

**UNIVERSITY OF PORT HARCOURT  
PORT HARCOURT**

**JUNIOR STAFF UPDATED CAREER STRUCTURE**

**AGRICULTURAL OVERSEER CADRE**

<b>POST</b>	<b>SALARY SCALE (CONTISS)</b>	<b>BASIC ENTRY REQUIREMENT (S) &amp; ADVANCEMENT WITHIN THE CADRE</b>	<b>BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)</b>	<b>REMARKS</b>
Head Agricultural Attendant	02	(a) First School Leaving Certificate (FSLC)	(a) First School Leaving Certificate (FSLC).	
Field Overseer II (Agriculture)	03	(a) First School Leaving Certificate (FSLC) plus 3 years work experience.  (b) By promotion of a confirmed Head Agricultural Attendant who has spent three years on the grade.	(a) First School Leaving Certificate (FSLC).  (b) 3 years work experience	
Field Overseer I (Agriculture)	04	By promotion of a Field Overseer II who has spent 3 years on the grade.	(a) First School Leaving Certificate (FSLC).  (b) 3 years work experience	
Assistant Chief Agricultural Field Overseer	05	By promotion of a Field Overseer I who has spent three years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) First School Leaving Certificate (FSLC).  (b) 3 years work experience	
Chief Agricultural Field Overseer	06	By Promotion of an Assistant Chief Agricultural Field has spent three years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE/GCE/NECO/NABTEB including Agricultural Science in not more than two sittings.  (b) 3 years work experience	

**ARTISAN (CRAFTSMAN) CA**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Artisan Grade III	02	(a) First School Leaving Certificate (FSLC), plus Trade Test III in relevant field.	(a) FSLC  (b) Trade Test III	
Artisan Grade II	03	(a) First School Leaving Certificate (FSLC), plus Trade Test III in relevant field. (b) By promotion of a confirmed Artisan grade III possessing Trade Test Grade III and II and at least 3years work experience.	(a) FSLC (b) Trade Test III, II (c) 3 years work experience.	
Artisan Grade I	04	(a) First School Leaving Certificate (FSLC), plus Trade Test III in relevant field. (b) By promotion of a confirmed Artisan Grade II possessing Trade Test Grade III, II and I, and has spent 3 years on the grade.	(a) FSLC (b) Trade Test III, II & I. (c ) 3 years working experience	
Assistant Works Superintendent (AWS)	05	By promotion of a confirmed Artisan Grade I who has acquired Trade Test I plus 3 years work experience. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) Trade Test III, II& I (c) 3 years work experience.	
Works Superintendent	06	By promotion of a confirmed Artisan Grade I who has acquired Trade Test I plus 3 years work experience <b>(RECOMMENDED TO SPATS)</b>	(a) FSLC (b) Trade Test III, II& I (c) 3 years work experience	

**ARTIST CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Assistant Artist -in – Training	03	By appointment of a candidate possessing 3 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sitting with at least 3 years work experience, plus 3 years post qualification experience as a performing Artist	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sittings.  (b) 3 years work experience.	
Assistant Artist I ( in – Training )	04	By promotion of a confirmed Assistant – in- Training who has spent 3 years on the grade. (One year in-service training)	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sittings.  (b) 3 years work experience.	
Assistant Artist	05	By promotion of a confirmed Assistant Artist I (in- Training) who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than two sittings.  (b) 3 years work experience	
Assistant Artist Grade III	06	By promotion of a confirmed Assistant Artist who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than two sittings.  (b) 3 years work experience	

**ARTIST XYLOPHONE CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Artist Xylophone	02	First School Leaving Certificate [FSLC] and Xylophone skills.	FSLC	
Head Artist Xylophone	03	(a ) First School Leaving Certificate [FSLC] plus 3 years Work experience. (b) By promotion of a confirmed Artist Xylophone who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Senior Artist Xylophone	04	By promotion of a confirmed Head Artist Xylophone who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Assistant Artist Xylophone	05	By promotion of a confirmed Senior Artist Xylophone who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Chief Artist Xylophone	06	By promotion of a confirmed Assistant Artist Xylophone who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in not more than 2 sittings (b) 3 years work experience	

**ASSISTANT EXECUTIVE OFFICER CADRE (AEO)**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Assistant Executive Officer (AEO)	05	By appointment of a candidate possessing A level GCE with 2 subjects at one sitting or three subjects at two sittings or OND in business studies obtained from a recognized institution.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 2 GCE A/Level papers at one sitting. (b) 3 GCE A/Level papers at two sittings.	
Executive Officer (EO)	06	(i) By promotion of a confirmed AEO possessing 2 GCE A/Level papers at one sitting or 3 GCE A/Level at two sittings or one in any relevant subjects who has spent 3 years on the cadre.  (ii) By direct appointment of a candidate possessing a University Diploma/OND in a relevant discipline from a recognized institution, plus 3 years post qualification experience.  <b>(RECOMMENDED TO SPATS)</b>	(a) 2 GCE A/Level papers at one sitting or 3 GCE A/Level papers at two Sittings. (b) OND in Business Studies. (c) 3 years work Experience.	

