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PUBLIC SERVICE REVIEW COMMISSION
REPORT ON GRADING AND PAY

Addendum I

Local Government Service

September 1974

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LOCAL GOVERNMENT SERVICE

Local Government Service is one of the Public Services in which we are required to review the existing grading of all posts and make recommendations on such changes in post gradings as may be necessary to ensure overall consistency and equity in the allotment of grades and scales of salary within and between the various occupational groups.

Approach

Our first task was to draw up a programme delineating the scope of the exercise. The Programme covered 9 out of the 12 States in the Federation because the remaining three States—East-Central, South-Eastern and Rivers—have all fully absorbed employees serving in their Local Government Councils into the respective State Civil Services. In other words, there is no separate Local Government Service in any of these three States and all posts that would have been evaluated as pertaining to Local Government there have already been evaluated as States posts—*see* our main report.

Members of the Grading Task Force then visited the other 9 States for the collection of data, and with the purpose of inquiring how Local Government Councils/Authorities are currently classified and about any intentions for restructuring in the foreseeable future. The officers were also instructed to obtain specific data related to measurable criteria applicable to this level of government, such as, the size of each Local Council/Authority, its revenue budget and other quantifiable information. Due to limitation on time, the exercise of getting post-holders to complete job description forms was carried out in only a selected number of Local Councils/Authorities representative of the general pattern of Local Government in the States. But in the selection of such Local Councils/Authorities, our officers were fully briefed and assisted by the Permanent Secretaries in-charge of Ministries responsible for Local Government in the States. They succeeded, to a great extent, in bringing back good quality data.

Classification of Local Councils/Authorities and Evaluation of Jobs

On the completion of the elaborate data collection exercise, we then embarked upon the analysis of the data. We noted, however that :

the organisational structure of Local Government are not uniform or consistent ;
job contents and titles are not standardised ;

Local Government is in the process of restructuring in most of the States covered by this exercise ;

Salaries of Local Government personnel in most of the States seem hitherto to be a function of the ability to pay rather than of job worth.

As indicated above, while we obtained substantial general information materials, e.g. estimates, etc. in respect of all Local Government Councils/Authorities in each of the 9 States, the actual sampling of posts was, for lack of time, carried out in only a selected number of Local Councils/Authorities in some States in the North and in the West. The data collected were however adequate to enable us examine the staffing problems facing Local Government and make recommendations for future course of action and for treating the existing staff in the meantime. These measures are discussed further in the ensuing paragraphs.

Problems

Our study revealed considerable disparities in forms of organisational structure, job contents and designations. For example, we discovered in the Western, Mid-Western, Lagos

and Benue-Plateau States that the salary scales for Local Government Service had been brought into line, however discretionary, with those of their "counterparts" in the Civil Service. And yet in the Kwara, North-Central, North-Eastern, Kano and North-Western States, the salary scales in Local Government Service are separate and vary from State to State and even among Local Authorities within a State, there are wide variations in points of entry into scales.

We experienced considerable difficulties with position designations and gradings in some States like Benue-Plateau, Kwara, North-Central, North-Eastern, Kano and North-Western, majority of which have not yet harmonised their Local Government staff salary scales with those of their counterparts in the State Service. For purpose of illustration, the designation and grading of posts in the "Accountant" cadre in the Local Government Service of one of the States are as follows :—

Existing Post Title	*Present Local Govt. Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent*
Chief Accountant	A	1,036-1,384	.. D 4
Senior Accountant ..	A	1,036-1,384	.. D 4
Accountant	A	1,036-1,384	.. D 4
Accountant	B	600-980	.. D 1, 2, 3
Accountant	D	516-762	.. D 1, 2
Accountant	E	516-644	.. D 1

Whereas there is a great measure of uniformity in the position designations and gradings within and between the State Civil Services in the Federation, this, as already mentioned, is not the position yet in the Local Government Service. If only from job comparison point of view, the need for uniformity in position designations and gradings cannot be over-emphasised, but because of the historical development of Local Governments in Nigeria and their social and political implications, the complexity and scope of the task are such that we were unable, within the limited time at our disposal, to examine these problems in depth and make recommendations for harmonization. We are therefore, proposing later in this report a suitable machinery for a detailed evaluation of Local Government posts on a more consistent basis, as part of the ongoing process.

The Ranking Model

The analysis of the data collected showed that, for efficiency and effectiveness, it should be possible to re-organise the existing multifarious Local Government Councils/Authorities into six categories. A plan for carrying out this classification has been developed and is presented in Appendix 1.

Each of the Councils will be headed by a top executive for whom we recommend the title "Chief Executive Officer". This officer should possess the requisite knowledge and management/administrative skills and his duties should exclude policy making but include the co-ordination of activities of all departments in the Local Government Council/Authority; the implementation of all decisions taken by the Council/Authority; the provision of advice to the Local Council/Authority in regard to all administrative and policy matters; and assisting the Council/Authority in the formulation of policy.

All departmental heads of the Local Council/Authority should report directly to, and come under, the control of the Chief Executive Officer, who, in turn, would report to the Council/Authority through the Chairman.

The Chief Executive Officer is thus the first level of management in the Local Council/ Authority set-up and heads of the various departments will normally be the second level of management.

The criteria that have been identified in the plan in Appendix I for the classification of Councils and the ranking of the posts of Chief Executive Officer are the budget, population served and size of establishment of each organisation. Weighted values and point scores are then assigned to these criteria.

In addition to the comparison criteria, a number of fundamental assumptions were made :— that the comparative ranking process could only be applied to the top post in the organisation (i.e. in the case of Local Government Councils/Authorities, the post of the Chief Executive Officer) ;

that there would be only one top post and that the totality of responsibility for the organization was vested in it ;

that all subordinate senior management posts could be organisationally related to the top post ;

that all incumbents of these posts have the necessary knowledge and leadership qualities to enable them to perform at an effective level ;

that adequate funds would be available to pay salaries appropriate to the evaluated job worth of these positions.

As earlier stated, the factors in the plan (Appendix I) for classifying Local Councils/ Authorities and for determining the gradings of the Chief Executive Officers are the relative sizes of budget, establishments and population. Detailed guidelines on the application of the first two of these criteria in the ranking process are contained in Volume 2 of the main report dealing with Senior Management category. But for the avoidance of doubt, the budgets of Local Education Authorities should be regarded as part of the budgets of those Local Councils/Authorities whose function it is to provide education. With respect to the population factor, the complexity of the responsibility of any Local Government Council/Authority is determined, to a large extent, by the size of population it serves ; like the maintenance of roads, provision of medical services in dispensaries and maternity homes, primary education and collection of taxes, etc. This, in turn, will determine the level of management that should be established for the provision of such essential services.

The table in Appendix II illustrates *some* of the classification results of the plan in Appendix I. The budgets used in respect of some of the Local Councils/Authorities were those for 1972-73 and for others, 1973-74. These were the most recent budgets made available by the Local Councils/Authorities concerned. The population figures used in all cases were those for 1963.

The ranking model is designed to determine the appropriate management level of each Chief Executive Officer and the grading of the posts of heads of departments will be organisationally related to it by placing such posts normally one grade level below that of the Chief Executive Officer.

The plan is however not designed to grade posts below those of heads of departments. Such subordinate posts will be evaluated under the PATTCES or GSOES PLAN used in the main report for the grading of comparable jobs in the civil service.

Implementation of the Ranking Model

Subject to the approval of our recommendations, it will be the first task of the various ministries responsible for Local Government to re-classify Local Councils and Authorities in their respective states in accordance with the proposed plan, using, of course, current revenue

figures, for purposes of allocating appropriate gradings to the senior management positions. The questions as to whether present incumbents are, or will be, suitable for the new positions, having regard, among other things, to the pre-requisites for senior management positions recommended in the main report, will be determined by the respective Local Government Service Boards or other appropriate authorities appointed by the State Government for making such decisions. The general principle recommended in the main report for treating the existing staff in other sectors of the public service during the period of transition from the present to the new arrangements will apply also to incumbents of comparable positions in the Local Governments Service..

It is also recommended as part of the ongoing process that jobs in the lower grades should be properly evaluated using the PATTCES and GSOES plans.

If any assistance is required in the exercise, the proposed Central Agency will be able to provide such assistance.

Provision of Funds

We wish to stress that in formulating the above recommendations, we have discountenanced the question of "ability to pay" which, in our view, has been one of the major factors inhibiting efficiency and effectiveness in most Local Government Councils/Authorities in the country. In any event, job evaluation will be meaningless if "ability to pay" constitutes the overriding consideration in grading posts in the Local Government Service.

Local Governments have been and will continue to be of great importance in Nigeria. They need, however, to be revitalised and it is important for all State Governments to recognise that, if they want a development-oriented Local Government Service, this will not be achieved without, *inter alia*, a new approach to Local Government staffing arrangements which will enable them to attract and retain qualified and able personnel and, in turn inspire confidence in their management.

We therefore recommend that the Federal Government should come to the aid of the State Governments in a substantial way, to enable the latter provide the Local Governments with the necessary wherewithal to recruit and retain qualified personnel and to provide efficiently the services for which they exist.

Transitional Period

The proposals in the preceding paragraphs as well as other recommendations presented in the report of the Task Force on Local Government on a review of the relationship between the State and Local Governments in matters of allocation of functions, funds, etc. will, if accepted, have a great impact on Local Councils/Authorities generally and, in some cases, necessitate re-organisation on a fairly large scale.

Pending the completion of such exercise and during the period of transition from the existing to the new structure, we present in Appendices IIIA—I proposals for the interim conversion of the existing staff in the Local Government Service. Except such posts as Teachers, District and Village Heads, Portfolio Councillors, Emirs, Obas and Chiefs on which we comment later in this report, these schedules cover all existing posts in Local Government Councils/Authorities in the nine states as contained in their respective estimates.

The grade levels recommended in the schedules represent the results of the application of the SM, PATTCES and GSOES PLANS to jobs sampled in the selected Local Government Councils/Authorities. The key or "benchmark" jobs were first identified and evaluated and allocated to the appropriate grade levels. The other posts were then assigned to appropriate grade levels relative to the key jobs. In other words, the evaluation techniques used were similar to those applied to positions in the civil service and the results were consistent.

As earlier indicated, we recommend that the policy proposed in the main report for the interim conversion of the existing staff in other sectors of the public service should apply also to staff occupying comparable positions in the Local Government Service.

The above recommendations, which represent Phase I of the implementation process, will enable the existing staff of the Local Government Councils/Authorities in the nine States to get some salary increases on the implementation date.

Our recommendation on the phasing of the payment of the salary increases as well as conversion tables from the existing to the new salary scales are contained in the main report.

It will be noted that we have not, in our Phase I implementation proposals, disturbed the existing post designations and the existing relativities of post gradings in the Local Councils/ Authorities. Since, as already mentioned, not every post in every Council/Authority was sampled and evaluated, we could not make any firm recommendations on the necessary changes. This will be part of the detailed study to be undertaken in the ongoing process.

Teaching Service

Posts of teacher, headmasters, etc. in institutions covered in the National Teaching Service in the main report have been excluded from the schedules in Appendices IIIA—I. Such staff will be treated along with their counterparts as recommended in that report.

District and Village Heads

The posts of District and Village Heads in the Northern States have also been excluded from the Appendices. We note from data collected that the duties of these functionaries differ from area to area but common among their duties are providing leadership to the local communities, maintaining law and order and collection of local revenue, including community and jangali taxes. They are in some cases expected to ensure that the policies of local authority are correctly implemented. They are also responsible for keeping the local authority informed of situation in the areas under their charge. In some cases they are expected to do more than these.

We recognize that although the complexity and difficulty of work of these functionaries vary from area to area, their unique roles generally seem to transcend those normally associated with purely traditional title holders.

We were referred to the salary plan developed by the former Northern Nigeria Government as set out in Circular No. 12/1960 which we were unable to obtain for close study. We have however examined one of the tables currently in use in Benue-Plateau State. In our view, the tax-payer and tax incidence criteria employed in the computation of their salaries seem too narrow to generate any degree of incentive to perform well. Moreover, we understand that in most States the plan has not been appropriately adjusted to reflect changes in salaries and wages that have taken place in the country in the last 10 years.

Due to lack of time, we were unable to examine this issue in any great detail. We accordingly recommend that each State Government concerned should undertake a close study of these posts with a view to finding more suitable criteria for classifying or grading them, such as population, number of tax-payers, total revenue collected from the area, etc. In developing a new salary model, however, it is hoped that there would be proper inter-State consultations

to avoid wide divergencies in practices with the attendant repercussions. We further recommend that the model, when developed, should be revised at regular intervals—the criteria, say, every three years, but the salaries along with those of other employees of the Local Authorities and other sectors of the public service, as proposed in the main report.

In the meantime, if it is envisaged that the special study may take too long, appropriate interim salary increases may be granted relative to the scales of increases given to the other employees of the Local Authorities.

Portfolio Councillors

It has been recommended in the main report that these be replaced by Executive Committee or General Purposes Committee. We are accordingly leaving the remuneration of this category of officials to the State Governments concerned to determine.

Emirs, Obas and Chiefs

These are natural rulers holding traditional appointments. Their remunerations, we consider to be outside our terms of reference. We are however aware that State Governments already have established procedures for revising the salaries of natural rulers.

MODEL FOR THE CLASSIFICATION OF LOCAL GOVERNMENT COUNCILS/AUTHORITIES AND THE GRADING OF THE POSTS OF CHIEF EXECUTIVE OFFICERS

†Size of Budget in N (Maximum 50)	Over 2,000,000 / 50	750,000 to 1,999,999 / 40	500,000 to 749,000 / 30	250,000 to 499,999 / 20	100,000 to 249,000 / 10	Under 100,000 / 5
Population Served (Maximum 30)	Over 600,000 / 30	400,000 to 599,000 / 24	250,000 to 399,999 / 15	100,000 to 249,999 / 12	60,000 to 99,000 / 9	Under 60,000 / 7
Size of Establishment	Over 1,000 / 20	601 to 1,000 / 16	401 to 600 / 11	201 to 400 / 9	51 to 200 / 7	Under 50 / 6

Points Spread	*Class of Chief Executive Officer*	*New Grade Levels*
86-100	I	15 (SM 5)
66- 85	II	14 (SM 4)
44- 65	III	13 (SM 3)
29- 43	IV	11
20- 28	V	10
Under 20	VI	09

† The budgets of Local Education Authorities should be regarded as part of the budgets of those Local Councils/Authorities whose function it is to provide education.

APPENDIX II

SOME CLASSIFICATION RESULTS OF THE RANKING MODEL IN APPENDIX I

Name of Local Council/Authority	*State*	*Revenue Budget*		*Population* 1963	*Establish-ment*	*Total Points Scored*	*Grade of Council*
		Year	*Amount* ₦				
Sokoto	North-Western	1972-73	4,463,200	3,213,017	4,879	100	I
Gwandu	North-Western	1972-73	782,744	733,690	1,168	90	I
Kano	Kano	1972-73	3,146,360	4,747,065	3,786	100	I
Ibadan City Council	Western	1973-74	1,372,625	627,379	1,795	90	I
Lagos City Council	Lagos	1973-74	4,917,180	.7 million	4,250	100	I
Katsina	North-Central	1973-74	2,909,790	2,286,032	895	96	I
Borno	North-Eastern	1973-74	3,083,710	1,971,810	3,721	100	I
Bauchi	North-Eastern	1973-74	930,290	895,512	1,735	90	I
Gombe	North-Eastern	1973-74	867,970	841,217	952	86	I
Katagum	North-Eastern	1973-74	930,236	739,700	815	86	I
Ibadan (less City)	Western	1973-74	617,570	514,278	607	70	II
Egba	Western	1973-74	872,850	577,917	500	75	II
Mushin	Lagos	1973-74	2,440,370	312,000	2,152	85	II
Ilorin	Kwara	1972-73	545,720	504,124	922	70	II
Zaria	North-Central	1973-74	1,385,778	1,153,914	592	81	II
Gboko	Benue-Plateau	1973-74	792,420	441,708	1,597	84	II
Jos	Benue-Plateau	1973-74	686,540	457,760	1,805	74	II
Adamawa	North-Eastern	1973-74	559,125	703,365	3,644	80	II
Bida	North-Western	1972-73	422,298	385,093	780	51	III
Argungu	North-Western	1972-73	335,540	293,985	471	46	III
Hadeija	Kano	1972-73	496,440	552,713	522	55	III
Ife	Western	1973-74	544,910	376,768	836	61	III
Egbado	Western	1973-74	475,045	343,321	268	44	III
Osogbo	Western	1973-74	312,340	407,995	270	53	III
Epe	Lagos	1973-74	333,101	130,000	710	48	III
Benin City Council	Mid-Western	1973-74	627,966	129,239	757	58	III
Igbira	Kwara	1972-73	277,940	325,273	531	46	III
Kaduna Local Authority	North-Central	1973-74	678,400	149,910	795	58	III
Makurdi	Benue-Plateau	1973-74	441,280	371,743	1,057	55	III
Dikwa	North-Eastern	1973-74	562,759	295,274	1,170	65	III
Zuru	North-Western	1972-73	260,650	204,019	374	41	IV

SOME CLASSIFICATION RESULTS OF THE RANKING MODEL IN APPENDIX I

Name of Local Council/Authority	*State*	*Revenue Budget*		*Population 1963*	*Establishment*	*Total Points Scored*	*Grade of Council*
		Year	*Amount* ₦				
Minna	North-Western	1972-73	295,166	200,761	274	41	IV
Kazaure	Kano	1972-73	162,950	211,331	248	31	IV
Akure	Western	1973-74	310,380	200,142	258	41	IV
Ondo	Western	1973-74	370,590	193,427	327	41	IV
Egun-Awori	Lagos	1973-74	174,577	40,000	720	33	IV
Aniocha	Mid-Western	1973-74	198,160	150,760	285	31	IV
Warri Urban District Council	Mid-Western	1973-74	404,420	55,254	188	34	IV
Borgu	Kwara	1972-73	237,560	106,991	327	31	IV
Daura	North-Central	1973-74	349,540	258,973	171	42	IV
Keffi	Benue Plateau	1973-74	211,840	129,807	403	33	IV
Fika	North-Eastern	1973-74	325,752	221,274	571	43	IV
Kagara	North-Western	1972-73	68,844	160,006	78	24	V
Gbonyin	Western	1973-74	79,130	88,946	74	21	V
Ijebu-Igbo	Western	1973-74	125,270	81,541	150	26	V
Ejigbo	Western	1973-74	94,020	112,295	123	24	V
Iyekovia	Mid-Western	1973-74	123,505	50,994	272	26	V
Sapele Urban District Council	Mid-Western	1973-74	190,515	61,007	151	26	V
Kanam	Benue-Plateau	1973-74	128,420	96,180	323	28	V
Langtang	Benue Plateau	1973-74	88,760	241,091	135	24	V
Gamje	North-Eastern	1973-74	205,410	25,000	584	28	V
Gwoza	North-Eastern	1973-74	141,640	69,580	358	28	V
Lapai	North-Western	1972-73	65,290	50,968	97	19	VI
Ijebu Waterside	Western	1973-74	69,290	57,082	60	19	VI
Otta	Western	1973-74	87,460	51,618	100	19	VI
Asaba Urban District Council	Mid-Western	1973-74	82,060	29,384	73	19	VI
Birnin Gwari	North-Central	1973-74	46,066	29,798	31	18	VI
Jama'are	North-Eastern	1973-74	55,312	6,000	103	19	VI

APPENDIX III A

BENUE-PLATEAU STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCILS/LOCAL AUTHORITIES

Existing Post Titles	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Central Administration				
Administrative Secretary	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Administrative Secretary	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Council Secretary	C(E) 1, 2	1,306-1,884	C(E) 1, 2	06
Administrative Secretary	D 4	1,036-1,384	D 4	05
Staff Officer	D 4	1,036-1,384	D 4	05
Council Secretary	D 4	1,036-1,384	D 4	05
Administrative Secretary	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Council Secretary	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Chief Scribe	D 1, 2, 3,	514-1,016	D 1, 2, 3	04
Chief Clerk	D 1, 2, 3	514-1,016	D 1,2, 3	04
Revenue Collector	D 1, 2	514-792	D 1,2, ..	04
Correspondence Clerk	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Personal Secretary to Emir	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Senior Clerk	F 1, 2, 3	406-804	F 1, 2, 3	03
Senior Clerk	F 1, 2	406-636	F 1, 2	03
Revenue Collector	F 1, 2, 3	406-804	F 1, 2, 3	03
Clerk	F 1, 2	406-636	F 1, 2	03
Typist	F 1, 2	406-636	F 1, 2	03
Confidential Secretary	F 1, 2	406-636	F 1, 2	03
Telephone Operator	Grade H	276-366	G 1A, 1	02
Telephone Attendant	Grade J	216-300	G 1A ..	02
Senior Orderly to Chief	Grade H	276-366	G 1A, 1	02
Orderly to Emir or Chief	Grade J	216-300	G 1A ..	02
Messenger	Grade H	276-366	G 1A, 1	02
Dogari	Grade K	192-264	Below G 1A	01
Moslem Legal Adviser	Fixed	200	Fixed	01
Local Government				
Local Government and Development Secretary	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Local Government and Development Secretary	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Local Government and Development Secretary	D 4	1,036-1,384	D 4	05
Assistant Local Government Secretary	D 1, 2. 3,	514-1,016	D 1, 2, 3	04
Local Government and Community Development Secretary	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Local Government and Community Development Supervisor	F 1, 2	406-636	F 1, 2	03

Appendix III A—continued

Existing Post Titles	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Community Development Village Level Worker	F 1, 2	406-636	F 1, 2	03
Community Development Village Level Worker	G 1, 2	336-460	G 1, 2	02
Treasury Department				
Treasurer	C(E) 2, 3, 4	1,482-2,592	CE 2, 3, 4	07
Treasurer	C(E) 1, 2	1,036-1,884	CE 1, 2	06
Treasurer	D 5	1,428-1,824	D 5	06
Revenue Officer	C(E) 1, 2	1,036-1,884	CE 1, 2	06
Chief Accountant	C(E) 1, 2	1,036-1,884	CE 1, 2	06
Senior Accountant	C(E) 1, 2	1,036-1,884	CE 1, 2	06
Treasurer	D 4	1,036-1,384	D 4	05
Revenue Supervisor	D 4	1,036-1,384	D 4	05
Treasurer	D 1, 2, 3	514-1,016	D 1 2, 3	04
Assistant Revenue Supervisor	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Accountant	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Accountant	D 1, 2	514-792	D 1, 2	04
Cashier	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Treasury Clerk	D 1, 2	514-1,016	D 1, 2	04
Revenue Scribe	F 1, 2	406-636	F 1, 2	03
Income Tax Clerk	F 1, 2	406-636	F 1, 2	03
Pay As You Earn Clerk	F 1, 2	406-636	F 1. 2	03
Clerk/Typist	F 1, 2	406 636	F 1, 2	03
District Council Scribe	F 1, 2	406-636	F 1, 2	03
District Council Scribe	G 1, 2	336-460	G 1, 2	02
Clerk	G 1, 2	336-460	G 1, 2	02
Messenger	Grade G 1, 2	336-460	G 1, 2	02
Messenger	Grade J	216-300	G 1A	01
Information Department				
Information Officer	D 4	1,036-1,384	D 4	05
Information Officer	D 1, 2, 3	516-1,016	D 1, 2, 3	04
Chief Printer	D 1, 2	514-792	D 1, 2	04
Information Officer	D 1, 2, 3A	514-830	D 1, 2, 3A	04
Senior Information Assistant	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Information Officer	D 1, 2	514-792	D 1, 2	04
Librarian	D 1, 2	514-792	D 1, 2	04
Information Officer	F 1, 2	406-636	F 1, 2	03
Information Assistant	F 1, 2	406-636	F 1, 2	03
Printer	F 1, 2	406-636	F 1, 2	03
Librarian	F 1, 2, 3	406-804	F 1, 2, 3	03
Librarian	F 1, 2	406-636	F 1, 2	03
Librarian	G 1, 2	336-460	G 1, 2	02
Library Clerk	G 1, 2	336-460	G 1, 2	02
Information Officer	Grade H	276-366	G 1A, 1	02

Appendix III A—continued

Existing Post Titles	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Level*
Reading Room Attendant	G 1, 2 ..	336-460	G 1, 2	02
Reading Room Attendant	Grade J	216-300	G 1A ..	01
Librarian	Grade K	270-300	Below G 1A	01
Library Attendant ..	Grade H	276-366	G 1A, 1	01
Library Attendant ..	Grade J	216-300	G 1A ..	01
Caretaker	Fixed ..	216	Fixed ..	01
Printer	Fixed ..	216	Fixed ..	01
Public Enlightenment				
Chief Organiser	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Chief Organiser	D 1, 2	514-792	D 1, 2	04
Senior Organiser ..	D 1, 2	514-792	D 1, 2	04
Senior Organiser ..	F 1, 2	406-558	F 1, 2	03
Organiser	F 1, 2	406-558	F 1, 2	03
Organiser	G 1, 2	336-460	G 1, 2	02
Organiser	Grade H	276-368	G 1A, 1	02
Woman Organiser ..	G 2, 3	406-558	G 2, 3	03
Woman Organiser ..	G 1, 2	336-460	G 1, 2	02
Woman Organiser ..	Grade H	276-368	G 1A, 1	02
Homecraft Organiser ..	F 1, 2	406-636	F 1, 2	03
Homecraft Organiser ..	G 1, 2	336-460	G 1, 2	02
Typist	Grade H	276-368	G 1A, 1	02
Works Department				
Supervisor of Works ..	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Supervisor of Works ..	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Assistant Supervisor of Works (Mechanical)	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Assistant Supervisor of Works (Water)	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Assistant Works Supervisor (General)	C(T) 1, 2	1,036-1,950	C(T) 1,2	06
Technical Officer.. ..	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Supervisor of Roads ..	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Supervisor of Works ..	E 4 ..	1,084-1,432	E 4 ..	05
Supervisor of Works ..	F 3, 4	666-914	F 3, 4	04
Senior Assistant Techincal Officer	F 4 ..	818-914	F 4 ..	04
Technical Assistant ..	D 1, 2	516-792	D 1, 2	04
Technical Assistant ..	E, 1B, 2	516-914	E, 1 B, 2	04
Senior Mechanic ..	F 2, 3, 4	546-914	F 2, 3, 4	04
Senior Road Overseer ..	F 2, 3, 4	546-914	F 2, 3, 4	04
Supervisor of Works ..	F 2, 3	546-804	F 2, 3	03
Supervisor of Works ..	F 1, 2, 3	406-804	F 1, 2, 3	03
Technical Assistant ..	F 3 ..	666-804	F 3 ..	03
Technical Assistant ..	F 1, 2	406-636	F 1, 2	03
Mechanics	F 1, 2	406-636	F 1, 2	03
Motor Electrician ..	F 1 ..	406-528	F 1 ..	03

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Electricial	F 1	406-528	F 1	03
Senior Driver	F 2	546-636	F 2	03
Senior Road Overseer ..	F 3	666-804	F 3	03
Senior Road Overseer ..	F 1, 2, 3 ..	406-636	F 1, 2, 3 ..	03
Road Overseer	F 1, 2 ..	406-636	F 1, 2 ..	03
Driver	G 2, 3 ..	406-558	G 2, 3 ..	02
Road Overseer	G 1, 2 ..	336-460	G 1, 2 ..	02
Road Overseer	G 1A	276-300	G 1A	02
Supervisor of Works ..	G 1, 2 ..	336-460	G 1, 2 ..	02
Works Department—Rural Water Supply				
Supervisor of Wells ..	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Assistant Works Superintendent (Water Supply)	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Supervisor of Wells ..	F 1, 2 ..	406-636	F 1, 2 ..	03
Supervisor of Wells ..	fixed	550	F 2	03
Leading Well Sinker ..	F 1, 2 ..	406-636	F 1, 2 ..	03
Plumber	F 1, 2 ..	406-636	F 1, 2 ..	03
Supervisor of Wells ..	G 1, 2 ..	336-460	G 1, 2 ..	02
Supervisor of Wells ..	fixed	340	G 1	02
Pump Operator ..	G 1, 2 ..	336-460	G 1, 2 ..	02
Permanent Labourer ..	fixed	276	G 1A	01
Agricultural Department				
Assistant Agricultural Supervisor	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Agricultural Supervisor ..	E 3	818-1,016	E 3	04
Agricultural Supervisor ..	E 1 (B & C) 2 ..	514-914	E 1 (B & C) 2 ..	04
Agricultural Supervisor ..	E 1 C, 2 ..	678-914	E, 1 C, 2 ..	04
Senior Agricultural Instructor	E 3	818-1,016	E 3	04
Senior Agricultural Assistant	E 3	818-1,016	E 3	04
Senior Agricultural Assistant	E, 1C, 2 ..	678-914	E, 1 C, 2 ..	04
Agricultural Assistant ..	E 3	818-1,016	E 3	04
Agricutural Assistant ..	E 1B	514-660	E 1B	04
Agricultural Assistant ..	E 1C	678-804	E 1C	04
Agricutural Assistant ..	F 2, 3 ..	546-804	F 2, 3 ..	03
Agricutural Supervisor ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Agricultural Supervisor ..	F 1, 2 ..	406-636	F 1, 2 ..	03
Senior Agricultural Instructor	F 3	666-804	F 3	03
Senior Agricultural Instructor	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Agricultural Instructor ..	F 2, 3 ..	546-804	F 2, 3 ..	03

