical skills instructor** in the respective field of specialisation.

**OR**

By appointment of holders of Bachelor of Science Degree in Nursing or Postgraduate Diploma / Certificate in Nursing Science, Midwifery, Doctor of Medicine or Postgraduate Diploma in Clinical Medicine, Physiotherapy, Occupational Therapy or any other equivalent/related qualifications with previous work experience of at least **six years** as a **clinical skills instructor** in the respective field of specialisation.

**In-service structure:**

By promotion on merit of Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I with at least **three years** of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**OR**

By promotion of Clinical Skills Instructor / Medicine / Physiotherapy / Occupational Therapy Grade II and I who have attained Master's degree or Postgraduate Diploma / Certificate in the respective field of specialisation.

**(5) Senior Clinical Skills Instructor in Nursing/Medicine/Physiotherapy/Occupational Therapy Grade II - TUSS 15**

**In-service structure:**

By promotion on merit of Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III with at least three years' satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Senior Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy Grade I - TUSS 16**

**In-service structure:**

By promotion on merit of Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II with at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Principal Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy Grade III - TUSS 17**

**In-service structure:**

By promotion on merit of Senior Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade I with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Principal Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy Grade II - TUSS 18**

**In-service structure:**

By promotion on merit of Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade III with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Principal Clinical Skills Instructor in Nursing/Medicine Physiotherapy/Occupational Therapy Grade I - TUSS 19**

**In-service structure:**

By promotion on merit of Principal Clinical Skills Instructor in Nursing / Medicine / Physiotherapy / Occupational Therapy Grade II with at least three years of service in that grade and has scored a minimum of B grade in performance appraisal.

**2.3.3 Knowledge, Skills, and Abilities of Clinical Skills Instructors**

- i. Effective presentation and demonstration skills, both theoretical and practical.
- ii. Functional abilities to carry out clinical skills laboratory responsibilities.
- iii. Demonstrates clinical skills competence, legal and ethical behaviour that meets or exceeds the expectations of members of the profession of the respective field of specialisation.
- iv. Demonstrates effective communication skills, instructional skills, supervisory skills, and evaluation skills.
- v. Demonstrates proficiency in their area of clinical practice.
- vi. Strong interpersonal abilities with excellent verbal and written communication skills to effectively communicate with students and staff.
- vii. Ability to motivate and inspire students.
- viii. Ability to work cooperatively with other clinical instructors and staff
- ix. Ability to consider and respond appropriately to the needs, feelings and capabilities of students, to provide feedback and treat students equitably.
- x. Ability to work under pressure and prioritize tasks in a timely manner.

- xi. Have a desire to provide educational learning experiences for students in the clinical environment.

### **2.3.4 Duties and Responsibilities of Clinical Skills Instructors**

#### **(a) Main Responsibility**

- i. Providing support/assistance to Lecturers and students during clinical skills teaching, clinical rotations, fieldwork, and examinations sessions.
- ii. Instructing, mentoring, guiding, supervising, and evaluating the students in the clinical education setting.

#### **(b) Specific duties:**

Depending on their level of qualifications and work experience, the size, scope and complexity of clinical skills activities, the Clinical Skills Instructors shall perform some or all of the following duties, as may be assigned by the respective Heads of Department or Faculty Dean.

#### **1. Clinical Skills Instructor in Nursing**

- i. Planning, coordinating, and implementing clinical practice in the nursing skills laboratories and clinical areas.
- ii. Assisting with the daily operations of the Clinical Skills Laboratories.
- iii. Assisting in the preparation/set up of clinical skills training equipment, models and simulators.
- iv. Assisting Lecturers in pre- laboratory set-up activities such as assembling equipment and supplies and setting up students' laboratory activities.
- v. Facilitating laboratory resources, including human patient simulation equipment and supplies.
- vi. Collaborating with course coordinators and lecturers to ensure proper preparation of laboratory supplies and equipment based on lecturer requests and course schedule.
- vii. Demonstrating and teaching patient care to students in the clinical skills laboratories and clinical areas.
- viii. Providing clinical simulation laboratory instruction.
- ix. Directing, instructing, guiding, and supervising students during clinical rotations.
- x. Demonstrating to students how to use different medical instruments.
- xi. Orienting students to the clinical area and demonstrating proper procedures.
- xii. Assisting students in collecting pertinent objective and subjective data regarding patient health status.
- xiii. Assisting students in using nursing process when providing care.
- xiv. Supervising and evaluating students' laboratory and clinical work.
- xv. Instructing students on how to perform duties in the clinical areas and responding to their questions.
- xvi. Coordinating with clinicians at the clinical site to make student patient assignments.
- xvii. Taking care of the clinical skills instruments and equipment.
- xviii. Recommending purchase of laboratory equipment and supplies.
- xix. Assisting in the preparation of patients during students' examinations.
- xx. Assisting Lecturers with post- Clinical Skills Laboratory activities, such as restoring the laboratory to pre-activity conditions.
- xxi. Maintaining the Clinical Skills Laboratory in a clean and orderly condition.
- xxii. Performing other related duties as may be assigned by supervisor/superior.

## **2. Clinical Skills Instructor in Medicine**

- i. Demonstrating practical clinical skills and procedures to medical students in clinical settings and in the clinical skills laboratory.
- ii. Assisting in the preparation and set up of clinical skills training equipment, models and simulators.
- iii. Demonstrating and teaching patient care to students in the clinical skills laboratories and clinical areas.
- iv. Providing clinical simulation instruction.
- v. Directing, instructing, guiding, and supervising students during clinical rotations.
- vi. Demonstrating to students how to use different medical instruments.
- vii. Orienting students to the clinical area and demonstrating proper procedures.
- viii. Instructing students on how to perform duties in the clinical areas and responding to their questions.
- ix. Assessing and evaluating students' skills in both clinical settings and in skills laboratory.
- x. Assisting in the preparation of and participating in Objectively Scored Clinical Exams (OSCEs).
- xi. Assisting in the preparation of patients during students' examinations.
- xii. Performing other related duties as may be assigned by supervisor/superior.

## **3. Clinical Skills Instructor in Physiotherapy**

### **(a) Clinical Skills Instruction**

- i. Planning and implementing clinical practice in the skills laboratories and clinical areas.
- ii. Instructing students during clinical practice in clinical settings.
- iii. Planning and providing appropriate clinical learning experiences for the students considering the students' level in the Physiotherapy programme and their previous clinical experiences.
- iv. Assisting students to learn hands-on techniques that are hard to master in the classroom.
- v. Assisting students in developing, demonstrating, and achieving competence to practise as occupational therapists.
- vi. Providing appropriate supervision and guidance to the student throughout the clinical experience.
- vii. Participating in development courses that are offered to enhance clinical instruction skills.
- viii. Acting as a role model for ethical, legal, and professional behaviour.
- ix. Ensuring that in their absence at the respective clinical sites, the students are provided with direct supervision from a licensed occupational therapist. If another licensed physical therapist is not available to directly supervise the student in the absence of the Clinical Instructor in Physiotherapy, the student may not evaluate, treat, or otherwise be involved in patient/client treatment care for that time-period.
- x. Performing other related duties as may be assigned by supervisor/superior.

### **(b) Fieldwork Activities**

- i. May serve as a Fieldwork Coordinator or Supervisor. Duties for this role will be as follows:
  - a. Provides coordination for students' fieldwork.
  - b. Contacting sites to arrange placements, placing students, and being a liaison between the university and the fieldwork sites.
  - c. Advising students regarding fieldwork site selection.
  - d. Establishes and maintains fieldwork placement sites.

- e. Builds and maintains relationships with health services providers, agencies and organisations.
- f. Coordinates field education applications from students.
- g. Secures and assigns field placements for students in a timely manner.
- h. Monitors each student's fieldwork placement from application to fieldwork completion.
- i. Orienting students to the general protocol for fieldwork experiences and providing them with the appropriate resources associated with fieldwork selection.
- j. Travel to and fieldwork sites to ensure clinical education effectiveness.
- k. Reassigning students who do not completed original fieldwork assignments in accordance with College academic policies and regulations.
- l. Preparing and submitting fieldwork evaluation report.
- m. Troubleshoots concerns and issues of fieldwork stakeholders.
- ii. Educate, mentor and guide students during the students' clinical experience.
- iii. Support the students in their endeavour to apply classroom knowledge to practice in the field.
- iv. Supervision of students at clinical sites.
- v. Monitoring students' performance at fieldwork sites.
- vi. Maintain record of the overall clinical rotation schedule and attendance of students.
- vii. Provide regular counselling and advising for students, based on their clinical and didactic performance and progress in the Physiotherapy programme.
- viii. Document the criteria and process for selecting fieldwork sites, to include establishing and maintaining memoranda of understanding, complying with all site requirements, maintaining site objectives and site data, and communication of this information to students.
- ix. Create positive relationships between community partners and KCMUCo Physiotherapy Department.
- x. Performing other related duties as may be assigned by supervisor/superior.