**PRINTING & BINDING CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Printing/Binding Attendant	02	(a) First School Leaving Certificate (FSLC)	(a) FSLC	
Printing/Binding Assistant	03	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB (in not more than one sitting). (b) By promotion of a confirmed Senior Bindery Attendant with FSLC or WASC/ SSCE /GCE/ NECO/NABTEB and has spent 3 years on the grade.	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) 3 years work experience	
Senior Printing/Binding Assistant	04	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language (in not more than one sitting). (b) By promotion of a confirmed Apprentice Printer/Bindery Assistant that possess 'a' above and has spent 3 years on the grade.	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language (in not more than one sitting). (b) 3 years work experience	
Assistant Chief Printing/Binding	05	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than two sittings. (b) By promotion of a Printer/Senior Bindery Assistant who has spent at least (3) years on the cadre. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Chief Printer/Chief Bindery	06	By promotion of a confirmed and suitable Printer/Senior Bindery Assistant who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) ) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	

**BOAT DRIVERS CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Engine Boat/Marine Boat Operator	03	3 credits in WASC/SSCE/GCE/NECO/NABTEB in not more than one sitting and proven experience on boat operations	3 credits in WASC/SSCE/ GCE/NECO/NABTEB in not more than one sitting plus relevant driving certificate.	
Boat Master	04	(a) 3 credits in WASC/SSCE/GCE/NECO/NABTEB in not more than one sitting. (b) Quarter Master Certificate plus at least 3 years work experience. (c) By promotion of a confirmed Engine Boat Driver with at least 3 years work experience.	(a) Quarter Master Certificate (b) 3 years work experience (c) 3 credits in WASC/SSCE/ GCE/NECO/NABTEB	
Senior Quarter Master	05	By promotion of a confirmed Boat Master who has Spent 3 years on the grade and possess 3 credits in WASC/ SSCE/GCE/NECO/NABTEB in not more than 2 sittings. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/SSCE/ GCE/NECO/NABTEB in not more than two sittings. (b) 3 years work experience	
Chief Quarter Master	06	By promotion of a confirmed Senior Quarter Master who has spent 3 years on the grade. <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE/ GCE/NECO/NABTEB in not more than two sittings. (b) 3 years work experience	



**CATERING CADRE**

POST	SALARY SCALE (CONTOSS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Cook/ Steward	02	(a) First School Leaving Certificate (FSLC)	(a) FSLC	
Head Cook/Head Steward	03	(a) First School Leaving Certificate (FSLC)  (b) By promotion of a confirmed Senior Cook /Senior Steward and has spent 3 years on the grade.	(a) FSLC  (b) 3 years work experience.	
Assistant Catering/Assistant Steward	04.	(a) First School Leaving Certificate (FSLC)  By promotion of a confirmed Head Cook/Head Steward possessing:	(a) FSLC  (b) 3years work experience	
Senior Assistant Catering Supervisor/Assistant House-Keeper (Steward inclusive))	05	By promotion of a confirmed Assistant Catering Supervisor with at least 3 years work experience  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) First School Leaving Certificate (FSLC)  (b) 3 years work experience	
Catering Supervisor II/Housekeeper II/Steward Supervisor II	06	By promotion of a qualified Senior Assistant Catering Supervisor who has spent 3 years on the grade  <b>(RECOMMENDED TO SPATS).</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than two sittings and 3 years work experience.	

**CLASSROOM ASSISTANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Classroom Assistant	03	3 credits in WASC/SSCE/ GCE/NECO/NABTEB including English Language in not more than two sittings.	3 credits in WASC/SSCE/ GCE/NECO/NABTEB including English Language in not more than two sitting	
Senior Classroom Assistant	04	(a) By promotion of a confirmed Teaching Assistant who has spent 3 years on the grade.	3 credits in WASC/SSCE/ GCE/NECO/NABTEB including English Language in not more than two sitting	
Classroom Supervisor	05	(a) By promotion of a confirmed Senior Classroom Assistant who has spent 3 years on the grade. <b>((TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE))</b>	3 credits in WASC/SSCE/ GCE/NECO/NABTEB including English Language in not more than two sitting	
Master III	06	(a) A good NCE from a recognized University or College of Education. (b) Teacher Grade II Certificate (TC II) with ACE, with at least 3 years continuous satisfactory service.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE/ GCE/NECO/NABTEB including English Language in not more than two sitting. (b) NCE or Teachers Grade II Certificate (TC II)	

**CLEANER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Assistant Cleaner	02	By direct appointment of a candidate possessing First School Leaving Certificate.	(a) FSLC.	
Head Cleaner	03	By promotion of a confirmed Head Cleaner II who has spent 3 years on the grade	(a) FSLC. (b) 3 years work experience	
Senior Cleaner	04	By promotion of a confirmed Head Cleaner I who has spent 3 years on the grade.	(a) FSLC. (b) 3 years work experience	
Assistant Chief Cleaner	05	By promotion of a confirmed Senior Cleaner who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC. (b) 3 years work experience	
Chief Clerical Officer III	06	By Conversion  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than two sittings.  (b) 3 years work experience	

**CLERICAL CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Assistant Clerical Officer	03	By appointment of a candidate possessing WASC/ SSCE /GCE, NECO/NABTEB with at least three (3) credits including English Language in not more than one sitting.	3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than one sitting.	
Clerical Officer	04	(a) By promotion of a confirmed and suitable Clerical Officer II possessing five (5) credits including English Language (in not more than two sittings) who has spent 3 years on the cadre.	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Senior Clerical Officer	05	(a) By promotion of a confirmed Clerical Officer I With at least three (3) years working experience (b) By direct appointment of a candidate possessing five (5) credits including English Language (in not more than two sittings) who has spent 3 years on the cadre <b>(TERMINAL POINT FOR JUNIOR STAFF IN THIS CADRE)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Chief Clerical Officer	06	By promotion of a confirmed and suitable senior Clerical Officer Possessing 5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English language (in not more than two sittings) who has spent at least 3 years on the cadre.  <b>RECOMMENDED TO SPATS</b>	5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings.	