Appendix III A—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Agricultural Instructor	F 2	546-636	F 2	03
Agricultural Instructor	F 1, 2, 3	406-804	F 1, 2, 3	03
Agricultural Instructor	F 1, 2	406-636	F 1, 2	03
Agricultural Instructor	F 1	406-528	F 1	03
Agricultural Instructor	G 1, 2	336-462	G 1, 2	02
Agricultural Instructor	Grade H	276-368	G 1A, 1	02
Agricultural Instructor	Grade J	216-300	G 1A	02
Assistant Agricultural Instructor	F 1, 2	406-636	F 1, 2	03
Nursery Demonstrator	Grade H	276-368	G 1A, 1	02
Tractor Driver	G 2, 3	406-558	G 2, 3	02
Plough Instructor	Grade H	276-368	G 1A, 1	01
Plough Instructor	Grade K	170-300	Below G 1A	01
Forestry Department				
Forestry Supervisor	D 1, 2, 3	516-1,016	D 1, 2, 3	04
Forest Supervisor	F 2, 3, 4	546-914	F 2, 3, 4	04
Forest Assistant	F 2, 3, 4	546-806	F 2, 3, 4	04
Forest Supervisor	F 3	666-804	F 3	03
Forest Supervisor	F 2, 3	546-804	F 2, 3	03
Forest Supervisor	F 1, 2	406-636	F 1, 2	03
Assistant Forest Supervisor	F 2, 3	546-804	F 2, 3	03
Senior Forest Guard	F 2, 3	546-804	F 2, 3	03
Senior Forest Guard	F 2	546-636	F 2	03
Senior Forest Guard	F 1, 2	406-636	F 1, 2	03
Forest Guard	F 1, 2	406-636	F 1, 2	03
Forester	F 3	666-806	H 6, 7	03
Forester	F 2, 3	546-804	H 6, 7	03
Forester	F 1, 2, 3	406-804	H 6, 7	03
Forester	F 1, 2	406-636	H 6, 7	03
Assistant Forester	F 1, 2	406-636	H 6, 7	03
Forest Ranger	F 1, 2, 3	406-804	F 1, 2, 3	03
Forest Surveyor	F 1, 2	406-636	F 1, 2	03
Forest Guard	G 1, 2	336-462	G 1, 2	02
Forest Guard	Grade H	276-368	H 2, 3, 4, 5	02
Patrol Guard	Grade H	276-368	G 1	02
Forester	G 1, 2	336-462	H 1, 2	02
Forest Guard	G 1, 2	336-462	H 2, 3, 4, 5	02
Forest Guard	Grade H	276-368	H 2, 3, 4, 5	02
Forest Guard	Grade K	270-300	H 2, 3, 4, 5	01
Patrol Guard	Grade J	216-300	G 1A	01
Market & Motor Park				
Market Supervisor	D 4	1,036-1,384	D 4	05
Market Overseer	F 1, 2	406-636	F 1, 2	03
Market Overseer	G 1, 2	336-460	G 1, 2	02
Market Overseer	Grade H	276-368	G 1	02

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Motor Park Superintendent	fixed	380	G 1	02
Senior Motor Park Attendant ..	G 1, 2 ..	336-460	G 1, 2 ..	02
Motor Park Attendant ..	G 1, 2 ..	336-460	G 1, 2 ..	02
Motor Park Clerk ..	G 1, 2 ..	336-460	G 1, 2 ..	02
Motor Park Clerk ..	Grade H ..	276-368	G 1	02
Motor Park Assistant Clerk ..	fixed	376	G 1	02
Gateman	G 1, 2 ..	336-460	G 1, 2 ..	02
Market Overseer ..	Grade J ..	216-300	G 1A	01
Market Overseer ..	fixed	240	G 1A	01
Market Master	fixed	228	G 1A	01
Market Master	fixed	208	G 1A	01
Market Master	fixed	156	less G 1A ..	01
Motor Park Attendant ..	Grade J ..	216-300	G 1A	01
Motor Park Clerk ..	Grade J ..	216-300	G 1A	01
Motor Park Clerk ..	fixed	258	G 1A	01
Motor Park Clerk ..	fixed	210	G 1A	01
Gateman	Grade J ..	216-300	G 1A	01
Medical Department				
Rural Health Superintendent	C(E) 1, 2 ..	1,036-1,884	C(T) 1, 2 ..	06
Community Nurse ..	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Midwife, Grade I ..	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Assistant Rural Health Superintendent ..	E 3, 4 ..	818-1,016	E 3, 4 ..	05
Midwife, Grade I ..	E 3, 4 ..	818-1,016	E 3, 4 ..	05
Assistant Rural Health Superintendent	D 1, 2, 3 ..	514-1,016	E 1 (B & C) 3	04
Senior Dispensary Assistant	F 4	818-914	F 4	04
Community Nurse II ..	D 1, 2 ..	514-792	D 1, 2 ..	04
Midwife, Grade II ..	E 1 (B & C) 2	514-914	E 1 (B & C) 2	04
Supervisor of Dispensaries	F 3	666-806	F 3	03
Medical-Supervisor ..	F 3	666-806	F 3	03
Senior Dispensary Assistant	F 2, 3 ..	546-804	F 2, 3 ..	03
Dispensary Assistant ..	F 1, 2 ..	406-636	F 1, 2 ..	03
Medical Clerk	F 1, 2 ..	406-636	F 1, 2 ..	03
Medical Storekeeper ..	F 1, 2 ..	406-636	F 1, 2 ..	03
Midwife, Grade II ..	F 1, 2 ..	406-636	F 1, 2 ..	03
Dispensary Attendant ..	G 1, 2 ..	336-462	G 1, 2 ..	02

Appendix III A—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Dispensary Attendant ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Community Attendant ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Community Attendant ..	G 1, 2 ..	336-462	G 1, 2 ..	02
Dispensary Attendant ..	Grade H ..	276-368	G 1A	02
Dispensary Dresser ..	G 1, 2 ..	336-462	G 1, 2 ..	01
Yaws Scout	G 1, 2 ..	336-462	G 1, 2 ..	01
Community Attendant ..	Grade H ..	276-368	G 1A, 1 ..	01
Ambulance Driver ..	Grade H ..	276-368	G 1A, 1 ..	01
Health Department				
Senior Health Inspector..	F 2, 3, 4 ..	546-914	F 2, 3, 4 ..	04
Senior Health Inspector..	D 1, 2 ..	514-972	E 1 (B & C) 3	04
Health Superintendent ..	E 1 (B & C) 2	514-914	E 1 (B & C) 2	04
Assistant Health Superintendent	D 1, 2, 3 ..	514-1,016	E 1 (B & C) 3	04
Assistant Health Superintendent	E 3	818-1,016	E 3	04
Supervisor of Health ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Sanitary Overseer ..	G 2, 3 ..	406-558	G 2, 3 ..	02
Health Inspector ..	G 1, 2 ..	336-462	G 1, 2 ..	02
Social Welfare Department				
Senior Social Welfare Worker	D 4	1,036-1,384	D 4	05
Senior Social Welfare Worker	D 1, 2, 3 ..	516-1,016	D 1, 2, 3 ..	04
Social Welfare Officer ..	D 1, 2, 3 ..	516-1,016	D 1, 2, 3 ..	04
Social Welfare Officer ..	D 1, 2 ..	516-792	D 1, 2 ..	04
Social Welfare Worker ..	D 1, 2, 3 ..	516-1,016	D 1, 2, 3 ..	04
Social Welfare Assistant..	D 1, 2, 3 ..	516-1,016	D 1, 2, 3 ..	04
Social Welfare Assistant..	D 1, 2 ..	516-792	D 1, 2 ..	04
Social Welfare Officer ..	F 1, 2	406-636	F 1, 2	03
Assistant Social Welfare Officer	F 1, 2	406-636	F 1, 2	03
Assistant Social Welfare Worker	F 1, 2	406-636	F 1, 2	03
Social Welfare Instructor	F 1, 2	406-636	F 1, 2	03
Instructor	Fixed	600	F 2	03
Warden	F 1, 2	406-636	F 1, 2	03
Assistant Warden ..	Grade H ..	276-368	G 1	02
Blind Craftsman	Fixed	192	G 1A	01
Blind Labourer	Fixed	98k per day	G 1	01
Caretaker	Fixed	228	G 1A	01
Cook	Fixed	228	G 1A	01
Watchman	Fixed	65k per day	G 1A	01

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Cooperatives				
Assistant Cooperative Officer	C(E) 1, 2	1,036-1,384	C(E) 1, 2	06
Assistant Cooperative Officer-in-Training	C(E) T	830-884	C(E) T	06
Senior Cooperative Inspector	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Cooperative Inspector	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Cooperative Inspector	D 1, 2	514-792	D 1, 2	04
Cooperative Inspector	F 1, 2	406-636	F 1, 2	03
Cooperative Inspeetor	G 1, 2	336-462	G 1, 2	02
Livestock Department				
Livestock Superintendent	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Assistant Livestock Superintendent	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Livestock Supervisor	E 3	818-1,016	E 3	04
Livestock Supervisor	D 1, 2	516-792	E 1 (B & C) 3	04
Senior Livestock Assistant	E 3	818-1,016	E 3	04
Senior Livestock Assistant	E 2	818-914	E 2	04
Senior Livestock Assistant	E 1 (B & C)	516-804	E 1 (B & C)	04
Senior Livestock Assistant	E 1B	516-660	E 3	04
Livestock Assistant	D 1, 2	516-792	E 1 (B & C) 3	04
Livestock Assistant	E 1 (B & C)	516-804	E 1 (B & C)	04
Livestock Assistant	E 1B	516-660	E 1B	04
Livestock Assistant	E 1C	678-804	E 1C	04
Senior Livestock Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Senior Livestock Assistant	F 1, 2	406-636	F 1, 2	03
Livestock Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Poultry Extension Assistant	F 1, 2	406-636	F 1, 2	03
Livestock Assistant	F 1, 2	406-636	F 1, 2	03
Livestock Assistant	F 1	406-528	F 1	03
Poultry Extension Assistant	G 1, 2	336-462	G 1, 2	03
Hides and Skins Assistant	F 1, 2	406-636	F 1, 2	03
Livestock Assistant	G 1, 2	336-462	G 1, 2	02
Livestock Assistant	Grade H	276-368	G 1A, 1	02
Poultry Attendant	G 1, 2	336-636	G 1, 2	02
Hides and Skins Assistant	G 1, 2	336-462	G 1, 2	02
Hides and Skins Assistant	Grade H	276-368	G 1A, 1	02
Stock Farm Attendant	G 1, 2	336-462	G 1, 2	02
Inoculator	G 1, 2	336-462	G 1, 2	02
Inoculator	F 1, 2	406-528	F 1	02
Inoculator	Grade H	276-368	G 1A, 1	02
Veterinary Inoculator	Grade J	216-300	G 1A	01
Clinical Attendant	Grade J	216-300	G 1A	01

Appendix III A—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Poultry Extension Assistant	Grade H	276-368	G 1A, 1	01
Poultry Extension Attendant	Grade H	276-368	G 1A, 1	01
Inoculator	Grade J	216-300	G 1A	01
Leprosy Department				
Leprosy Supervisor	D 1, 2, 3	514-1,016	E 1 (B & C)	04
Leprosy Inspector	D 1, 2, 3A	514-830	E 1 (B & C) 3	04
Leprosy Inspector	D 1, 2	514-792	E 1 (B & C) 3	04
Leprosy Inspector	E 1 B, C	514-804	E 1B, C	04
Senior Leprosy Inspector	F 2, 3	546-804	F 2, 3	03
Senior Leprosy Inspector	F 1, 2, 3	406-804	F 1, 2, 3	03
Senior Leprosy Inspector	F 1, 2	406-804	F 1, 2	03
Leprosy Assistant	F 2, 3	546-804	F 2, 3	03
Leprosy Assistant	F 1, 2	406-804	F 1, 2	03
Leprosy Assistant	F 1	406-636	F 1	03
Leprosy Inspector	F 2, 3	546-804	F 2, 3	03
Leprosy Inspector	F 1, 2, 3	406-804	F 1, 2, 3	03
Leprosy Inspector	F 1, 2	406-636	F 1, 2	03
Leprosy Assistant	G 1, 2	336-462	G 1, 2	02
Leprosy Assistant	Grade J	216-300	G 1A	02
Leprosy Attendant	G 1, 2	336-462	G 1, 2	02
Leprosy Attendant	Grade H	276-366	G 1A, 1	01
Leprosy Attendant	Grade J	216-300	G 1A	01
Leprosy Inspector	Grade K	270-300	Below G 1A	01
Clinical Master	Fixed	192	Below G 1A	01
Local Education Authority Staff				
Finance Officer	CE 1, 2	1,036-1,884	C(E) 1, 2	06
Finance Officer	D 4	1,036-1,384	D 4	05
Finance Officer	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Schools Officer	D 1, 2, 3A	514-830	D 1, 2, 3A	04
Schools Officer	F 2, 3, 4A	806-830	F 2, 3, 4A	04
Accountant	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Cashier	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Storekeeper	G 1, 2	336-462	G 1, 2	02

APPENDIX III B

KANO STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCIL/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Central Administration				
Administrative Secretary	A 1	1,680-3,528	A	08
Administrative Secretary	B 1	1,330-1,768	C(E) 1, 2	06
Council Secretary	B 1	1,330-1,768	C(E) 1, 2	06
Chief Scribe	B 1	1,330-1,768	C(E) 1, 2	06
Staff Officer	B 1	1,330-1,768	C(E) 1, 2	06
Land Registrar	B 1	1,330-1,768	C(E) 1, 2	06
Private Secretary	A	1,036-1,384	D 4	05
Assistant Chief Scribe	A	1,036-1,384	D 4	05
Council Secretary	B	600-980	D 1, 2, 3	04
Chief Scribe	B	600-980	D 1, 2, 3	04
Chief Scribe	E	516-644	D 1, 2	04
Scribe	C	600-806	D 1, 2	04
Scribe	D	516-762	D 1, 2	04
Scribe	E	516-644	D 1	04
Staff Officer	E	600-980	D 1, 2, 3	04
Emir's Representative	C	600-806	D 1, 2	04
Emir's Representative	D	516-762	D 1, 2	04
Personal Assistant	E	600-980	D 1, 2, 3	04
Personal Assistant	E	516-644	D 1	04
Typist	D	600-762	D 1, 2	04
Sarkin Baki	E	516-644	D 1	04
Scribe	F	406-558	F 1, 2	03
Emir, Representative	F	406-558	F 1, 2	03
Typist	F	406-558	F 1, 2	03
Cook/Steward	F	406-558	F 1, 2	03
Telephonist	F	406-558	F 1, 2	03
Postal Agent	F	406-558	F 1, 2	03
Private Secretary	G	276-462	G 1, 2	02
Scribe	G	276-462	G 1, 2	02
Scribe	H	276-368	G 1	02
Emir's Representative	G	276-462	G 1, 2	02
Head Messenger	G	276-462	G 1, 2	02
Messenger	H	276-368	G 1	02
Librarian	G	276-462	G 1, 2	02
Postal Agent	G	276-462	G 1, 2	02
Driver	G	276-462	G 1, 2	02
Courier	J	216-300	below G 1	01
Mosque Attendant	K	192-264	below G 1	01
Messenger	J	216-300	below G 1	01
Messenger	K	192-264	below G 1	01
Telephonist	J	216-300	below G 1	01
Librarian	K	192-264	below G 1	01
Naibi	J	216-300	below G 1	01

Appendix III B—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Local Government and Community Development				
Local Government Secretary	B 1	1,330-1,764	C(E) 1, 2	06
Community Development Supervisor	B 1	1,330-1,764	C(E) 1, 2	06
Assistant Local Government Secretary	A	1,036-1,384	D 4	05
Clerk to City Council	A	1,036-1,384	D 4	05
Development Secretary	B	600-980	D 1, 2, 3	04
Local Government Secretary	D	516-762	D 1, 2	04
Town Planning Surveyor	D	516-762	D 1, 2	04
Local Government Assistant	D	516-762	D 1, 2	04
Clerk to Wage Council	B	600-980	D 1, 2, 3	04
Community Development Superintendent	F	406-558	F 1, 2	03
Community Development Level Worker	F	406-558	F 1, 2	03
Community Development Level Worker	G	276-462	G 1, 2	02
Treasury				
Treasurer	A(U)	3,528	A(U)	09
Tax Officer	A 1	1,680-3,528	A(U)	08
Internal Auditor	A 1	1,680-3,528	A	08
Treasurer	B 1	1,330-1,764	C(E) 1, 2	06
Sub-Treasurer	B 1	1,330-1,764	C(E) 1, 2	06
Chief Accountant	B 1	1,330-1,764	C(E) 1, 2	06
Accountant	B 1	1,330-1,764	C(E) 1, 2	06
Treasurer	A	1,036-1,384	D 4	05
Accountant	A	1,036-1,384	D 4	05
Chief Cashier	A	1,036-1,384	D 4	05
Cashier	A	1,036-1,384	D 4	05
Senior Paying Officer	A	1,036-1,384	D 4	05
Assistant Treasurer	B	600-980	D 1, 2, 3	04
Accountant	B	600-980	D 1, 2, 3	04
Accountant	C	600-806	D 1, 2	04
Accountant	D	516-762	D 1, 2	04
Accountant	E	516-644	D 1	04
Assistant Paying Officer	B	600-980	D 1, 2, 3	04
Inspector	E	516-644	D 1, 2, 3	04
Revenue Officer	B	600-980	D 1, 2, 3	04
Inspector	G	276-462	G 1, 2	02
Public Administration				
Chief Organiser	A 1	1,680-3,528	A	08
Chief Organiser	B	600-980	D 1, 2, 3	04
Chief Organiser	D	516-762	D 1, 2	04
Senior Organiser	E	516-644	D 1	04
Organiser	B	600-980	D 1, 2, 3	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Religious Supervisor	B	600-980	D 1, 2, 3	04
Chief Organiser	F	406-558	F 1, 2	03
Senior Organiser	G	276-462	G 1, 2	02
Senior Women Organiser	G	276-462	G 1, 2	02
Organiser	H	276-368	G 1	02
Scheme Organiser	J	216-300	below G 1	01
Organiser	J	216-300	below G 1	01
Women Organiser	J	216-300	below G 1	01
Medical				
Supervisor of Medical	A 1	1,680-3,528	A	08
Maternity Infirmity Attendant	A	1,036-1,384	E 4	05
Supervisor of Medical	B	600-980	E 1 (B & C) 3	04
Supervisor of Medical	D	516-762	E 1 (B & C)	04
Senior Dispensary Assistant	D	516-762	E 1 (B & C)	04
Senior Dispensary Attendant	D	516-762	E 1 (B & C)	04
Dispensary Attendant	D	516-762	E 1 (B & C)	04
Dispensary Inspector	B	600-980	E 1 (B & C)	04
Dispensary Assistant	F	406-558	F 1, 2	03
Dispensary Attendant	F	406-558	F 1, 2	03
Midwife	F	406-558	F 1, 2	03
Dispensary Attendant	G	276-462	G 1, 2	02
Dispensary Attendant	H	276-368	G 1	02
Midwife	G	276-462	G 1, 2	02
Dispensary Servant	H	276-368	G 1	02
Dispensary	J	216-300	below G 1	01
Dispensary Attendant	K	192-264	below G 1	01
Dispensary Servant	J	216-300	below G 1	01
Dispensary Servant	K	192-264	below G 1	01
Dresser	K	192-264	below G 1	01
Health				
Chief Sanitary Inspector	A 1	1,680-3,528	A	08
Supervisor of Health	B	600-980	E 1 (B & C) 3	04
Assistant Chief Sanitary Inspector	B	600-980	E 1 (B & C) 3	04
Sanitary Inspector	E	516-644	E 1 (B)	04
Senior Vaccinator	E	516-644	E 1 (B)	04
Building Inspector	D	516-762	E 1 (B & C)	04
Building Inspector	E	516-644	E 1 (B)	04
I.D.H. Nurse	E	516-644	E 1 (B)	04
M/Central Supervisor	D	516-762	E 1 (B & C)	04
Chief Sanitary Inspector	F	406-558	F 1, 2	03
Sanitary Inspector	F	406-558	F 1, 2	03

Appendix III B—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Community Attendant	F	406-558	F 1, 2	03
Sanitary Inspector	G	276-462	G 1, 2	02
Sanitary Inspector	H	276-368	G 1	02
Asst. Sanitary Inspector	H	276-368	G 1	02
Female Inspector	H	276-368	G 1	02
Community Attendant	H	276-368	G 1	02
Sub-Inspector	G	276-462	G 1, 2	02
Sub-Inspector	H	276-368	G 1	02
I.D.H. Attendant	G	276-462	G 1, 2	02
I.D.H. Attendant	H	276-368	G 1	02
Female Inspector	K	192-264	Below G 1	01
Female Vaccinator	J	216-300	below G 1	01
Female Vaccinator	K	192-264	below G 1	01
Health Assistant	K	192-264	below G 1	01
Information and Social Welfare				
Information Officer	B 1	1,330-1,764	C(E) 1, 2	06
Social Welfare Officer	B 1	1,330-1,764	C(E) 1, 2	06
Social Welfare Officer	A	1,036-1,384	D 4	05
Information Officer	B	600-980	D 1, 2, 3	04
Asst. Information Officer	B	600-980	D 1, 2, 3	04
Projectionist	E	516-644	D 1	04
Photographer	E	516-644	D 1	04
Inspector of Reading Room	E	516-644	D 1	04
Librarian	E	516-644	D 1	04
Social Welfare Officer	D	516-762	D 1, 2	04
Craft Inspector	E	516-762	D 1, 2	04
Reformatory Supervisor	E	600-980	D 1, 2, 3	04
Assistant Supervisor	E	516-644	D 1	04
Youth Officer	C	600-644	D 1	04
Farm Instructor	G	276-462	G 1, 2	02
Asst. Remand Home Warder	G	276-462	G 1, 2	02
Girls Attendant	G	276-462	G 1, 2	02
Caretaker	K	192-264	below G 1	01
Night-watchman	K	192-264	below G 1	01
Leprosy and Tsetse Control Service				
Supervisor of Leprosy	A	1,036-1,384	E 4	05
Leprosy Inspector	C	600-806	E 1 (B & C)	04
Leprosy Inspector	D	516-762	E 1 (B & C)	04
Leprosy Inspector	E	516-644	E 1 (B)	04
Asst. Leprosy Inspector	D	516-762	E 1 (B & C)	04
Supervisor of Tsetse Control	B	600-980	E 1 (B & C) 3	04

Appendix III B—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
1st Class T.C.A.	D	516-762	E 1 (B & C)	04
Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Inspector	G	276-462	G 1, 2	02
Leprosy Assistant	G	276-462	G 1, 2	02
Leprosy Assistant	H	276-368	G 1	02
Leprosy Attendants	G	276-462	G 1, 2	02
2nd Class T.C.A.	G	276-462	G 1, 2	02
3rd Class T.C.A.	H	276-368	G 1	02
Leprosy Inspector	J	216-300	below G 1	01
Leprosy Assistant	J	216-300	below G 1	01
Leprosy Attendants	J	216-300	below G 1	01
4th Class T.C.A.	J	216-300	below G 1	01
Agriculture				
Supervisor of Agriculture	B 1	1,330-1,764	C(T) 1, 2	06
Supervisor of Agriculture	A	1,036-1,384	E 4	05
Supervisor of Agriculture	D	516-762	E 1 (B & C)	04
Assistant Irrigation Supervisor	B	600-980	E 1 (B & C)	04
Senior Agricultural Assitant	C	600-806	E 1 (B & C)	04
Senior Agricultural Assitant	D	516-762	E 1 (B & C)	04
Agricultural Assistant	C	600-806	E 1 (B & C)	04
Agricultural Assistant	D	516-762	E 1 (B & C)	04
Agricultural Assistant	E	516-644	E 1 (B)	04
Surveyor	E	516-644	E 1 (B)	04
Blacksmith	E	516-644	E 1 (B)	04
Supervisor of Agriculture	F	406-558	F 1, 2	03
Senior Agricultural Assistant	F	406-558	F 1, 2	03
Agricultural Assistant	F	406-558	F 1, 2	03
Agricultural Assistant	G	276-462	G 1, 2	02
Agricutural Assistant	H	276-368	G 1	02
Agricultural Instructor	G	276-462	G 1, 2	02
Fisherman	H	276-368	G 1	02
Overseer	J	216-300	Below G 1	01
Gardener	J	216-300	Below G 1	01
Veterinary				
Supervisor	A1	1,680-3,528	A	08
Supervisor	A	1,036-1,384	E 4	05
Assistant Supervisor	A	1,036-1,384	E 4	05
Supervisor	B	600-980	E 1 (B & C) 3	04
Senior Livestock Assistant	B	600-980	E 1 (B & C) 3	04
Livestock Assistant	C	600-806	E 1 (B & C)	04
Livestock Assistant	D	516-762	E 1 (B & C)	04
Livestock Assistant	E	516-644	E 1 (B)	04
Senior Hides and Skins Assistant	B	600-980	E 1 (B & C) 3	04
Senior Hides and Skins Assistant	E	516-644	E 1 (B)	04

Appendix III B—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Senior Hides and Skins Assistant	D	516-762	E 1 (B & C)	04
Senior Hides and Skins Assistant	E	516-644	E 1 (B)	04
Supervisor of Agriculture	F	406-558	F 1, 2	03
Livestock Assistant	F	406-558	F 1, 2	03
Senior Hides and Skins Assistant	F	406-558	F 1, 2	03
Senior Hides and Skins Inspector	F	406-558	F 1, 2	03
Livestock Assistant	G	276-462	G 1, 2	02
Livestock Assistant	H	276-368	G 1	02
Senior Hides and Skins Assistant	G	276-462	G 1, 2	02
Senior Hides and Skins Assistant	H	276-368	G 1	02
Senior Hides and Skins Inspector	G	276-462	G 1, 2	02
Senior Hides and Skins Inspector	H	276-368	G 1	02
Poultry Assistant	H	276-368	G 1	02
Poultry Assistant	H	276-368	G 1	02
Poultry Assistant	J	216-300	below G 1	01
Works				
Supervisor	A1	1,680-3,528	A	08
Superintendent Mechanical Section	A1	1,680-3,528	A	08
Assistant Superintendent of Works	B1	1,330-1,764	C(T) 1, 2	06
Superintendent of Wells	B 1	1,330-1,764	C (T) 1, 2	06
Supervisor of Buildings	B 1	1,330-1,764	C (T) 1, 2	06
Road Supervisor	B 1	1,330-1,764	C (T) 1, 2	06
Technical Officer	B 1	1,330-1,764	C (T) 1, 2	06
Assistant Works Superintendent	A	1,036-1,384	E 4	05
Chief Electrician	A	1,036-1,384	E 4	05
Supervisor of Works	B	600-890	E 1 (B & C) 3	04
Supervisor of Works	E	516-644	E 1 (B)	04
Storekeeper	B	600-980	E 1 (B & C) 3	04
Storekeeper	D	516-762	E 1 (B & C)	04
Assistant Storekeeper	E	516-644	E 1 (B)	04
Artisan	B	600-980	E 1 (B & C) 3	04
Artisan	E	516-644	E 1 (B)	04
Road Overseer	D	516-762	E 1 (B & C)	04
Road Overseer	E	516-644	E 1 (B)	04
Well Sinker Overseer	C	600-806	E 1 (B & C)	04
Loading Well Sinker	E	516-644	E 1 (B)	04
Technical Assistant	E	516-644	E 1 (B)	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Technician	B	600-980	E 1 (B & C) 3	04
Technician	C	600-806	E 1 (B & C)	04
Technician	D	516-762	E 1 (B & C)	04
Technician	E	516-644	E 1 (B)	04
Carpenter	E	516-644	E 1 (B)	04
Mason	E	516-644	E 1 (B)	04
Supervisor	F	406-558	F 1, 2	03
Supervisor of Wells	F	406-558	F 1, 2	03
Artisan	F	406-558	F 1, 2	03
Road Overseer	F	406-558	F 1, 2	03
Carpenter	F	406-558	F 1, 2	03
Windmill Erector	F	406-558	F 1, 2	03
Artisan	G	276-462	G 1, 2	02
Artisan	H	276-368	G 1	02
Senior Road Oversser	H	276-368	G 1	02
Road Overseer	G	276-462	G 1, 2	02
Assistant Wellsinker Overseer	H	276-368	G 1	02
Windmill Attendant	H	276-368	G 1	02
Chainman	H	276-368	G 1	02
Artisan	J	216-300	below G 1	01
Road Overseer	J	216-300	below G 1	01
Road Overseer	K	192-264	below G 1	01
Timekeeper	J	216-300	below G 1	01
Windmill Operator	J	216-300	below G 1	01
Chainman	J	216-300	below G 1	01
Chainman	K	192-264	below G 1	01
Gateman	K	192-264	below G 1	01
Market and Motor Park Service				
Park Scribe	H	276-368	G 1	02
Park Supervisor	J	216-300	below G 1	01
Butchers' Supervisor	J	216-300	below G 1	01
Motor Park Inspector	J	216-300	below G 1	01