#### **4. Clinical Skills Instructor in Occupational Therapy**

##### **(a) Clinical Skills Instruction**

- i. Planning and implementing clinical practice in the skills laboratories and clinical areas.
- ii. Instructing students during clinical practice in clinical settings.
- iii. Planning and providing appropriate clinical learning experiences for the students taking into account the students' level in the Occupational Therapy programme and their previous clinical experiences.
- iv. Assisting students to learn hands-on techniques that are hard to master in the classroom.
- v. Assisting students in developing, demonstrating and achieving competence to practise as occupational therapists.
- vi. Providing appropriate supervision and guidance to the student throughout the clinical experience.
- vii. Participating in development courses that are offered to enhance clinical instruction skills.
- viii. Acting as a role model for ethical, legal, and professional behaviour.
- ix. Ensuring that in their absence at the respective clinical sites, the students are provided with direct supervision from a licensed occupational therapist. If another licensed physical therapist is not available to directly supervise the student in the absence of the Clinical Instructor in Occupational Therapy, the student may not evaluate, treat, or otherwise be involved in patient/client treatment care for that time-period.
- x. Performing other related duties as may be assigned by supervisor/superior.

### **(b) Fieldwork Activities**

May serve as a Fieldwork Coordinator or Supervisor. Duties for this role will be as follows:

- i. Provides coordination for students' fieldwork.
- ii. Contacting sites to arrange placements, placing students, and being a liaison between the university and the fieldwork sites.
- iii. Advising students regarding fieldwork site selection.
- iv. Establishes and maintains fieldwork placement sites.
- v. Builds and maintains relationships with health services providers, agencies, and organisations.
- vi. Coordinates field education applications from students.
- vii. Secures and assigns field placements for students in a timely manner.
- viii. Monitors each student's fieldwork placement from application to fieldwork completion.
- ix. Orienting students to the general protocol for fieldwork experiences and providing them with the appropriate resources associated with fieldwork selection.
- x. Travel to and fieldwork sites to ensure clinical education effectiveness.
- xi. Reassigning students who do not completed original fieldwork assignments in accordance with College academic policies and regulations.
- xii. Preparing and submitting fieldwork evaluation report.
- xiii. Troubleshoots concerns and issues of fieldwork stakeholders.
- xiv. Educate, mentor and guide students during the students' clinical experience.
- xv. Support the students in their endeavour to apply classroom knowledge to practice in the field.
- xvi. Supervision of students at clinical sites.
- xvii. Monitoring students' performance at fieldwork sites.
- xviii. Maintain record of the overall clinical rotation schedule and attendance of students.
- xix. Provide regular counselling and advising for students, based on their clinical and didactic performance and progress in the Occupational Therapy programme.
- xx. Document the criteria and process for selecting fieldwork sites, to include establishing and maintaining memoranda of understanding, complying with all site requirements, maintaining site objectives and site data, and communication of this information to students.
- xxi. Create positive relationships between community partners and KCMUCo Occupational Therapy Department.
- xxii. Performing other related duties as may be assigned by supervisor/superior.

## **4.4 SCHEME OF SERVICE FOR WORKSHOP INSTRUCTOR IN PROSTHETICS AND ORTHOTICS**

### **4.4.1 Posts and Salary Scales**

The career ladder for Workshop Instructors in Prosthetics and Orthotics shall be as indicated below:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Workshop Instructor in Prosthetics and Orthotics Grade III	TUSS 11
2	Workshop Instructor in Prosthetics and Orthotics Grade II	TUSS 12
3	Workshop Instructor in Prosthetics and Orthotics Grade I	TUSS 13
4	Senior Workshop Instructor in Prosthetics and Orthotics Grade III	TUSS 14
5	Senior Workshop Instructor in Prosthetics and Orthotics Grade II	TUSS 15
6	Senior Workshop Instructor in Prosthetics and Orthotics Grade I	TUSS 16
7	Principal Workshop Instructor in Prosthetics and Orthotics Grade III	TUSS 17

8	Principal Workshop Instructor in Prosthetics and Orthotics Grade II	TUSS 18
9	Principal Workshop Instructor in Prosthetics and Orthotics Grade I	TUSS 19

#### **4.4.2 Methods of entry and advancement**

##### **(1) Workshop Instructor in Prosthetics and Orthotics Grade III - TUSS 11**

###### **Direct Entry**

Possession of Bachelor of Science in Prosthetics and Orthotics, Medical Rehabilitation or Bio-Engineering from a recognized institution with at least two years' experience working with individuals with disabilities.

##### **(2) Workshop Instructor in Prosthetics and Orthotics Grade II - TUSS 12**

###### **Direct Entry**

Holders of Postgraduate Diploma in Prosthetics and Orthotics, Medical Rehabilitation or Bio-Engineering with previous working experience of at least two years before or after attaining Postgraduate Diploma.

###### **In-Service Structure**

By promotion of Workshop Instructor in Prosthetics and Orthotics Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(3) Workshop Instructor in Prosthetics and Orthotics Grade I - TUSS 13**

###### **In-Service Structure**

By promotion of Workshop Instructor in Prosthetics and Orthotics Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(4) Senior Workshop Instructor in Prosthetics and Orthotics Grade III - TUSS 14**

###### **Direct Entry**

Holders of Master of Science 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 Workshop Instructor in Prosthetics and Orthotics Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(5) Senior Workshop Instructor in Prosthetics and Orthotics Grade II - TUSS 15**

###### **In-Service Structure**

By promotion of Senior Workshop Instructor in Prosthetics and Orthotics Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of

B grade in performance appraisal and has shown good progress in instruction and technical ability.

#### **(6) Senior Workshop Instructor in Prosthetics and Orthotics Grade I - TUSS 16**

##### **In-Service Structure**

By promotion of Senior Workshop Instructor in Prosthetics and Orthotics Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and has shown good progress in instruction and technical ability.

#### **(7) Principal Workshop Instructor in Prosthetics and Orthotics Grade III - TUSS 17**

##### **In-Service Structure**

By promotion of Senior Workshop Instructor in Prosthetics and Orthotics Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and has shown good progress in instruction and technical ability.

#### **(8) Principal Workshop Instructor in Prosthetics and Orthotics Grade II - TUSS 18**

##### **In-Service Structure**

By promotion of Principal Workshop Instructor in Prosthetics and Orthotics Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and MUST have acquired a Master's Degree or Postgraduate Diploma in a related field.

#### **(9) Principal Workshop Instructor in Prosthetics and Orthotics Grade I - TUSS 19**

##### **In-Service Structure**

By promotion of Principal Workshop Instructor in Prosthetics and Orthotics Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal and has shown high capability in instructing, technical knowledge and supervisory duties.

#### **4.4.3 Duties of Workshop Instructor in Prosthetics and Orthotics**

- i. Assisting in ensuring safety and security of the Faculty's orthopaedic workshop.
- ii. Participates in preparing acquisitions of workshop requirements
- iii. Assists in Instructing undergraduate students in the Faculty's orthopaedic Workshop.
- iv. Assists in up-keeping of the workshop tools and equipment.
- v. Preparing materials for practical exercises.
- vi. Practical Instruction.
- vii. Assisting with the supervision of clinical practice/field attachment.
- viii. Performing other related duties as may be assigned.

#### **4.4.4 Duties of Senior Workshop Instructor in Prosthetics and Orthotics**

- i. Instructing undergraduate students in the Faculty Workshop.



- ii. Helping 3<sup>rd</sup> and 4<sup>th</sup> year students in building up their final practical projects.
- iii. May assist in planning and designing exercises for students.
- iv. Performing other related duties as may be assigned.