**COMPUTER OPERATORS CADRE & DATA PROCESSING**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Computer Operator II	04	5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language (at not more than two sittings) plus Certificate in Computer Operations.	5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language (in not more than two sittings)	
Computer Operator I	05	By promotion of a Computer Operator II having the required qualification and has spent 3 years on the Grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language (b) 3 years work experience	
Data Processing Officer[Computer Operator]	06	By promotion of a confirmed Computer Operator I who has spent at least 3 years on the grade. <b>(RECOMMENDED TO SPATS)</b>	(a) ) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB. (b) 3 years work experience.	

## DISPENSING CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Dispensary Assistant	03	3 credit in WASC/ SSCE /GCE/ NECO/NABTEB including one science subject (in not more than one sitting).	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including one science subject (in not more than one sitting).	
Pharmacy Assistant	04	By promotion of a Dispensary Assistant in training Who has spent 3 years on the grade.	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including one science subject (in not more than one sitting).  (b) 3 years work experience	
Senior Pharmacy Assistant	05	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and one science subject (in not more than two sittings).  (b) By promotion of a qualified Pharmacy Assistant-In-Training who has spent 3 years on the grade. And possess the qualification in (a) above.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and one science subject in not more than two sittings.  (b) 3 years work experience	
Pharmacy Technician	06	By promotion of a Pharmacy Assistant who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and one science subject in not more than two sittings.  (b) 3 years work experience	

## DRAUGHTSMAN CADRE

POST	SALARY SCALE (CONTOSS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Draughtsman	03	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing (in not more than one sittings).	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing.	
Draughtsman Assistant	04	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing (in not more than one sittings). (b) By promotion of a confirmed Draughtsman-in-training who has spent 3 years on the grade.	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing.  (b) 3years work experience.	
Senior Draughtsman Assistant	05	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing, (in not more than one sitting) with at least 3 years work experience. (b) By promotion of a Draughtsman Assistant with at least 3 years work experience. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing, (in not more than two sitting) (b) 3 years work experience	
Chief Draughtsman	06	By promotion of a Senior Draughtsman Assistant who has spent 3 years relevant experience.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Technical Drawing in not more than two sittings. (b) 3 years work experience	

**DRIVER'S CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Driver	02	First School Leaving Certificate plus Trade Test Grade III and valid Professional Driving License.	(a) FSLC (b) Trade Test grade III. (c) Valid professional License.	
Head Driver	03	(a) First School Leaving Certificate plus Trade Test Grade III& III and Driving License, and at least 3years work experience (b) By promotion of a confirmed and suitable Senior Driver that satisfied condition in (a) above and has spent 3 years on the grade.	(a) FSLC (b) Trade Test grade III, & I I (c) 3 years work experience. (d) Valid Professional License	
Senior Driver	04	(a)First School Leaving Certificate plus Trade Test Grade III, II & I and valid Driving License. (b)By promotion of a confirmed and suitable Senior Driver who has spent 3 years on the grade.	(a) FSLC (b) Trade Test grade II (c)3 years work experience (d) Valid Professional Drivers 'License.	
Chief Driver	05	(a)First School Leaving Certificate plus Trade Test Grade III, II & I and valid Driving License. (a) By promotion of a confirmed and suitable Head Driver with at least 3years work experience. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) Trade Test grade III, & I I (c)Trade Test Grade III, II & I (d)Valid Professional Drivers License (e) 3yearswork experience.	
Transport Supervisor	06	By promotion of a confirmed and suitable Chief Driver, possessing Trade Tests III, II and I. <b>(RECOMMENDED TO SPATS)</b>	(a) FSLC (b) Trade Test Grade III , II &I (c)3 years work experience. (d) Valid professional Driving license	



**DRUMMER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Drummer	02	First School Leaving Certificate [FSLC] .	FSLC	
Head Drummer	03	(a ) First School Leaving Certificate [FSLC] plus 3 years Work experience.  (b) By promotion of a confirmed Drummer who has Spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Senior Drummer	04	By promotion of a confirmed Head Drummer who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Assistant Chief Drummer	05	By promotion of a confirmed Senior Drummer who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Chief Drummer	06	By promotion of a confirmed Assistant Chief Drummer who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC in not more than two sittings (b) 3 years work experience	

**FARM ATTENDANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Farm Attendant	02	By direct appointment of a candidate possessing First School Leaving Certificate.	FSLC	
Farm Assistant	03	By direct appointment of a candidate possessing First School Leaving Certificate.  (b) By promotion of a confirmed Head Farm Attendant who has spent 3 years on the grade	(a) FSLC. (b) 3 years work experience.	
Senior Farm Assistant	04	By promotion of a confirmed Farm Assistant who has spent 3 years on the grade	(a) FSLC. (b) 3 years work experience.	
Assistant Chief Farm Supervisor	05	By promotion of a confirmed and Senior Farm Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC. (b) 3 years work experience	
Chief Farm Supervisor	06	By promotion of a confirmed Assistant Chief Farm Supervisor who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language and Agricultural Science in not more than two sittings. (b) 3 years work experience	