APPENDIX C III
KWARA STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCILS/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
General Administration				
Administrative Secretary	A 1	1,680-2,988	A	08
Administartive Secretary	B 1	1,330-1,764	C(E)1, 2	06
Administrative Secretary	A	1,036-1,384	D 4	05
Council Secretary	A	1,036-1,384	D 4	05
Council Secretary	D	514-762	D 1, 2	04
Private Secretary to Emir	B	600-980	D 1, 2, 3	04
Private Secretary to Emir	D	514-762	D 1, 2	04
Local Government Supervisor B		600-980	D, 1 2, 3	04
Chief Clerk	B	600-980	D 1, 2, 3	04
Chief Clerk	C	600-806	D 1, 2	04
Assistant Chief Clerk	C	600-806	D 1, 2	04
Clerks	D	514-762	D 1, 2	04
Clerks	B	514-644	D 1, 2	04
Accountant	C	600-806	D 1, 2	04
Private Secretary to Chief	C	600-806	F 2, 3	03
Clerk	F	406-558	F 1, 2	03
Private Secretary to Chief	G	276-472	G 1, 2	02
Telephone Operator	G	276-472	G 1, 2	02
Telephone Operator	H	276-366	G 1	02
Messenger	J	216-300	G 1A	01
District Administration				
Development Secretary	B 1	1,330-1,764	C(E) 1, 2	06
Town Council Clerk	A	1,036-1,384	D 4	05
Deputy Development	A	1,036-1,384	D 3, 4	05
Assistant Chief Clerk	C	600-806	D 1, 2	04
District Council Clerk	E	516-644	D 1, 2	04
Accountant	C	600-806	D 1, 2	04
Clerk	D	516-762	D 1, 2	04
Clerk	E	516-644	D 1, 2	04
Accountant	C	600-806	D 1, 2	04
Accountant	D	516-762	D 1, 2	04
District Council Clerk	F	406-558	F 1, 2	03
Clerk	F	406-558	F 1, 2	03
District Council Clerk	G	276-472	G 1, 2	02
District Council Clerk	H	276-366	G 1	02
Clerk	G	276-472	G 1, 2	02
Messenger	H	276-366	G 1	02
Messenger	J	216-300	G 1A	01
Treasury				
Treasurer	A 1	1,330-1,764	C(E) 1, 2	06
Tax Registrar/Revenue Officer	A	1,036-1,384	D 4	05
Accountant/Treasurer	B	600-980	D 1, 2, 3	04
Senior Accountant	B	600-980	D 1, 2, 3	04
Sub-Treasurer	C	600-806	D 1, 2, 3	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Accountant/Cashier	B	600-980	D 1, 2, 3	04
Accountant/Cashier	C	600-806	D 1, 2	04
Accountant	C	600-806	D 1, 2	04
Accountant	D	516-762	D 1, 2	04
Treasury Clerk	E	516-644	D 1, 2	04
Tax Assessor	D	516-762	D 1, 2	04
Cashier	D	516-762	D 1, 2	04
Treasurer	F	406-558	F 1, 2	03
Tax Assessor	F	406-558	F 1, 2	03
Treasury Clerk	G	276-472	G 1, 2	02
Clerk/Typist	G	276-472	G 1, 2	02
Revenue Collector	G	276-472	G 1, 2	02
Storekeeper	G	276-472	G 1, 2	02
Messenger	H	276-366	G 1	02
Messenger	J	216-300	G 1A	01
Information				
Information	E	516-644	D 1, 2	04
Librarian	F	406-558	F 1, 2	03
Library Assistant	G	276-472	G 1, 2	02
Librarian	G	276-472	G 1, 2	02
Reading Room Attendant	G	276-472	G 1, 2	02
Reading Room Attendant	H	276-366	G 1A	02
Social Welfare and Community Development				
Social Welfare Officer	D	516-762	D 1, 2	04
Social Welfare Officer	E	516-644	D 1, 2	04
Chief Organiser of Public Enlightenment	E	516-644	D 1, 2	04
Social Welfare Officer	F	406-558	F 1, 2	03
Assistant Social Welfare Officer	F	406-558	F 1, 2	03
Organiser	F	406-558	F 1, 2	03
Youth	F	406-558	F 1, 2	03
Village Level Worker	F	406-558	F 1, 2	03
Social Welfare Assistant	G	276-472	G 1, 2	02
Organiser	G	276-472	G 1, 2	02
Organiser	H	276-366	G 1	02
Homecraft Organiser	G	276-472	G 1, 2	02
Homecraft Organiser	H	276-366	G 1	02
Village Level Worker	G	276-472	G 1, 2	02
Village Level Worker	H	276-366	G 1	02
Organiser	J	216-300	G 1A	01
Woman Organiser	J	216-300	G 1A	01

Appendix III C—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Medical Service				
Community Nurse	B 1	1,330-1,764	C(T) 1, 2	06
Midwife, Grade I	A	1,036-1,384	E 4	05
Supervisor of Medical Services	A	1,036-1,384	E 4	05
Assistant Supervisor	E	516-644	E 1 (B & C) 3	04
Community Nurse	A	1,036-1,384	E 1 (B & C) 3	04
Community Nurse	D	516-762	E 1 (B & C)	04
Dispensary Inspector	D	516-762	E 1 (B & C)	04
Senior Dispensary Assistant	D	516-762	E 1 (B & C)	04
Senior Dispensary Assistant	E	516-644	E 1 (B & C)	04
Dispensary Assistant	E	516-644	E 1 (B & C)	04
Leprosy Inspector	E	516-644	E 1 (B & C)	04
Assistant Leprosy Inspector	E 1 (B & C)	516-644	E 1 (B & C)	04
Midwife, Grade II	F	406-558	F 1, 2	03
Dispensary Assistant	F	406-558	F 1, 2	03
Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Assistant	F	406-558	F 1, 2	03
Leprosy Attendant	F	406-558	F 1, 2	03
Storekeeper	F	406-558	F 1, 2	03
Community Attendant	H	276-366	G 1	02
Leprosy Assistant	G	276-472	G 1, 2	02
Leprosy Assistant	H	276-366	G 1	02
Leprosy Attendant	G	276-472	G 1, 2	02
Clerk	G	276-472	G 1, 2	02
Community Attendant	J	216-300	G 1A	01
Dispensary Attendant	H	276-366	G 1	01
Dispensary Attendant	J	216-300	G 1A	01
Dispensary Attendant	K	192-264	G 1A	01
Leprosy Attendant	H	276-366	G 1	01
Leprosy Attendant	J	216-300	G 1A	01
Ward Servant	H	276-366	G 1	01
Ward Servant	J	216-300	G 1A	01
Ward Servant	K	192-264	G 1A	01
Ward Servant	J	216-300	G 1A	01
Ward Servant	K	192-264	G 1A	01
Night-watchman	K	192-264	G 1A	01
Messenger	J	216-300	G 1A	01
Messenger	K	192-264	G 1A	01
Health Department				
Supervisor of Health	A	1,036-1,384	E 4	05
Senior Health Inspector	B	600-980	E 1 (B & C) 3	04
Senior Health Inspector	C	600-806	E 1 (B & C)	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Senior Health Inspector	D	516-762	E 1 (B & C)	04
Health Inspector	B	600-980	E 1 (B & C) 3	04
Health Inspector	D	516-762	E 1 (B & C)	04
Health Inspector	E	516-644	E 1 (B & C)	04
Health Assistant	E	516-644	E 1 (B & C)	04
Health Inspector	F	406-558	F 1, 2	03
Health Assistant	F	406-558	F 1, 2	03
Health Attendant	G	276-472	G 1, 2	02
Health Attendant	H	276-366	G 1	02
Vaccinator	H	276-366	G 1	02
Ambulance Driver	G	276-472	G1, 2	02
Yaws Scout	J	216-300	G 1A	01
Vaccinator	J	216-300	G 1A	01
Works Department				
Supervisor of Works	A	1,036-1,384	E 4	05
Assistant Technical Officer	A	1,036-1,384	E 4	05
Senior Technical Assistant	B	600-980	E 1 (B & C) 3	04
Senior Technical Assistant	C	600-806	E 1 (B & C)	04
Senior Technical Assistant	D	516-762	E 1 (B & C)	04
Senior Technical Assistant	E	516-644	E 1 (B & C)	04
Technical Assistant	C	600-806	E 1 (B & C)	04
Technical Assistant	D	616-762	E 1 (B & C)	04
Technical Assistant	E	516-644	E 1 (B & C)	04
Senior Road Overseer	C	600-806	E 1 (B & C)	04
Senior Road Overseer	D	516-762	E 1 (B & C)	04
Senior Road Overseer	E	516-644	E 1 (B & C)	04
Artisan	C	516-762	E 1 (B & C)	04
Artisan	D	600-806	E 1 (B & C)	04
Artisan	E	516-644	E 1 (B & C)	04
Senior Driver	C	600-806	E 1 (B & C)	04
Senior Driver	D	600-806	E 1 (B & C)	04
Senior Driver	E	516-644	E 1 (B & C)	04
Works Foreman (Mech.)	D	516-762	E 1 (B & C)	04
Senior Works Accountant	B	600-980	D 1, 2, 3	04
Road Overseer	F	406-558	F 1, 2	03
Artisan	F	406-558	F 1, 2	03
Driver	F	406-558	F 1, 2	03
Land Settlement Officer	F	406-558	F 1, 2	03
Storekeeper	F	406-558	F 1, 2	03
Clerk	F	406-558	F 1, 2	03
Road Overseer	G	276-462	G 1, 2	02
Artisan	G	276-462	G 1, 2	02
Mechanics	G	276-462	G 1, 2	02
Blacksmith	G	276-462	G 1, 2	02

Appendix III C—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Driver	G	276-462	G 1, 2	02
Storekeeper	G	276-462	G 1, 2	02
Messenger	H	276-368	G 1	02
Messenger	J	216-300	G 1A	01
Messenger	K	192-264	G 1A	01

APPENDIX III D

LAGOS STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCILS/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Central Administration				
Town Clerk	Group 4	6,480	Group 4	15 (SM 5)
Deputy Town Clerk	Group 6	5,472	Group 6	13 (SM 3)
Secretary	Group 6	5,472	Group 6	13 (SM 3)
Secretary	Group 7	5,064	Group 7	11
Town Clerk	Group 7	5,064	Group 7	11
Assistant Secretary	Group 7	5,064	Group 7	11
Secretary	Group 8	3,900-4,140	Group 8	10
Assistant Secretary	Group 8	3,900-4,140	Group 8	10
Assistant Town Clerk	Group 8	3,900-4,140	Group 8	10
Principal Administrative Assistant	Group 8	3,900-4,140	Group 8	10
Secretary	Scale A(U)	3,096-3,660	Scale A(U)	09
Deputy Secretary	Scale A(U)	3,096-3,660	Scale A(U)	09
Senior Administrative Assistant	C(E) 6	3,096-3,528	Scale C(E) 6	09
Administrative Assistant, Grade I	C(E) 5	2,688-2,988	C(E) 5	08
Committee Clerks	C(E) 2, 3, 4	1,482-2,688	C(E) 2, 3, 4	07
Verbatim Reporter	C(E) 2, 3, 4	1,482-2,688	C(E) 2, 3, 4	07
Confidential Secretary, Grade II	C(E) 2, 3	1,482-2,160	C(E) 2, 3	07
Assistant Committee Clerks	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Confidential Secretary, Grade III	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Stenographer	D 2, 3	708-1,016	D 2, 3	05
Senior Clerical Officer	D 4	1,036-1,384	D 4	05
Senior Handyman Driver	E 4	1,084-1,382	E 4	05
Senior Driver	E 4	1,084-1,382	E 4	05
Clerical Officer	D 1, 2, 3	516-1,016	D 1, 2, 3	04
Head Typist	F 4	818-914	F 4	04
Copy Typist	F 1, 2, 3	406-804	F 1, 2, 3	03
Clerical Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Projectionist	F 1, 2, 3	406-804	F 1, 2, 3	03
Machine Operator	F 1, 2, 3	406-804	F 1, 2, 3	03
Senior Messenger	G 4	570-612	G 4	03
Handyman Driver	F 1, 2, 3	406-804	F 1, 2, 3	03
Messenger	G 1, 2, 3	336-558	G 1, 2, 3	02
Cleaner	G 1	336-612	G 1	01
Legal Section				
Senior Assistant Solicitor, Grade I	Group 7	5,064	Group 7	11
Senior Assistant Solicitor, Grade II	Group 8	3,900-4,140	Group 8	10

Appendix III D—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Assistant Solicitor	Scale A(U)	3,096-3,660	Scale A(U)	09
Estate Officer	C(E) 5	2,688-2,988	C(E) 5	08
Weights and Measures Section				
Inspector (Supernumerary)	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Assistant Inspector-in-Training	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Inspector Assistants	D 1, 2, 3	516-1,016	D 1, 2, 3	04
Weights and Measures Attendants	G 1, 2, 3	336-558	G 1, 2, 3	02
Advertisement Control Section				
Advertisement Control Officer	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Advertisement Inspectors	D 1, 2, 3	516-1,016	D 1, 2, 3	04
Advertisement Inspectors, Grade IV	F 1, 2, 3	406-804	F 1, 2, 3	03
Executive Officers				
Senior Executive Officer	C(E) 6	3,096-3,528	C(E) 6	09
Higher Executive Officer	C(E) 5	2,688-2,988	C(E) 5	08
Executive Officer	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Assistant Executive Officer	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Public Relations Section				
Public Relations Officer	Group 7	5,064	Group 7	11
Information Assistant	C(E) 2, 3, 4	1,482-2,688	C(E) 2, 3, 4	07
Treasurer's Department				
City Treasurer	Group 4A	6,240	Group 4A	14 (SM4)
Deputy City Treasurer	Group 6	5,472	Group 6	13 (SM3)
Principal Assistant City Treasurer	Group 7	5,064	Group 7	11
Senior Assistant City Treasurer	Group 8	3,900-4,140	Group 8	10
Municipal Treasurer	Group 8	3,900-4,140	Group 8	10
Assistant Municipal Treasurer	A(U)	3,096-3,660	A(U)	09
Treasurer	A	1,680-3,528	A	08
Cost and Works Accountant	A	1,680-3,528	A	08
Market Master	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Market Supervisor	G 2, 3	406-558	G 2, 3	02
Motor Park Attendants	G 1, 2, 3	336-558	G 1, 2, 3	01
Slaughter Slab Attendants	G 2, 3	406-558	G 2, 3	01
Printing Section				
Overseer	E 4, 5	1,084-1,432	E 4, 5	06
Printer, Grade I	E 3	818-1,016	E 3	04
Printer, Grades II and III	E 1 (B & C)	516-804	E 1 (B & C)	04
Attendant Supervisor	F 3	666-804	F 3	03
Attendants	G 1, 2, 3	336-558	G 1, 2, 3	02

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Graphic Arts Section				
Assistant Graphic Arts Officer-in-Training	C(T) Trg. 1, 2	1,036-1,950	C(T) 1, 2	06
Graphic Art Assistant	E 1 (B & C)	516-804	E 1 (B & C)	04
Senior Graphic Arts Attendant	F 4	818-914	F 4	04
Internal Auditor				
Senior Auditor	Group 8	3,900-4,140	Group 8	10
Audit Clerks	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Accounts				
Senior Machine Operators	D 3 & 4	806-1,384	D 3 & 4	05
Machine Operators	F 1, 2, 3	406-804	F 1, 2, 3	03
Car Park Cashier	F 1, 2, 3	406-804	F 1, 2, 3	03
Car Park Attendant	G 1, 2	336-460	G 1, 2	02
Data Processing				
Senior Data Processing Officer	C(E) 6	3,096-3,528	C(E) 6	09
Data Processing Officer	C(E) 5	2,688-2,988	C(E) 5	08
Programme Officer	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Senior Data Processing Assistant, Grade I	D 5A	1,428-1,824	D 5A	06
Senior Data Processing Assistant, Grade II	D 4	1,036-1,384	D 4	05
Data Processing Assistant	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Data Processing Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Valuation Section				
Principal Valuation Officer	Group 7	5,064	Group 7	11
Senior Valuation Officer	Group 8	3,900-4,140	Group 8	10
Valuation Officer	Scale A(U)	3,096-3,550	Scale A(U)	09
Higher Technical Officer	C(T) 5	2,784-2,988	C(T) 5	08
Technical Officer	C(T) 2, 3, 4	1,580-2,688	C(T) 2, 3, 4	07
Assistant Technical Officer	C(T) 1, 2	1,036-1,950	C(T) 1, 2	06
Valuation Assistant	E 1 (B & C) 3	818-1,016	E1 (B & C) 3	04
Draughtsmen	E 1 (B & C) 3	818-1,016	E1 (B & C) 3	04
Stores				
Senior Stores Officer	C(E) 6	3,096-3,528	C(E) 6	09
Stores Officer	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Assistant Stores Officer	C(E) 1, 2	1,036-1,384	C(E) 1, 2	06
Senior Storekeeper	D 4	1,036-1,384	D 4	05
Stores Assistants	F 1, 2, 3	406-804	F 1, 2, 3	03
Senior Storeman	G 4	570-612	G 4	03
Storemen	G 1, 2, 3	336-558	G 1, 2, 3	02
Rates Enforcement Section				
Senior Enforcement Officers	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Enforcement Officers	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Rates Enforcement Clerks	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Rates Enforcement Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03

Appendix III D—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Revenue Collector's Section				
Senior Revenue Collector	D 4	1,036-1,884	D 4	05
Revenue Collector, Gd. II	D 1, 2, 3	5,14-1,016	D 1, 2, 3	04
Revenue Collector, Gd. III	F 1, 2, 3	406-804	F 1, 2, 3	03
Revenue Collector Assistant	G 1, 2, 3	336-558	G 1, 2, 3	02
Engineering Department				
City Engineer	Group 4A	6,240	Group 4A	14 (SM 4)
Deputy City Engineer	Group 6	5,472	Group 6	13 (SM 3)
Principal Assistant Engineer	Group 7	4,064	Group 7	11
Senior Executive Engineer	Group 8	3,900-4,140	Group 8	10
Town Engineer	Group 8	3,900-4,140	Group 8	10
Executive Engineer	Scale A(U)	3,096-3,660	Scale A(U)	09
Assistant Engineer, Gd. I	Scale A(U)	3,096-3,660	Scale A(U)	09
Assistant Engineer, Gd. II	Scale A	1,680-3,528	Scale A	08
Assistant Engineer (Traffic)	Scale A	1,680-3,528	Scale A	08
Technical Officer Cadre				
Senior Technical Officer	C(T) 6	3,096-3,528	C(T) 6	09
Higher Technical Officer	C(T) 5	2,784-2,988	C(T) 5	08
Technical Officer	C(T) 2, 3, 4	1,482-2,592	C(T) 2, 3, 4	07
Assistant Technical Officer	C(T) 1, 2	1,078-1,950	C(T) 1, 2	06
Foreman	E 4, 5	1,084-1,896	E 4, 5	06
Senior Technical Assistant	E 1 (B & C) 3	516-1,016	E 1 (B & C) 3	04
Civil Engineering Assistant	E 1 (B & C) 3	676-804	E 1 (B & C) 3	04
Assistant Foreman	E 3	818-1,016	E 3	04
Head Road Overseer	E 3	818-1,016	E 3	04
Chargeman	F 4	818-914	F 4	04
Technical Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Artisan, Grade I	F 3	666-804	F 3	03
Artisan, Grade II	F 1, 2, 3	406-804	F 1, 2, 3	03
Grader and Roller Driver	G 1, 2, 3	336-558	G 1, 2, 3	03
Tipper Driver	G 2, 3	406-558	G 2, 3	03
Caterpillar Driver	G 2, 3	406-558	G 2, 3	03
Ambulance Driver	G 2, 3	406-558	G 2, 3	03
Plant Operator	G 2, 3	406-558	G 2, 3	03
Road Overseer	G 1, 2, 3	336-558	G 1, 2, 3	02
Assistant Road Overseer	G 1, 2, 3	406-804	G 1, 2, 3	02
Time Keepers, etc.				
Senior Time keeper	D 3	806-1,016	D 3	04
Senior Telephone Operator	F 4	818-914	F 4	04
Time keepers, Grade I	F 3	666-804	F 3	03
Time keepers, Grade II	F 1, 2	406-636	F 1, 2	03
Telephone Operator	F 1, 2, 3	406-804	F 1, 2, 3	03
Complaints Assistant	G 3	476-558	G 3	02
Telephone Attendant	G 1, 2	336-460	G 1, 2	01

Existing Post Title	*Present Salary Scale*	*Range of Salary in* N	*Civil Service Equivalent Scale*	*New Grade Levels*
Planning Designing				
Architect	Scale A(U)	3,096-3,660	Scale A(U)	10
Town Planner	Scale A	1,680-3,528	Scale A	08
Surveyor	Scale A	1,680-3,528	Scale A	08
Survey Assistant	E 3	818-1,016	E 3	04
Registry Draughtsman	E 1 (B & C) 3	514-804	E 1 (B & C) 3	04
Draughtsman	E 1 (B & C) 3	514-804	E 1 (B & C) 3	04
Tracers	F 1, 2, 3	406-804	F 1, 2, 3	03
Chainman	G 1, 2, 3	336-558	G 1, 2, 3	02
Engineering and Building Works				
Highway Superintendent	C(T) 5	2,784-2,988	C(T) 5	08
Building Control				
Senior Building Superintendent	Group 8	3,900-4,140	Group 8	10
Building Superintendent	C(T) 5, 6	2,784-3,528	C(T) 5, 6	09
Assistant Building Superintendent	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Senior Building Inspector	E 4	1,084-1,432	E 4	05
Building Inspector, Grade I	E 3	818-1,016	E 3	04
Building Inspector, Grades II and III	E 1 (B & C) 3	336-804	E 1 (B & C) 3	04
Photographic Section				
Senior Photographic Assistant	E 5	1,482-1,896	E 5	06
Photographic Assistant	E 2, 3, 4	818-1,432	E 2, 3, 4	05
Mechanical and Electrical Workshops				
Workshop Superintendent	C(T) 6	3,096-3,528	C(T) 6	09
Vehicle Repairs				
Craftsmen	E1 (B & C) 3	336-804	E 1 (B & C) 3	04
Apprentice Craftsmen	F1, 2, 3	406-804	F 1, 2 3	03
Drivers				
Chief Driver	E 5	1,482-1,896	E 5	06
Senior Drivers	E 4	1,084-1,432	E 4	05
Quartermaster	E 4	1,084-1,432	E 4	05
Driver, Grade I	F 4	818-914	F 4	04
Driver, Grade II	F 2, 3	546-804	F 2, 3	03
Engine Drivers	E 1 (B & C) 3	678-914	E 1 (B & C) 3	04
Deckhands	F 1, 2, 3	406-804	F 1, 2, 3	03

Appendix III D—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Parks and Cemeteries				
Senior Parks and Cemeteries Superintendent	C(T) 6.. ..	3,096-3,528	C(T) 6	09
Parks and Cemeteries Superintendent	C(T) 4, 5 ..	2,424-2,988	C(T) 4, 5 ..	08
Assistant Parks and Cemeteries Superintendent	C(T) 1, 2, 3 ..	1,036-2,232	C(T) 1, 2, 3 ..	06
Park Overseer .. .	E 1, 2, 3 ..	336-1,016	E 1, 2, 3 .	04
Senior Cemetery Keeper	F 4	818-914	F 4	04
Cemetery Keeper ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Head Tree Cutters ..	G 4	570-612	G 4 .. .	03
Head Nursery Gardener	G 4	570-612	G 4	03
Head Gardeners ..	G 4	570-612	G 4	03
Head Grave Diggers ..	G 4	570-612	G 4	03
Head Swimming Pool Attendant	G 4	570-612	G 4	03
Head Grass Cutter ..	G 4	570-612	G 4	03
Tennis Court Attendants	G 3	476-558	G 3	02
Traffic Control				
Chief Traffic Testing Officer	Group 8 ..	3,900-4,140	Group 8 ..	10
Senior Traffic Testing Officer	C(T) 5, 6 ..	2,784-3,528	C(T) 5, 6 ..	09
Traffic Officer	C(T) 2, 3, 4 ..	1,560-2,688	C(T) 2, 3, 4 ..	07
Testing Officer	C(T) 2, 3, 4 ..	1,560-2,688	C(T) 2, 3, 4 ..	07
Assistant Testing Officers	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Senior Traffic Inspectors, Grade I	E 3	818-1,016	E 3	04
Traffic Inspectors, Grades II and III	E 1 (B & C) ..	514-804	E 1 (B & C) ..	04
Traffic Assistants.. ..	E 1, 2, 3 ..	406-804	E 1, 2, 3 ..	03
Senior Parks Attendants..	E 2 (B & C) ..	514-804	E 1 (B & C) ..	04
Traffic Wardens ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Vehicle Inspection Officer				
Senior Vehicle Inspection Officer	C(T) 6.. ..	3,096-3,528	C(T) 6.. ..	09
Vehicle Inspection Officer	C(T) 2, 3, 4 ..	1,482-2,592	C(T) 2, 3, 4 ..	07
Assistant Vehicle Inspection Officer	C(T) 1, 2 ..	1,036-1,950	C(T) 1, 2 ..	06
Public Health Department				
Medical Officer of Health	Group 4A ..	6,240	Group 4A ..	14 (SM 4)
Deputy Medical Officer of Health	Group 6 ..	5,472	Group 6 ..	13 (SM 3)

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Principal Assistant Medical Officer of Health	Group 7	5,064	Group 7	11
Senior Assistant Medical Officer of Health	Group 8	3,900-4,140	Group 8	11
Registrar of Health (Senior Medical Officer)	Group 8	3,900-4,140	Group 8	10
Chief Superintendent of Health	Group 8	3,900-4,140	Group 8	10
Chief Nursing Superintendent	Group 8	3,900-4,140	Group 8	10
Assistant Medical Officer of Health	Scale A(U)	3,096-3,660	Scale A(U)	10
Senior Health Superintendent	C(T) 6	3,096-3,528	C(T) 6	09
Health Superintendent	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Health Instructor	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Vaccination Officer	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Midwives, Grade I in-Training	C(T) 1	1,036-1,470	C(T) 1	06
Chief Dispensary Health Assistant	E 5	1,482-1,896	E 5	06
Assistant Health Superintendent	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Senior Health Assistant	E 4, 5	1,084-1,896	E 4, 5	06
Dispensary Storekeeper	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Senior Health Inspector	E 4	1,084-1,432	E 4	05
Chief Time Keeper	D4	1,036-1,384	D 4	05
Health Inspector, Grade I	E 3	818-1,016	E 3	04
Health Inspector, Grade II	E 1 (B&C)	514-804	E 1 (B & C)	04
Health Assistant, Grade I	E 3	818-1,016	E 3	04
Senior Time Keeper	D 3	806-1,016	D 3	04
Market and Street Inspection				
Senior Market Superintendent	C(T) 6	3,096-3,528	C(T) 6	09
Higher Market Superintendent	C(T) 5	2,784-2,988	C(T) 5	08
Market Superintendent	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Assistant Market Superintendent	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Market Master	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Market Assistants	F 1, 2, 3	456-804	F 1, 2, 3	03
Market Attendant	G 1, 2, 3	336-558	G 1, 2, 3	01
Market Sweepers	G 1, 2	336-460	G 1, 2	01
Mid-wives, Grade II	E 1C	678-804	E 1C	04
Dispensary Health Assistant	E 1 (B & C) 3	514-803	E 1 (B & C) 3	04
Senior Dispensary Attendant	F 1, 2, 3	406-804	F 1, 2, 3	03