#### **4.4.5 Duties of Principal Workshop Instructor in Prosthetics and Orthotics**

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

### **4.5 SCHEME OF SERVICE FOR PROSECTORS**

#### **4.5.1 Posts and Salary Scales**

The career ladder for Prosectors shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Assistant Prosector Grade III	TUSS 5
2	Assistant Prosector Grade II	TUSS 6
3	Assistant Prosector Grade I	TUSS 7
4	Prosector Grade III	TUSS 8
5	Prosector Grade II	TUSS 9
6	Prosector Grade I	TUSS 10
7	Senior Prosector Grade III	TUSS 11
8	Senior Prosector Grade II	TUSS 12
9	Senior Prosector Grade I	TUSS 13
10	Principal Prosector Grade III	TUSS 14
11	Principal Prosector Grade II	TUSS 15
12	Principal Prosector Grade I	TUSS 16

#### **4.5.2 Methods of entry and advancement**

##### **(1) Assistant Prosector Grade III - TUSS 5**

##### **Direct Entry**

Holder of Certificate of Secondary School (Form IV) or Advanced Certificate of Secondary School (Form VI) leaver with passes in science subjects, plus basic training/short course in Human Prosection, Basic Human Anatomy and Physiology or any related health attendant/assistant training like Mortuary Attendant/Assistant, Nursing Attendant/Assistant., etc., plus at least one-year practical experience in handling and preparation of human cadaver material including familiarity with dissection and prosection practices.

**OR**

Holder of Certificate of Secondary School (Form IV) or Advanced Certificate of Secondary School (Form VI) leaver with passes in science subjects, plus Certificate (NTA Level 5) in Human

Prosection, Anatomical Pathology, Mortuary Science or other health related training from a recognised institution.

## **(2) Assistant Prosector Grade II - TUSS 6**

### **In-Service Structure**

By promotion of Assistant Prosector Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(3) Assistant Prosector Grade I - TUSS 7**

### **In-Service Structure**

By promotion of Assistant Prosector Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(4) Prosector Grade III - TUSS 8**

### **Direct Entry**

Holder of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) leaver with passes in science subjects, plus Diploma (NTA Level 6) in Human Prosection, Anatomical Pathology, Mortuary Science, or other health related training from a recognised institution.

### **OR**

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

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

### **In-Service Structure**

By promotion of Assistant Prosector Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(5) Prosector Grade II - T USS 9**

**In-Service Structure**

By promotion of Prosector Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Prosector Grade I - T USS 10**

**In-Service Structure**

By promotion of Prosector Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Senior Prosector Grade III - T USS 11**

**In-Service Structure**

By promotion of Prosector Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Senior Prosector Grade II - T USS 12**

**In-Service Structure**

By promotion of Senior Prosector Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Senior Prosector Grade I - T USS 13**

**In-Service Structure**

By promotion of Senior Prosector Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(10) Principal Prosector Grade III - T USS 14**

**In-Service Structure**

By promotion of Senior Prosector Grade I who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(11) Principal Prosector Grade II - T USS 15**

**In-Service Structure**

By promotion of Principal Prosector Grade III who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(12) Principal Prosector Grade I - T USS 16**

**In-Service Structure**

By promotion of Principal Prosector Grade II who has completed at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **4.5.3 Knowledge, Skills, and Abilities of Prosectors**

- i. Knowledge of human anatomy
- ii. Cadaveric prosection and dissection skills.
- iii. Prepared and able to work with human bodies/prosections.
- iv. Able to work as part of a team.
- v. Ability to work in a confidential manner.
- vi. Willingness to learn and adapt.
- vii. Must have strong attention to detail in dissection and prosection
- viii. Good interpersonal, oral, and written communication skills.
- ix. Accurate record keeping skills.
- x. Ability to prioritize and meet deadlines.

### **4.5.4 Duties for Assistant Prosectors**

- i. Understudy the Prosector.
- ii. Assist Prosector to prepare Anatomy Laboratory for practical teaching and assessment sessions.
- iii. Assist in the prosection and dissection of human cadavers for teaching purposes.
- iv. Assist the Prosector with the day-to-day running of the prosection storage room by treating and returning class prosection to their assigned cabinets.
- v. Place materials in preservative fluids.
- vi. Encase specimens in plastic viewing boxes.
- vii. Maintain specimens by polishing plastic surfaces or replacing fluids.
- viii. Seal cadavers in plastic covers and place them in storage.
- ix. Check temperature of storage cabinets and condition of cadavers.
- x. Observe ethics of the Anatomy Laboratory.
- xi. Maintaining cleanliness of the Anatomy Laboratory including cleaning and preserving bones and tissues for teaching.
- xii. Clean instruments and equipment and keep them in a hygienic condition.
- xiii. Performs other related work as required.

### **4.5.5 Duties of Prosectors**

#### **(1) Main Responsibilities**

- i. Production and maintenance of prosected human material for teaching and research.
- ii. Cadaver preparation and maintenance for teaching and learning purposes.

#### **(2) Specific Duties**

##### **(a) Production and maintenance of prosections**

- i. Prepare Anatomy Laboratory for practical teaching and assessment sessions.
- ii. Preparing prosections, skeletal material, and anatomical models for teaching and learning activities.
- iii. Liaise with anatomy teaching staff to determine requirements and precise details for prosection work.
- iv. Prosects embalmed human remains to produce high-quality anatomic specimens for instructional use and demonstration by the anatomy teaching staff.
- v. Assist Lecturers and students in cadaver dissections.

- vi. Locate and label prosections for practical exams.
- vii. Maintain the supply of prosections, replacing as required when worn or damaged.
- viii. Assist with the removal (harvest) of body parts for research and teaching and associated labelling, identifying pieces that are best suited to prosection requirements.

**(b) Cadaver preparation and maintenance**

- i. Responsible for securing, receiving, and storing of human cadavers for teaching purposes.
- ii. Record receipt and document condition of cadavers; record the use of cadavers and ensure that appropriate labelling of parts is performed.
- iii. Preserve bones and tissues for teaching purposes.
- iv. Provide students with cadavers, anatomical models and prosection specimens.
- v. Ensure that necessary equipment, chemicals and supplies are provided for laboratory sessions.

**(c) Safety issues**

- i. Maintain an awareness of all safe handling practices as they relate to cadaver preparation and maintenance (e.g., human blood and waste, chemicals, disposal of clinical and related waste).
- ii. Ensure that safe and proper methods of handling are utilized during laboratory sessions.
- iii. Provides protective clothing and monitors levels of gases within laboratory area.

**(d) Inventory matters**

- i. Ensure that an appropriate inventory of equipment and material is available.
- ii. Keep account of all equipment, human cadaver, models and skeletal material.
- iii. Assist with regular checks of the cadavers in storage, identifying and acting to correct any potential problems early.

**(e) General matters**

- i. Provide general care of equipment and perform minor repairs and reconditioning as required.
- ii. Oversee general cleanliness of the Anatomy Laboratory.
- iii. Observe ethics of the Anatomy Laboratory.
- iv. Train and provide guidance to the Assistant Prosectors.
- v. Performs other related work as required.

**4.6 SCHEME OF SERVICE FOR AUDIO-VISUAL AIDS ASSISTANTS AND TECHNICIANS**

**4.6.1 Posts and Salary Scales**

The career ladder for Audio-Visual Aids Assistants and Technicians shall be as indicated below:

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

8	Senior Audio-Visual Aids Technician Grade II	TUSS 12
9	Senior Audio-Visual Aids Technician Grade I	TUSS 13
10	Principal Audio-Visual Aids Technician Grade III	TUSS 14
11	Principal Audio-Visual Aids Technician Grade II	TUSS 15
12	Principal Audio-Visual Aids Technician Grade I	TUSS 16

#### **4.6.2 Methods of entry and advancement**

##### **(1) Audio-Visual Aids Assistant Grade III – TUSS 5**

###### **Direct Entry:**

Possession of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus Technician Certificate (NTA Level 5) in Audio Visual Aids Technology, Information and Communication Technology, Multimedia Design and Development or an equivalent qualification from a recognized institution. Internship or volunteer working experience will be an added advantage.

##### **(2) Audio-Visual Aids Assistant Grade II – TUSS 6**

###### **Direct Entry:**

Possession of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus Technician Certificate (NTA Level 5) in Audio Visual Aids Technology or in Information and Communication Technology, Multimedia Design and Development or an equivalent qualification from a recognized institution with at least three years working experience.

###### **In-Service Structure:**

By promotion of Audio-Visual Aids Assistant Grade II who has at least three years of good service and has scored a minimum of B grade in performance appraisal.

##### **(3) Audio-Visual Aids Assistant Grade I – TUSS 7**

###### **Direct Entry:**

Possession of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus Technician Certificate (NTA Level 5) in Audio Visual Aids Technology or in Information and Communication Technology, Multimedia Design and Development or an equivalent qualification from a recognized institution with at least five years working experience.

###### **In-Service Structure**

By promotion of Audio-Visual Aids Assistant Grade II who has at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

##### **(4) Audio-Visual Aids Technician Grade III – TUSS 8**

###### **Direct Entry:**

Possession of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus Ordinary Diploma (NTA Level 6) in Audio Visual Aids Technology or in

Information and Communication Technology, Multimedia Design and Development or an equivalent qualification from a recognized institution, with at least three years working experience.