## FIREMAN CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Fireman	03	By appointment of a candidate possessing 3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language and one science subject in not more than one sitting.	3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language and one science subject in not more than one sitting.	
Head Fireman	04	(a)By promotion of a confirmed and suitable Fireman Grade I Who has spent 3 years on the cadre. (b) By appointment of a candidate possessing 3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language and one science subject in not more than one sittings, plus 3 years relevant work experience.	(a)3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language and one science subject in not more than one sittings. (b) 3 years work experience	
Senior Fireman	05	(a)By promotion of a confirmed and suitable Leading Fireman possessing the Fireman Certificate of Competency [FCC] Class II. (b) By direct appointment of a candidate possessing 5 credits including English Language, Mathematics and one science subject (in not more than two sittings)s (c ) 3 years work experience. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language & one science subject. (b) Fireman Certificate Competency (c) 3 years work experience.	
Chief Fireman Superintendent	06	By promotion of a confirmed and suitable Senior Fireman possessing the Fireman Certificate of Competency [FCC] class I and has spent three 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language, & one science subject (b) Fireman Certificate of Competency (c ) 3 years work experience.	

## FOREST ATTENDANT CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Forest Attendant	02	By appointment of a candidate possessing 3 Passes in WASC/SSCE /GCE, NECO/NABTEB is including and one science subject in not more than one sitting.	By appointment of a candidate possessing 3 Passes in WASC/SSCE /GCE, NECO/NABTEB is including and one science subject in not more than one sitting.	
Forest Assistant	03	(a) By appointment of a candidate possessing 3 passes WASC/SSCE /GCE, NECO/NABTEB including English and two science subjects in not more two sittings.  (b) By promotion of a confirmed and Assistant Forest Attendant who has spent 3 years on the grade	(a) 3 passes in WASC/SSCE /GCE, NECO/NABTEB. Including English Language and two science subjects in not more than two sittings.  (b) 3 years work experience.	
Senior Forest Assistant	04	By promotion of a confirmed and Forest Attendant who has spent 3 years on the grade	a) 3 passes in WASC/SSCE /GCE, NECO/NABTEB. Including English Language and two science subjects in not more than two sittings.  (b) 3 years work experience..	
Forest Supervisor	05	By promotion of a confirmed and Senior Forest Attendant who has spent 3 years on the grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	a) 3 passes in WASC/SSCE /GCE, NECO/NABTEB. Including English Language and two science subjects in not more than two sittings.  (b) 3 years work experience	
Chief Forest Attendant	06	By promotion of a confirmed and Assistant Chief Forest Attendant who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	a) 5 credits in WASC/SSCE /GCE, NECO/NABTEB. Including English Language and two science subjects in not more than two sittings.  (b) 3 years work experience	

**GROUND MAN/ GARDENER /LABOURER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Grounds Man/ Gardener /Labourer	02	First School Leaving Certificate (FSLC), able bodied and less than 40 years of age.	(a) FSLC (b) Physically fit (less than 40 years of age)	
Head Grounds Man/ Gardener /Labourer	03	By promotion of a confirmed Head (Grounds Man/ Gardener /Labourer II) who has spent 3 years on the grade.	(a) FSLC (b) 3years work experience	
Senior Grounds Man/ Gardener /Labourer	04	(a) By promotion of a confirmed Head (Grounds Man/ Gardener /Labourer I) with first School Leaving Certificate (FSLC) and has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Assistant Chief Grounds Man/ Gardener /Labourer	05	By promotion of a confirmed Senior Head (Grounds Man/ Gardener /Labourer II) who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Chief (Grounds Man/ Gardener /Labourer Labourer/ Gardener Horticulturist III (only for Gardener)	06	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than two sittings. (b) By promotion of a confirmed and suitable Senior (Grounds Man/ Gardener /Labourer I who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more two sittings. (b) 3 years work experience	

## HEALTH CADRE

POST	SALARY SCALE (CONTOSS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Health Attendant	02	3 passes in WASC/ SSCE /GCE/ NECO/NABTEB attempted	3 passes in WASC/ SSCE /GCE/ NECO/NABTEB attempted	
Health Assistant	03	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Biology or Health Science (in not more than one sittings) (b) By promotion of a confirmed Head Health Attendant possessing 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB plus 3 years work Experience.	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB Including English Language and Biology or Health Science in not more than one sitting. (b) plus 3 years work experience	
Senior Health Assistant	04	By promotion of a confirmed Health Assistant possessing 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language, Biology or Health Science in not more than two sittings and has spent 3 years on the grade.	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language, Biology or Health Science in not more than two sittings. (b) 3 years work experience	
Assistant Health Superintendant	05	By promotion of a confirmed Senior Health Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language, Biology or Health Science in not more than two sittings (b) 3 years work experience	
Assistant Chief Health Superintendent	06	By promotion of a confirmed and suitable Assistant Health Superintendant who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language, Biology or Health Science in not more than two sittings. (b) National Certificate of Health Assistant. (c) 3 years work experience.	