Appendix III D—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Dispensary Attendant ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Health Assistant, Grade II and III	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Laboratory Assistant ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Senior Machine Attendant	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Transport Clerk	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Time Keeper	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Headman	G 4	570-612	G 4	03
Machine Attendant ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Refuse Overseer ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Sanitary Overseer ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Health Scouts	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Environmental Service				
Craftsmen..	E 1 (B & C) ..	514-804	E 1 (B & C) ..	04
Head Dog Catcher ..	G 4	570-612	G 4	03
Patrollers	G 3	476-558	G 3	02
Dog Catcher	G 3	476-558	G 3	02
Swimming Pool Attendant	G 3	476-558	G 3	02
Veterinary Section				
Veterinary Assistant, Grade I	E 3	818-1,016	E 3	04
Pond Master	G 1, 2 ..	336-460	G 1, 2 ..	01
Refuse				
Senior Cleansing Superintendent	C(T) 6 ..	3,096-3,528	C(T) 6.. ..	09
Higher Cleaning Superintendent	C(T) 5 ..	2,784-2,988	C(T) 5.. ..	08
Cleansing Superintendent	C(T) 2, 3, 4 ..	1,560-2,688	C(T) 2, 3, 4 ..	07
Assistant Cleansing Superintendent	C(T) 1, 2 ..	1,036-1,884	C(T) 1, 2 ..	06
Foreman	E 4, 5 ..	1,084-1,896	E, 4, 5 ..	06
Assistant Foreman ..	E 3	818-1,016	E 3	04
Cleansing Assistant ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Head Patrollers	G 4	570-612	G 4	03
Head Labourers ..	G 4	570-612	G 4	03
Patrollers	G 3	476-558	G 3	02
Refuse Carriers	G 3	476-558	G 3	02
Day and Night-watchmen	G 1, 2 ..	336-460	G 1, 2 ..	01
Sewage				
Senior Cleansing Superintendent	C(T) 6 ..	3,096-3,528	C(T) 6 ..	09
Higher Cleansing Superintendent	C(T) 5 ..	2,784-2,988	C(T) 5 ..	08
Cleansing Superintendent	C(T) 2, 3, 4 ..	1,560-2,688	C(T) 2, 3, 4 ..	07
Assistant Cleansing Superintendent	C(T) 1, 2 ..	1,036-1,884	C(T) 1, 2 ..	06
Foremen	E 4, 5 ..	1,084-1,896	E 4, 5 ..	06
Assistant Foreman ..	E 3	818-1,016	E 3	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Cleansing Assistant	F 1, 2, 3	456-804	F 1, 2, 3	03
Head Lavatory Keeper	G 4	570-612	G 4	03
Head Patrollers	G 4	570-612	G 4	03
Head Tank Cleaner	G 4	570-612	G 4	03
Head Desludging Cleaner	G 4	570-612	G 4	03
Depots Tank Cleaner	G 3	476-558	G 3	02
Patrollers	G 3	476-558	G 3	02
Lavatory Keepers	G 3	476-558	G 3	02
Desludging Cleaner	G 3	476-558	G 3	02
Control of Tuberculosis				
Senior Tuberculosis Visitor	N 3 & 3A	1016-1884	C(T) 1, 2	06
Tuberculosis Visitor, Grade II	E 3	818-1016	E 3	04
Tuberculosis Visitor, Grade III	F 1, 2, 3	406-804	F 1, 2, 3	04
Child Health				
Senior Health Sister	C(T) 5	2784-2988	C(T) 5	08
Health Sister	C(T) 2, 3, 4	1560-2688	C(T) 2, 3, 4	07
Senior Staff Community Nurse	C(T) 2, 3	1560-1950	C(T) 2, 3	07
Staff Nurses	C(T) 1, 2	1078-1850	C(T) 1, 2	06
Community Nurses	C(T) 1, 2	1078-1850	C(T) 1, 2	06
Senior Health Visitors	N 3, 4	1036-1884	N 3, 4	06
Senior Clinic Assistant	E 4	1084-1432	E 4	05
Health Visitors, Grades II and III	E 1 (B & C)	514-804	E 1 (B & C)	04
Clinic Assistant, Grade I	E 3	818-1,011	E 3	04
Health Visitors, Grade I	F 3	660-804	F 3	03
Clinic Assistant, Grades II and III	F 1, 2, 3	406-804	F 1, 2, 3	03
Clinic Orderlies, Grade II	G 4	570-612	G 4	03
Clinic Orderlies		336-558	G 1, 2, 3	01
School Health Service				
School Health Superintendent	C(T) 6	3,096-3,528	C(T) 6	09
Pharmacist	Scale A	1,680-3,528	Scale A	08
Senior Health Sister	C(T) 5	2,784-2,988	C(T) 5	08
Health Sisters	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Staff Nurses Health	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Senior Staff/Staff Nurse	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Community Nurse	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Clinic Orderlies, Grade II	G 4	570-558	G 4	03
Dispensary Attendant, Grade II	G 4	570-558	G 4	03

Appendix III D—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Dispensary Attendant	F 1, 2, 3	406-804	F 1, 2, 3	03
Card Issuers	F 1, 2, 3	406-804	F 1, 2, 3	03
Clinic Orderlies	G 1, 2, 3	336-558	G 1, 2, 3	01
Social Welfare				
Senior Social Welfare Officer	C(E) 6	3,096-3,528	C(E) 6	09
Higher Social Welfare Officer	C(E) 5	2,688-2,988	C(E) 5	08
Social Welfare Officer	C(E) 2, 3, 4	1,560-2,688	C(E) 2, 3, 4	07
Assistant Welfare Officer	C(E) 1, 2	1,036-1,950	C(E) 1, 2	06
Senior Social Worker	D 4	1,076-1,384	D 4	05
Social Worker	D 1, 2, 3	516-1,016	D 1, 2, 3	04
Old People's Home				
Social Welfare Officer	C(E) 2, 3, 4	1,560-2,688	C(E) 2, 3, 4	07
Assistant Welfare Officer	C(E) 1, 2	1,036-1,950	C(E) 1, 2	06
Social Worker	D 1, 2, 3	516-1,016	D 1, 2	04
Housekeeper	D 1, 2	516-792	D 1, 2	04
Assistant Housekeepers	F 1, 2, 3	456-804	F 1, 2, 3	03
Cooks	F 1, 2, 3	406-804	F 1, 2, 3	03
Gardener	G 1, 2	336-462	G 1, 2	01
Maternal Health Service				
Superintendent Midwife	C(T) 6	3,096-3,528	C(T) 6	09
Senior Nursing Sister	C(T) 5	2,784-2,988	C(T) 5	08
Senior Midwifes	C(T) 2, 3	1,560-2,688	C(T) 2, 3	07
Nursing Sister	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Staff Nurses Domiciliary	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Community Nurses	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Staff Midwives	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Midwives, Grade II	E 1 (B & C) 2	514-914	E 1 (B & C) 2	04
Clinic Assistant, Grade II	F 4	818-914	F 4	04
Clinic Assistants	F 1, 2, 3	406-804	F 1, 2, 3	03
District Nursing Service				
Senior Nursing Sister	C(T) 5	2,784-2,988	C(T) 5	08
Nursing Sisters	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Staff Nurse District	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Community Nurses	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Clinic Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Clinic Orderlies	G 1, 2, 3	336-558	G 1, 2, 3	01
Malaria Control				
Foreman	E 4 & 5	1,084-1,432	E 4, 5	06
Assistant Foreman of Works	E 2, 3	818-1,016	E 2, 3	04
Craftsman	E 1 (B & C)	514-804	E 1 (B & C)	04

Appendix III F—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Headman	G 4	476-612	G 4	03
Larviciders and Capturers	G 3	476-558	G 3	02
Canoe Pullers	G 3	476-558	G 3	02
Drainage man	G 3	476-558	G 3	02
Tidegate Operators	G 3	476-558	G 3	02
Patrolman	G 3	476-558	G 3	02
Insecticider	G 3	476-558	G 3	02
Health Education				
Higher Health Education Officer	C(T) 6	3,096-3,528	C(T) 6	09
Health Education Officer, Grade I	C(T) 5	2,424-2,988	C(T) 4, 5	08
Health Education Officer, Grade II	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Health Education Officer, Grade III	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Staff Nurse—Health	C(T) 1, 2	1,036-1,884	C(T) 1, 2	06
Senior Health Assistant	E 4, 5	1,084-1,432	E 4, 5	06
Senior Graphic Arts Assistant	E 5	1,482-1,896	E 5	06
Graphic Arts Assistant, Grade I	E 3	818-1,016	E 3	04
Graphic Arts Assistant, Grades II and III	E 1 (B & C)	514-804	E 1 (B & C)	04
Graphic Arts Attendant	F 1, 2, 3	406-804	F 1, 2, 3	03
Projectionist/Driver	F 1, 2, 3	406-804	F 1, 2, 3	03
Museum Attendant	G 1, 2, 3	336-558	G 1, 2, 3	01
Training School				
Health Tutor	C(T) 5	2,784-2,988	C(T) 5	08
Education Department				
Chief Education Officer	Group 4A	6,240	Group 4A	14 (SM4)
Deputy Chief Education Officer	Group 6	5,472	Group 6	13 (SM3)
Principal Education Officer	Group 7	5,064	Group 7	11
Senior Education Officer	Group 8	3,900-4,140	Group 8	10
Assistant Education Officer, Grade I	C(E) 5	2,688-2,988	C(E) 5	08
Physical Education Officer	Scale A	1,680-3,528	Scale A	08
Assistant Education Officer, Grade II	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Art Instructor	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Graphic Arts Illustrator	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
School Meals				
Nutritionist/Dietician	Scale A	1,680-3,528	Scale A	08
Higher School Meals Inspector	C(E) 5	2,688-2,988	C(E) 5	08

Appendix III D—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
School Meals Inspector	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Assistant School Meals Inspector	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Supervisor of School Kitchens	F 4	818-814	F 4	04
Assistant Supervisor of School Kitchens	F 1, 2, 3	406-804	F 1, 2, 3	03
Lagos City Council Schools				
Caretakers	G 1, 2	336-460	G 1, 2	01
City Library				
Chief Librarian	Group 7	5,064	Group 7	11
Deputy Chief Librarian	Group 8	3,900-4,140	Group 8	10
Senior Librarian	Scale A(U)	3,096-3,660	Scale A(U)	09
Librarian	Scale A	1,680-3,528	Scale A	08
Library Officer	C(E) 2, 3, 4	1,480-2,592	C(E) 2, 3, 4	07
Assistant Library Officer	C(E) 1, 2, 3	1,436-2,160	C(E) 1, 2, 3	06
Library Clerks	D 1, 2, 3	514-1,016	D 1, 2, 3	04
Library Clerk, Grade IV	F 1, 2, 3	406-804	F 1, 2, 3	03
Security Guards (Special)	F 1, 2	406-636	F 1, 2	03
Library Attendants	G 1, 2, 3	336-559	G 1, 2, 3	01
Personnel				
Personnel Officer	Group 6	5,472	Group 6	13 (SM
Deputy Personnel Officer	Group 7	5,064	Group 7	11
Assistant Personnel Officer, Grade I	Scale A(U)	3,096-3,660	Scale A(U)	09
Senior Staff and Labour Relations Officer	C(E) 6	3,096-3,660	C(E) 6	09
Assistant Personnel Officer, Grade II	Scale A	1,680-3,528	Scale A	08
Higher Personnel Assistant (Staff and Labour)	C(E) 5	2,688-2,988	C(E) 5	08
Relations Officer	C(E) 5	2,688-3,660	C(E) 5	08
Personnel Assistant, Grade I	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Personnel Assistant, Grade II	C(E) 2, 3	1,482-2,160	C(E) 2, 3	07
Judiciary				
Court President, Grade C		400	G 2	02
Bailiffs	G 1, 2, 3	336-558	G 1, 2, 3	02
Forestry				
Ranger	H 9, 10	804-1,324	H 9, 10	05
Forester	H 6, 7	630-774	H 6, 7	04
Forest Guards	H 2-5	366-600	H 2-5	03
Senior Timber Inspector	H 5	564-600	H 5	03
Timber Inspector	H 2	366-406	H 2	02

APPENDIX III E

MID-WESTERN STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCILS/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Administration				
Secretary Assistant, Grade II	C(T) 6 ..	3,096-3,528	C(E) 6 ..	09
Secretary Assistant, Grade III	C(E) 5 ..	2,688-2,988	C(E) 5 ..	08
Secretary Assistant, Grade IV	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4 ..	07
Secretary Assistant, Grade V	C(E) 1, 2 ..	1,036-1,884	C(E) 1, 2 ..	06
Senior Clerical Officer ..	D 4	1,036-1,264	D 4	05
Stenographers	D 2, 3	644-1,016	D 2, 3	04
Clerical Officer	D 1, 2, 3 ..	514-618	D 1, 2, 3 ..	04
Secretary/Treasurer ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Clerical Assistant ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Typist	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Library Assistant ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Rural Development Workers, Grade II	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Art and Craft Worker ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Head Messenger ..	G 4	570-612	G 4	03
Telephone Operator ..	F 1, 2, 3 ..	406-804	F 1, 2, 3 ..	03
Market Superintendent				
Market Supervisor ..	G 1, 2, 3 ..	366-558	G 1, 2, 3 ..	02
Library Attendant ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	01
Mail Runner	G 1, 2	336-460	G 1, 2	01
Watchman Unskilled ..	G 1, 2	336-460	G 1, 2	01
Local Government Wardens	G 1, 2 ..	336-460	G 1, 2	01
Night Watchman ..	G 1, 2	336-460	G 1, 2	01
Caretakers	G 1, 2	336-558	G 1, 2	01
Local Government Orderlies	G 1, 2 ..	336-558	G 1, 2	01
Health				
Medical Officer of Health	Scale A ..	1,680-2,400	Scale A ..	09
Higher Health Superintendent	C(T) 4 ..	2,784-2,988	C(T) 5	08
Refuse Unit Superintendent	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4 ..	07
Health Superintendent ..	C(T) 2, 3, 4 ..	1,560-2,688	C(T) 2, 3, 4 ..	07
Assistant Health Superintendent	C(T) 1, 2 ..	1,078-1,950	C(T) 1, 2, ..	06
Staff Midwife, Grade I ..	C(T) 1, 2 ..	1,078-1,950	C(T) 1, 2 ..	06
Community Nurse ..	C(T) 1, 2 ..	1,078-1,950	C(T) 1, 2 ..	06
Conservancy Supervisor	C(E) 1, 2 ..	1,078-1,950	C(E) 1, 2 ..	06
Senior Health Inspector, Grade II	E 5	1,482-1,896	E 5	06
Senior Dispensing Assistant	E 4	1,084-1,432	E 4	05

Appendix III E—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Health Inspector	E 1 (B & C) 3	516-1016	E 1 (B & C) 3	04
District Inspector	E 1 (B & C) 3	516-1016	E 1 (B & C) 3	04
Midwife, Grade II	E 1 (B & C) 3	336-914	E 1 (B & C) 3	04
Senior Health Scout	F 2, 3	546-804	F 2, 3	03
Dispensing Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Health Scout	G 2, 3 ..	406-558	G 2, 3 ..	02
Sanitary Overseer	G 2, 3 ..	406-558	G 2, 3 ..	02
Sanitary Overseer	G 2, 3 ..	406-558	G 2, 3 ..	02
Dispensing Assistant-in-Training	G 1	336-366	G 1	01
Health Inspector-in-Training	G 1	336-366	G 1	01
Female Ward Attendants	G 1, 2 ..	336-460	G 1, 2 ..	01
Maternity Labourers	G 1, 2 ..	336-460	G 1, 2 ..	01
Slaughter Slab Attendants	G 1, 2, 3	336-558	G 1, 2, 3	01
Wardmaids	G 1, 2 ..	336-460	G 1, 2 ..	01
Dispensary/Maternity Workers	G 1, 2 ..	336-460	G 1, 2 ..	01
Conservancy Labourers	G 1, 2 ..	336-558	G 1, 2 ..	01
Treasury				
Treasury Assistant, Grade I	C(E) 6	3,096-3,528	C(E) 6	09
Treasury Assistant, Grade II	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Treasury Assistant, Grade IV	E 1, 2, 3	336-1,016	E 1, 2, 3	04
Revenue Collection Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Tax Driver/Revenue Collector	G 1, 2 ..	336-460	G 1, 2 ..	02
Canoe Puller/Revenue Collector	G 1, 2 ..	336-460	G 1, 2 ..	02
Conservancy Fee Collector	G 1, 2, 3	336-558	G 1, 2, 3	02
Pound Master	G 1, 2, 3	336-558	G 1, 2, 3	02
Canoe Boys Unskilled	G 1, 2 ..	336-460	G 1, 2 ..	01
Motor Park Attendant	G 1, 2 ..	336-558	G 1, 2 ..	01
Motor Park Gateman	G 1, 2 ..	336-558	G 1, 2 ..	01
Works				
Higher Technical Officer	C(T) 5 ..	2,784-2988	C(T) 5 ..	08
Technical Officer	C(T) 2, 3, 4	1,560-2688	C(T) 2, 3, 4	07
Assistant Technical Officer	C(T) 1, 2	1,078-1950	C(T) 1, 2	06
Road Foreman	E 4	1,084-1432	E 4	03
Senior Technical Assistant	E 1 (B & C) 3	516-1016	E 1, (B & C) 3	04
Head Road Overseer	F 4	818-914	F 4	04
Road Overseer	F 1, 2, 3	406-804	F 1, 2, 3	03
Artisan, Grade I	F 3	666-804	F 3	03
Artisan, Grade II	F 1, 2	406-636	F 1, 2	03
Artisan, Grade III	F 1	406-528	F 1,	03
Timekeepers	F 1, 2, 3	406-804	F 1, 2 ,3	03
Driver-Mechanic	F 1, 2, 3	406-804	F 1, 2, 3	03
Boundaryman	G 1, 2 ..	336-460	G 1, 2 ..	02

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Chainman	G 1, 2	336-460	G 1, 2 ..	02
Headman	G 1, 2, 3	336-558	G 1, 2, 3 ..	02
Timekeeper/Storekeeper ..	G 1, 2, 3 ..	336-558	G 1, 2, 3 ..	02
Motor Driver	G 2, 3	406-558	G 2, 3	02
Road Labourers	G 1, 2	336-558	G 1, 2	01
Unskilled Staff	G 1, 2	336-558	G 1, 2	01

APPENDIX III F

NORTH-CENTRAL

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCIL/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Central Administration				
Head of Staff	Fixed	1,934	A	08
Local Govt. & Com. Dev. Secretary	A 1	1,680-3,528	A	08
Administrative Secretary	A	1,036-1,384	D 4	05
Council Secretary	A	1,036-1,384	D 4	05
Council/Admin. Secretary	A	1,036-1,384	D 4	05
Local Govt. Com. Dev. Secretary	A	1,036-1,384	D 4	05
Local Govt. & Com. Dev. Supervisor	A	1,036-1,384	D 4	05
Rural Development Officer	A	1,036-1,384	D 4	05
Administrative Secretary	D	516-762	D 1, 2	04
Asst. Admin. Secretary	B	600-980	D 1, 2, 3	04
Staff Officer	B	600-980	D 1, 2, 3	04
Chief Scribe	B	600-980	D 1, 2, 3	04
Scribe (Security)	B	600-980	D 1, 2, 3	04
Asst. Council/Admin. Secretary	B	600-980	D 1, 2, 3	04
Office Assistant	B	600-980	D 1, 2, 3	04
Office Assistant	C	600-806	D 1, 2	04
Asst. Council/Admin. Secretary	D	516-762	D 1, 2	04
Asst. Local Govt. & Com. Supervisor Dev.	B	600-980	D 1, 2, 3	04
Local Govt. & Com. Dev. Supervisor	B	600-980	D 1, 2, 3	04
Asst. Local Govt. & Com. Dev. Secretary	D	516-762	D 1, 2	04
Head Messenger	E	516-644	D 1	04
Asst. Local Govt. & Com. Dev. Supervisor	E	516-644	D 1	04
Senior District Scribe	D	516-762	D 1, 2	04
District Scribe	B	600-980	D 1, 2, 3	04
District Scribe	D	516-762	D 1, 2	04
District Scribe	E	516-644	D 1	04
Senior Scribe	F	406-558	F 1, 2	03
Emirs Representative	F	406-558	F 1, 2	03
Scribe	F	406-558	F 1, 2	03
Emirs Representative	F	406-558	F 1, 2	03
Sekin Dogarai	F	406-558	F 1, 2	03
Com. Dev. Assistant	F	406-558	F 1, 2	03

Appendix III F—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Asst. Local Govt. & Com. Dev. Supervisor	F	406-558	F 1, 2	03
District Scribe	F	406-558	F 1, 2	03
District Council Clerk	F	406-558	F 1, 2	03
Scribe	G	276-462	G 1, 2	02
Scribe	H	276-368	G 1	02
Telephone Operator	G	276-462	G 1, 2	02
Telephone Attendant	G	276-462	G 1, 2	02
Galadiman Dogaria	Fixed	366	G 1	02
Dogari	K	192-264	G 1A	02
Messenger	G	276-462	G 1, 2	02
Messenger	J	216-300	G 1A	02
Messenger	K	192-264	G 1A	02
Village Level Worker	G	276-462	G 1, 2	02
Local Govt. & Com. Dev. Supervisor	G	276-462	G 1, 2	02
Asst. District Scribe	G	276-558	G 1, 2	02
Asst. District Scribe	H	276-368	G 1	02
Scribe	G	276-558	G 1, 2	02
Scribe	H	276-368	G 1	02
Cattle Market Overseer	Fixed	378	G 1	02
Cattle Market Overseer	Fixed	336	G 1	02
Telephone Operator	J	216-300	G 1A	01
Imam (Moslem Preacher)	Fixed	144	G 1A	01
Scribe	J	216-300	G 1A	01
Village Scribe	K	192-264	G 1A	01
District Messenger	J	216-300	G 1A	01
District Messenger	K	192-264	G 1A	01
Treasury				
Treasurer	A1	1,680-3,528	A	08
Treasurer	B1	1,330-1,764	C E 1, 2	06
Supervisor of Accounts	B1	1,330-1,764	C E 1, 2	06
Treasurer	A	1,036-1,384	D 4	05
Finance Secretary	A	1,036-1,384	D 4	05
Sub-Treasurer	A	1,036-1,384	D 4	05
Assistant Treasurer	A	1,036-1,384	D 4	05
Senior Accountant/Treasurer	A	1,036-1,384	D 4	05
Chief Accountant	A	1,036-1,384	D 4	05
Senior Accountant	A	1,036-1,384	D 4	05
Accountant	A	1,036-1,384	D 4, 3	05
Revenue Officer	A	1,036-1,384	D 4	05
Asst. Revenue Officer	A	1,036-1,384	D 4	05
Treasurer	B	600-980	D 1, 2, 3	04
Senior Accountant	B	600-980	D 1, 2, 3	04
Accountant	B	600-980	D 1, 2, 3	04
Accountant	D	516-762	D 1, 2	04
Accountant	E	516-644	D 1	04
Accounting Assistant	C	600-804	D 1, 2	04
Revenue Officer	B	600-980	D 1, 2, 3	04

Appendix III (F)—*continued*

Existing Post Titles	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Revenue Officer	C	600-806	D 1, 2	04
Assistant Revenue Officer	B	600-980	D 1, 2, 3	04
Cashier	B	600-980	D 1, 2, 3	04
Cashier	D	516-762	D 1, 2	04
Supply Officer	B	600-980	D 1, 2, 3	04
Stenotypist	D	516-762	D 1, 2	04
Senior Messenger	E	516-644	D 1	04
Accountant	F	406-558	F 1, 2	03
Accounting Assistant	F	406-558	F 1, 2	03
Junior Accountant	F	406-558	F 1, 2	03
Township Overseer	F	406-588	F 1, 2	03
Stenotypist	F	406-558	F 1, 2	03
Registrar	G	276-462	G 1, 2	02
Township Overseer	G	276-462	G 1, 2	02
Messenger	J	216-300	G 1A	02
Messenger	K	192-264	G 1A	01
Information Department				
Information Officer	B	600-980	C(E) 1, 2	06
Photographer	D	516-762	D 1, 2	04
Film Unit Operator	F	406-558	F 1, 2	03
Film Strip Operator	F	406-558	F 1, 2	03
Reporter	F	406-558	F 1, 2	03
Commentator	F	406-558	F 1, 2	03
Museum Attendant	F	406-558	F 1, 2	03
Librarian	F	406-558	F 1, 2	03
Film Strip Operator	G	276-472	G 1, 2	02
Librarian	H	276-368	G 1	02
Reading Room Attendant	J	216-300	G 1A	01
Reading Room Attendant	K	192-264	G 1A	01
Messenger	J	216-300	G 1A	01
Public Enlightenment				
Education Officer	AI	1,680-2,988	A	08
Chief Public Enlightenment Officer	A	1,036-1,384	D 4	05
Supervisor of Arabic	A	1,036-1,384	D 4	05
Assistant Manager	Fixed	1,036	D 4	05
Supervisor of Arabic	E	516-644	D 1, 2	04
Assistant Manager	E	516-644	D 1, 2	04
Chief Organiser	B	600-980	D 1, 2, 3	04
Chief Organiser	C	600-806	D 1, 2	04
Koranic Supervisor	C	600-806	D 1, 2	04
Deputy Chief Organiser	F	406-558	F 1, 2	03

Appendix III F—continued

Existing Post Titles	*Present Salary Scale*	*Range of Salary in N*	*Civil Service Equivalent Scale*	*New Grade Levels*
Senior Organiser	F	406-558	F 1, 2	03
Senior Woman Organiser	F	406-558	F 1, 2	03
Scribe	F	406-558	F 1, 2	03
Woman Organiser	G	276-462	G 1, 2	02
Organiser	G	276-462	G 1, 2	02
Messenger	J	216-300	G 1A	01
Social Welfare				
Social Welfare Officer	B	600-980	D 1, 2, 3	04
Social Welfare Assistant	F	516-762	D 1, 2	04
Midwife	E	516-644	D 1, 2	04
Warden	E	516-644	D 1, 2	04
Assistant Social Welfare Officer	F	406-558	F 1, 2	03
Social Welfare Assistant	F	406-558	F 1, 2	03
Remand Home Warden	F	406-558	F 1, 2	03
Remand Home Warden	PK	Old Police Scale	PK	03
Children's Welfare Attendant	J	216-300	G 1A	02
Forster Molter	J	276-300	G 1A	01
Cook	J	216-300	G 1A	01
Watchman	J	216-300	G 1A	01
Messenger	J	216-300	G 1A	01
Works Department				
Supervisor of Works	A 1	1,680-3,528	A	08
Supervisor of Works	B 1	1,330-1,764	C(T) 1, 2	06
Senior Building Inspector	B 1	1,330-1,764	C(T) 1, 2	06
Technical Assistant	A	1,036-1,384	E 4	05
Supervisor of Works	C	600-806	E 1 (B & C)	04
Supervisor of Works	E	516-644	E 1 (B)	04
Building Inspector	B	600-980	E 1 (B & C)	04
Technical Assistant	B	600-980	E 1 (B & C)	04
Technical Assistant	C	600-806	E 1 (B & C)	04
Technical Assistant	D	516-762	E 1 (B & C)	04
Technical Apprentice	E	516-644	E 1 (B)	04
Assistant Mechanical Superintendent	E	600-980	E 1 (B & C)	04
Head Mechanics	E	516-644	E 1 (B)	04
Land Settlement Officer	E	516-644	E 1 (B)	04
Surveyor	D	516-762	E 1 (B & C)	04
Surveyor	E	516-644	E 1 (B)	04
Storekeeper	C	600-806	E 1 (B & C)	04
Storekeeper	E	516-644	E 1 (B)	04
Driver	E	516-644	E 1 (B)	04
Chief Scribe	C	600-806	E 1 (B & C)	04
Road and Transport Clerk	E	516-644	E 1 (B)	04

Appendix III F—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Head Road Overseer	E	516-644	E 1 (B)	04
Road Overseer	E	516-644	E 1 (B)	04
Headman	E	516-644	E 1 (B)	04
Head and Transport Clerk	F	406-558	F 1, 2	03
Building Inspector	F	406-558	F 1, 2	03
Technical Apprentice	F	406-558	F 1, 2	03
Engineering Assistant	F	406-558	F 1, 2	03
Land Settlement Officer	F	406-558	F 1, 2	03
Surveyor	F	406-588	F 1, 2	03
Storekeeper	F	406-588	F 1, 2	03
Driver	F	406-558	F 1, 2	03
Chief Scribe	F	406-558	F 1, 2	03
Watchman	F	406-558	F 1, 2	03
Surveyor	G	276-462	G 1, 2	02
Assistant Store Accountant	G	276-462	G 1, 2	02
Storekeeper	G	276-462	G 1, 2	02
Driver	G	276-462	G 1, 2	02
Timekeeper	G	276-462	G 1, 2	02
Caretaker	G	276-462	G 1, 2	02
Messenger	G	276-462	G 1, 2	02
Messenger	J	216-300	G 1 A	01
Messenger	K	192-264	G 1 A	01
Chainman	G	276-462	G 1, 2	02
Chainman	J	216-300	G 1 A	01
Works Department Rural and Semi Urban Water Supply				
Supervisor	B	600-980	E 1 (B)	04
Assistant Supervisor	B	600-980	E 1 (B)	04
Supervisor	E	516-644	E 1 (B)	04
Assistant Supervisor	E	516-644	E 1 (B)	04
Head Blacksmith	E	516-644	E 1 (B)	04
Assistant Supervisor	F	406-558	F 1, 2	03
Fitter	F	406-558	F 1, 2	03
Artisan	F	406-558	F 1, 2	03
Assistant Supervisor	H	276-368	G 1	02
Artisan	G	276-462	G 1, 2	02
Storekeeper	G	276-462	G 1, 2	02
Overseer	J	216-300	G 1 A	01
Headman	J	216-300	G 1 A	01
Messenger	J	216-300	G 1 A	01
Messenger	K	192-264	G 1 A	01
Medical Department				
Rural Health Superintendent	B 1	1,330-1,764	C(T) 1, 2	06
Pharmacist	B 1	1,330-1,764	C(T) 1, 2	06
Dispenser	B 1	1,330-1,764	C(T) 1, 2	06
Midwife	A	1,036-1,384	E 4	05

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Medical Department—continued				
Assistant Rural Health Superintendent	C	600-806	E 1 (B & C)	04
Supervisor of Medical Service	B	600-980	E 1 (B & C)	04
Supervisor Medical Service	D	516-762	E 1 (B & C)	04
Deputy Supervisor	C	600-806	E 1 (B & C)	04
Deputy Supervisor	E	516-644	E 1 (B)	04
Dispensary Inspector	C	600-806	E 1 (B & C)	04
Senior Dispensary Assistant	C	600-806	E 1 (B & C)	04
Senior Dispensary Assistant	D	516-762	E 1 (B & C)	04
Senior Dispensary Assistant	E	516-644	E 1 (B)	04
Senior Dispensary Attendant	D	516-762	E 1 (B & C)	04
Senior Dispensary Attendant	E	516-644	E 1 (B)	04
Midwife	C	600-806	E 1 (B & C)	04
Midwife	E	516-644	E 1 (B)	04
Community Nurse	D	516-762	E 1 (B & C)	04
Community Nurse	E	516-644	E 1 (B)	04
Senior Storekeeper	D	516-762	E 1 (B & C)	04
Storekeeper	E	516-644	E 1 (B)	04
Timekeeper	D	516-762	E 1 (B & C)	04
Ambulance Driver	E	516-644	E 1 (B)	04
Dispensary Assistant	F	406-558	F 1, 2,	03
Senior Dispensary Attendant	F	406-558	F 1, 2	03
Midwife	F	406-558		03
Senior Community Attendant	F	406-558	F 1, 2	03
Scribe	F	406-558	F 1, 2	03
Ambulance Driver	F	406-558	F 1, 2	03
Dispensary Attendant	G	276-462	G 1, 2	02
Dispensary Attendant	H	276-368	G 1	02
Assistant Storekeeper	G	276-462	G 1, 2	02
Community Midwife	G	276-462	G 1, 2	02
Maternity Attendant	G	276-462	G 1, 2	02
Maternity Attendant	H	276-368	G 1	02
Asylum Lunatic Attendant	G	276-462	G 1, 2	02
Lunatic Attendant	H	276-368	G 1	02
Lunatic Attendant	J	216-300	G 1 A	01
Lunatic Attendant	K	192-264	G 1 A	01