**In-Service Structure**

By promotion/recategorisation of Audio-Visual Aids Assistant Grade III, II or I who has attained ordinary diploma in related field.

**(5) Audio-Visual Aids Technician Grade II – TUSS 9**

**Direct Entry:**

Possession of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus Ordinary Diploma (NTA Level 6) in Audio Visual Aids Technology or in Information and Communication Technology, Multimedia Design and Development or an equivalent qualification from a recognized institution with at least nine years working experience.

**In-Service Structure:**

By promotion on merit of Audio-Visual Aids Technician Grade III who has at least three years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

**(6) Audio-Visual Aids Technician Grade I – TUSS 10**

**Direct Entry:**

Possession of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus Ordinary Diploma (NTA Level 6) in Audio Visual Aids Technology or in Information and Communication Technology, Multimedia Design and Development or an equivalent qualification from a recognized institution with at least ten years working experience.

**In-Service Structure:**

By promotion of Senior Audio-Visual Aids Technician Grade II with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**(7) Senior Audio-Visual Aids Technician Grade III - TUSS 11**

**In-Service Structure:**

By promotion of Senior Audio-Visual Aids Technician Grade I with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**(8) Senior Audio-Visual Aids Technician Grade II - TUSS 12**

**In-Service Structure:**

By promotion of Senior Audio-Visual Aids Technician Grade III with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**(9) Senior Audio-Visual Aids Technician Grade I - TUSS 13**

**In-Service Structure:**

By promotion of Senior Audio-Visual Aids Technician Grade II with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**(10) Principal Audio-Visual Aids Technician Grade III - TUSS 14**

**In-Service Structure:**

By promotion of Senior Audio-Visual Aids Technician Grade I with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**(11) Principal Audio-Visual Aids Technician Grade II - TUSS 15**

**In-Service Structure:**

By promotion of Principal Audio-Visual Aids Technician Grade III with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**(12) Principal Audio-Visual Aids Technician Grade II - TUSS 15**

**In-Service Structure:**

By promotion of Principal Audio-Visual Aids Technician Grade II with at least three years of good service in that grade and has scored a minimum of B grade in performance appraisal.

**4.6.3 Knowledge, Skills, and Abilities of Audio-Visual Aid Assistants**

- i. Basic knowledge of audio-visual aids operating systems, hardware, and software.
- ii. Experience with audio-visual equipment (e.g., LCD / Overhead projector, TV and Video, projection screen, computer-based displays, still and video camera, recording equipment, videoconference, teleconference, microphone).
- iii. Knowledge of camera and lighting techniques and editing software.
- iv. Knowledge of various DVD-CD ROM formats.
- v. Advanced experience with cabling and routing of various audio-visual/videoconference equipment.
- vi. Ability to connect; use and troubleshoot audio-visual equipment.
- vii. Ability to work well with others and to work independently
- viii. Proficient in computer applications, e.g., Microsoft PowerPoint, Word, Excel, and photo imaging software, etc.
- ix. Good verbal and written communication skills.
- x. Good customer care skills.
- xi. Time management skills.

**4.6.4 Knowledge, Skills, and Abilities of Audio-Visual Aids Technicians**

- i. Good knowledge of audio-visual aids specification, operating systems, hardware and software.
- ii. Good knowledge of camera and lighting techniques and editing software.
- iii. Excellent Good troubleshooting skills.
- iv. Excellent verbal and written communication skills.
- v. Excellent customer care skills.
- vi. Good Time management skills.



- vii. Ability to set up and work with audio-visual equipment, such as overhead projectors, microphones, still and video cameras, recording equipment, video screens, speakers, and lighting.

#### **4.6.5 Duties of Audio-Visual Aids Assistants**

Audio-Visual Aids Assistants shall assist in the following activities:

- i. Provision of technical support for to audio-visual equipment users.
- ii. Operating a variety of audio-visual equipment, including DVDs, VCDs, DVRs, VCRs, CD players, microphones, screens/monitors, projectors, still cameras and video cameras.
- iii. Setting up of audio-visual equipment for presentations and lectures including demonstrating the use of such equipment so that lecturers can operate it during lessons.
- iv. Helping faculty members and students choose relevant AVA materials to use during instruction.
- v. Setting up equipment required for live events, such as virtual classrooms, video conferences, such as Zoom, Skype, WebEx, etc.
- vi. Checking the AVA materials and equipment upon their return to ensure they are in good working order.
- vii. Photographing and shooting/filming of College events.
- viii. Preparing list of audio-visual equipment that are required.
- ix. Keeping records/ inventory of audio-visual equipment.
- x. Maintaining and repairing audio-visual equipment.
- xi. Maintaining cleanliness of audio-visual equipment.
- xii. Preparing a list of audio-visual spares required for purchase.
- xiii. Providing videoconferencing/teleconferencing assistance and troubleshooting.
- xiv. Any other duties assigned by supervisor, Director of ICT or other senior College officials.

#### **4.6.6 Duties of Audio-Visual Aids Technicians**

- i. Installing and maintaining audio-visual equipment including display devices, projectors, televisions, camera systems, video teleconferencing systems, microphones and speakers.
- ii. Operating and working with a variety of audio-visual aids materials and equipment, including DVDs, VCDs, DVRs, VCRs, CD players, projectors, still cameras and video cameras.
- iii. Setting up and operating audio-visual equipment for training, presentations, lectures meetings and conferences including demonstrating the use of such equipment.
- iv. Providing technical support to audio-visual equipment users.
- v. Advise faculty members and students on relevant and appropriate audio-visual aids materials and equipment to use during instruction.
- vi. Setting up equipment required for live events, such as virtual classrooms, video conferences, such as Zoom, Skype, WebEx, etc.
- vii. Test equipment to ensure they are in good and safe working conditions.
- viii. Checking the audio-visual aids materials and equipment upon their return to ensure they are in good working order.
- ix. Preparing and maintaining records/ inventory of audio-visual aids materials and equipment.
- x. Photographing and Shooting/filming of College events.
- xi. Identify and resolve equipment malfunctions.
- xii. Assemble and disassemble audio-visual equipment as needed.
- xiii. Repairing audio-visual equipment.

- xiv. Provide technical assistance to Audio-Visual Aids Assistants and other Technicians when required.
- xv. Any other duties assigned by supervisor, Director of ICT or other senior College officials.

#### **4.7 SCHEME OF SERVICE FOR MAINTENANCE AND REPAIR TECHNICIANS**

Maintenance and Repair Technicians will be involved in building maintenance and repair works. Their primary responsibilities revolve around assisting the Estates Management Department’s activities. This scheme of service is for the following maintenance / technical fields: Electrical Engineering, Civil Engineering, Plumbing and Pipe Fitting, Carpentry and Joinery, and Refrigeration and Air Conditioning. However, the list not a comprehensive one, it will be expanded from time to time as the need arises.

##### **4.7.1 Posts and Salary Scales**

The career ladder for Maintenance and Repair Technicians shall be as shown below:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Assistant Maintenance and Repair Technician Grade III	TUSS 5
2	Assistant Maintenance and Repair Technician Grade II	TUSS 6
3	Assistant Maintenance and Repair Technician Grade I	TUSS 7
5	Maintenance and Repair Technician Grade III	TUSS 8
6	Maintenance and Repair Technician Grade II	TUSS 9
7	Maintenance and Repair Technician Grade I	TUSS 10
8	Senior Maintenance and Repair Technician Grade III	TUSS 11
9	Senior Maintenance and Repair Technician Grade II	TUSS 12
10	Senior Maintenance and Repair Technician Grade I	TUSS 13
11	Principal Maintenance and Repair Technician Grade III	TUSS 14
12	Principal Maintenance and Repair Technician Grade II	TUSS 15
13	Principal Maintenance and Repair Technician Grade I	TUSS 16

##### **4.7.2 Methods of entry and advancement**

###### **(1) Assistant Maintenance and Repair Technician Grade III - TUSS 5**

###### **Direct Entry**

Holders of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI) plus a one-year Technician Certificate (NTA Level 5) in the respective field of specialisation or any other related qualifications from a recognised institution, plus at least one-year work experience.

###### **(2) Assistant Maintenance and Repair Technician Grade II - TUSS 6**

###### **In-Service Structure**

By promotion of Assistant Maintenance and Repair Technician Grade III who has completed at least three years of satisfactory service in that grade.