## LABORATORY CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Laboratory Attendant	02	(a) 3 Passes in WASC/ SSCE /GCE, NECO/NABTEB including one Science Subject in not more than one sitting.	(a) 3 Passes in WASC/ SSCE /GCE, NECO/NABTEB including one Science Subject in not more than one sitting.	
Laboratory Assistant	03	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and two other Science subjects in not more than two sittings.  (b) By promotion of a confirmed Head Laboratory Attendant possessing the qualification specified in (A) above plus at least 3 years work experience.	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and two other Science subjects in not more than two sittings.  (b) 3 years work experience.	
Senior Laboratory Assistant(SLA)	04	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and two other Science subjects in not more than two sittings.  (b) By promotion of a confirmed Laboratory Assistant possessing the qualification specified in (A) above plus at least 3 years work experience.	(c) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and two other Science subjects in not more than two sittings.  (b) 3years work experience.	
Laboratory Supervisor (LS)	05	By promotion of a confirmed Senior Laboratory Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and two Science Subjects.  (b) 3years work experience	
Snr. Laboratory Supervisor	06	By direct appointment/conversion of a candidate possessing OND in relevant field.  <b>(RECOMMENDED TO SPATS)</b>	(a) OND in relevant field  (b) 3years work experience	

**LANGUAGE STUDIO ASSISTANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Language Studio Assistant	03	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language (in not more than one Sittings).	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than one sittings.	
Senior Language Studio Assistant	04	By promotion of a confirmed Language Field Assistant who has spent three years on the grade.	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than two sittings.  (b) 3 years work experience	
Language Studio Supervisor	05	By promotion of a Senior Field Assistant who has spent three years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than two sittings.  (b) 3 years work experience	
Assistant Studio Manager	06	By direct appointment/conversion of a candidate possessing OND with at least lower credit/OND lower in Electronic.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than two sittings.  (b) 3 years work experience	



**LIBRARY CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Library Attendant	03	(a) 3 Credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in one not more than sitting.	(a) 3 Credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than one sitting.	
Library Assistant	04	(a) 3 credits WASC/ SSCE /GCE, NECO/NABTEB including English Language in two sittings. (b) By promotion of a confirmed Head Library Attendant with WASC/ SSCE /GCE, NECO/NABTEB and has spent 3 years on the grade.	(a) 3 credit in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings. (b) 3yearswork experience.	
Senior Library Assistant	05	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language. (b) By promotion of a confirmed Library Assistant with WASC/ SSCE /GCE, NECO/NABTEB and has spent 3 years on the grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credit in WASC/ SSCE /GCE, NECO/NABTEB including English in not more than two sittings. (b) 3 years work experience.	
Library Supervisor	06	By promotion of a confirmed Assistant Supervisor Library who has spent 3 years on the grade. <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credit in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	

**LIGHT DESIGNER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Light Designer Attendant	02	First School Leaving Certificate [FSLC] plus Trade Test III in relevant field.	(a) FSLC (b) Trade Test III	
Light Designer Assistant	03	(a ) First School Leaving Certificate [FSLC] plus Trade Test III in relevant field plus 3 years work experience. (b)By promotion of a confirmed light Designer Attendant who has spent 3 years on the grade.	(a) FSLC (b) Trade Test III (c) 3 years work experience	
Senior Light Designer	04	By promotion of a confirmed Light Designer Assistant who has spent 3 years on the grade.	(a) FSLC (b) Trade Test III (c) 3 years work experience	
Assistant Supervisor (Light Designer)	05	By promotion of a confirmed Senior Light Designer who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) Trade Test III (c) 3 years work experience	
Supervisor (Light Designer)	06	By promotion of a confirmed Assistant Supervisor (Light Designer) who has spent 3 years on the grade.  <b>(RECOMMEDED TO SPATS)</b>	(a) FSLC (b) Trade Test III, II & I (c) 3 years work experience	

**MESSENGER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Messenger	02	By direct appointment of a candidate possessing at least 3 passes in WASC/ SSCE /GCE, NECO/NABTEB attempted	(a) 3 passes in WASC/ SSCE /GCE, NECO/NABTEB attempted	
Head Messenger	03	By promotion of a confirmed Head Messenger II who has spent 3 years on the grade	(a) 3 passes in WASC/ SSCE /GCE, NECO/NABTEB attempted  (b) 3 years work experience	
Senior Messenger	04	By promotion of a confirmed Head Messenger who has spent 3 years on the grade and has school certificate with 3 credits in not more than two sittings.	(a) 3 passes in WASC/ SSCE /GCE, NECO/NABTEB attempted  (b) 3 years work experience	
Assistant Chief Messenger	05	By promotion of a confirmed Senior Messenger who has spent 3 years on the grade  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 passes in WASC/ SSCE /GCE, NECO/NABTEB attempted  (b) 3 years work experience	
Chief Clerical Officer III	06	By Conversion  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than two sittings.  (b) 3 years work experience	

**MODEL CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Head Model	02	By direct appointment of a candidate possessing First School Leaving Certificate (FSLC).	(a) FSLC	
Senior Model	03	(a) First School Leaving Certificate (b) By promotion of a confirmed Head Model who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Chief Model	04	(a) First School Leaving Certificate (b) By promotion of a confirmed Senior Model who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Assistant Model Supervisor	05	By promotion of a confirmed Chief Model who has spent 3 years' on the grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Model Supervisor	06	By promotion of a confirmed Assistant Model Supervisor who has spent 3 years on the grade. <b>( RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE/ GCE/NECO/NABTEB in not more than two sittings. (b) 3 years work experience	

**MORTUARY ATTENDANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Mortuary Attendant	02	First School Leaving Certificate [FSLC].	FSLC	
Mortuary Assistant	03	(a ) First School Leaving Certificate [FSLC] plus 3 years Work experience. (b) By promotion of a confirmed Mortuary Attendant who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Senior Mortuary Assistant	04	By promotion of a confirmed Mortuary Assistant who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Mortuary Assistant Supervisor	05	By promotion of a confirmed Senior Mortuary Assistant who has spent 3 years on the grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Mortuary Supervisor	06	By promotion of a confirmed Mortuary Assistant Supervisor who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC  (b) 3 years work experience	