Appendix III F—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Level*
Messenger	J	216-300	G 1 A	01
Messenger	K	192-264	G 1 A	01
Infant Welfare Attendant	J	216-300	G 1 A	01
Dispensary Attendant	J	216-300	G 1 A	01
Dispensary Attendant	K	192-264	G 1 A	01
Watchman	J	216-300	G 1 A	01
Health Department				
Senior Health Superintendent	A 1	1,680-2988	A	08
Health Superintendent	A 1	1,680-2988	A	08
Senior Building Inspector	B 1	1,330-1764	C(T) 1, 2	06
Senior Health Superintendent	A	1,036-1384	E 4	05
Health Superintendent	A	1,036-1384	E 4	05
Supervisor of Health	A	1,036-1384	E 4	05
Senior Health Inspector	A	1,036-1384	E 4	05
Building Inspector	B	600-980	E 1 (B & C)	04
Assistant Health Superintendent	B	600-980	E 1 (B & C)	04
Supervisor of Health	B	600-980	E 1 (B & C)	04
Supervisor of Health	E	516-644	E 1 (B)	04
Deputy Supervisor	C	600-806	E 1 (B & C)	04
Assistant Supervisor	B	600-980	E 1 (B & C)	04
Assistant Supervisor	E	516-644	E 1 (B)	04
Senior Health Inspector	B	600-806	E 1 (B & C)	04
Senior Health Inspector	E	516-644	E 1 (B)	04
Health Inspector	D	516-762	E 1 (B)	04
Health Inspector	C	600-806	E 1 (B & C)	04
Health Inspector	E	516-644	E 1 (B)	04
Registrar of Births and Deaths	C	600-806	E 1 (B & C)	04
Registrar of Birth and Deaths	D	516-762	E 1 (B & C)	04
Storekeeper	E	516-644	E 1 (B)	04
Building Inspector	F	406-558	F 1, 2	03
Senior Health Inspector	F	406-558	F 1, 2	03
Health Assistant	F	406-558	F 1, 2	03
Health Inspector	F	406-558	F 1, 2	03
Sanitary Overseer	F	406-558	F 1, 2	03
Registrar of Births and Deaths	F	406-558	F 1, 2	03
Schools Inspector	F	406-558	F 1, 2	03
Storekeeper	F	406-558	F 1, 2	03
Senior Health Inspector	G	276-462	G 1, 2	02
Health Inspector	G	276-462	G 1, 2	02
Senior Vaccinator	H	276-368	G 1	02
Vaccinator	C	276-462	G 1, 2	02
Vaccinator	H	276-368	G 1	02
Female Vaccinator	H	276-368	G 1	02
Sanitary Orderly	F	406-558	F 1, 2	02

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Sanitary Orderly	G	276-462	G 1, 2	02
Yaws Scout	J	216-300	G 1A	02
Community Attendant	H	276-368	G 1	02
Registrar of Births and Deaths	H	276-368	G 1	02
Assistant Registrar	G	276-462	G 1, 2	02
Sleeping Sickness Headman	H	276-368	G 1	02
Vaccinator	J	216-300	G 1A	01
Female Vaccinator	J	216-300	G 1A	01
Community Attendant	J	216-300	G 1A	01
Community Attendant	K	192-264	G 1A	01
Messenger	J	216-300	G 1A	01
Leprosy Department				
Leprosy Supervisor	B	600-980	E 1 (B & C) 3	04
Senior Leprosy Inspector	D	516-762	E 1 (B & C)	04
Leprosy Inspector	B	600-980	E 1 (B & C)	04
Leprosy Inspector	D	516-762	E 1 (B & C)	04
Leprosy Inspector	E	516-644	E 1 (B)	04
Senior Leprosy Inspector	F	406-558	F 1, 2	03
Female Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Inspector	F	406-558	F 1, 2	03
Assistant Leprosy Attendant	F	406-558	F 1, 2	03
Leprosy Attendant	F	406-558	F 1, 2	03
Health Assistant (Leprosy)	F	406-558	F 1, 2	03
Leprosy Attendant	H	276-368	G 1	02
Leprosy Attendant	J	216-300	G 1A	01
Agricultural Department				
Rural Development Officer	A	1,036-1384	E 4	05
Supervisor of Agriculture	B	600-980	E 1 (B & C) 3	04
Agricultural Assistant	F	406-558	F 1, 2	03
Clerks	F	406-558	F 1, 2	03
Messenger	J	216-300	G 1A	01
Forestry Department				
Supervisor of Forests	A	1,036-1,384	E 4	05
Supervisor of Forests	B	600-980	E 1 (B & C)	04
Supervisor of Forests	C	600-806	E 1 (B & C)	04
Supervisor of Forests	D	516-762	E 1 (B & C)	04
Assistant Supervisor	E	516-644	E 1 (B)	04
Forest Guard	E	516-644	E 1 (B)	04
Senior Forester	C	600-806	E 1 (B & C)	04
Senior Forester	E	516-644	E 1 (B)	04
Forester	D	516-762	E 1 (B & C)	04
Tree Planting Headman	Fixed	558	E 1 (B)	04
Parks and Gardens Assistant	E	516-644	E 1 (B)	04
Surveyor	E	516-644	E 1 (B)	04
Senior Forest Guard	F	406-558	F 1, 2	03

Existing Post Title	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Forest Guard	F	406-558	F 1, 2	03
Forester	F	406-558	F 1, 2	03
Clerk	F	406-558	F 1, 2	03
Surveyor	F	406-558	F 1, 2	03
Tractor Driver	F	406-558	F 1, 2	03
Senior Forest Guard	G	276-462	G 1, 2	02
Forest Guard	G	276-462	G 1, 2	02
Forest Guard	H	276-368	G 1	02
Clerk	G	276-462	G 1, 2	02
Clerk	H	276-368	G 1	02
Assistant Forest Guard	J	216-300	G 1A	01
Assistant Forest Guard	K	192-264	G 1A	01
Markets and Lorry parks				
Township Overseer	F	406-558	F 1, 2	03
Driver	F	406-558	F 1, 2	03
Artisan	F	406-558	F 1, 2	03
Market Master	G	276-462	G 1, 2	02
Market Master	H	276-368	G 1	02
Head Market Scribe	G	276-462	G 1, 2	02
Market Messenger	G	276-462	G 1, 2	02
Market Messenger	H	276-368	G 1	02
Head Butcher	G	276-462	G 1, 2	02
Animal Poundkeeper	G	276-462	G 1, 2	02
Animal Poundkeeper	H	276-368	G 1	02
Artisan	G	276-462	G 1, 2	02
Revenue Collector	G	276-462	G 1, 2	02
Superintendent of Motor Parks	G	276-462	G 1, 2	02
Lorry Park Attendant	G	276-463	G 1, 2	02
Motor Park Gateman	H	276-368	G 1	02
Motor Park Scribe	G	276-462	G 1, 2	02
Motor Park Scribe	H	276-368	G 1	02
Market Scribe	G	216-300	G 1	01
Market Scribe	J	216-300	G 1	01
Messenger	J	216-300	G 1A	01
Sarkin Kasuwa	Fixed	240-00	G 1A	01
Lorry Park Attendant	J	216-300	G 1A	01
Lorry Park Caretaker	K	192-264	G 1A	01

APPENDIX III G

NORTH EASTERN STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCILS/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Central Administration				
Administrative Secretary	A 1	1,680-3,528	A	08
Administrative Secretary	B 1	1,330-1,764	C(E) 1, 2	06
Council Secretary	B 1	1,330-1,764	C(E) 1, 2	06
Administrative Secretary	A	1,036-1,384	D 4	05
Council Secretary	A	1,036-1,384	D 4	05
Staff Officer	A	1,036-1,384	D 4	05
Chief Scribe	A	1,036-1,384	D 4	05
Council Secretary	B	600-980	D 1, 2, 3	04
Council Secretary	C	600-806	D 1, 2	04
Assistant Council Secretary	C	600-806	D 1, 2	04
Chief Scribe	B	600-908	D 1, 2, 3	04
Chief Scribe	C	600-806	D 1, 2	04
Chief Scribe	D	516-762	D 1, 2	04
Chief Scribe	E	516-644	D 1	04
Scribe	B	600-980	D 1, 2, 3	04
Scribe	C	600-806	D 1, 2	04
Scribe	D	516-762	D 1, 2	04
Private Secretary	C	600-806	D 1, 2	04
Scribe	E	516-644	D 1	04
Chief Scribe	F	406-558	F 1, 2	03
Private Secretary	F	406-558	F 1, 2	03
Scribe	F	406-558	F 1, 2	03
Head Messenger	F	406-558	F 1, 2	03
Scribe	G	276-462	G 1, 2	02
Head Messenger	G	276-462	G 1, 2	02
Messenger	M	276-368	G 1	02
Messenger	J	216-300	Below G 1	01
Messenger	K	192-264	Below G 1	01
Treasury				
Treasurer	A 1	1,680-3,528	A	08
Treasurer	B 1	1,330-1,764	C(E) 1, 2	06
Assistant Treasurer	B 1	1,330-1,764	C(E) 1, 2	06
Treasurer	A	1,036-1,384	D 4	05
Chief Accountant	B	600-980	D 1, 2, 3	05
Cashier	A	1,036-1,384	D 4	05
Revenue Officer	A	1,036-1,384	D 4	05
Revenue Clerk	E	516-644	D 1	04
Treasurer	B	600-980	D 1, 2, 3	04
Assistant Treasurer	B	600-980	D 1, 2, 3	04
Chief Accountant	B	600-980	D 1, 2, 3	04
Senior Accountant	D	516-762	D 1, 2	04

Appendix III G—continued

Existing Post Titles	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Accountant	B	600-980	D 1, 2, 3	04
Accountant	C	600-806	D 1, 2	04
Accountant	D	516-762	D 1	04
Cashier	B	600-980	D 1, 2, 3	04
Cashier	C	600-806	D 1, 2	04
Cashier	D	516-702	D 2	04
Cashier	E	516-644	D 1	04
Revenue Officer	B	600-980	D 1, 2, 3	04
Revenue Secretary	C	600-806	D 1, 2	04
Revenue	D	516-762	D 1, 2	04
Paymaster	E	516-644	D 1	04
Assistant Revenue Secretary	E	516-644	D 1	04
Accountant	F	460-558	F 1, 2	03
Cashier	F	460-558	F 1, 2	03
Revenue Clerk	F	460-558	F 1, 2	03
Revenue Clerk	G	276-462	G 1, 2	02
Local Government				
Development Secretary	A	1,036-1,384	D 4	05
Local Government Secretary	A	1,036-1,384	D 4	05
Community Development Superintendent	A	1,036-1,384	D 4	05
Development Secretary	B	600-980	D 1, 2, 3	04
Local Government Secretary	B	600-980	D 1, 2, 3	04
Development Secretary	C	600-980	D 1, 2	04
Local Government Secretary	C	600-980	D 1, 2	04
Development Secretary	D	516-762	D 1, 2	04
Local Government Secretary	D	516-762	D 1, 2	04
Community Development Superintendent	B	600-980	D 1, 2, 3	04
Community Development Superintendent	C	600-806	D 1, 2	04
Community Development Superintendent	D	516-762	D 1, 2	04
Community Development Superintendent	E	516-644	D 1	04
Community Development Inspector	C	600-806	D 1, 2	04
Community Development Inspector	D	516-762	D 1, 2	04
Community Development Inspector	E	516-644	D 1	04
Community Development Superintendent	F	406-558	F 1, 2	03
Community Development Inspector	F	406-558	F 1, 2	03
Community Development Village Level Worker	F	406-558	F 1, 2	03

NORTH-EASTERN STATE

Existing Post Titles	*Present Salary Scale*	*Range of Salary in* ₦	*Civil Service Equivalent Scale*	*New Grade Levels*
Community Assistant	G	276-462	G 1, 2	02
Community Assistant	H	276-368	G 1	02
Com. Dev. Village Level Worker	G	276-462	G 1, 2	02
Com. Dev. Village Level Worker	J	216-300	Below G 1	01
Leprosy				
Supervisor of Leprosy	A	1,036-1384	E 4	05
Chief Leprosy Inspector	E	516-644	E 1 (B)	04
Senior Leprosy Inspector	E	516-644	E 1 (B)	04
Leprosy Inspector	D	516-762	E i (B & C)	04
Leprosy Inspector	E	516-644	E 1 (B)	04
Leprosy Inspector	E	516-644	E 1 (B)	04
Leprosy Assistant	C	600-806	E 1 (B & C)	04
Leprosy Assistant	D	516-762	E 1 (B & C)	04
Leprosy Assistant	D	516-762	E 1 (B & C)	04
Leprosy Assistant	E	516-644	E 1 (B)	04
Chief Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Inspector	F	406-558	F 1, 2	03
Assistant Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Inspector	H	276-368	H	02
Leprosy Assistant	G	276-462	G 1, 2	02
Leprosy Assistant	H	276-462	G 1, 2	02
Leprosy Attendant	G	276-462	G 1, 2	02
Leprosy Assistant	J	216-300	Below G 1	01
Leprosy Attendant	J	216-300	Below G 1	01
Social Welfare (Information)				
Chief Information Officer	A	1,036-1384	D 4	05
Information Officer	B	600-980	D 1, 2, 3	04
Information Officer	C	600-806	D 1, 2	04
Information Officer	D	516-762	D 1, 2	04
Asst. Information Officer	D	516-762	D 1, 2	04
Librarian	E	516-644	D 1	04
Driver/Projectionist	E	516-644	E 1 (B)	04
Librarian	F	406-558	F 1, 2	03
Information Officer	F	406-558	F 1, 2	03
Diver Projectionist	F	406-558	F 1, 2	03
News Reporter	F	406-558	F 1, 2	03
Driver Projectionist	G	276-462	G 1, 2	02
Technician	F	406-558	F 1, 2	03
Photographer	F	406-558	F 1, 2	03
Librarian	H	276-368	G 1	02
Driver/Projectionist	G	276-462	G 1, 2	02
Field Publicity Assistant	G	276-462	G 1, 2	02
Darkroom Assistant	G	276-462	G 1, 2	02

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*
Cinema Operator	G	276-462	G 1
Reading Room Attendant	H	276-368	G 1
Social Welfare			
Social Welfare Officer	A	1,036-1384	D 4
Social Welfare Officer	B	600-980	D 1, 2, 3
Social Welfare Officer	C	600-806	D 1, 2
Social Welfare Officer	D	516-762	D 1, 2
Social Welfare Officer	E	516-644	D 1
Welfare Officer	E	516-644	D 1
Social Cooperative Inspector	C	600-806	D 1, 2
Cooperative Inspector	E	516-644	D 1
Social Welfare Officer	F	406-558	F 1, 2
Welfare Officer	F	406-558	F 1, 2
Games Supervisor	F	406-558	F 1, 2
Female Welfare Assistant	F	406-558	F 1, 2
Cooperative Inspector	F	406-558	F 1, 2
Asst. Social Welfare Officer	G	276-462	G 1, 2
Female Welfare Assistant	H	276-368	G 1
Works			
Supervisor of Works	B 1	1,330-1,764	C (T) 1, 2
Supervisor of Works	A	1,036-1,384	E 4
Senior Assistant Supervisor of Works	A	1,036-1,384	E 4
Supervisor of Wells	B	600-980	E 1 (B & C) 3
Supervisor of Works	B	600-980	E 1 (B & C)
Supervisor of Works	C	600-806	D 1, 2
Supervisor of Works	D	516-762	E 1 (B & C)
Supervisor of Works	E	516-644	E 1 (B)
Chief Surveyor	B	600-980	E 1 (B & C) 3
Surveyor	E	516-644	E 1 (B)
Supervisor of Wells	C	600-806	E 1 (B & C)
Supervisor of Wells	D	516-644	E 1 (B & C)
Land Settlement Officer	E	516-644	E 1 (B)
Technical Officer	D	516-762	E 1 (B & C)
Assistant Tech. Officer	B	600-980	E 1 (B & C)
Assistant Tech. Officer	E	516-644	E 1 (B)
Technical Assistant	D	516-762	E 1 (B & C)
Technical Assistant	E	516-762	E 1 (B)
Engineering Assistant	E	516-644	E 1 (B)
Road Supervisor	D	516-762	E 1 (B & C)
Senior Road Overseer	E	516-644	E 1 (B)
Road Overseer	E	516-644	E 1 (B)
Foreman	C	600-806	E 1 (B & C)
Building Foreman	D	516-762	E 1 (B & C)
Building Foreman	E	516-644	E 1 (B)
Chief Mechanic	C	600-806	E 1 (B & C)
Head Mechanic	C	600-806	E 1 (B & C)
Assistant Head Mechanic	E	516-644	E 1 (B)

New Grade Levels	*Existing Post Title*	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
02					
02	Mechanic	E	516-644	E 1 (B)	04
	Transport Officer	B	600-980	E 1 (B & C) 3	04
	Senior Driver	D	516-762	E 1 (B & C)	04
05	Driver	E	516-644	E 1 (B)	04
04	Carpenter	E	516-644	E 1 (B)	04
04	Supervisor of Works	E	406-558	F 1, 2	03
04	Surveyor	F	406-558	F 1, 2	03
04	Supervisor of Wells	F	406-558	F 1, 2	03
04	Land Settlement Officer	F	406-558	F 1, 2	03
04	Technical Assistant	F	406-558	F 1, 2	03
04	Road Overseer	F	406-558	F 1, 2	03
03	Building Inspector	F	406-558	F 1, 2	03
03	Building Foreman	F	406-558	F 1, 2	03
03	Mechanic	F	406-558	F 1, 2	03
03	Artisan	F	406-558	F 1, 2	03
03	Driver	F	406-558	F 1, 2	03
02	Brick Manager	F	406-558	F 1, 2	03
02	Carpenter	F	406-558	F 1, 2	03
	Land Settlement Officer	G	276-462	G 1, 2	02
	Assistant Land Settlement Officer	G	276-462	G 1, 2	02
06	Senior Road Overseer	G	276-462	G 1, 2	02
05	Road Overseer	G	276-462	G 1, 2	02
05	Road Overseer	H	276-368	G 1	02
05	Building Foreman	G	276-462	G 1, 2	02
04	Mechanic	G	276-462	G 1, 2	02
04	Artisan	G	276-368	G 1	02
04	Artisan	H	276-368	G 1	02
04	Driver	H	276-368	G 1	02
04	*Agriculture*				
04	Supervisor of Agriculture	B 1	1,330-1,764	C(T) 1, 2	06
04	Assistant Supervisor of Agriculture	A	1,036-1,384	E 4	05
04	Agriculture Assistant	A	1,036-1,384	E 4	05
04	Supervisor of Agriculture	B	600-980	E 1 (B & C) 3	04
04	Supervisor of Agriculture	D	516-762	E 1 (B & C)	04
04	Senior Agriculture Assistant	B	600-980	E 1 (B & C)	04
04	Senior Agriculture Assistant	D	516-762	E 1 (B & C)	04
04	Senior Agriculture Assistant	E	516-644	E 1 (B)	04
04	Agriculture Assistant	B	600-980	E 1 (B & C) 3	04
04	Agriculture Assistant	D	516-762	E 1 (B & C)	04
04	Agriculture Assistant	E	516-644	E 1 (B)	04
04	Agriculture Instructor	E	516-644	E 1 (B)	04
04	Supervisor of Agriculture	F	406-558	F 1, 2	03
04	Agriculture Inspector	F	406-558	F 1, 2	03
04	Agriculture Assistant	F	406-558	F 1, 2	03
04	Agriculture Instructor	F	406-558	F 1, 2	03
04	Agriculture Overseer	F	406-558	F 1, 2	03

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Agriculture Inspector	G	276-462	G 1, 2	02
Agriculture Assistant	G	276-462	G 1, 2	02
Agriculture Assistant	H	276-368	G 1	02
Agriculture Instructor	G	276-462	G 1, 2	02
Agriculture Instructor	H	276-368	G 1	02
Agriculture Overseer	G	276-462	G 1, 2	02
Nurseryman	H	276-368	G 1	02
Shop Attendant	H	276-368	G 1	02
Gardener	H	276-368	G 1	02
Fishing Assistant	H	276-368	G 1	02
Fisheries Instructor	H	276-368	G 1	02
Tractor Driver	G	276-462	G 1, 2	02
Tractor Driver	H	276-368	G 1	02
Agriculture Assistant	J	216-300	Below G 1	01
Agriculture Assistant	K	192-264	Below G 1	01
Senior Ploughman Instructor	J	216-300	Below G 1	01
Ploughman Instructor	H	276-368	G 1	01
Ploughman	J	216-300	Below G 1	01
Ploughman	J	216-300	Below G 1	01
Nurseryman	J	216-300	Below G 1	01
Public Enlightenment				
Chief Organiser	A	1,036-1,384	D 4	05
Chief Organiser	B	600-980	D 1, 2, 3	04
Chief Organiser	C	600-806	D 1, 2	04
Chief Organizer	D	516-762	D 1, 2	04
Chief Organizer	E	516-644	D 1	04
Senior Organizer	D	516-762	D 1, 2	04
Senior Organizer	E	516-644	D 1	04
Senior Public Enlightenment Organizer	B	600-980	D 1, 2, 3	04
Chief Organizer	F	406-558	F 1, 2, 3	03
Assistant Chief Organizer	F	406-558	F 1, 2	03
Senior Organizer	F	406-558	F 1, 2	03
Organizer	F	406-558	F 1, 2	03
Organizer	G	276-462	G 1, 2	02
Organizer	H	276-368	G 1	02
Scheme Organizer	H	276-368	G 1	02
Public Enlightenment Organizer	G	276-462	G 1, 2	02
Public Enlightenment Organizer	H	276-368	G 1	02
Homecraft Organizer	H	276-368	G 1	02
Organizer	J	216-300	Below G 1	01
Scheme Organizer	J	216-300	Below G 1	01
Woman Organizer	J	216-300	below G 1	01
Public Enlightenment Organizer	J	216-300	below G 1	01
Literary Organizer	J	216-300	below G 1	01

New Grade Levels	*Existing Post Title*	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
02	*Forestry*				
02	Supervisor of Forests	B 1	1,330-1,764	C(T) 1, 2	06
02	Supervisor of Forests	A	1,036-1,384	4 E	05
02	Supervisor of Forests	B	600-980	E 1 (B &C) 3	04
02	Supervisor of Forests	C	600-806	E 1 (B & C)	04
02	Supervisor of Forests	D	516-762	E 1 (B & C)	04
02	Supervisor of Forests	E	516-644	E 1 (B)	04
02	Assistant Superintendent of Forests	E	516-644	E 1 (B)	04
02	Senior Forester	B	600-980	E 1 (B & C)	04
02	Senior Forester	C	600-806	E 1 (B & C)	04
02	Forester	D	516-762	E 1 (B & C)	04
02	Forester	E	516-644	E 1 (B)	04
01	Forest Surveyor	E	516-644	E 1 (B)	04
01	Supervisor of Forests	F	406-558	F 1, 2	03
01	Forester	F	406-558	F 1, 2	03
01	Forest Surveyor	F	406-558	F 1, 2	03
01	Forester	G	276-462	G 1, 2	02
01	Forest Surveyor	H	276-368	G 1	02
	Livestock Services				
05	Livestock Superintendent	B 1	1,330-1,764	C(T) 1, 2	06
04	Livestock Supervisor	A	1,036-1,384	E 4	05
04	Livestock Supervisor	B	600-980	E 1 (B & C)	04
04	Livestock Supervisor	C	600-806	E 1 (B & C)	04
04	Livestock Supervisor	D	516-762	E 1 (B & C) 3	04
04	Livestock Supervisor	E	516-644	E 1 (B)	04
04	Senior Livestock Assistant	C	600-806	E 1 (B & C) 3	04
03	Livestock Assistant	D	516-762	E 1 (B & C)	04
03	Livestock Assistant	E	516-644	E 1 (B)	04
03	Senior Hides and Skins Inspector	E	516-644	E 1 (B)	04
03	Senior Grazing Assistant	C	600-806	E 1 (B & C)	04
02	Grazing Control Assistant	E	516-644	E 1 (B)	04
02	Hides and Skins Assistant	C	600-806	E 1 (B & C)	04
02	Hides and Skins Assistant	D	516-762	E 1 (B & C)	04
02	Hides and Skins Assistant	E	516-644	E 1 (B)	04
02	Livestock Supervisor	F	406-558	F 1, 2	03
02	Livestock Assistant	F	406-558	F 1, 2	03
02	Hides and Skins Instructor	F	406-558	F 1, 2	03
02	Range Management Assistant	F	406-558	F 1, 2	03
02	Poultry Assistant	F	406-558	F 1, 2	03
01	Hides and Skins Assistant	F	406-558	F 1, 2	03
01	Cold Store Assistant	F	406-558	F 1, 2	03
01	Livestock Assistant	G	276-462	G 1, 2	02
01	Livestock Assistant	H	276-368	G 1	02
	Hides and Skins Instructor	H	276-368	G 1	02

Appendix III G—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Senior Hides and Skins Inspector	G	276-462	G 1, 2	02
Grazing Control Assistant	G	276-462	G 1, 2	02
Grazing Control Assistant	H	276-368	G 1	02
Grazing Surveyor	G	276-462	G 1, 2	02
Poultry Assistant	H	276-368	G 1	02
Hides and Skins Assistant	G	276-462	G 1, 2	02
Hides and Skins Assistant	H	276-368	G 1	02
Innoculator	G	276-462	G 1, 2	02
Hides and Skins Attendant	G	276-462	G 1, 2	02
Livestock Assistant	J	216-300	below G 1	01
Hides and Skins Instructor	J	216-300	below G 1	01
Grazing Control Assistant	J	216-300	below G 1	01
Hides and Skins Assistant	J	216-300	below G 1	01
Hides and Skins Assistant	K	192-264	below G 1	01
Innoculator	J	216-300	below G 1	01
Medical Services				
Superintendent of Medical Services	B 1	1,330-1,764	C(T) 1, 2	06
Community Nurse	A	1,036-1,384	E 4	05
Medical Supervisor	A	1,036-1,384	E 4	05
Senior Dispensary Inspector	B	600-980	E 1 (B & C) 3	04
Dispensary Inspector	C	600-806	E 1 (B & C)	04
Chief Dispensary Assistant	E	516-644	E 1 (B)	04
Senior Dispensary Assistant	B	600-980	E 1 (B & C) 3	04
Senior Dispensary Assistant	D	516-762	E 1 (B & C)	04
Senior Dispensary Assistant	E	516-644	E 1 (B & C)	04
Dispensary Assistant	E	516-644	E 1 (B)	04
Midwife	E	516-644	E 1 (B)	04
Dispensary Attendant	C	600-806	E 1 (B & C)	04
Dispensary Attendant	D	516-762	E 1 (B & C)	04
Dispensary Attendant	E	516-644	E 1 (B)	04
Senior Dispensary Assistant	F	406-558	F 1, 2	03
Dispensary Assistant	F	406-558	F 1, 2	03
Midwife	F	406-558	F 1, 2	03
Dispensary Attendant	F	406-558	F 1, 2	03
Senior Dispensary Assistant	G	276-462	G 1, 2	02
Dispensary Assistant	G	276-462	G 1, 2	02
Midwife	G	276-462	G 1, 2	02
Dispensary Attendant	G	276-462	G 1, 2	02
Dispensary Attendant	H	276-368	G 1	02
Community Attendant	G	276-462	G 1, 2	02
Community Attendant	H	276-368	G 1, 2	02
Dresser	G	276-462	G 1, 2	02
Dresser	H	276-368	G 1	02
Dispensary Attendant	J	216-300	below G 1	01
Community Attendant	J	216-300	below G 1	01
Dresser	J	216-300	below G 1	01