###### **(3) Assistant Maintenance and Repair Technician Grade I - TUSS 7**

**In-Service Structure**

By promotion of Assistant Maintenance and Repair Technician Grade II who has completed at least three years of satisfactory service in that grade.

**(4) Maintenance and Repair Technician Grade III - T USS 8****Direct Entry**

Holders of Certificate of Secondary Education (Form IV) or Advanced Certificate of Secondary Education (Form VI), Technician Certificate (NTA Level 5) plus a two-year Ordinary Diploma (NTA Level 6) in the respective field of specialisation or any other related qualifications from a recognized institution, plus at least two years' work experience.

**In-Service Structure**

By recategorization/promotion of Assistant Maintenance and Repair Technicians Grade II and I who have attained a two-year Ordinary Diploma (NTA Level 6) in the respective field of specialisation or any other related qualifications from a recognized institution.

**(5) Maintenance and Repair Technician Grade II - T USS 9****In-Service Structure**

By promotion of Maintenance and Repair Technician Grade III who has completed at least three years of satisfactory service in that grade.

**(6) Maintenance and Repair Technician Grade I - T USS 10****In-Service Structure**

By promotion of Maintenance and Repair Technician Grade II who has completed at least three years of satisfactory service in that grade.

**(7) Senior Maintenance and Repair Technician Grade III - T USS 11****In-Service Structure**

By promotion of Maintenance and Repair Technician Grade I who has completed at least three years of satisfactory service in that grade.

**(8) Senior Maintenance and Repair Technician Grade II - T USS 12****In-Service Structure**

By promotion of Senior Maintenance and Repair Technician Grade III who has completed at least three years of satisfactory service in that grade.

**(9) Senior Maintenance and Repair Technician Grade I - T USS 13****In-Service Structure**

By promotion of Senior Maintenance and Repair Technician Grade II who has completed at least three years of satisfactory service in that grade.

#### **(10) Principal Maintenance and Repair Technician Grade III - TUSS 14**

##### **In-Service Structure**

By promotion of Senior Maintenance and Repair Technician Grade I who has completed at least three years of satisfactory service in that grade.

#### **(11) Principal Maintenance and Repair Technician Grade II - TUSS 15**

##### **In-Service Structure**

By promotion of Principal Maintenance and Repair Technician Grade III who has completed at least three years of satisfactory service in that grade.

#### **(12) Principal Maintenance and Repair Technician Grade I - TUSS 16**

##### **In-Service Structure**

By promotion of Principal Maintenance and Repair Technician Grade II who has completed at least three years of satisfactory service in that grade.

#### **4.7.3 Attributes/knowledge/skills/abilities for Maintenance and Repair Technicians**

- i. Good Knowledge of repair, maintenance, and installation techniques.
- ii. Outstanding acquaintance with safety, health, and environment regulations.
- iii. Outstanding troubleshooting and technical aptitude.
- iv. Good communication skills.
- v. Ability to work under pressure and ascend stairs and ladders.
- vi. Ability to interact well with superiors and colleagues.
- vii. Must be able to work flexible hours.

#### **4.7.4 Duties and Responsibilities of Maintenance and Repair Technicians:**

##### **4.7.4.1 Major Responsibility**

Maintenance and Repair Technicians are responsible for conducting general maintenance and repairs on College buildings, equipment and other facilities.

##### **4.7.4.2 Specific Duties**

The listed duties are not shown in order of priority or frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of respective posts. They relate to the post holders' area of vocational responsibility and compliance with College procedures and standards.

##### **(a) Electrical Technician**

- i. Installs, maintains, or repairs electrical wiring, apparatus, equipment, systems and electronic features.

- ii. Carries out diagnosis and corrects or replaces malfunctioning electronic units like the printed circuit boards.
- iii. Performs routine and on-the-spot tests of all electrical systems and circuits.
- iv. Performs replacement on diagnosed faulty electrical elements of machine including motors, relays, and switches.
- v. Performs regular inspection and maintenance on the existing electrical systems and design maintenance schedules for all systems to ensure they remain in proper working order.
- vi. Organises safe maintenance principles for regulating and scheduling breakdowns.
- vii. Prepares preventive maintenance schedule and advise accordingly.
- viii. Follows and maintains the required safety standards and regulations.
- ix. Prepares cost analysis reports for maintaining, upgrading, and repairing electrical systems.
- x. Performs other related duties as assigned.

**(b) Civil Technician**

- i. Assists in building repair and maintenance of service works.
- ii. Conducts regular inspection of the College buildings and its surroundings.
- iii. Assists in the implementation of specified technical plans and designs connected with building repair and maintenance work.
- iv. Carries out preventive maintenance to maintain proper condition and prevent deterioration of the College buildings.
- v. Develops a schedule for on-going repair and maintenance work.
- vi. Maintains logs and documents related to repair and maintenance work.
- vii. Performs other related duties as assigned.

**(c) Plumbing and Pipe Fitting Technician**

- i. Reports water leakages and sewerage pipe faults to Estates Management Officer.
- ii. Repairs leaking pipes and allied fittings.
- iii. Replaces broken water taps, plugs, valves, water closet seat covers.
- iv. Clears drainage system, culverts, waste pipes and gully traps.
- v. Installs, repairs, and maintains lavatories, sinks, wash basins, urinals.
- vi. Performs other related duties as assigned.

**(d) Carpentry and Joinery Technician**

- i. Maintains and repairs office cabinets, cupboards, shelves, chairs and tables.
- ii. Repairs and replaces broken doors, door locks, windows, roofs and other wooden fixtures.
- iii. Cuts, fabricates and installs wooden structures according to specifications.
- iv. Performs other related duties as assigned.

**(e) Refrigeration and Air Conditioning Technician**

- i. Maintains and repairs refrigerators and air conditioners.
- ii. Diagnosing electrical and mechanical faults for refrigeration and air conditioning systems.
- iii. Installs and replaces refrigeration and air conditioning equipment according to prints, specifications, diagrams, or other instructions.
- iv. Tests malfunctioning refrigeration and air conditioning systems and components.
- v. Performs planned maintenance, regular servicing, and repairs to refrigeration and air conditioning equipment.
- vi. Performing emergency repairs promptly and efficiently.

- vii. Keeping daily logs and records of all maintenance functions.
- viii. Prepares estimates for repairs and installation of equipment.
- ix. Maintains records of repairs or equipment requiring future service.
- x. Performs other related duties as assigned.

#### **4.8 SCHEME OF SERVICE FOR QUANTITY SURVEYORS**

##### **4.8.1 Posts and Salary Scales**

The career ladder for Quantity Surveyors shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Quantity Surveyor Grade III	TUSS 11
2	Quantity Surveyor Grade II	TUSS 12
3	Quantity Surveyor Grade I	TUSS 13
4	Senior Quantity Surveyor Grade III	TUSS 14
5	Senior Quantity Surveyor Grade II	TUSS 15
6	Senior Quantity Surveyor Grade I	TUSS 16
7	Principal Quantity Surveyor Grade III	TUSS 17
8	Principal Quantity Surveyor Grade II	TUSS 18
9	Principal Quantity Surveyor Grade I	TUSS 19

##### **4.8.2 Methods of entry and advancement**

###### **(1) Quantity Surveyor Grade III - TUSS 11**

###### **Direct Entry/New Appointment**

Possession of a Bachelor Degree in any of the following fields/disciplines: Quantity Surveying and Construction Economics, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution. Must be registered as **Graduate** Quantity Surveyor by the *Architects and Quantity Surveyors Registration Board*. A work, volunteer, or internship experience of one year will be an added advantage.

###### **(2) Quantity Surveyor Grade II - TUSS 12**

###### **Direct Entry/New Appointment**

Possession of a Bachelor Degree in any of the following fields/disciplines: Quantity Surveying and Construction Economics, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus at least three (3) years of relevant working experience in a similar position. Must be registered as **Graduate** Quantity Surveyor by the *Architects and Quantity Surveyors Registration Board*.

###### **In-Service Structure**

By promotion on merit of **Quantity Surveyor Grade III** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

###### **(3) Quantity Surveyor Grade I - TUSS 13**

### **Direct Entry/New Appointment**

Possession of a Bachelor Degree in any of the following: Quantity Surveying and Construction Economics, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus at least four (4) years of relevant working experience in a similar position. Must be registered as **Graduate** Quantity Surveyor by the *Architects and Quantity Surveyors Registration Board*.

### **In-Service Structure**

By promotion on merit of **Quantity Surveyor Grade II** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

## **(4) Senior Quantity Surveyor Grade III - TUSS 14**

### **Direct Entry/New Appointment**

Possession of a Master's Degree in Quantity Surveying and Construction Economics, Construction Economics and Management, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus five (5) years of relevant working experience in similar position. Must be registered by the *Architects and Quantity Surveyors Registration Board* as **Professional** Quantity Surveyor.

