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Special Release

01 June, 2015

## COUNCIL DECISION ON THE REVIEW OF CAREER STRUCTURES FOR SENIOR AND JUNIOR NON-TEACHING STAFF CADRES IN THE UNIVERSITY

This is to inform the University community, that Council, at its meeting of Thursday, 05 March, 2015 approved the Reviewed Career Structures for Senior and Junior Non-Teaching Staff cadres in the University. In approving the Career Structures, Council approved the following guidelines:

- ♦ Candidates for direct appointment to all cadres must possess the basic academic qualifications of five (5) O'Level credits which must include English Language. However, credit in Mathematics would be required for some cadres as already indicated against such cadres in the scheme of service;
- ♦ Confirmed any suitable staff that are due for promotion must have spent the number of years on the post as stated below:

| S/No. | CADRE               | CONTISS   | YEARS OF EXPERIENCE  |
|-------|---------------------|---|--|
| 1.    | Junior staff cadres | 2 - 6   | 3 years  |
| 2.    | Senior staff cadres | 6 - 7<br>7 - 8<br>8 - 9<br>9 - 11<br>11 - 12<br>12 - 13<br>13 - 14<br><br>14 - 15 | 3 years<br>3 years<br>3 years<br>4 years<br>4 years<br>4 years<br>4 years (by appointment and subject to vacancy)<br>4 years (by appointment and subject to vacancy) |

- ✦ Professional qualification for direct appointment must be rated by the Federal Ministry of Education and Office of the Head of Civil Service of the Federation (OHCSF);
- ✦ Candidates to be appointed to all cadres must be computer literate;
- ✦ Candidates with ND/HND must obtain Lower credit pass, those with degree must have at least Second Class Lower Division and those with NCE must have at least, Merit;
- ✦ There should be some form of examination or test of skill for promotion of all Non-Teaching Staff in the University as it obtains in other arms of Public Service;
- ✦ A career Curriculum should be developed by the Administration for all categories of Non-Teaching staff in the University , as guide , for examination or test of skill for promotion exercise in the University;
- ✦ The Registrar should put in place periodic trainings to enhance skills and improve the attitude of staff to their duties;
- ✦ Administration should adopt the implementation of the Reviewed Career Structures for all Non-Teaching staff (Senior and Junior) henceforth; and
- ✦ The Career Structures for both Senior and Junior Staff of the University should be published in a booklet format, placed on the University Website and circulated to concerned staff.

Further information and clarification may be sought from the Office of Deputy Registrar (Establishments/NT).

Thank you.

**O. I. Olukoya, MNIM, FPA**  
**Registrar**