Appendix III G—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Health				
Supervisor of Health	B 1	1,330-1,764	C(T) 1, 2	06
Supervisor of Health	A	1,034-1,384	E 4	05
Supervisor of Health	B	600-980	E 1 (B & C) 3	04
Supervisor of Health	C	600-806	E 1 (B & C)	04
Supervisor of Health	D	516-762	E 1 (B & C)	04
Chief Health Inspector	C	600-806	E 1 (B & C)	04
Senior Health Inspector	E	516-644	E 1 (B)	04
Sanitary Inspector	D	516-762	E 1 (B & C)	04
Health Inspector	B	600-980	E 1 (B & C) 3	04
Health Inspector	C	600-806	E 1 (B & C)	04
Health Inspector	D	516-762	E 1 (B & C)	04
Health Inspector	E	516-644	E 1 (B)	04
Senior Vaccinator	E	516-644	E 1 (B)	04
Senior Health Inspector	F	406-558	F 1, 2	03
Sanitary Inspector	F	406-558	F 1, 2	03
Health Inspector	F	406-558	F 1, 2	03
Vaccinator	F	406-558	F 1, 2	03
Health Assistant	F	406-558	F 1, 2	03
Sanitary Inspector	H	276-368	G 1	02
Health Inspector	G	276-462	G 1, 2	02
Vaccinator	G	276-462	G 1, 2	02
Vaccinator	H	276-368	G 1	02
Health Assistant	G	276-462	G 1, 2	02
Mosquito Scout	G	276-368	G 1, 2	02
Mosquito Scout	H	276-368	G 1	02
Mosquito Scout	J	216-300	below G 1	01
Vaccinator	J	216-300	below G 1	01
Markets and Parks				
Parks Supervisor	D	516-762	E 1 (B & C)	04
Market Overseer	F	406-558	F 1, 2	03
Assistant Park Supervisor	F	406-558	F 1, 2	03
Market Overseer	G	276-462	G 1, 2	02
Motor Park Scribe	H	276-368	G 1	02
Park Fees Collector	H	276-368	G 1	02
Market Overseer	J	216-300	below G 1	01
Market Overseer	K	192-264	below G 1	01
Motor Park Scribe	K	192-264	below G 1	01
Caretaker (Park)	J	216-300	below G 1	01

Appendix III H—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Community Development and Local Government				
Development Board Secretary	A	1,036-1,384	D 4	05
Community Development Supervisor	B	600-980	D 1, 2, 3	04
Community Development Supervisor	C	600-806	D 1, 2	04
Community Development Supervisor	D	516-762	D 1, 2	04
Community Development Supervisor	E	516-644	D 1, 2	04
Assistant Community Development Supervisor	D	516-762	D 1, 2	04
Local Government Supervisor	D	516-762	D 1, 2	04
Local Government Secretary	C	600-806	D 1, 2	04
Local Government Secretary	D	516-762	D 1, 2	04
Local Government Secretary	E	516-644	D 1, 2	04
Local Government Inspector	B	600-980	D 1, 2, 3	04
Local Government Inspector	C	600-806	D 1, 2	04
Local Government Inspector	D	516-762	D 1, 2	04
Development Board Secretary	B	600-980	D 1, 2, 3	04
Development Board Secretary	C	600-806	D 1, 2	04
Development Board Secretary	D	516-762	D 1, 2	04
Development Board Secretary	E	516-644	D 1, 2	04
Town Council Clerk	C	600-806	D 1, 2	04
Community Development Supervisor	F	406-558	F 1, 2	03
Local Government Secretary	F	406-558	F 1, 2	03
Village Level Worker	G	276-462	G 1, 2	02
Village Level Worker	H	276-368	G 1	02
Hall Caretaker	H	276-368	G 1	02
Village Level Worker	K	192-264	below G 1	01
Assistant Hall Caretaker	H	216-300	below G 1	01

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Information				
Senior Information Officer	B	600-980	D 1, 2, 3	04
Information Officer	D	516-762	D 1, 2	04
Information Officer	E	516-644	D 1, 2	04
Information Officer	F	406-558	F 1, 2	03
Photographer	F	406-558	F 1, 2	03
Driver/Projectionist	F	406-558	F 1, 2	03
Information Officer	G	276-462	G 1, 2	02
Information Officer	H	276-368	G 1	02
Commentator	G	276-462	G 1, 2	02
Information Officer	J	216-300	below G 1	01
Library Services				
Chief Librarian	B	600-980	D 1, 2, 3	04
Chief Librarian	D	516-762	D 1, 2	04
Senior Librarian	F	406-558	F 1, 2	03
Librarian	G	276-462	G 1, 2	02
Librarian	H	276-368	G 1	02
Library Caretaker	J	216-300	below G 1	01
Miscellaneous Educational				
Arabic Supervisor	A	1,036-1,384	D 4	05
Arabic Supervisor	B	600-980	D 1, 2, 3	04
Koranic School Supervisor	B	600-980	D 1, 2, 3	04
Assistant Koranic School Supervisor	F	406-558	F 1, 2	03
Fire Brigade				
Fire Master	B 1	1,330-1,764	C(T) 1, 2	06
Assistant Master	B	600-980	D 1, 2, 3	04
Senior Master	C	600-806	D 1, 2	04
Master	D	516-762	D 1, 2	04
Master	E	516-644	D 1, 2	04
Master	G	276-368	G 1, 2	02
Public Enlightenment				
Supervisor of Public Enlightenment	A	1,036-1,384	D 4	05
Supervisor of Public Enlightenment	B	600-980	D 1, 2, 3	04
Supervisor of Public Enlightenment	C	600-806	D 1, 2	04
Supervisor of Public Enlightenment	D	516-762	D 1, 2	04
Supervisor of Public Enlightenment	E	516-644	D 1, 2	04
Chief Organiser	D	516-762	D 1, 2	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Chief Organiser	E	516-644	D 1, 2	04
Senior Organiser	D	516-762	D 1, 2	04
Senior Organiser	F	406-558	F 1, 2	03
Visiting Organiser	F	406-558	F 1, 2	03
Senior Organiser	G	276-462	G 1, 2	02
Organiser	G	276-462	G 1, 2	02
Organiser	H	276-368	G 1	02
Scheme Organiser	H	276-368	G 1	02
Homecraft Organiser	G	276-462	G 1, 2	02
Women Organiser	H	276-368	G 1	02
Organiser	J	216-300	below G 1	01
Homecraft Organiser	J	216-300	below G 1	01
Medical				
Medical Supervisor	A	1,036-1,384	E 4	05
Assistant Medical Supervisor	A	1,036-1,384	E 4	05
Midwife	A	1,036-1,384	E 4	05
Medical Supervisor	B	600-980	E 1 (B & C) 3	04
Medical Supervisor	C	600-806	E 1 (B & C)	04
Medical Supervisor	D	516-762	E 1 (B & C)	04
Medical Supervisor	E	516-644	E 1 (B & C)	04
Dispensary Inspector	C	600-806	E 1 (B & C)	04
Dispensary Inspector	D	516-762	E 1 (B & C)	04
Dispensary Inspector	E	516-644	E 1 (B & C)	04
Senior Dispensary Assistant	B	600-980	E 1 (B & C) 3	04
Dispensary Assistant	D	516-762	E 1 (B & C)	04
Dispensary Assistant	E	516-644	E 1 (B & C)	04
Senior Dispensary Attendant	B	516-644	E 1 (B & C)	04
Dispensary Attendant	D	516-762	E 1 (B & C)	04
Dispensary Attendant	E	516-644	E 1 (B & C)	04
Midwife	B	600-980	E 1 (B & C) 3	04
Midwife	C	600-806	E 1 (B & C)	04
Midwife	D	516-762	E 1 (B & C)	04
Midwife	E	516-644	E 1 (B & C)	04
Dispensary Assistant	F	406-558	F 1, 2	03
Dispensary Attendant	F	406-558	F 1, 2	03
Midwife	F	406-558	F 1, 2	03
Dispensary Assistant	G	276-462	G 1, 2	02
Dispensary Assistant	H	276-368	G 1	02
Dispensary Attendant	G	276-462	G 1, 2	02
Dispensary Attendant	H	276-368	G 1	02
Community Attendant	G	276-462	G 1, 2	02
Community Attendant	H	276-368	G 1	02
Midwife	G	276-462	G 1, 2	02

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Midwife	H	276-368	G 1	02
Assistant Midwife	G	276-462	G 1, 2	02
Senior Dresser	G	276-462	G 1, 2	02
Dresser	H	276-368	G 1	02
Dispensary Assistant	J	216-300	below G 1	01
Dispensary Attendant	J	216-300	below G 1	01
Dresser	J	216-300	below G 1	01
Dispensary Servant	K	192-264	below G 1	01
Health				
Supervisor of Health	A	1,036-1,384	E 4	05
Supervisor of Health	B	600-980	E 1 (B & C) 3	04
Supervisor of Health	C	600-806	E 1 (B & C)	04
Supervisor of Health	D	516-762	E 1 (B & C)	04
Supervisor of Health	E	516-644	E 1 (B & C)	04
Senior Health Inspector	B	600-980	E 1 (B & C)	04
Senior Health Inspector	C	600-806	E 1 (B & C)	04
Senior Health Inspector	D	516-762	E 1 (B & C)	04
Senior Health Inspector	E	516-644	E 1 (B & C)	04
Health Inspector	E	600-980	E 1 (B & C)	04
Health Inspector	C	600-806	E 1 (B & C)	04
Health Inspector	D	516-762	E 1 (B & C)	04
Health Inspector	E	516-644	E 1 (B & C)	04
Sub-Health Inspector	B	600-980	E 1 (B & C)	04
Health Inspector	F	406-558	F 1, 2	03
Health Assistant	F	406-598	F 1, 2	03
Senior Community Attendant	F	406-558	F 1, 2	03
Health Inspector	G	276-462	G 1, 2	02
Health Assistant	G	276-462	G 1, 2	02
Health Assistant	H	276-368	G 1	02
Senior Community Attendant	G	276-462	G 1, 2	02
Senior Community Attendant	H	276-368	G 1	02
Community Attendant	G	276-462	G 1, 2	02
Community Attendant	H	276-368	G 1	02
Health Attendant	G	276-462	G 1, 2	02
Health Attendant	H	276-368	G 1	02
Innoculator	H	276-368	G 1	02
Sub-Health Inspector	K	192-264	below G 1	01
Health Attendant	J	216-300	below G 1	01
Health Visitor	J	216-300	below G 1	01
Innoculator	J	216-300	below G 1	01
Leprosy				
Supervisor of Leprosy	A	10,36-1,384	E 4	05
Supervisor of Leprosy	B	600-980	E 1 (B & C) 3	04

Appendix III H—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Supervisor of Leprosy	C	600-806	E 1 (B & C)	04
Supervisor of Leprosy	D	516-762	E 1 (B & C)	04
Senior Leprosy Inspector	D	516-762	E 1 (B & C)	04
Senior Leprosy Inspector	E	516-644	E 1 (B & C)	04
Leprosy Inspector	B	600-980	E 1 (B & C) 3	04
Leprosy Inspector	C	600-806	E 1 (B & C)	04
Leprosy Inspector	D	516-762	E 1 (B & C)	04
Leprosy Inspector	E	516-644	E 1 (B & C)	04
Assistant Senior Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Inspector	F	406-558	F 1, 2	03
Leprosy Assistant	F	406-558	F 1, 2	03
Leprosy Assistant	G	276-462	G 1, 2	02
Leprosy Assistant	H	276-368	G 1	02
Leprosy Assistant	J	216-300	below G 1	01
Leprosy Assistant	K	192-264	below G 1	01
Leprosy Clinic Servant	K	192-264	below G 1	01
Social Welfare				
Social Welfare Officer	B	600-980	D 1, 2, 3	04
Social Welfare Officer	C	600-806	D 1, 2	04
Social Welfare Officer	D	516-762	D 1, 2	04
Social Welfare Officer	E	516-644	D 1, 2	04
Assistant Social Welfare Officer	D	516-672	D 1, 2	04
Assistant Social Welfare Officer	E	516-644	D 1, 2	04
Social Welfare Officer	F	406-558	F 1, 2	03
Assistant Social Welfare Officer	F	406-558	F 1, 2	03
Social Welfare Assistant	F	406-558	F 1, 2	03
Social Welfare Assistant	G	276-462	G 1, 2	02

APPENDIX III I

NORTH-WESTERN STATE

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Supervisor of Markets	C	600-806	D 1, 2	04
Supervisor of Parks	C	600-806	D 1, 2	04
Supervisor of Parks	D	516-762	D 1, 2	04
Assistant Supervisor of Markets	D	516-762	D 1, 2	04
Supervisor of Parks	E	516-644	D 1, 2	04
Supervisor of Parks	E	406-558	F 1, 2	03
Assistant Supervisor of Parks	F	406-558	F 1, 2	03
Market Overseer	G	276-462	G 1, 2	02
Supervisor of Parks	G	276-462	G 1, 2	02
Market Overseer	H	276-368	G 1	02
Supervisor of Parks	H	276-368	G 1	02
Market Overseer	J	216-300	below G 1	01
Supervisor of Parks	J	216-300	below G 1	01
Motor Park Caretaker	J	216-300	below G 1	01
Market Overseer	K	192-264	below G 1	01
Printing Division				
Chief Printer	A	1,036-1,384	E 4	05
Head Compositor	G	600-806	E 1 (B & C)	04
Head Binder	G	600-806	E 1 (B & C)	04
Head Printer	C	600-806	E 1 (B & C)	04
Compositor	D	516-762	E 1 (B & C)	04
Binder	D	516-762	E 1 (B & C)	04
Binding Clerk	F	406-558	F 1, 2	03
Printer	G	276-462	G 1, 2	02
Agriculture				
Superintendent of Agriculture	A	1,036-1,384	E 4	05
Superintendent of Agriculture	B	600-980	E 1 (B & C) 3	04
Superintendent of Agriculture	C	600-806	E 1 (B & C)	04
Superintendent of Agriculture	D	516-762	E 1 (B & C)	04
Assistant Superintendent of Agriculture	B	600-980	E 1 (B & C) 3	04
Agricultural Inspector	E	516-644	E 1 (B & C)	04
Agricultural Assistant	E	516-644	E 1 (B & C)	04
Agricultural Publicity Officer	C	600-806	E 1 (B & C)	04
Agricultural Inspector	F	406-558	F 1, 2	03

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grad Level*
Agricultural Assistant	F	406-558	F 1, 2	03
Vitrus Overseer	F	406-558	F 1, 2	03
Agricultural Inspector	G	276-462	G 1, 2	02
Agricultural Assistant	G	276-462	G 1, 2	02
Agricultural Assistant	H	276-368	G 1	02
Irrigation Assistant	G	276-462	G 1, 2	02
Poultry Assistant	H	276-368	G 1	02
Poultry Attendant	H	276-368	G 1	02
Ploughman Instructor	G	276-462	G 1, 2	02
Ploughman Instructor	H	276-368	G 1	02
Soil Conservator	G	276-462	G 1, 2	02
Citrus Overseer	G	276-462	G 1, 2	02
Citrus Overseer	H	276-368	G 1	02
Agricultural Assistant	J	216-300	below G 1	01
Agricultural Assistant	K	192-264	below G 1	01
Senior Planter	J	216-300	below G 1	01
Ploughman Instructor	J	216-300	below G 1	01
Forestry				
Supervisor of Forests	C	600-806	E 1 (B & C)	04
Supervisor of Forests	D	516-762	E 1 (B & C)	04
Supervisor of Forests	E	516-644	E 1 (B & C)	04
Assistant Supervisor of Forests	C	600-806	E 1 (B & C)	04
Senior Forester	D	516-762	E 1 (B & C)	04
Forester	D	516-762	E 1 (B & C)	04
Forester	E	516-644	E 1 (B & C)	04
Supervisor of Forests	F	406-558	F 1, 2	03
Forester	F	406-558	F 1, 2	03
Forest Guard	F	406-558	F 1, 2	03
Supervisor of Forests	G	276-462	G 1, 2	02
Forester	G	276-462	G 1, 2	02
Forest Guard	G	276-462	G 1	02
Forest Guard	H	276-368	G 1, 2	02
Forest Guard	J	216-300	below G 1	01
Forest Guard	K	192-264	below G 1	01
Senior Planter	J	216-300	below G 1	01
Planter	K	192-264	below G 1	01
Patrolman	K	192-264	below G 1	01
Livestock				
Supervisor of Livestock	B	600-980	E 1 (B & C) 3	04
Supervisor of Livestock	C	600-806	E 1 (B & C)	04
Supervisor of Livestock	D	516-762	E 1 (B & C)	04
Supervisor of Livestock	E	516-644	E 1 (B & C)	04
Assistant Supervisor of Livestock	D	516-762	E 1 (B & C)	04
Assistant Supervisor of Livestock	E	516-644	E 1 (B & C)	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Senior Livestock Assistant	D	516-762	E 1 (B & C)	04
Livestock Assistant	E	516-644	E 1 (B & C)	04
Senior Hides and Skins Inspector	E	516-644	E 1 (B & C)	04
Senior Hides and Skins Assistant	D	516-762	E 1 (B & C)	04
Assistant Supervisor of Livestock	F	406-558	F 1, 2	03
Livestock Assistant	F	406-558	F 1, 2	03
Hides and Skins Inspector	F	406-558	F 1, 2	03
Hides and Skins Assistant	F	406-558	F 1, 2	03
Livestock Assistant	G	276-462	G 1, 2	02
Hides and Skins Inspector	G	276-462	G 1, 2	02
Hides and Skins Inspector	H	276-368	G 1	02
Hides and Skins Assistant	G	276-462	G 1, 2	02
Hides and Skins Assistant	H	276-368	G 1	02
Innoculator	G	276-462	G 1, 2	02
Innoculator	H	276-368	G 1	02
Mounted Guard	J	216-300	below G 1	01
Innoculator	J	216-300	below G 1	01
Works				
Executive Engineer	A 1	1,680-3,528	A	08
Works Superintendent	A 1	1,680-3,528	A	08
Works Superintendent	B 1	1,330-1,762	C(T) 1, 2	06
Mechanical Superintendent	B 1	1,330-1,762	C(T) 1, 2	06
Assistant Works Superintendent	A	1,036-1,384	E 4	05
Assistant Supervisor of Works	A	1,036-1,384	E 4	05
Supervisor of Works	B	600-980	E 1 (B & C) 3	04
Supervisor of Works	C	600-806	E 1 (B & C)	04
Assistant Supervisor	B	600-806	E 1 (B & C) 3	04
Assistant Supervisor	C	516-980	E 1 (B & C)	04
Assistant Supervisor	D	516-806	E 1 (B & C)	04
Assistant Supervisor	E	516-762	E 1 (B & C)	04
Engineering Assistant	B	600-980	E 1 (B & C) 3	04
Technical Assistant	E	516-644	E 1 (B & C)	04
Supervisor of Wells	B	600-980	E 1 (B & C) 3	04
Supervisor of Mechanical Section	C	600-806	E 1 (B & C)	04
Land Settlement Officer	E	516-644	E 1 (B & C)	04
Senior Foreman	C	600-806	E 1 (B & C)	04
Senior Foreman	D	516-762	E 1 (B & C)	04
Foreman	E	516-644	E 1 (B & C)	04
Fitter Electrician	D	516-762	E 1 (B & C)	04
Fitter Electrician	E	516-644	E 1 (B & C)	04
Head Mechanic	D	516-762	E 1 (B & C)	04

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Chief Mechanic	D	516-762	E 1 (B & C)	04
Senior Mechanic	D	516-762	E 1 (B & C)	04
Mechanic	E	516-644	E 1 (B & C)	04
Superintendent of Roads	B	600-980	E 1 (B & C) 3	04
Senior Road Overseer	E	516-644	E 1 (B & C) 3	04
Senior Water Pump Fitter	E	516-644	E 1 (B & C)	04
Head Carpenter	E	516-644	E 1 (B & C)	04
Assistant Supervisor	F	406-558	F 1, 2	03
Technical Assistant	F	406-558	F 1, 2	03
Land Settlement Officer	F	406-558	F 1, 2	03
Surveyor	F	406-558	F 1, 2	03
Senior Artisan	F	406-558	F 1, 2	03
Fitter Electrician	F	406-558	F 1, 2	03
Mechanic	F	406-558	F 1, 2	03
Driver	F	406-558	F 1, 2	03
Senior Road Overseer	F	406-558	F 1, 2	03
Road Overseer	F	406-558	F 1, 2	03
Water Works Attendant	F	406-558	F 1, 2	03
Head Well Sinker	F	406-558	F 1, 2	03
Carpenter	F	406-558	F 1, 2	03
Technical Assistant	G	276-462	G 1, 2	02
Chainman	G	276-462	G 1, 2	02
Chainman	H	276-368	G 1	02
Land Settlement Officer	G	276-462	G 1, 2	02
Land Settlement Officer	H	276-368	G 1	02
Senior Artisan	G	276-462	G 1, 2	02
Senior Artisan	H	276-368	G 1	02
Artisan	G	276-462	G 1, 2	02
Artisan	H	276-368	G 1	02
Water Rate Collector	G	276-462	G 1, 2	02
Mechanic	G	276-462	G 1, 2	02
Senior Driver	G	276-462	G 1, 2	02
Senior Driver	H	276-368	G 1	02
Driver	G	276-462	G 1, 2	02
Driver	H	276-368	G 1	02
Time Keeper	H	276-368	G 1	02
Windmill Fitter	G	276-462	G 1, 2	02
Senior Road Overseer	G	276-462	G 1, 2	02
Road Overseer	G	276-462	G 1, 2	02
Road Overseer	H	276-368	G 1	02
Chainman	J	216-300	below G 1	01
Land Settlement Officer	J	216-300	below G 1	01

APPENDIX III-I

WESTERN STATE

EXISTING POSTS IN THE LOCAL GOVERNMENT COUNCILS/LOCAL AUTHORITIES

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Council Manager				
Council Manager	Group 4	6,980	Group 4	15 (SM 5)
Council Manager	Group 6	5,472	Group 6	13 (SM 3)
Council Manager	Group 7	5,064	Group 7	11
Council Manager	Group 8	3,900-4,140	Group 8	10
Council Manager	Scale X	3,096-3,660	Scale X	09
Council Manager	Scale A	1,680-3,528	Scale A	08
Council Manager	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Administrative Secretary				
Administrative Secretary	Group 8	3,900-4,140	Group 8	10
Administrative Secretary	Scale A/X	3,096-3,660	Scale X	09
Administrative Secretary	Scale A	1,680-3,328	Scale A	08
Administrative Secretary	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Administrative Secretary	C(E) 1, 2	1,078-1,950	C(E) 1, 2	06
Administrative Secretary	D 4	1,036-1,384	D 4	05
Treasurer				
Treasurer	Group 6	5,472	Group 6	13 (SM 3)
Treasurer	Group 7	5,064	Group 7	11
Treasurer	Group 8	3,900-4,140	Group 8	10
Treasurer	Scale A	1,680-3,328	Scale A	08
Treasurer	C(E) 2, 3, 4	1,482-2,592	C(E) 2, 3, 4	07
Treasurer	D 4	1,036-1,384	D 4	05
Executive Officer				
Executive Officer (Internal Audit)	C(E) 2, 3, 4	1,480-2,592	C(E) 2, 3, 4	07
Executive Officer (Finance)	C(E) 2, 3, 4	1,480-2,592	C(E) 2, 3, 4	07
Assistant Executive Officer (Administration)	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Assistant Executive Officer (Audit)	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Clerical				
Senior Clerical Officer	D 4	1,036-1,384	D 4	05
Clerical Officer	D 1, 2, 3, 4	514-1,116	D 1, 2, 3, 4	04
Clerical Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Clerical Assistant (Tax Clerk)	F 1, 2, 3	406-804	F 1, 2, 3	03
Stenographer				
Stenographer	D 2, 3	644-1,016	D 2, 3	05

WESTERN STATE

Appendix III I—cont.

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Rural Development Worker				
Rural Development Worker, Grade I	D 3, 4 ..	806-1,384	D 3, 4 ..	05
Rural Development Worker, Grade II	F 2, 3	546-804	F 2, 3	03
Messenger (Akoda)				
Head Akoda	G 4	570-612	G 4	03
Akoda	G 1, 2, 3	336-558	G 1, 2, 3	02
Messenger	G 1, 2, 3	336-558	G 1, 2, 3	02
Caretaker				
Caretaker	G 1, 2, 3	336-558	G 1, 2, 3	02
Hunter Guard				
Hunter Guard	G 1, 2, 3	336-558	G 1, 2, 3	02
Legal Secretary				
Legal Secretary, Grade I	Group 6	5,472	Group 6	13(SM
Legal Secretary, Grade II	Group 7	5,064	Group 7	11
Legal Secretary, Grade III	Group 8	3,900-4,140	Group 8	10
Legal Secretary	Scale A/X	1,680-3,528	Scale A/X	09
Court Registrar and Bailiff				
Senior Registrar	Scale A/X	1,680-3,528	Scale A/X	09
Court Registrar	D 4, 5 ..	1,036-1,384	D 4, 5 ..	05
Senior Court Bailiff	G 4	570-612	G 4	03
Court Bailiff	G 1, 2 ..	336-460	G 1, 2 ..	01
Customary Court President and Members				
President Customary Court, Grade B	1,314	1,314-1,950	—	06
Lay President, Grade C Customary Court		600 P/A		04
Members Grade C Customary Court		620 P/A		04
Permanent Assessor		600 P/A		04
Special Assessors		600 P/A		04
Rotational Assessors		600 P/A		04
Bursar	F 1, 2, 3	406-804	F 1, 2, 3	03
Library Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Works				
City Engineer	Group 6	5,472	Group 6	13(SM 3)
Senior Engineer	Group 8	3,900-4,140	Group 8	10
Principal Technical Officer	Group 8	3,900-4,140	Group 8	10

Appendix III I—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Levels*
Engineer, Grade I	Scale AU	3,096-3,660	Scale AU	09
Senior Technical Officer	C(T) 6..	3,096-3,528	C(T) 6..	09
Engineer, Grade II	Scale A	1,680-3,528	Scale A	08
Higher Technical Officer	C(T) 5..	2,784-2,988	C(T) 5..	08
Technical Officer..	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Assistant Technical Officer	C(T) 1, 2	1,078-1,850	C(T) 1, 2	06
Senior Technical Assistant, Grade I	E4	1,084-1,432	E4	05
Storekeeper, Grade I	D 4	1,036-1384	D 4	05
Foreman of Works	E 4	1,084-1,432	E 4	05
Senior Technical Assistant, Grade II	E 1 (B & C) 3	516-1,016	E 1 (B & C) 3	04
Chargeman	E 3	818-1,016	E 3	04
Head Road Overseer	E 3	818-1,016	E 3	04
Artisan, Grades I, II, III	F 1, 2, 3	406-804	F 1, 2, 3	03
Store Assistant	F 1, 2, 3	406-804	F 1, 2, 3	03
Road Overseer	F 1, 2, 3	406-804	F 1, 2, 3	03
Timekeeper	F 1, 2, 3	546-804	F 2, 3	03
Driver Mechanic	F 2, 3	546-804	F 2, 3	03
Drivers	G 2, 3 ..	406-558	G 2, 3 ..	02
Semi-Skilled Staff	G 1, 2 ..	336-460	G 1, 2 ..	02
Unskilled Staff	G 1, 2 ..	336-460	G 1, 2 ..	02
Valuation Department				
Senior Valuation Officer..	Group 8	3,900-4,140	Group 8	10
Valuation Officer, Grade I	Scale X/AU	3,096-3,660	Scale AU	09
Valuation Officer, Grade II	Scale A	1,680-3,528	Scale A	08
Valuation Officer	E 1(B & C) 3	336-1,016	E 1 (B & C) 3	04
Survey Technical Assistant	G1, 2, 3	336-558	D 1, 2, 3	02
Medical and Health				
Medical Officer of Health	Group 5	6,000	Group 5	14(SM 4)
Medical Officer of Health	Group 6	5,472	Group 6	13(SM 3)
Senior Medical Superintendent	Group 6	5,472	Group 6	13(SM 3)
Medical Officer, Grade I	X/A(U)	3,096-3,660	X/A(U)	09
Senior Midwife Tutor	C(T) 6..	3,096-3,528	C(T) 6..	09
Medical Officer, Grade II	A	1,680-3,528	A	08
Health Sisters	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Nursing Sisters	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Health Superintendent	C(T) 2, 3, 4	1,560-2,688	C(T) 2, 3, 4	07
Assistant Nursing Sisters	C(T) 1, 2	1,078-1,950	C(T) 1, 2	06
Midwife, Grade I	C(T) 1, 2	1,078-1,950	C(T) 1, 2	06
Dispensary Storekeeper	C(E) 1, 2	1,036-1,884	C(E) 1, 2	06
Chief Dispensary Health Assistant	E 5	1,482-1,896	E 5	06

Appendix III I—continued

Existing Post Title	*Present Salary Scale*	*Range of Salary in ₦*	*Civil Service Equivalent Scale*	*New Grade Level*
Assistant Health Superintendent	C(T) 1, 2	1,078-1,950	C(T) 1, 2	06
Community Nurses	C(T) 1, 2	1,078-1,950	C(T) 1, 2	06
Senior Dispensary Health Assistant	E 4	1,084-1,432	E 4	05
Midwife, Grade II	E 1 (B & C) 3	516-914	E 1 (B & C) 3	04
Health Inspectors	E 1 (B & C) 3	516-914	E 1 (B & C) 3	04
Dispensary Health Assistant	E 1 (B & C) 3	516-914	E 1 (B & C) 3	04
Tailor	F 2, 3	546-804	F 2, 3	03
Senior Dispensary Attendant	F 1, 2, 3	406-804	F 1, 2, 3	03
Drainage Overseer	G 1, 2, 3	336-558	G 1, 2, 3	02
Sanitary Overseer	G 1, 2, 3	336-558	G 1, 2, 3	02
Slaughter Slab Attendant	G 1, 2, 3	336-558	G 1, 2, 3	02
Cemetery Overseer	G 1, 2, 3	336-558	G 1, 2, 3	02
Market Overseer	G 1, 2, 3	336-558	G 1, 2, 3	02
Market Supervisor	G 1, 2, 3	336-558	G 1, 2, 3	02
Refuse Overseer	G 1, 2, 3	336-558	G 1, 2, 3	02
Mosquito Scout	G 1, 2, 3	336-558	G 1, 2, 3	02
Wardmaids/Servants	G 1, 2, 3	336-558	G 1, 2, 3	02
Laboratory Attendant	G 1, 2, 3	336-558	G 1, 2, 3	02
Conservancy Attendant	G 1, 2, 3	336-558	G 1, 2, 3	02
Dispensary Attendant	G 1, 2, 3	336-558	G 1, 2, 3	02



FEDERAL REPUBLIC OF NIGERIA

PUBLIC SERVICE REVIEW COMMISSION

Report on Grading and Pay 1972-74

ADDENDUM II

(Selected Federal Statutory Corporations and State-owned Companies)

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PUBLIC SERVICE REVIEW COMMISSION

REPORT ON GRADING AND PAY

ADDENDUM II

SELECTED FEDERAL STATUTORY CORPORATIONS AND STATE-OWNED COMPANIES

SEPTEMBER 1974

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SCHEDULE OF GRADINGS FOR SELECTED FEDERAL PARASTATALS

Introduction

After reviewing the work of the Grading Task Force, the Commission concluded that it could not consider its work to be completed unless the effectiveness of the model developed for grading parastatals was demonstrated by applying it to the major parastatals. Such an application would also, for many thousands of workers, enable salary awards to be recommended which otherwise might not have been forthcoming for some considerable time.