**MUSEUM CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Museum Attendant	02	By appointment of a candidate possessing 3 Passes in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sitting.	By appointment of a candidate possessing 3 Passes in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sitting.	
Museum Assistant	03	By promotion of a confirmed and suitable Museum Attendant who has spent 3 years on the cadre.	(a) 3 passes in WASC/ SSCE /GCE, NECO/NABTEB Including English Language in not more than one sitting. (b) 3 years work experience	
Senior Museum Assistant	04	By promotion of a confirmed Museum Assistant who has spent 3 years on the grade.	(a) passes in WASC/ SSCE/GCE, NECO/NABTEB including English Language in not more than one sitting. (b) 3 years work experience	
Museum Supervisor	05	By promotion of a Senior Museum Assistant who has spent at least 3 years on the cadre  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 passes in WASC/ SSCE/GCE, NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Senior Museum Supervisor	06	By promotion of a confirmed and suitable Senior Museum Supervisor.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	

**PHOTOGRAPHIC ASSISTANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Photographic Assistant II	02	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting	(a) 3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more one sitting.	
Photographic Assistant I	03	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) By promotion of a Photographic Assistant II possessing (a) above who has spent 3 years on the grade.	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) 3 years work experience	
Senior Photographic Assistant II	04	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) By promotion of a Photographic Assistant I who has spent 3 years on the grade.	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) 3 years work experience	
Senior Photographic Assistant I	05	3 passes in WASC/ SSCE /GCE/ NECO/NABTEB By promotion of a Photographic Assistant II who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 passes in WASC/GCE/SSCE/NECO/NABTEB with not more than two sittings. (b) 3 years work experience	
Chief Photographic Assistant	06	By promotion of a confirmed and suitable Senior Photographic Assistant I who has spent three years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/GCE/SSCE/NECO/NABTEB in not more than two sittings. (b) 3 years work experience	

**PORTERS CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Senior Porter	03	WASC/ SSCE /GCE, NECO/NABTEB with 3 credit including English Language in not more than two sittings. Ex-service man with discharge certificate will be an added advantage.	3 credits in WASC/ SSCE /GCE, NECO/NABTEB including Eng. Language in not more than two sittings.	
Chief Porter	04	WASC/ SSCE /GCE, NECO/NABTEB with credit in 3 subjects including English in not more than two sittings, or by promotion of a confirmed senior Porter who has spent 3 years on the grade.	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings.  (b) 3 years work experience.	
Assistant Hall Supervisor	05	By promotion of a confirmed and suitable Chief Porter with at least three 3 years work experience.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings.  (b) 3years work experience.	
Hall Supervisor	06	By promotion of a confirmed and suitable Assistant Hall Supervisor possessing 5 credits in WASC/SSCE/NECO/GCE including English Language obtained at a maximum of two sitting and has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a)5 credits in passes in WASC/ SSCE /GCE, NECO/NABTEB including English Language in not more than two sittings.  (b) 3 years work experience.	



**PROTOCOL ASSISTANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Protocol Assistant	03	3 Credits WASC/SSC E/ GCE/NECO/NABTEB including English Language in not more than two sittings.	3 Credits WASC/SSC E/ GCE/NECO/NABTEB including English Language in not more than one sitting.	
Senior Protocol Assistant	04	By promotion of a confirmed Protocol Assistant who has spent 3 years on the grade.	(a) 3 credits in WASC/SSCE GCE/NECO/NABTEB including English Language in not more than one sitting. (b) 3 years work experience	
Protocol Assistant Supervisor	05	By promotion of a confirmed Senior Protocol Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits passes in WASC/SSCE GCE/NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Protocol Supervisor	06	By promotion of a confirmed Protocol Assistant Supervisor who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE /GCE/NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	

## RECEPTIONIST CADRE

POST	SALARY SCALE (CONTOSS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Receptionist	03	3 credits in WASC/SSC E/ GCE/NECO/NABTEB including English Language in not more than two sittings.	(a) 3 credits in WASC/SSCE GCE/NECO/NABTEB including English Language in not more than two sittings.	
Senior Receptionist	04	By promotion of a confirmed Receptionist who has spent 3 years on the grade.	(a) 3 credits in WASC/SSCE GCE/NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Assistant Chief Receptionist	05	By promotion of a confirmed Senior Receptionist who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits in WASC/SSCE GCE/NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	
Chief Receptionist	06	By promotion of a confirmed Assistant Chief Receptionist who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE /GCE/NECO/NABTEB including English Language in not more than two sittings. (b) 3 years work experience	

**REPROGRAPHIC CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Head Reprographic Attendant	02	(a) By direct appointment of a candidate possessing First School Leaving Certificate.	(a) FSLC	
Reprographic Assistant	03	By promotion of a confirmed and suitable Head Reprographic Attendant who has spent 3 years on the grade	(a) FSLC (b) 3 years work experience.	
Senior Reprographic Assistant	04	By promotion of a confirmed and suitable Reprographic Assistant who has spent 3 years on the grade	(a) FSLC (b) 3 years work experience	
Reprographic Supervisor II	05	By promotion of a confirmed and suitable Senior Reprographic Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Reprographic Supervisor I	06	By promotion of a confirmed and suitable Reprographic Supervisor II who has spent 3 years on the grade  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB in not more than two sittings. (b) 3 years work experience	