### **In-Service Structure**

By promotion on merit of **Quantity Surveyor Grade I** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's Degree in related field.

## **(5) Senior Quantity Surveyor Grade II - TUSS 15**

### **Direct Entry/New Appointment**

Possession of a Master's Degree in Quantity Surveying and Construction Economics, Construction Economics and Management, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus six (6) years of relevant working experience in similar position. Must be registered by the *Architects and Quantity Surveyors Registration Board* as **Professional** Quantity Surveyor.

### **In-Service Structure**

By promotion on merit of **Senior Quantity Surveyor Grade III** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal OR who has attained Master's Degree in related field.

## **(6) Senior Quantity Surveyor Grade I - TUSS 16**

### **Direct Entry/New Appointment**

Possession of a master's degree in Quantity Surveying and Construction Economics, Construction Economics and Management, Building Economics, Construction Management, Building Survey, or equivalent qualifications from a recognised higher learning institution plus

seven (7) years of relevant working experience in similar position. Must be registered by the *Architects and Quantity Surveyors Registration Board* as **Professional** Quantity Surveyor.

#### **In-Service Structure**

By promotion on merit of **Senior Quantity Surveyor Grade II** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(7) Principal Quantity Surveyor Grade III - TUSS 17**

##### **Direct Entry/New Appointment**

Possession of a Master's Degree in Quantity Surveying and Construction Economics, Construction Economics and Management, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus eight (8) years of prior work experience in construction industry out of which three (3) years must be in a similar senior position. Must be registered by the *Architects and Quantity Surveyors Registration Board* as **Professional** Quantity Surveyor.

#### **In-Service Structure**

By promotion on merit of **Senior Quantity Surveyor Grade I** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(8) Principal Quantity Surveyor Grade II - TUSS 18**

##### **Direct Entry/New Appointment**

Possession of a Master's Degree in Quantity Surveying and Construction Economics, Construction Economics and Management, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus nine (9) years of prior work experience in construction industry out of which four (4) years must be in a similar senior position. Must be registered by the *Architects and Quantity Surveyors Registration Board* as **Professional** Quantity Surveyor.

#### **In-Service Structure**

By promotion on merit of **Principal Quantity Surveyor Grade III** who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

#### **(9) Principal Quantity Surveyor Grade I - TUSS 19**

##### **Direct Entry/New Appointment**

Possession of a Master's Degree in Quantity Surveying and Construction Economics, Construction Economics and Management, Building Economics, Construction Management, Building Survey or equivalent qualifications from a recognised higher learning institution plus ten (10) years of prior work experience in construction industry out of which five (5) years must be in a



similar senior position. Must be registered by the *Architects and Quantity Surveyors Registration Board* as **Professional** Quantity Surveyor.

### **In-Service Structure**

By promotion on merit of Principal Quantity Surveyor Grade II who has completed at least three (3) years of satisfactory service in that grade and has scored a minimum of B grade in performance appraisal.

### **4.8.3 Knowledge, Skills, and Abilities of Quantity Surveyors**

#### **(1) Quantity Surveyor Grade III, II and I**

- i. Sound knowledge of construction.
- ii. Knowledge of forms/conditions of contract.
- iii. Knowledge of standard units of measurement.
- iv. Experience in construction estimating.
- v. Good understanding building and legal regulations.
- vi. Good financial and numeracy management skills.
- vii. Ability to work to deadlines and see tasks through to completion.
- viii. Ability to absorb complex information and assess requirements readily.
- ix. Ability to organize, plan, and strategize.
- x. Computer literate.
- xi. Good networking abilities.
- xii. Good analytical skills and attention to details.
- xiii. Excellent problem-solving skills.
- xiv. Excellent written and verbal communication skills
- xv. Excellent negotiating and interpersonal skills.
- xvi. Adaptable and able to think outside the square
- xvii. Ability to work autonomously

#### **(2) Senior and Principal Quantity Surveyors**

- i. In-depth understanding of construction industry, materials, and pricing.
- ii. Good working knowledge of forms/conditions of contract.
- iii. Good working knowledge of standard units of measurement.
- iv. Experience leading small teams, mentoring, coaching and personal development of self and others
- v. Confident interpersonal and communication skills
- vi. Ability to manage a challenging and varying workload
- vii. Proficient in computer skills
- viii. Strong aptitude for numbers, spreadsheets, and financial reports
- ix. Experienced at compiling and following strict budgets.
- x. Strong estimating and financial analysis skills.
- xi. Able to analyze problems and strategize for better solutions.
- xii. High degree of personal motivation.
- xiii. Good negotiator.
- xiv. Good in building and maintaining relationships.

- xv. Possess excellent people skills with the ability to integrate within a multi-disciplinary team.

#### **4.8.4 Duties of Quantity Surveyors**

##### **(1) Quantity Surveyor Grade III & II**

- i. Carrying out feasibility studies to estimate materials, time and labour costs.
- ii. Collecting information and statistics about the price of construction materials.
- iii. Managing costs to make sure that the initial budget is not exceeded.
- iv. To manage the costs relating to building and engineering projects (new builds, renovations or maintenance work).
- v. Preparing tender documents
- vi. Advising on legal and contractual issues
- vii. Ensuring that the construction projects meet all legal and quality assurance requirements and regulations.
- viii. Participating in in the following activities:
  - a. preparation and reviewing of Bill of Quantities (BoQs) for construction works.
  - b. preparation of cost estimates for construction works.
  - c. preparation of Biding Document for construction works.
  - d. reviewing the proposals of various construction projects submitted by consultants.
  - e. inspections and assessment of the quality of projects executed by the Contractors.
  - f. analysing claims raised by Contractors in various events during project implementation.
  - g. reviewing Interim Payment Certificates (IPC) from the construction Consultants.
- ix. Perform any other duties related to the above as assigned by supervisors.

##### **(2) Quantity Surveyor Grade I**

- i. Preparing, negotiating, and analysing costs for tenders and contracts.
- ii. Preparing reports, analyses, contracts, budgets, risk assessment, and other documents.
- iii. Ensuring building projects remain within the budget.
- iv. Providing cost and material estimates, draw up projected budgets, noting any design changes and their effect on cost.
- v. Liaising with builders, architects, engineers, and contractors of approved construction work.
- vi. Liaising with site managers, clients, contractors, and subcontractors.
- vii. Estimate the costs of construction projects, working with contractors, builders, and architects to provide the most cost-effective plans that meet high-quality standards.
- viii. Analysing existing budgets and making improvements.
- ix. Reviewing plans and preparing quantity estimates.
- x. Reviewing construction plans and preparing quantity requirements.
- xi. Negotiating with various contractors and vendors.
- xii. Building relationships with the College and site managers.
- xiii. Scrutinizing maintenance and material costs, as well as contracts to ensure the best deals.
- xiv. Keeping track of materials and ordering more when required.
- xv. Documenting any changes in design and updating budgets.
- xvi. Perform any other duties related to the above as assigned by supervisors.

##### **(3) Senior Quantity Surveyor Grade III and II**

- i. Preparing and assessing Bills of Quantities, schedules of works, specifications, and all contract documentation, ensuring that these comply with the project brief and timescale, budget estimates, all relevant legislation, regulations and policies.
- ii. Assisting in the management of associated contractual issues, which include but not limited to:
  - a. Determining the extent and value of building work executed for interim payments to contractors.
  - b. Assessing and settling contractors claims throughout the contracts.
  - c. Agreeing final accounts with contractor and auditor and issuing the Final Certificate.
- iii. Carrying out valuations of work in progress, including forecasting of final costs.
- iv. Preparing and monitoring project cash flow forecasts.
- v. Measuring, valuing, submitting and negotiating contract variations.
- vi. Assisting in preparation and adherence to project procurement targets and costing budgets.
- vii. Assisting in planning and scheduling of construction works.
- viii. Undertaking any other related duties as may be assigned by the by supervisors.