Grading team members worked closely with senior management of each of the following parastatals to produce the results which will be found in Appendices I-VIII of this addendum :

National Electric Power Authority
National Insurance Corporation of Nigeria
Nigerian National Shipping Lines Limited
Nigeria Airways Corporation
Nigerian Ports Authority
Nigerian Produce Marketing Company Limited
Nigerian Railway Corporation
Nigerian Broadcasting Corporation

We would like to draw attention to the following points in respect of some of the parastatals :—

National Electric Power Authority

In N.E.P.A. the General Manager is graded in SM 7 (level 17). As a post of Deputy General Manager, which normally ought to be the second level of management, does not exist at the moment, all heads of departments report to the General Manager. In view of our recommendation in the main report that every parastatal should, in the second phase of implementation, carry out detailed organisational study and re-evaluation of jobs, we consider it advisable to preserve in Appendix I grade level 15 (SM 5) in case such a study establishes the need for one or more posts of Deputy General Manager. In the circumstance, the Assistant General Manager posts are allocated to grade level 14 (SM 4) for the time being. If eventually, heads of departments, i.e. Assistant General Managers, are confirmed as the second level of management, their grading should be reviewed with a view to their being upgraded to SM 5 (level 15). We consider it easier and less embarrassing to upgrade posts at a later date than to downgrade them.

Nigerian National Shipping Lines Limited

The N.N.S.L. has submitted that their sea staff should not be graded by the yardstick applied to shore staff on the following grounds :—

(*a*) remuneration for their jobs is based on prevailing international rates which are uniform ;

(*b*) their grading depends on qualifications acquired through the passing of relevant Department of Trade and Industry examinations ;

(*c*) the ship is a total institution run along peculiar hierarchical structures ;

(*d*) the revision of sea staff wages is undertaken from time to time depending on prevailing world market value, and different shipping companies negotiate salaries and conditions of service with trade unions from time to time.

It does appear that any recommendations made by this Commission regarding the N.N.S.L's sea staff may have less effect than negotiations conducted between the company and the various unions in the light of prevailing international market conditions. Accordingly, the following staff are excluded from our consideration :—

Master
Chief Officer
Chief Engineer
2nd Engineer
2nd Officer
3rd Officer
4th Officer
3rd Engineer
4th Engineer
Radio Officer
Purser
Chief Steward
Electrician
Catering Officer
Assistant Engineer
Junior Engineer
Trainee Assistant Electrician
Assistant Purser
Uniters
Deck Cadets
Engineer Cadets
Trainee/Assistant R/O's
Trainee Chief Steward

Nigeria Airways Corporation

The position of flight staff in this Corporation appears to be analogous to that of sea staff in the Nigerian National Shipping Lines Limited on which we have commented in the preceding paragraph.

Here again, we have excluded from Appendix IV those flight staff whose salaries are traditionally subject to negotiation between the incumbents and the Management of the Corporation in the light of prevailing international market conditions. The staff affected are :—

Operations Flight Manager
Deputy Operations Flight Manager
Captain
Senior Flight Officer
1st Officer

In addition to the staff listed above, we have also excluded Trainee Flight Officers and 2nd Officers. These officers are at present paid fixed rates while on training at the Pilot Training School. In view of the relationship between this category of officers and those listed above, we are unable to make any recommendation for pay adjustments for the former. This, we suggest, should be determined by the management in the light of the salary treatment accorded the other flight staff.

Nigerian Produce Marketing Company Limited

The position in the N.P.M.C. is similar to that in N.E.P.A. on which we have commented above. The General Manager is graded in SM 7 (level 17), while heads of departments, who at present report to the General Manager, are graded in SM 4 (level 14) as the third level of management. Level 15 (SM 5) is preserved in Appendix VI in case future organisational study establishes the need for a Deputy General Manager as the second level of management. Like N.E.P.A., the grading proposed for heads of departments is provisional and should be reviewed in due course, in the light of the outcome of the organisational study.

Nigerian Broadcasting Corporation

A study of the memorandum presented by the Nigerian Broadcasting Corporation shows that there is a need to review the organisational structure of the Corporation and to re-group the activities in which the management of the Corporation is engaged. The structure proposed in the memorandum appears to be most suited to the needs of the organisation. It provides for the following 4 major departments :—

(1) Programme Department, i.e.
    Radio Programmes (Home Services)
    Radio Programmes (External Services)
    Television Programmes
    News and Current Affairs
    Commercial Service

(2) Technical Services Department, i.e.
    Engineering Services for Radio and Television

(3) Administrative Services Department, i.e.
    Finance
    Training and Staff Development
    Administration
    Secretariat

(4) State Services Control Department :
    This department will coordinate the 12 State operations.

Each of these departments will be headed by a Deputy Director-General who will be the second level in the senior management grades and will be appropriately graded in level 15 (SM 5).

In order to allow the Corporation to take advantage of this set-up, grade level 15 (SM 5) has been preserved in Appendix VIII.

Department of Posts and Telecommunications

The P. & T. Department has also been dealt with in this exercise. At present the department is in a state of organisational limbo—it is not listed in the Federal Estimates, and yet the Decree establishing it as a parastatal has not been promulgated. Many of its jobs are indentical to those in the civil service. Such jobs have been graded by the PTTCES and GSOES plans in the main report. Our grading proposals for all positions in the department will be found in Appendix IX.

GENERAL COMMENTS

It must be emphasized that the gradings shown in all the appendices are temporary allocations made solely for the purpose of providing pay adjustments for employees of parastatals. In Volume III Chapter 12 we recommend that grading be made the responsibility of each parastatal with consultation and advice being provided by the proposed Central Agency. The confirmation of adjustment of the attached appendices will be one of the first implementation tasks.

It must also be emphasized that our salary recommendations have taken account of all circumstances surrounding the different types of jobs, including hours of work. For instance, cognizance has been taken of the 44-hour week worked by technical and quasi-technical staff. This means, in effect, that 44-hour week will continue to be the normal national hours of work for such staff.

APPENDIX I

NATIONAL ELECTRIC POWER AUTHORITY

Post Title	*Grade Level*
General Manager	17
Assistant General Manager (Administration)	14
Assistant General Manager (Corporate Planning)	14
Assistant General Manager (Districts)	14
Assistant General Manager (Commercial)	14
Assistant General Manager (Finance)	14
Assistant General Manager (Operations)	14
Assistant General Manager Engineering	14
Manager of Personnel (Headquarters)	13
Manager of Purchasing (Headquarters)	13
Manager of Commercial (Headquarters)	13
Manager of District Support Group (Headquarters)	13
Manager of Training and Operations Support	13
Manager Stores Department	13
Manager Construction	13
Manager System Planning	13
Manager Engineering	13
Chief Accountant	13
Chief Finance Officer	13
Chief Internal Auditor	13
Manager of Operations, Lagos Region, Ijora	13
Manager of Operations, Benin Region	13
Manager of Operations, Aba Region	13
Manager of Operations, Kainji Region	13
Manager System Operations, Oshogbo Region	13
Manager Workshop Department, Ijora	13
District Manager, Lagos	13
Secretary to the Authority	12
Manager of Operations (Headquarters)	12
Manager of Property (Headquarters)	12
Manager of General (Administration) Headquaters	12
Legal Adviser	12
District Manager, Ibadan	12
Engineer-in-Charge, Construction Execution Group	12
System Generation Engineer	11
System Protection, Control, Communication and Metering Engineer	11
System Electrical Maintenance Engineer	11
System Line Maintenance Engineer	11
Assistant Manager Laboratory	11
Engineer-in-charge, Protection Control Communication and Metering	11
Engineer-in-charge, High Voltage System	11
Engineer-in-charge, Generation Projects	11
Engineer-in-charge, Civil Design Group	11
Engineer-in-charge, Sub-Transmission and Distribution	11
Engineer-in-charge, Technical Service	11
Engineer-in-charge, Distribution Planning	11
Engineer-in-charge, Generation and Transmission Planning	11

Post Title	*Grade Level*
Manager, Data Processing	11
Manager, Receipt and Disbursement	11
Manager, Budgetary Control	11
Engineer-in-charge, Load Survey	11
Head Statistician	11
Audit Manager	11
Engineer-in-charge, Distribution (General Maintenance), Headquarters	11
District Manager (Enugu)	11
District Manager (Benin)	11
District Manager (Port Harcourt)	11
District Engineer (Ijora)	11
Manager, Insurance	11
Construction Superintendent	11
Engineer-in-charge, Construction Planning	11
Assistant Manager of Operation	11
Manager, Public Relation (Headquarters)	11
Supervising Civil Engineer, Administrative Projects	10
Supervising Civil Engineer, Generation Project	10
Supervising Design Engineer, Sub-Transmission Distribution	10
Supervising Thermal Project Engineer	10
Supervising Hydraulic Project Engineer	10
Supervising Engineer, Protection	10
Supervising Engineer, Communication	10
Supervising Engineer, Control and Instrumentation	10
Supervising Engineer, Line Project	10
Supervising Engineer, Station Project	10
Supervising Engineer, Generation Transmission	10
Supervising Engineer, Distribution Planning	10
Finance Division	
Economist/Statistician	10
Systems Programming Supervisor	10
Commercial Division	
Supervising Engineer i/c Measurements Inspection	10
Customer Relation Engineer	10
Market Policy and Development Engineer	10
Public Relations Officer (Inter.)	10
Administrative Division	
Officer-in-charge, Manpower Inventory and Control	10
Officer-in-charge, Welfare and Benefits	10
Headquarters Personnel Officer	10
Purchasing Engineer-in-charge (London Office)	10
Purchasing Engineer i/c Mechanical Projects	10
Assistant Manager, Lands	10
Assistant Manager, Wayleave	10
Superintendent, Office Services	10
Industrial Relations Officer	10

Appendix I—continued

Post Title	*Grade Level*
District Division	
Engineer-in-Charge Distribution (Planning and Design) Headquarters	10
Engineer i/c Areal (Headquarters)	10
Senior Communication Engineer (Headquarters)	10
Divisional Personnel Officer (Headquarters)	10
Maintenance Standard Engineer (Headquarters)	10
Senior Protection Control and Maintenance Engineer (Headquarters)	10
District Engineer (Enugu)	10
District Engineer (Benin)	10
District Accountant (Benin)	10
District Manager (Calabar)	10
District Engineer (Port Harcourt)	10
District Accountant (Port Harcourt)	10
Engineer i/c Commercial (Ijora)	10
Protection and Control Superintendent (Ijora)	10
District Accountant (Ijora)	10
Electrical Maintenance Superintendent (Ijora)	10
Planning and Construction Engineer (Ijora)	10
Operations Superintendent (Ijora)	10
Superintendent of Administration (Ijora)	10
District Accounting Supervisor (Consumers) (Ijora)	10
Distribution Generation Maintenance Superintendent	10
Manager District Accounts	10
Manager General Accounts	10
Manager Headquarters Accounts	10
Supervising Accountant (Cash Control Ijora)	10
Operations Planning and Design Engineer (Headquarters)	10
Generation Maintenance Planning Engineer (Headquarters)	10
Distribution and Planning Engineer (Headquarters)	10
Budget Supervisor	10
Forecast Statistician	10
Data Maintenance Statistician	10
District Accountant (Enugu)	10
Assistant District Engineer (Ijora)	10
Licenced Surveyor	09
Programme Planning Engineer	09
Technical Services Engineer	09
Public Relations Officer (Exter.)	09
Purchasing Officer i/c General Stores	09
Superintendent Transport and Housing	09
Divisional Budget Receipt Officer (Headpuarters)	09
Manager (Onitsha)	09
Manager (Warri)	09
District Engineer (Calabar)	09
District Accountant (Calabar)	09
Manager (Aba)	09
Superintendent of Administration (Port Harcourt)	09
Safety Engineer (Headquarters)	09

Post Title	*Grade Level*
Operation and Maintenance Superintendent (Benin)	09
Planning and Construction Superintendent (Benin)	09
Mains Engineer (Warri)	09
Distribution and Design Engineer (Headquarters)	09
Superintendent of Administration (Port Harcourt)	09
Planning and Construction Superintendent (Port Harcourt)	09
Operation and Maintenance Superintendent (Port Harcourt)	09
Main Engineer (Onitsha)	09
Planning and Construction Superintendent (Enugu)	09
Operations and Maintenance Superintendent (Enugu)	09
Operations Engineer (Ijora)	09
District Accounting Supervisor Disbursement and General Accounts (Ijora)	09
Service Engineer (Mushin)	09
Investigation Officer (Ijora)	09
Service Engineer (Ajele)	09
Construction Engineer (Ijora)	09
Employee Relations Officer	09
Inventory Records Officer	09
Recruitment Officer	09
Supervisor Printing and Stores	09
Shipping Officer	09
Disbursement Supervisor	09
Cash Control Supervisor	09
Operations Supervisor	09
Field Supervisor P.C. & M.	09
Senior Auditor Investigation	09
Senior Auditor	09
Accountant (Subsidiary and General Ledger) (Benin)	09
Accountant (Enugu)	09
Electrical Maintenance Engineer (L.V. Ijora)	09
Electrical Maintenance Engineer (11Kv)	09
Planning Engineer (Ijora)	09
Protection Engineer (Cable Ijora)	09
Protection Engineer (Relay) Ijora	09
Assistant Construction Engineer (Ijora)	09
Administrative Officer (General Duties, Ijora)	09
Senior Stores Verifier	09
Design Engineer Sub-Transmission and Distribution	09
Civil Engineer Generation Projects	09
Lines Project Engineer	09
Station Project Engineer	09
Welfare Officer	09
Organisation and Control Officer	09
Lands Officer	09
Supervisor Headquarters Office Services	09
Load Survey Officer	09

Appendix I—continued

Post Title	*Grade Level*
Planning Engineer Generation and Transmission	09
Distribution Planning Engineer	09
Job Evaluation Officer	09
Work Practices Transmission and Equipment Engineer (Headquarter)	08
Manager, Sapele	08
Superintendent of Administration (Benin)	08
Operations and Maintenance Superintendent (Calabar)	08
Mains Engineer (Aba)	08
Manager (Umuahia)	08
Commercial Officer (Port Harcourt)	08
Superintendent of Administration (Enugu)	08
Commercial Officer (Enugu)	08
Benefits Officer	08
Accountant Credit Control	08
Workshop Superintendent	08
P.C. & M. Instructor	08
Meter Inspection Engineer	08
Transport Officer (HQ)	08
Work Practices and Engineer (Headquater)	08
Higher Executive Officer (A/C) (Aba)	08
Senior Executive Officer (A/C) (Port Harcourt)	08
Stores Officer	08
Assistant Engineer Despatch (Ijora)	08
Training Services Supervisor	08
Electrical Operations Instructor	08
Urban Load Survey Engineer	08
System Analyst	08
Accountant Local Payment	08
Accountant External Payment	08
Accountant HQ Banking	08
Accountant Capital Budget	08
Wayleave Officer	08
Supervisor Transport	08
Supervisor Civil Works	08
Higher Executive Officer A/C (Enugu)	08
Higher Executive Officer Administration (Enugu)	08
Higher Executive Officer A/C (Onitsha)	08
H.E.O. (Finance Revenue) (Enugu)	08
H.E.O. (Consumer Accounts) (Ijora)	08
S.E.O. (Disbursement) (Ijora)	08
Manager, Abakaliki	08
Assistant Electrical Maintenance Officer (33 KV) (Ijora)	08
Assistant Electrical Maintenance Officer (11 KV) (Ijora)	08
Higher Executive Officer (Administration) (Ijora)	08
Senior Technical Officer (Planning) (Ijora)	08
Higher Executive Officer (Revenue) (Ijora)	08

Post Title	*Grade Level*
Assistant Electrical Maintenance Officer (Ijora)	08
Operations Technical Officer Ijora	08
Supervising Technical Officer (Ikorodu) (Ijora)	08
Internal Auditor	08
Senior Executive Officer Stores Verifier	08
Designer/Draughtsman (Mechanical) Drawing Officer	08
Designer/Draughtsman Civil Drawing Officer	08
Accountant Loan Services	08
Data Control Supervisor	08
Accountant District Banking	08
Supervisor Secretarial Services	08
Pensions Accounts Supervisor	08
Supervisor Establishment and Control	08
Supervisor (Organisation Mannual)	08
Assistant Employee Relations Officer	08
Divisional Administration Officer	08
H.E.O. Disconnections (Ijora)	08
H.E.O. Credit Control (Ijora)	08
H.E.O. (General Accounts)	08
H.E.O. Disbursement (Ijora)	08
Statistician	08
Investigation Officer	08
Training Services Supervisor Training Centre (Kainji)	08
Designer/Draughtsman (Civil) Civil Design Group	08
Accountant Sanction Control	08
Programming Analyst	08
Production, Control, Metering, Technologist B	08
Assistant Recruitment Officer	08
Commercial Officer (Benin)	08
Station Operator 33KV	07
Manager (Auchi)	07
Superintendent of Administration (Calabar)	07
Technical Officer (Uyo)	07
Commercial Officer (Calabar)	07
Building Maintenance Foreman (Headquarters)	07
Manager (Makurdi)	07
Manager (Oturkpo)	07
Senior Supervisor Meter Reading (Maximum Demand) (Ijora)	07
Nursing Sister (Ijora)	07
Inspector of Works (Ijora)	07
Senior Supervisor Construction (Electrical) (Ijora)	07
Rural Load Survey Engineer	07
Meter Testing Officer	07
Assistant Public Relations Officer (External)	07
Technical Officer i/c Depot	07
Assistant Budget and Reports Officer (Headquarters)	07
Technical Officer (Electrical) (Ughelli)	07
Higher Executive Officer (Administration) (Headquarters)	07

Post Title	*Grade Level*
Assistant Operations Planning Engineer (Headquarters)	07
Assistant Generation Maintenance Planning Engineer (Headquarters)	07
Technical Officer Planning and Construction Port Harcourt	07
Executive Officer (Subsidiary and General Leger) (Calabar)	07
Personal Secretary to District Manager (Ijora)	07
33KV Lines Maintenance Officer (Enugu)	07
Technical Officer (Communication) (Enugu)	07
Assistant Works Superintendent	07
Assistant P.C. & M. Instructor	07
Assistant Thermal Operations Instructor	07
Assistant Mechanical Maintenance Instructor	07
Assistant Electrical Maintenance Instructor	07
Executive Officer (Benin)	07
Assistant Transport Officer (Headquarters)	07
Assistant Distribution Engineer (Headquarters)	07
Technical Officer (Maintenance and Planning) (Headquarters)	07
Technologist, Control and Instrument	07
Technologist Communication	07
Technologist Protection	07
Thermal Technologist	07
Hydraulic Technologist	07
High Voltage Station, Project Technologist	07
High Voltage Lines Project Technologist	07
Cashier, Headquarters	07
Key Punch Supervisor	07
Executive Officer (Headquarters) Banking	07
Executive Officer Audit (Investigation)	07
Executive Officer (Stores Verification)	07
Executive Officer District Account	07
Executive Officer Undertaking Account	07
Executive Officer Final Account	07
Executive Officer Salaries/Wages	07
Executive Officer Local Payment	07
Foreman Township Distribution	07
Assistant Administrative Officer Damsite	07
Assistant Administrative Officer Township	07
Assistant Production Supervisor	07
Executive Officer Accounts	07
Electrical Maintenance Technician	07
Mechanical Maintenance Technician	07
Assistant Transport Supervisor	07
Supervisor Security and Services	07
Housing Supervisor	07
Assistant Purchasing Officer	07
Technical Officer (Mech. Products)	07
Laboratory Supervisor	07
Fire Security Officer	07
	07

Post Title	*Grade Level*
Assistant Elect. Operations Instructor	07
Computer Room Supervisor	07
Passages Supervisor	07
Purchasing Officer	07
Supervisor Guest House	07
Higher Statistitical Officer	07
Assistant Public Relations Officer (Internal)	07
Manager (Asaba)	07
Construction Supervisor (Calabar)	07
Distribution Engineer (Headquater)	07
Manager Owerri Undertaking (Port Harcourt)	07
Commercial Officer (Ijora)	07
Power Station Supt. (Enugu)	07
Supervisor Domestic Appliances	07
Accounting Assistant	06
Auto Technician	06
Supervisor Administration	06
Diesel Maintenance Foreman	06
Instrument Maintenance Foreman	06
Workshop Foreman	06
Office Supervisor	06
Diesel Maintenance Technician	06
Electrical Maintenance Technician	06
Assistant Production Scheduler	06
Assistant Technical Officer (Civil)	06
Assistant Technical Officer (Electrical)	06
Assistant Technical Officer (Mechanical)	06
Communication Supervisor	06
Senior Mechanical Technician	06
Chief Stores Assistant	06
132KV Substation Supervisor (Akangba)	06
Production Operator	06
Line Maintenance Technician	06
Senior Draughtsman	06
Supervisor Junior Staff Records	06
Supervisor Senior Staff Records	06
Confidential Secretary	06
Electrical Maintenance Technician	06
Assistant Production Scheduler	06
Office Supervisor (Benin Region)	06
Assistant Stores Supervisor (Delta)	06
Mechanical Maintenance Technician (Kainji)	06
Staff Nurse	06
Staff Midwife	06

Appendix I—continued

Post Title	*Grade Level*
Assistant Technical Officer (Touring Group)	06
Public Relations Assistant	06
Supervisor Canteen	06
Head Stationery Stores	06
Assistant Insurance Officer	06
Senior Console Operator	06
Assistant Radio Technician	06
Senior Material Forecasting Analyst	06
Senior Cashier	06
Senior Survey Draughtsman	06
Pension Records Supervisor	06
Hydrologist Assistant	05
Head Mailing Messenger	05
Laboratory Technician	05
132KN T/S Operator	05
Workshop Technician	05
Fire Security	05
Dam Instrument Technician	05
Senior Control Operator	05
Township Distribution Tech. (Kainji)	05
Mech. Maintenance Technician	05
Communication Technician (Oshogbo)	05
Instrument Technician	05
Mechanical Technician	05
P.C.M. Technician	05
Electrical Technician	05
Accounting Assistant (Oji)	05
Plant Operator	05
Substation Operator	05
Statistical Assistant	05
Assistant Supervisor (Junior Service Records)	05
Assistant Supervisor (Establishment Control)	05
Assistant Pension Records Supervisor	05
Foreman, Carpentry and Joinery Workshop	05
Foreman, HQ Maintenance Group	05
Foreman, Domestic Appliances	05
Purchasing Assistant	05
Senior Wayleave Assistant	05
Machine Supervisor	05
Insurance Assistant	05
Audit Assistant	05
Verification Assistant (Stores)	05
Personnel Assistant	05
Statutory Clerk	05
Radio Telephone Technician	05

Post Title	*Grade Level*
Assistant Receiving and Inspection Supervisor	05
Assistant Issue and Storing Supervisor	05
Administrative Assistant	05
Senior Meter Inspector	05
Senior Meter Reading Inspector	05
Senior Apparatus Repairer	05
Supervisor, Wireman	05
Addressograph Supervisor	05
Supervisor (Comptometer Operator)	05
Supervisor (Cable Jointers)	05
Supervisor (Switchgear)	05
Supervisor (Fitter)	05
Supervisor (Overlead Lines)	05
Supervisor (Electrical Maintenance)	05
Supervisor Meter Testing and Calibration	05
Supervisor (Construction)	05
Supervisor (Electrical and Construction)	05
Supervisor (Transport and Vehicle Maintenance)	05
Power Station Attendant II	05
Supervisor (Mechanical)	05
Senior Installation Inspector	05
Supervisor (Electrical)	05
Investigation Assistant	05
Senior Power Station Attendants	05
Assistant Telephone Technician	05
Supervisor (Electrical and Construction)	05
Foreman (Masons)	05
Foreman (Joiners)	05
Supervisor (Electrical Project Sections)	05
Supervisor (Lines)	05
Mechanical Service Supervisor	05
Mechanical Maintenance Technician	05
Line Supervisor	05
Line Maintenance Technician	05
Electrical Maintenance Technician	05
Instrument Technician	05
Laboratory Technician II	05
Electrical Maintenance Foreman (Delta)	05
Head Mason	05
Head Jointer	05
Senior Comptometer Operator	05
Fire Inspector	05
Township Supervisor	05
Senior Guide	05
Verifier	05
Material Forecasting Analyst	05
Telephone Supervisor	05

Appendix I—continued

Post Title	*Grade Level*
Telephone Supervisor	05
Senior Commercial Clerk	05
Fabrication Supervisor	05
Plant Mechanical Supervisor	05
Supervisor, Instruments Repairs	05
Supervisor Meter Repairs	05
Photographer	05
Senior Machine Operator	05
Supervisor Faults Maintenance	05
Printer	04
Survey Assistant	04
Crane Operator	04
Driver-Mechanic	04
Fitter, Grade I	04
Welder, Grade I	04
Jointer, Grade I	04
Linesman, Grade I	04
Senior Shift Driver	04
Telephone Maintenance Crew	04
Craftsman (Communication), Grade I	04
Heavy Duty Driver	04
Assistant Township Supervisor	04
Head General Maintenance	04
Group Head	04
Meteorological Assistant	04
Refrigerator Air-conditioning	04
Senior Driver	04
Head Telephone Operator	04
Cameraman and Platemaker	04
Mason, Grade I	04
Head Painter	04
Artisan, Grade	04
Machine Operator	04
Wood Machinist	04
Fitter Mechanic	04
Air-conditioner Mechanic	04
Fridge and Air-conditioner Mechanic	04
Senior Telephone Operator	04
Materials Inventory Control Analyst	04
Forklift Driver	04
Installations Inspector	04
Faultsman, Grade I	04
Painter, Grade I	04
Engine Driver	04
Senior Motor Mechanic	04
Workshop Clerk	04
Clerk	04

Post Title	*Grade Level*
Chief Security Guard	04
Head Driver	04
Stores Clerk	04
Senior Sign Writer/Painter	04
132 KV Operator	04
Laboratory Assistant	04
Apparatus Repairer	04
Operations Records Clerk	04
Mechanical Maintenance Assistant	04
Senior Fireman	04
Control Operator	04
Security Supervisor	04
Driver Despatcher	04
Meter Maintenance Inspector	04
Senior Typist	04
Draughtsman	04
Project Costing Assistant	04
Display Assistant	04
Vary Typist	04
Comptometer Operator	04
Survey Draughtsman	04
Motor Driver	04
Mechanic	03
Auto Electric Fitter	03
Storekeeper	03
Plumber	03
Steel Fixer	03
Electrical Fitter	03
Plant Operator	03
Stores Assistant	03
Mechanical Fitter	03
Forestryman	03
Bitumen Boiler	03
Headman	03
Motor Mechanic (3D)	03
Motor Mechanic (2D)	03
Blacksmith	03
Panel Beater	03
Electrician	03
Routine Clerk	03
Artist	03
Costs/Records Clerk	03
Traffic Clerk	03
Cook/Water Heater Electrician	03
Housewiring Electrician	03
Water Pumping Equipment Electrician	03
Projectionist	03
Turner	03

Appendix I—continued

Post Title	*Grade Level*
Cable Jointer	03
Degnsifying Plant Operator	03
Oil Fitter Operator	03
33KV Linesman	03
Distribution Sub-Station Operator	03
Consumer Clerk	03
Special Vehicle Driver	03
Switchboard Attendant	03
Fitter (Mechanical)	03
Motor Mechanic	03
Trace Forester	03
Site Forester	03
Typist	03
Workshop Artisan	03
Shift Operator	03
Mason	03
Addressographer	03
Junior Draughtsman	03
Tracer	03
Faultsman	03
Painter	03
Junior Stores Assistant	03
Timekeeper	03
Senior Security Guard	03
Chainman	03
Shift Driver	03
Artisan, Grade III	03
Telephone Operator	03
Auto Electrician, Grades III and II	03
Carpenter, Grade III	03
Laboratory Attendant	03
Instrument Mechanic III and II	03
Meter Mechanic III and II	03
Head Cook	03
Porter	03
Fireman	03
Band Leader	03
Instrument Technician	03
Meter Inspector	03
Messenger	03
Tracer	02
Junior Pinter	02
Steel Fixer	02
Linesmen's Mate	02
Gardener	02
Storeman	02
Boat Pilots	02
Permanent Guage Reader	02
Water Works Operator	02
	02