**SECRETARIAL ASSISTANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Secretarial Assistant III	03	By direct appointment/conversion of a candidate who has attempted WAEC/SSCE/NECO/GCE O/NABTEB, plus Elementary Certificate in Typewriting at 25wpm.	(a) WASC/SSCE GCE/NECO/NABTEB attempted (b) Elementary Certificate in Typewriting at 25 WPM	
Secretarial Assistant II	04	By promotion of a confirmed and suitable Secretarial Assistant III who possesses advanced Certificate in Typewriting [35wpm] who has spent 3 years on the grade	(a) WASC/SSCE GCE/NECO/NABTEB attempted (b) Elementary Certificate in Typewriting at 25 WPM (c) 3 years work experience	
Secretarial Assistant I	05	By promotion of a confirmed and suitable Secretarial Assistant II and possesses advanced Certificate in Typewriting [50wpm]who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) WASC/SSCE GCE/NECO/NABTEB attempted (b) Elementary Certificate in Typewriting at 25 WPM (c) 3 years work experience	
Senior Secretarial Assistant II	06	By promotion of a confirmed and suitable Secretarial Assistant I who possesses advanced Certificate in Typewriting [50wpm],who has spent 3 years on the grade  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE GCE/NECO/NABTEB in not more than two sittings b) Advanced Certificate in Typewriting 50WPM (c) 3 years work experience	

**SECURITY CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Patrolman	02	First School Leaving Certificate (FSLC).	First School Leaving Certificate (FSLC).	
Senior Patrolman	03	By promotion of a confirmed Patrolman and has spent 3 years on the grade.	(a) First School Leaving Certificate (FSLC).  (b) 3 years work experience.	
Assistant Patrol Supervisor	04	By promotion of a confirmed Senior Patrolman and has spent 3 years on the grade.	(a) First School Leaving Certificate (FSLC).  (b) 3 years work experience.	
Patrol Supervisor	05	By promotion of a confirmed Assistant Patrol Supervisor who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) First School Leaving Certificate (FSLC).  (b) 3 years work experience.	
Assistant Security Officer	06	By promotion of a confirmed and suitable Patrol Supervisor who has spent three years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE, NECO/NABTEB at not more than two sittings.  (b) 3 years work experience.	

## STATISTICAL CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Statistics /Assistant Enumerator	03	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB. Including English Language and Mathematics (in not more than one sitting).	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than two sittings.	
Senior Statistical Assistant/Enumerator	04	By promotion of a confirmed Statistic/ Assistant Enumerator who has spent 3 years on the grade.	a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than two sittings.	
Assistant Statistical Officer	05	By promotion of a confirmed Senior Statistical Assistant/Enumerator who has spent 3 years on the grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than two sittings.	
Chief Statistical Officer	06	By promotion of a confirmed Assistant Statistical Officer who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English and Mathematics or Statistics in not more than two sittings.  b) 3 years work experience.	

**STORE KEEPER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Store Assistant	02	3 Passes WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting.	3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting.	
Store Keeper	03	By promotion of a confirmed Store Assistant possessing 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB who has spent 3 years on the grade.	3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) 3 years work experience.	
Senior Store Keeper	04	By promotion of a confirmed Store- Keeper who has spent 3 years on the grade.	3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) 3 years work experience.	
Chief Store-Keeper	05	By promotion of a confirmed Senior Store-Keeper who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	3 Passes in WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) 3 years work experience.	
Stores Officer	06	By promotion of a confirmed Chief Store-Keeper who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English and Mathematics. (b) 3 years Work Experience.	

**STUDIO ATTENDANTCADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Studio Attendant	02	(a) First School Leaving Certificate (FSLC)	(a) FSLC	
Studio Assistant	03	By promotion of a confirmed Head Studio Attendant possessing qualification in [a] above and has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Senior Arts Assistant	04	By promotion of a Studio Assistant who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Arts Supervisor	05	By promotion of a confirmed Senior Arts Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Senior Arts Supervisor	06	By promotion of a confirmed Arts Supervisor who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE/ GCE/NECO/NABTEB in not more than two sittings. (b)3 years work experience	



## SURVEY ASSISTANT CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Survey Attendant	03	3 Credits in WASC/ SSCE /GCE/ NECO/ NABTEB including English Language and Geography (in not more than two sittings).	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English and Geography	
Survey Assistant	04	By promotion of a confirmed Survey Assistant –in-Training who has spent three years on the grade.	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English and Geography. (b) 3 years work experience	
Senior Survey Assistant	05	By promotion of a Survey Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English and Geography. (b) 3 years work experience	
Chief Survey Assistant	06	By promotion of a Senior Survey Assistant who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English and Geography in not more than two sittings. (b) 3 years work experience	

**SWIMMING POOL/LIFE GUARD ATTENDANT CADRE**

POST	SALARY SCALE (CONTOSS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Swimming Pool/Life Guard Attendant	02	First School Leaving Certificate and ability to swim.	FSLC	
Swimming Pool/Life Guard Assistant	03	By promotion of a confirmed Swimming Pool/Life Guard Attendant who has spent 3 years on the grade.	(a) FSLC  (b) 3 years work experience	
Senior Swimming Pool/Life Guard Assistant	04	By promotion of a confirmed Swimming Pool/Life Guard Assistant who has spent 3 years on the grade.	(a) FSLC  (b) 3 years work experience	
Swimming Pool/Life Guard Assistant Supervisor	05	By promotion of a confirmed Senior Swimming Pool/Life Guard Assistant who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC  (b) 3 years work experience	
Swimming Pool/Life Guard Supervisor	06	By promotion of a confirmed Swimming Pool/Life Guard Assistant Supervisor who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(c) 5 credits in WASC/SSCE /GCE/NECO/NABTEB including English Language in not more than two sittings.  (b) 3 years work experience	