#### **(4) Senior Quantity Surveyor Grade I**

- i. Review architectural plans and prepare quantity needs.
- ii. Estimate the quantity and costs of materials.
- iii. Prepare contracts and documents.
- iv. Set budgets for payments, inventory needs, and materials.
- v. Analyse costs for maintenance and additional building needs.
- vi. Track changes in plans or constructions; update budgets.
- vii. Negotiate with contractors and subcontractors.
- viii. Hire and document contractors and subcontractors.
- ix. Act as a liaison between the College and construction Consultants.
- x. Keep track of construction materials and inventory.
- xi. Identify potential financial or construction risks.
- xii. Advise clients on improvements, strategies, and/or estimated costs.
- xiii. Prepare payments for contractors and subcontractors.
- xiv. Document progress, materials, and reports on project.
- xv. Advise on property taxes, regulations, and local laws.
- xvi. Develop and maintain working relationships with contractors and subcontractors.
- xvii. Calculate, record, and track inventory and estimates
- xviii. Analyse completed projects to determine Return on Investment (ROI) and compare costs.
- xix. Undertaking any other related duties as may be assigned by the by supervisors.

#### **(5) Principal Quantity Surveyor Grade III, II and I**

- i. Reviewing construction plans and preparing quantity requirements of the College capital activities.
- ii. Assessing the financial, technical and operational risks of College capital development and rehabilitation projects.
- iii. Scrutinizing maintenance and material costs, as well as contracts to ensure the best values.
- iv. Pricing and forecasting the cost of the different materials needed for College projects and other construction/rehabilitation or civil activities.
- v. Preparing tender documents, contracts, budgets, bills of quantities and other documentation of construction projects in consultation with Procurement Management Unit (PMU).
- vi. Advising managers and clients on improvements and new strategies.

- vii. Tracking changes to the design and/or construction work and adjust budget projections accordingly.
- viii. Assisting in procuring the services of contractors and/or subcontractors who work on projects of the College.
- ix. Measuring and valuating the work done on-site and prepare provisional, interim and final certificates accordingly.
- x. Advising the Head of Estates Management Department and the College Management on payments due for contractors and subcontractors/consultants.
- xi. Liaising with the client and other construction professionals, such as site managers, project managers and site engineers.
- xii. Selecting and/or sourcing construction materials before procurement is initiated while observing transparency, fairness, and value for money principles.
- xiii. Keeping track of materials and advising on more procurement when required.
- xiv. Keeping up to date with the latest regulatory and legislative requirements.
- xv. Keeping detailed records and writing progress reports and site meeting reports accordingly.
- xvi. Establishing and maintaining professional relationships with external and internal stakeholders.
- xvii. Travelling from the office to various sites as required.
- xviii. Any other assignment as may be directed from time to time by supervisor or a competent College authority.

#### **4.9 SCHEME OF SERVICE FOR ENGINEERS**

##### **4.9.1 Posts and Salary Scales**

The career ladder for Engineers shall be as follows:

<b>S/N</b>	<b>POST</b>	<b>SALARY SCALE</b>
1	Engineer Grade III	TUSS 11
2	Engineer Grade II	TUSS 12
3	Engineer Grade I	TUSS 13
4	Senior Engineer Grade III	TUSS 14
5	Senior Engineer Grade II	TUSS 15
6	Senior Engineer Grade I	TUSS 16
7	Principal Engineer Grade III	TUSS 17
8	Principal Engineer Grade II	TUSS 18
9	Principal Engineer Grade I	TUSS 19

##### **4.9.2 Method of Entry and Advancement**

###### **(1) Engineer Grade III - TUSS 11**

###### **Direct Entry/New Appointment**

Holder of BSc Engineering in Civil Engineering, Electrical Engineering or equivalent qualifications and must be registered as Graduate Engineer by the Engineers Registration Board (ERB). A work, volunteer, or internship experience of one year will be an added advantage.

###### **(2) Engineer Grade II - TUSS 12**

**Direct Entry/New Appointment**

Holder of BSc Engineering in Civil Engineering, Electrical Engineering or equivalent qualifications plus three (3) years of relevant working experience in similar position and must be registered as Graduate Engineer by the Engineers Registration Board.

**In-Service Structure**

By promotion on merit of **Engineer Grade III** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years position.

**(3) Engineer Grade I - TUSS 13****Direct Entry/New Appointment**

Holder of BSc Engineering in Civil Engineering, Electrical Engineering or equivalent qualifications plus four (4) years relevant working experience in similar position and must be registered as Graduate Engineer by the Engineers Registration Board.

**In-Service Structure**

By promotion on merit of **Engineer Grade II** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years.

**(4) Senior Engineer Grade III - TUSS 14****Direct Entry/New Appointment**

Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent qualifications plus five (5) years relevant working experience in similar position and must be registered as Professional Engineer by the Engineers Registration Board.

**In-Service Structure**

By promotion on merit of **Engineer Grade I** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three years plus relevant Master's degree and registered as Professional Engineer by the Engineers Registration Board.

**(5) Senior Engineer Grade II - TUSS 15****Direct Entry/New Appointment**

Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent qualifications plus six (6) years relevant working experience in similar position and must have been registered as Professional Engineer by relevant Board.

**In-Service Structure**

By promotion on merit of **Senior Engineer Grade III** who has scored a minimum of B grade in performance appraisal after serving in that position for three years plus relevant Master's degree and registered as Professional Engineer by the Engineers Registration Board.

**(6) Senior Engineer Grade I - TUSS 16****Direct Entry/New Appointment**

Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent qualifications plus seven (7) years relevant working experience in similar position and must be registered as Professional Engineer by the Engineers Registration Board.

**In-Service Structure**

By promotion on merit of **Senior Engineer Grade II** who has scored a minimum of B grade in performance appraisal after serving in that position for three (3) years and must have obtained a relevant Master's degree and registered as Professional Engineer by the Engineers Registration Board.

**(7) Principal Engineer Grade III - TUSS 17**

**Direct Entry/New Appointment**

Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent qualifications plus eight (8) years relevant working experience in similar position and must be registered as Professional Engineer by the Engineers Registration Board.

**In-Service Structure**

By promotion on merit of **Senior Engineer Grade I** who has scored a minimum of B grade in performance appraisal after serving in that position for three (3) years and must be registered as Professional Engineer by the Engineers Registration Board.

**(8) Principal Engineer Grade II - TUSS 18**

**Direct Entry/New Appointment**

Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent qualifications plus nine (9) years relevant working experience in similar position and must have been registered as Professional Engineer by relevant Board.

**In-Service Structure**

By promotion on merit of **Principal Engineer Grade III** who has scored a minimum of B grade in performance appraisal after serving in that position for three years and must have obtained a relevant Master's degree and registered as Professional Engineer by the Engineers Registration Board.

**(9) Principal Engineer Grade I - TUSS 19**

**Direct Entry/New Appointment**

Holder of Master's Degree in Engineering Management, Civil Engineering, Electrical Engineering or equivalent qualifications plus ten (10) years relevant working experience in similar position and be registered as Professional Engineer by relevant Board.

**In-Service Structure**

By promotion on merit of **Principal Engineer Grade II** who has scored a minimum of B grade in performance appraisal after serving in that position for three years and must have obtained a

relevant Master's degree and registered as Professional Engineer by the Engineers Registration Board.

### **4.9.3 Duties for Engineers**

#### **4.9.3.1 Duties of Engineer Grade III and II**

- i. Undertakes maintenance of equipment, buildings, and other infrastructure.
- ii. Carries out specified routine technical tasks, which require technical knowledge and skills.
- iii. Implements specified maintenance plans of equipment, buildings, and other infrastructure.
- iv. Participates in tender evaluations related to construction works.
- v. Provides advice on procurement of necessary spares and equipment.
- vi. Prepares the budget on specific tasks/projects for implementation.
- vii. Performs any other duties as may be assigned by his/her supervisor.

#### **4.9.3.2 Duties of Engineer Grade I**

- i. Undertake maintenance of all equipment, buildings, and other infrastructure.
- ii. Participate in tender evaluations related to construction works.
- iii. Provides advice on procurement of necessary spares and equipment.
- iv. Prepares the budget on specific tasks/projects for implementation.
- v. Responsible for allocating duties to subordinate staff.
- vi. Performs any other duties as may be assigned by his/her supervisor.

#### **4.9.3.3 Duties of Senior Engineer Grade III and II**

- i. Responsible for maintenance of all equipment, building and other infrastructure.
- ii. Advises on the planning and procurement of necessary spares/equipment.
- iii. Prepares budget on specific tasks/projects for implementation.
- iv. Plans maintenance schedules for equipment and buildings.
- v. Develops and modifies building structures as required
- vi. Responsible for allocating duties to subordinate staff.
- vii. Performs any other duties as may be assigned by his/her supervisor.

#### **4.9.3.4 Duties of Senior Engineer Grade I**

- i. Plans maintenance schedules for equipment and building
- ii. Responsible for maintenance of all equipment, building and other infrastructure.
- iii. Advises on the planning and procurement of necessary spares/equipment.
- iv. Prepares the budget on specific tasks/projects for implementation.
- v. To develop and modify technical tasks as required
- vi. Responsible for allocating duties to subordinate staff.
- vii. Performs any other duties as may be assigned by his/her supervisor.