**TECHNICAL ASSISTANT CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Technical Attendant	02	(a) 3 Passes WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) Trade Test III	(a) 3 Passes WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) Trade Test III	
Technical Assistant	03	(a) 3 passes in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than one sittings. (b) Trade Test Grade III in the relevant field. (c) By promotion of a confirmed Technical Assistant Grade II who has spent 3 years on the grade.	(a) 3 Passes WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) Trade Test III	
Senior Technical Assistant II	04	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than one sittings. (b) By promotion of a confirmed and suitable Technical Assistant Grade I with 3 years work experience.	(a) 3 Passes WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) Trade Test III	
Senior Technical Assistant I	05	(a) 3 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language in not more than one sittings. (b) By promotion of a confirmed Senior Technical Assistant II satisfying conditions a and b above.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 Passes WASC/ SSCE /GCE/ NECO/NABTEB in not more than one sitting. (b) Trade Test III	
Chief Technical Assistant	06	By promotion of a confirmed and suitable Senior Technical Assistant I possessing 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than two sittings. including two science subjects. <b>(RECOMMEDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB in not more than 2 sittings. (b) Trade Test III, II, I. (c) 3 years work experience	

**TELEPHONE/RADIO OPERATOR CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Telephone /Radio Operator Attendant	03	(a) By appointment of a candidate possessing 3 credits including English Language in WASC/ SSCE /GCE, NECO/NABTEB, in not more than one sitting.	(a) 3 credits including English Language in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sitting.	
Telephone /Radio Operator	04	By promotion of a confirmed Telephone/Radio Operator – in- Training who has spent 3 years on the grade.	(a) 3 credits including English Language in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sitting. (b) 3 years work experience..	
Senior Telephone /Radio Operator	05	By promotion of a confirmed Telephone/Radio Operator who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) 3 credits including English Language in WASC/ SSCE /GCE, NECO/NABTEB in not more than one sitting. (b) 3 years work experience	
Chief Telephone /Radio Operator	06	By promotion of a confirmed Senior Telephone/Radio Operator who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits including English Language in WASC/ SSCE /GCE, NECO/NABTEB in not more than two sittings. (b) 3 years work experience	

**TRACTOR DRIVER CADRE**

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Tractor Mate	02	(a) First School Leaving Certificate (FSLC) plus Trade Test Grade III and Professional Driving License.	(a) FSLC (b) Trade Test III, II and I (c) 3 years work experience	
Tractor Driver	03	(a) First School Leaving Certificate (FSLC) plus Trade Test Grade III and Professional Driving License (b) By promotion of a confirmed Head Tractor Mate who has spent 3 years on the grade.	(a) FSLC (b) Trade Test III, II and I (c) 3 years work experience	
Head Tractor Driver	04	(a) First School Leaving Certificate (FSLC) plus Trade Test Grade III & II and Professional Driving License and at least 3 years of relevant experience. (b) By promotion of Tractor Driver plus Trade Test Grade III and has spent 3 years on the grade.	(a) FSLC (b) Trade Test III, II and I (c) 3 years work experience	
Senior Tractor Driver	05	By promotion of Head Tractor Driver possessing Trade Test Grade II and has spent 3 years on the grade. <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) Trade Test III, II& I (b) 3 years work experience	
Chief Tractor Driver	06	By promotion of a Chief Tractor Driver possessing Trade Test III, II and I  <b>(RECOMMENDED TO SPATS)</b>	(a) Trade Test III, II& I (b) 3 years work experience	

**WARDROBE ATTENDANT CADRE**

POST	SALARY SCALE (CONTOISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Wardrobe Attendant	02	First School Leaving Certificate [FSLC]	FSLC	
Wardrobe Assistant	03	By promotion of a confirmed Wardrobe Attendant who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Head Wardrobe Assistant	04	By promotion of a confirmed Wardrobe Assistant Who has spent 3 years on the grade.	(a) FSLC (b) 3 years work experience	
Senior Wardrobe Assistant	05	By promotion of a confirmed Head Wardrobe Assistant Who has spent 3 years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC (b) 3 years work experience	
Chief Wardrobe Assistant	06	By promotion of a confirmed Senior Wardrobe Assistant who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/SSCE/GCE/NECO/NABTEB in not more than two sittings. (b) 3 years work experience	

## ZOO ATTENDANT CADRE

POST	SALARY SCALE (CONTISS)	BASIC ENTRY REQUIREMENT (S) & ADVANCEMENT WITHIN THE CADRE	BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY)	REMARKS
Zoo Keeper	02	By direct appointment of a candidate possessing First School Leaving Certificate (FSLC).	FSLC.	
Head Zoo Keeper	03	By promotion of a confirmed Zoo Keeper	(a) FSLC.  (b) 3years work experience.	
Senior Zoo Keeper	04	By promotion of a confirmed Senior Zoo Keeper	(a) FSLC.  (b) 3years work experience.	
Assistant Chief Zoo Keeper	05	By promotion of a Head Zoo Keeper who has spent 3years on the grade.  <b>(TERMINAL POINT FOR JUNIOR STAFF ON THIS CADRE)</b>	(a) FSLC.  (b) 3years work experience.	
Chief Zoo Keeper	06	By promotion of an Assistant Chief Zoo Keeper who has spent 3 years on the grade.  <b>(RECOMMENDED TO SPATS)</b>	(a) 5 credits in WASC/ SSCE /GCE/ NECO/NABTEB including English Language and Biology in not more than two sittings.  (b) 3 years work experience	