#### **4.9.3.5 Duties of Principal Engineer Grade III and II**

- i. Making pre-acceptance checks of new equipment for verifying specification
- ii. Preparing budget on specific tasks/ project for implementation.
- iii. Planning maintenance schedules for all equipment and buildings.
- iv. Providing professional advice and guidance to College equipment users.

- v. Supervising the exercise of formulation of policies relating to maintenance of College equipment.
- vi. Supervising installation of machinery and equipment and maintenance.
- vii. Developing and modifying technical tasks as required.
- viii. Supervising and allocating duties to junior staff.
- ix. Overseeing quality control in the Department.
- x. Ensuring observation of professional ethics in the Department.
- xi. Prepare Bill of Quantities (BoQs)
- xii. Responsible for allocating duties to subordinate staff.
- xiii. Performs any other duties as may be assigned by his/her supervisor.

**4.9.3.6 Duties of Principal Engineer Grade I**

- i. Develop, interpret, and apply construction and maintenance policies and procedures.
- ii. Managing, coordinating, and interpreting designs for buildings and structures of the College.
- iii. Providing detailed design for construction of buildings as per technical specification.
- iv. Responsible for all engineering matters that require high level of technical knowledge and quality.
- v. Responsible for plans and implementation of maintenance programs for all facilities of the College.
- vi. Participates in the development and organization of training programs for junior technical staff in the respective field.
- vii. Verify Bill of Quantities (BoQs)
- viii. Participates in high-level consultancy and service jobs.
- ix. Responsible for allocating duties to subordinate staff.
- x. Performs any other duties as may be assigned by his/her supervisor.

**4.10 SCHEME OF SERVICE FOR ARCHITECTS**

**4.10.1 Posts and Salary Scales**

The career ladder for Architects shall be as follows:

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

**4.10.2 Method of Entry and Advancement**

**(1) Architect Grade III - TUSS 11**



**Direct Entry/New Appointment**

Holder of BSc in Architecture or equivalent qualifications and must be registered as Graduate Architect by the Architects and Quantity Surveyors Registration Board. A work, volunteer or internship experience of one year will be an added advantage.

**(2) Architect Grade II - TUSS 12****Direct Entry/New Appointment**

Holder of BSc in Architecture or equivalent qualifications plus three (3) years of relevant working experience in similar position and must be registered as Graduate Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Architect Grade III** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years.

**(3) Architect Grade I - TUSS 13****Direct Entry/New Appointment**

Holder of BSc in Architecture or equivalent qualifications plus four (4) years of relevant working experience in similar position and must be registered as Graduate Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Architect Grade II** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years.

**(4) Senior Architect Grade III - TUSS 14****Direct Entry/New Appointment**

Holder of master's degree in Architecture or equivalent qualifications plus five (5) years relevant working experience in similar position and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Architect Grade I** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years and registered as Professional Architect by Architects and Quantity Surveyors Registration Board.

**(5) Senior Architect Grade II - TUSS 15****Direct Entry/New Appointment**

Holder of master's degree in Architecture or equivalent qualifications plus six (6)) years relevant working experience in similar position and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Senior Architect Grade III** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**(6) Senior Architect Grade I - TUSS 16**

**Direct Entry/New Appointment**

Holder of master's degree in Architecture or equivalent qualifications plus seven (7) years relevant working experience in similar position and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Senior Architect Grade II** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**(7) Principal Architect Grade III - TUSS 17**

**Direct Entry/New Appointment**

Holder of Master's Degree in Architecture or equivalent qualifications plus eight (8) years relevant working experience in similar position and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Senior Architect Grade I** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**(8) Principal Architect Grade II - TUSS 18**

**Direct Entry/New Appointment**

Holder of master's degree in Architecture or equivalent qualifications plus nine (9) years relevant working experience in similar position and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**In-Service Structure**

By promotion on merit of **Principal Architect Grade III** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

**(9) Principal Architect Grade I - TUSS 19**

### **Direct Entry/New Appointment**

Holder of Master's Degree in Architecture or equivalent qualifications plus ten (10) years relevant working experience in similar position and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

### **In-Service Structure**

By promotion on merit of **Principal Architect Grade II** who has scored a minimum of B grade in performance appraisal after serving in that position for at least three (3) years and must be registered as Professional Architect by the Architects and Quantity Surveyors Registration Board.

### **4.10.3 Duties for Architects**

#### **4.10.3.1 Duties for Architect Grade III and II**

- i. Provide architectural services for small projects
- ii. Assist in reviewing external consultant documentation of a small project and integration of these projects into the College.
- iii. Assist in the formulating College guidelines and policies on the Master Plan.
- iv. Implements specified maintenance plans of buildings and other infrastructure.
- v. Perform any other duties as may be assigned by one's reporting officer.

#### **4.10.3.2 Duties for Architect Grade I**

- i. Undertake architectural services for small projects
- ii. Participate in reviewing external consultant documentation of small projects and integration of these projects into the University
- iii. Undertake responsibilities of formulating College guidelines and policies on the campus contraction Master Plan.
- iv. Participate in tender evaluations related to construction works.
- v. Advise procurement of necessary spares/equipment.
- vi. Prepares the budget on specific tasks/projects for implementation.
- vii. Responsible for allocating duties to subordinate staff.
- viii. Perform any other duties as may be assigned by his / her supervisor.

#### **4.10.3.3 Duties for Senior Architect Grade III and II**

- i. Undertake in-house design of buildings and structures for medium construction projects.
- ii. Provide schematic design for building and structures of the College for medium projects.
- iii. Supervise construction of buildings and structures of medium projects.
- iv. Verify technical specification documents for medium projects
- v. Plan the procurement of necessary spares/equipment.
- vi. Prepares the budget on specific tasks/projects for implementation.
- vii. Responsible for allocating duties to subordinate staff.
- viii. Develops and modifies structural buildings.
- ix. Perform any other duties as may be assigned by his / her supervisor.

#### **4.10.3.4 Duties for Senior Architect Grade I**

- i. Undertake in-house design of buildings and structures for large construction projects.
- ii. Provide schematic design, for building and structures of the College for large projects.

- iii. Supervise construction of buildings and structures of large projects.
- iv. Verify technical specification, documents for large projects.
- v. Prepare planning for procurement of necessary spares/equipment.
- vi. Prepares the budget on specific tasks/projects for implementation.
- vii. Responsible for allocating duties to subordinate staff.
- viii. Performs any other duties as may be assigned by his / her supervisor.

#### **4.10.3.5 Duties for Principal Architect Grade III and II**

- i. Supervising the exercise of formulation of policies relating to architectural works of the College.
- ii. Supervising installation of machinery and equipment and maintenance.
- iii. Developing and modify technical tasks as required.
- iv. Supervising and allocating duties to junior staff.
- v. Overseeing quality control in the unit
- vi. Ensuring observation of professional architectural ethics.
- vii. Prepare Bill of Quantities (BoQs).
- viii. Responsible for allocating duties to subordinate staff.
- ix. Performs any other duties as may be assigned by his / her supervisor.

#### **4.10.3.6 Duties for Principal Architect Grade I**

- i. Develop, interpret and apply architectural policies and procedures.
- ii. Managing, coordinating and implementing architectural designs.
- iii. Prepare proposal and develop scheme design for project administration.
- iv. Responsible for all matters relating to architectural discipline, which require high level of technical knowledge and quality.
- v. Responsible for plans and implementation of architectural works for all facilities of the College.
- vi. Participates in the development and organization of training programs for junior technical staff in the respective field.
- x. Verify Bill of Quantities (BoQs).
- vii. Participates in high-level consultancy and service jobs.
- viii. Performs any other duties as may be assigned by his / her supervisor.

## **PART 5.0 - MISCELLANEOUS**

### **5.1 AMENDMENTS TO THE SCHEMES OF SERVICE**

- i. These Schemes of Service are subject to amendments that may be necessary from time to time by the College Management. They are further subject to amendments by circulars and directives that may be issued from time to time by the appropriate College Authorities.
- ii. Any amendments to these Schemes of Service shall be subject to approval by the College Governing Board.

### **5.2 REVISION**

These Schemes of Service shall be revised three years from the date of approval or as directed by the relevant College Authority.

### **5.3 ADOPTION**

These Schemes of Service for Administrative and Technical Staff, Third Edition, 2022 were adopted by the College Governing Board during its meeting held on **1<sup>st</sup> December 2022**.