Appendix I—continued

Post Title	*Grade Level*
Office Boy/Water Tester	02
Forestry Man	02
Security Guard	02
Craftsmen's Attendant	02
Darkroom Assistant	02
Assistant Band Leader	02
Band Staff	02
Assistant Cook	02
Cook/Steward	02
Laundryman	02
Semi-Skilled Labourer	02
Aplicator Operator	02
Apparatus Repairers Mate	02
Bills Sorter	02
Bills Distributor	02
Street Lighting Attendant	02
Head Cleaner	02
Securityman	02
Cleaner	02
Guard	01
General Labourer	01
Caretaker	01
Club Attendant	01
Steward	01
Sanitary Labourer	01
Attendant	01
Petrol Attendant	01
Lift Attendant/Operator	01
Casual Helper Mate	01
Clinic Attendant	01

APPENDIX II

NATIONAL INSURANCE CORPORATION OF NIGERIA

Post Title	*Grade Level*
Managing Director	15
Deputy General Manager	14
Assistant General Manager	13
Group Actuary	13
Chief Accountant	13
Investment Manager	13
Secretary to the Corporation	12
Manager	12
Assistant Chief Accountant	12
Public Relations Manager	12
Deputy Secretary/Legal Officer	11
Area Manager	11
Assistant Manager	11
Assistant Secretary to the Corporation	11
Principal Accountant	11
Senior Accountant	10
Senior Auditor	10
Area Superintendent	09
Trainee Surveyor	09
Public Relations Assistant	08
Personnel Officer	08
Librarian/Instructor	08
Accountant	08
Superintendent	08
Senior Personal Secretary	07
Personal Secretary	07
Assistant Accountant	07
Assistant Auditor	07
Assistant Superintendent	07
Survey Assistant	07
Confidential Secretary	06
Accounting Assistant	06
Audit Assistant	06
Statistical Assistant	06
Principal Clerk	06
Chief Clerk	06
Housekeeper	06
Draughtsman	06
Insurance Supervisor	05
Senior Machinist	05
Accounting Supervisor	05
Stenographer, Grade I	05
Stenographer, Grade II	05
Senior Clerk	05

Appendix II—continued

Post Title	*Grade Level*
Senior Insurance Clerk	05
Senior Accounts Clerk	05
Senior Stores Clerk	05
Accounting Machine Operator	05
Clerk	04
Accounts Clerk	04
Stores Clerk	04
Insurance Clerk	04
Receptionist	04
Head Driver	04
Copy Typist	03
Clerical Assistant	03
Motor Driver	03
Head Messenger	03
Telephone Operator	03
Messenger	02
Cook/Steward	02
Gardener	02
Night-watchman	02
Office Cleaner	01
Labourer	01

APPENDIX III

NIGERIAN NATIONAL SHIPPING LINE LIMITED

Post Title	*Grade Level*
General Manager	15
Deputy General Manager	14
Personnel Manager	13
Commercial Manager	13
Shipping Manager	13
Chief Accountant	13
Technical Manager	13
Nautical Manager	13
Deputy Personnel Manager	12
Company Secretary	12
Chief Internal Auditor	12
Deputy Shipping Manager	12
Deputy Chief Accountant	12
A. C. E. Manager	12
Ocean Traffic Controller	12
Agency Manager	12
Traffic Manager	11
Claims Insurance Manager	11
Public Relations Officer	11
Canvassing Manager	11
Port Agent	11
Senior Technical Officer	11
Agent	11
Senior Internal Auditor	10
Nautical Assistant	10
Continent Representative	10
Senior Personnel Officer	10
Training Officer	10
Senior Accountant	10
London Representative	10
Agency Officer (Owners/Outside)	10
Asstistant Ocean Traffic Controller	10
Victualling Superintendent	10
Agent (Burutu)	10
Traffic Manager (Warri)	10
Continental Representative	10
Engineering Assistant	10
Technical Assistant	10
Assistant Commercial Manager (Disbursement)	10
Canvassing Officer, Grade I	09
Investment Officer	09
Accountant	08
Internal Auditor	08
Insurance Officer	08

Post Title	*Grade Level*
Personnel Officer (Shore)	08
Personnel Officer (Marine)	08
Commercial Officer (Conferences)	08
Commercial Officer (Agency Contracts and Stevedoring Agreements)	08
Statistician	08
Planning Officer	08
Northern States Representatives	08
Office Manager	08
Personnel Officer (Pensions)	08
Freight Manager (Lagos Agency)	08
Freight Manager (Owner)	08
Freight Manager (Outside)	08
Research Officer	08
Canvassing Officer, Grade II	08
Establishment Officer	08
Wharf Superintendent	08
Export/Passage Manager	08
Import Manager	08
Export Manager	08
Export Officer	08
Claims Officer	08
Import Officer (Docks)	08
Assistant Victualling Superintendent	07
Senior Ships Supervisor	07
Import Manager Agencies	07
Export Manager Agencies	07
Maintenance Officer	07
Assistant Claims Officer	07
Purchasing Officer	07
Assistant Commercial Officer	07
Assistant Establishment Officer	07
Assistant Accountant	07
Assistant Import Manager	07
Assistant Export Manager	07
Assistant Personnel Officer	07
Canvassing Officer (Kano)	07
Canvassing Officer	07
Liaison Officer	07
Training Assistant	07
Assistant Commercial Officer	07
Personal Secretary	07
Senior Personnel Secretary	07
Assistant to Manager	06
Training Manager	06

Post Title	*Grade Level*
Senior Clerk (Manifest)	05
Senior Accounts Clerk	05
Senior Clerk (Claims)	05
Communication Superintendent	05
Transport Supervisor	05
Secretary Typist/Confidential Secretary	05
Senior Clerk	05
Ships Supervisor	05
Harbour Dues Clerk	05
Stenographer, Grade I	05
Stenographer, Grade II	05
Clerk, Grade I	05
Traffic Assistant, Grade I	05
Head Driver	05
Clerk, Grade II	04
Clerk, Grade III	04
Traffic Assistant, Grade III	04
Senior Driver	04
Fork Lift Driver	04
Machine Operator	04
Comptometer Operator	04
Freight Lifter Driver	04
Habour Dues Clerk, Grade II	04
Boarding Clerk, Grade II	04
Quartermaster	04
Mail Clerk, Grade III	04
Record Clerk	04
Receptionist	04
Telephone Operator	03
Launch Driver	03
Driver I	03
Motor Driver	03
Driver II	03
Driver	03
Driver	03
Launch Engineer	03
Typist	03
Typist	03
Launchman	03
Gardener	03
Messenger	02
Security Guard	02
Outdoor Messenger	02
Day Watchman	02
Night-watchman	01
Cleaner	01
	01

APPENDIX IV

NIGERIA AIRWAYS CORPORATION

Post Title	*Grade Level*
General Manager	17
Deputy General Manager	15
Engineering Manager	14
Deputy Engineering Manager	13
Chief Medical Officer	13
Commercial Manager	13
Chief Accountant	13
Chief Internal Auditor	13
Chief Inspector	13
Personnel Manager	12
Ground Training School Manager	12
Deputy Chief Accountant	12
Secretary to the Company	12
Deputy Chief Inspector	12
Deputy Commercial Manager	12
Medical Officer	11
Principal Internal Auditor	11
Estate Manager	11
Assistant Personnel Manager	11
Traffic Manager	11
Sales Manager	11
Planning and Control Superintendent	11
Principal Accountant	11
Commercial Planning Officer	11
Maintenance Superintendent	11
Passenger Services Manager	11
Deputy Personnel Manager	11
Deputy Secretary	10
Hanger and Line Station Engineer i/c	10
Station Manager	10
Technical Representative	10
District Manager—London	10
District Manager—Kano	10
Engineer i/c Line Station	10
Pilgrim Coordinator	10
Principal Personnel Officer	10
Legal Officer	10
Foreman (SAP 2)	10
Senior Internal Auditor	10
Supplies Superintendent	10
Senior Accountant	10
Planning Engineer	10
Cargo Manager	10
District Manager (SAP 2)	10
Station Engineer	10
Senior Inspector	10
Senior Engineering Instructor	10

Post Title	*Grade Level*
Senior Operations Instructor	10
Senior Commercial Instructor	10
Operations Superintendent	10
Communications Controller	10
Principal Workshop Foreman	10
Funds Accountant	10
Internal Auditor	10
Accountant	09
System Analyst	09
District Manager (SAP 1) (upper)	09
IATA and Traffics Manager	09
Pay Sales Manager	09
Market Research Manager	09
Advertising Manager	09
Catering Manager	09
Duty Free Shop Manager	09
Reservation Manager	09
Traffic Inspector	09
Publication and Handling Procedure Officer	09
Local Control Officer	09
Senior Station Officer	09
Cabin Services Manager	09
Commercial Agreements Officer	09
Senior Mail Cargo Officer	09
Assistant District Manager	09
Engineering Officers	09
Engineer 'A'	09
Upholsteri/c	09
Assistant Technical Representative	09
Engineering Instructors (Mechanical and Electrical)	09
Senior Personnel Officer	09
Operations Instructor	09
Commercial Instructor	09
Passenger Officer	09
Instructors Accountant	09
Administrative Senior Personnel Officer	09
Senior Technical Records Officer	09
Ground Equipment Officer	09
Senior Operations Officer	09
Assistant Supplies Superintendent	09
Chief Flight/Steward and Stewardess	09
Tax Officer	09
Senior Sales Representative	09
Stores Inspector	09
Motor Transport Officer	09
Assistant Secretary	09
Public Relations Officer	08
Superintendent of Registry	08

Post Title	*Grade Level*
Chief Security Officer	08
Administrative Assistant II	08
Internal Auditor	08
Airways Printer	08
Senior Accounting Assistant I	08
Accountant	08
Flight Engineer	08
Engineer B (Graduate Trainees)	08
Paint and Levery Officer	08
Inspector	08
Fire Officer	08
Senior Transport Engineer	08
Motor Transport Officer	08
Personnel Officer (Graduate)	08
Senior Nursing Sister	08
Superintendent of Properties	08
Senior Stores Officer	08
Assistant Cabinet Services Manager	08
Chief Steward	08
Senior Programmer	08
Mail and Cargo Officer	08
Senior Catering Officer	08
Chef De Cuisine	08
Pilgrim Officer	08
Sales Representative	08
Reservation Officer (SE 3 (A))	08
Advertising Officer (SE 3 (A))	08
Passenger Officer	08
Sales Promotion Officer	08
Duty Officer	08
Nursing Sister/Superintendent	07
Assistant Superintendent of Properties	07
Assistant Airways Printer	07
Graphic Artist	07
Passenger Amenity Officer	07
Operation Officer	07
Assistant Programmer	07
Assistant Data Processing Manager	07
Senior Entry Officer	07
Station Officer	07
Catering Officer	07
Sous Chef	07
Restaurant Manager	07
Cargo Assistant II	07
Catering Assistant II	07
Upholster II	07

Appendix IV—continued

Post Title	*Grade Level*
Senior Workshop Superintendent	07
Senior Mechanical Superintendent	07
Cabin Service Manager	07
Flight Despatchers Trainee	07
Senior Personal Secretary	07
Personal Secretary	07
Market Research Assistant	07
Administrative Assistant	07
Station Assistant II	07
Assistant Public Relations Officer	07
Audit Assistant II	07
Administrative Assistant to Chief Accountant	07
Accounting Assistant (Training)	07
Assistant Systems Analyst	07
Stores Officer	07
Accounting Assistant II	07
IATA Officer	07
Schedule Planning Assistant	07
Advertising Officer	07
Assistant Duty Free Manager	07
Reservation Assistant I	07
Sales Assistant I	07
Stores Assistant II	07
Reservation Assistant II	07
Sales Assistant II	07
Technical Records Assistant II	07
Notam and Route Documentation Officer	07
Communication Assistant II	07
Personnel Officer	07
Welfare Officer	07
Operation Assistant I	07
Operation Assistant II	07
Librarian	07
Catering Assistant	07
Station Assistant	06
Housing Officer	06
Programming Assistant	06
Assistant Cabin Services Instructor	06
Chief Steward/Stewardess	06
Commercial Agreement Assistant	06
Senior Ground Receptionist	06
Statistics Assistant	06
Public Relations Assistant	06
Security Assistant I	06
Audit Assistant II	06
Staff Nurse, Grade I	06

Post Title	*Grade Level*
Properties Assistant III	06
Housing Assistant III	06
Staff Nurse	06
Asset III	06
Technical Assistant I (Asset)	06
Stores Assistant (Administration)	06
Accounting Assistant III	06
Insurance Assistant III	06
Data Processing Supervisor	06
Schedule Planning Assistant	06
Advertising Assistant III	06
Statistical Assistant III	06
Market Research Assistant	06
Ground Receptionist	06
Reservation Assistant III	06
Traffic Assistant III	06
Cargo Assistant III	06
Stores Assistant III	06
Catering Assistant III	06
Sales Assistant III	06
Station Assistant III	06
Confidential Secretary	06
Senior Draughtsman	06
Technical Records Assistant III	06
Plan and Control Assistant III	06
Engineering Assistant I	06
Commercial Agreement Assistant III	06
Assistant Personnel Officer	06
Technical Assistant (Printing)	06
Senior Steward/Stewardess	06
Security Assistant II	05
Supervisor	05
Intelligence Officer	05
Asset Supervisor	05
Technical Assistant II	05
Stores Assistant II	05
Restering Supervisor	05
Senior Machine Operator	05
Cashiers	05
Catering Supervisors	05
Sales Girls	05

Appendix IV—continued

Post Title	*Grade Level*
Ground Receptionist, Grade I	05
Draughtsman	05
Fire Assistant II	05
Motor Transport Assistant II	05
Engineering Assistant II	05
Telephone Supervisor	05
Telegraph Supervisor	05
Supervisor (Medical)	05
Technical Assistant II (Printing)	05
Supervisor (Accounts)	05
Supervisor (Operations)	05
Supervisor (Personnel)	05
Supervisor Audit	05
Stenographer, Grade I	05
Stenographer, Grade II	04
Security Assistant III	04
Clerk General Manager's Office	04
Stores Examiner	04
Cargo Shed Inspector	04
Laboratory Technician	04
Clerk—Medical	04
Clerk I—G.S.O.	04
Technical Assistant III	04
Monotype Caster Operator	04
Proof Sheet Reader	04
Stores Assistant I	04
Stores Clerk I	04
Clerk I—Cabin Services	04
Accounts Clerk I	04
Assistant Senior Machine Operator	04
Ships Paper, Clerk I	04
Lead Sheet, Clerk I	04
Ground Receptionist II	04
Traffic Clerk I	04
Statistics, Clerk I	04
Gas Fitter Maintenance	04
Catering Shift Leader	04
Catering Clerk I	04
Receptionist I	04
Sales Clerk I	04
Reservations Clerk I	04
Cargo Clerk I	04
Engineering Assistant III	04
Progress Assistant III	04
Fire Assistant III	04
Clerk I (Engineering)	04
Motor Transport Assistant III	04
Head Driver	04

Post Title	*Grade Level*
Paint and Levery Assistant III	04
Carpentery Assistant III	04
Training Aid Technician	04
Restering Clerk I	04
Telephone Operator I	04
Telegraph Operator I	04
Personnel Clerk I	04
Clerk II	03
Audit Clerk II	03
Chief Security Guards	03
Clerk II (Assets)	03
Tradesman (Assets)	03
Tradesman (Printing)	03
Stores Clerk II	03
Binders	03
Stores Assistant	03
Clerk II	03
Cabin Services	03
Clerk II—Accounts	03
Machine Operators	03
Clerks II—Reservation	03
Clerks II—Catering	03
Grounds Receptionist, Grade III	03
Cook I	03
Senior Waiter, Grade I	03
Tradesman I (Engineering)	03
Senior Driver	03
Loader Drivers	03
Clerk II—Ground School	03
Telephonists	03
Fireman I and II	03
Storeman	03
Driver I and II	03
Telephone Operator II	03
Telegraph Operator II	03
Gardeners I	03
Copy Typist	03
Audit Clerk III	03
Punch Operators	03
Warehouse Keeper	03
Telephone Operator III	03
Telegraph Operator III	03
Personnel Clerk III	03
Canteen Clerk III	03
Notam Route and Documentation Clerk III	03
Crew Record Clerk	03
Reservation Clerk III	03

Appendix IV— continued

Post Title	*Grade Level*
Sales Clerk III	03
Processing Clerk III	03
Traffic Clerk III	03
Statistics Clerk III	03
Filing Clerk	03
Stores Clerk III	03
Asset Clerk III	03
Senior Security Guard	03
Catering Clerk III	03
Loader Supervisor	03
Barman I	03
Warehouse Keeper	03
Radio Telephonist	03
Cooks II	02
Messenger/Despatcher	02
Loader Supervisor	02
Messenger	02
Steward II and III	02
Security Guards	02
Fireman II	02
Dispensary Attendants	01
Labourers	01
Labourers/Improvers	01
Cleaners	01
Gardeners II	01
Loaders	01
Kitchen Porters	01
Catering Attendant	01
Cleaner/Porter	01
Bar Attendant	01
Cargo Handlers	01
Barman I, II, III	01
Improver (Care)	01

APPENDIX V

NIGERIAN PORTS AUTHORITY

Post Title	*Grade Level*
General Manager	17
Deputy General Manager	15
Port Manager (Special Duties)	14
Controller of Administration	14
Controller of Personnel	14
Controller of Development	14
Controller of Finance	14
Chief Accountant	14
Controller of Engineering	14
Controller of Dockyards	14
Chief Harbour Master	14
Controller of Operations	14
Chief Industrial Relations Officer	13
Chief Training Officer	13
Chief Security Officer	13
Deputy Controller of Personnel	13
Chief Legal Officer	13
Secretary to the Authority	13
Deputy Controller of Finance	13
Deputy Controller of Engineering	13
Stores Manager	13
Deputy Controller of Dockyards	13
Hydrographic Surveyor	13
Deputy Controller of Operations	13
Estates Manager	13
Deputy Port Manager	13
Chief Pilot	13
Assistant Chief Internal Auditor	12
Assistant Controller of Finance	12
Chief Commercial Officer	12
Chief Electrical Engineer	12
Chief Mechanical Engineer	12
Chief Planning Officer	12
Chief Planning and Design Engineer	12
Chief Port Accountant	12
Chief Port Engineer	12
Chief Port Harbour Master	12
Chief Statistician	12
Data Processing Manager	12
Deputy Chief Industrial Relations Officer	12
Deputy Chief Security Officer	12
Deputy Chief Training Officer	12
Deputy Estate Manager	12
Deputy Chief Legal Officer	12
Deputy Stores Manager	12
Management Accountant	12
Naval Architect	12
Port Administrative Officer	12

Post Title	*Grade Level*
Traffic Manager	12
Assistant Chief Pilot	12
Chief Work Study Officer	12
Dockyard Manager (Lagos)	12
Senior Pilot	11
Dockyard Manager (Warri and Port Harcourt)	11
Assistant Chief Security Officer	11
Assistant Data Processing Manager	11
Assistant Traffic Manager (Principal Traffic Officer 'A')	11
Chief Fire Officer	11
Finance Officer	11
Principal Accountant	11
Principal Civil Engineer	11
Principal Communication Engineer	11
Principal Commercial Officer	11
Principal Electrical Engineer	11
Principal Estates Officer	11
Principal Hydrographic Surveyor	11
Principal Legal Officer	11
Principal, Management and Traffic Development Centre	11
Principal Marine Engineer	11
Principal Marine Officer	11
Principal Mechanical Engineer	11
Principal Planning Officer	11
Principal Port Accountant	11
Principal Port Engineer	11
Principal Statistician	11
Pilot, Grade I	11
Principal Productivity Officer	11
Assistant Chief Public Relations Officer	11
Principal Work Study Officer	11
Principal Establishment Officer	11
Principal Industrial Relations Officer	11
Deputy Chief Fire Officer	11
Dock Superintendent	10
Senior Electrical Engineer	10
Principal Divisional Fire Officer	10
Principal Stores Officer	10
Pilot, Grade II	10
Secretary to the Lagos Port Working Committee	10
Senior Accountant	10
Senior Assistant Legal Officer	10
Senior Assistant Secretary	10
Principal Security Officer	10
Senior Civil Engineer	10
Senior Communication Officer	10
Senior Communication Engineer	10
Senior Estate Officer	10

Post Title	*Grade Level*
Senior Executive Officer (Operations)	10
Senior Internal Auditor	10
Senior Marine Engineer	10
Senior Mechanical Engineer	10
Senior Planning Officer	10
Senior Programmer	10
Senior Statistician	10
Senior System Analyst	10
Senior Marine Officer	10
Senior Establishment Officer	10
Principal Technical and Craft Training Centre	10
Senior Traffic Officer	10
Senior Work Study Officer	10
Senior Training Officer	10
Senior Stores Officer	10
Assistant Secretary, Grade I	10
Civil Engineer, Grade I	09
Commercial Officer I	09
Communication Engineer, Grade I	09
Electrical Engineer, Grade I	09
Estate Officer, Grade I	09
Insurance Officer I	09
Marine Officer, Grade I	09
Marine Engineer, Grade I	09
Mechanical Engineer, Grade I	09
Office Manager (Headquarters)	19
Planning Officer I	09
Progress Supervisor	09
Senior Supervisor (Diving)	09
Senior Supervisor (Electrical)	09
Senior Supervisor (Mechanical)	09
Statistician I	09
Deputy Dock Superintendent	09
Senior Supervisor Instructor	09
Dredging Master	09
Senior Industrial Relations Officer	09
Senior Technical Instructor/Teacher	09
Senior Tugmaster	09
Works Supervisor (Marine)	09
London Representative (Engineer)	09
Medical Officer	09
Stores Verification Officer	08
Probationary Pilot	08
Internal Auditor	08
Pharmacist	08
Accountant	08
Assistant Legal Officer	08
Assistant Secretary, Grade II	08
Assistant Planning Officer	08

Appendix V—continued

Post Title	*Grade Level*
Civil Engineer, Grade II	08
Communications Engineer, Grade II	08
Contract Marine Officer, Grade II	08
Contract Marine Engineer, Grade II	08
Construction Engineer, Grade II	08
(Naval Architect)	08
Stores Officer	08
Cost Accountant	08
Electrical Engineer, Grade II	08
Higher Technical Instructor/Teacher	08
Teacher	08
Senior Security Officer	08
Supervisor (Civil)	08
Supervisor (Communications)	08
Supervisor (Coppersmith and Boiler Maker)	08
Supervisor (Corrosion)	08
Supervisor (Diving)	08
Supervisor (East Mole Pumping Station)	08
Supervisor (Electrical)	08
Supervisor (Electronics)	08
Supervisor (Fire-trades Blacksmith)	08
Supervisor (Fitter)	08
Supervisor (Foundry/Pattern)	08
Supervisor (Machine Shop-Turner)	08
Supervisor (Maintenance)	08
Supervisor (Marine Works)	08
Supervisor (Mechanical)	08
Supervisor (Millwright)	08
Supervisor (Motor-fitter)	08
Supervisor (P & T Engineer)	08
Supervisor (Plater)	08
Supervisor (Power House)	08
Supervisor (Rivetter)	08
Stores Officer	08
Welfare Officer	08
Assistant Dredging Master	08
Assistant Safety and Inspection Engineer	08
Beachmaster	08
Bouyage Foreman	08
Coast Station Supervisor	08
Communication Supervisor	08
Electronic Supervisor	08
Electrical Supervisor (Corrosion)	08
Equipment Officer	08
Housing Equipment Officer	08
Principal Chief Master	08
River Pilot	08
Senior Chief Master	08

Post title	*Grade Level*
Senior Draughtsman	08
Senior Estates Assistant	08
Senior Hydrographic Recorder	08
Senior Marine Engineer Assistant	08
Supervisor (Blacksmith)	08
Establishment Officer	08
Estates Officer, Grade II	08
Hydrographic Surveyor	08
Industrial Relations Officer	08
Marine Engineer, Grade II	08
Marine Officer, Grade II	08
Mechanical Engineer, Grade II	08
Programmer	08
Public Relations Officer	08
Pupil Engineer (Civil, Communication, Electrical and Mechanical)	08
Pupil Estates Officer	08
Pupil Hydrographic Surveyor	08
Safety and Inspection Engineer	08
Security Officer	08
Systems Analyst	08
Traffic Officer	08
Training Officer	08
Work Study Officer	08
Administrative Officer	08
Operations Controller	08
Assistant Divisional Fire Officer	07
Assistant Security Officer	07
Assistant Statistician	07
Assistant Traffic Officer	07
Civil Engineering Assistant	07
Commercial Officer	07
Divisional Fire Officer	07
Nursing Sister	07
Assistant Commercial Officer	07
Seaman Instructor	07
Signal Officer	07
Technical Instructor/(Teacher)	07
Technical Officer	07
Technical Officer (Civil)	07
Technical Officer (Communications)	07
Technical Officer (Electrical)	07
Technical Officer (Mechanical)	07
Administrative Assistant	07
Assistant Accountant	07
Assistant Cost Accountant	07
Assistant Establishment Officer	07
Assistant Industrial Relations Officer	07
Assistant Insurance Officer	07

Appendix V—continued

Post Title	*Grade Level*
Assistant Internal Auditor	07
Assistant Operations Controller	07
Assistant Programmer	07
Assistant Public Relations Officer	07
Assistant Stores Officer	07
Assistant Systems Analyst	07
Assistant Training Officer	07
Machine Room Supervisor	07
Personal Secretary	07
Publicity Officer	07
Office Manager (Lagos Ports)	07
Senior Personal Secretary	07
Catering Officer	07
Systems Analyst-in-Training	07
Housing Equipment Officer	07
Programmer-in-Training	07
Assistant Work Study Officer	07
Confidential Secretary	06
Chief Clerk	06
Welfare Assistant, Grade I	06
Senior Quay Supervisor, Grade I	06
Assistant Estimator	06
Assistant Technical Instructor	06
Marine Engineering Assistant, Grade I	06
Senior Canteen Supervisor	06
Chief Signalman	06
Senior Assistant Foreman (Bouyage)	06
Chief Computer Operator	06
Chief Comptometer Operator	06
Principal Stores Assistant	06
Staff Nurse/Midwife	06
Personal Secretary	06
Assistant Welfare Officer	06
Chief Stores Verifier	06
Work Study Assistant, Grade I	06
Draughtsman, Grade I	06
Senior Technical Assistant	06
Supervisor-in-Training	06
Estates Assistant, Grade I	06
Assistant Beachmaster	06
Chief Master	06
Chief Machine Operator	06
Machine Operator Supervisor	06
Punch Room Supervisor	06
Programmer-in-Training	06
Systems Analyst-in-Training	06
Senior Clerk	05
Assistant Canteen Supervisor	05

Appendix V—continued

Post Title	*Grade Level*
Work Study Assistant, Grade III	05
Welfare Assistant, Grade III	05
Chalet Supervisor	05
Photographic Printer, Grade I	05
Estate Assistant, Grade III	05
Assistant Yard Supervisor	05
Quay Staff, Grade I	05
Transport Supervisor, Grade II	05
Wharf Plant Supervisor, Grade II	05
Senior Security Staff	05
Computer Operator, Grade I	05
Head Copy Typist	05
Computer Operator/Data Verifier	05
Senior Stores Assistant, Grade II	05
Shorthand Typist, Grade II	05
Assistant Chief Clerk	05
Canteen Supervisor	05
Stadium Supervisor	05
Laboratory Technician (Burutu Medical)	05
Sub-Officer	05
Work Study Assistant, Grade II	05
Welfare Assistant, Grade II	05
Diver, Grade II	05
Technician	05
Diesel/Engine Supervisor	05
Quay/Shed Supervisor	05
Transport Supervisor, Grade I	05
Wharf Plant Supervisor, Grade I	05
Yard Supervisor	05
Security Supervisor, Grade II	05
Assistant Chief Computer Operator	05
Assistant Chief Comptometer Operator	05
Assistant Chief Machine Operator	05
Assistant Punch Room Supervisor	05
Senior Stores Assistant, Grade I	05
Shorthand Typist, Grade I	05
Quartermaster	05
Skilled Tradesman	05
Draughtsman, Grade II	05
Marine Engineering Assistant, Grade II	05
Senior Donkeyman	05
Technical Assistant	05
Estates Assistant, Grade II	05
Assistant Chief Signalman	05
Chief Time-keeper	05
Hydrographic Recorder, Grade II	05
Master	05
Senior Wireless Operator	05

Appendix V—continued

Post Title	*Grade Level*
Leading Fireman	05
Chief Patrolman	04
Plant Operator, Grade I	04
Senior Overseer	04
Senior Foundry Furnaceman	04
Plant Driver, Grade I	04
Senior Rigger	04
Diesel Loco Driver	04
Wharf Plant Driver, Grade I	04
Plant Driver, Grade II (Portal)	04
First Class Signalman	04
Marine Engineering Assistant	04
Assistant Supervisor	04
Driver, Grade I	04
Computer Operator, Grade II	04
Housing Equipment Assistant	04
Hydrographic Recorder, Grade I	04
Tugmate	04
Library Clerk	04
Stores Verifier	04
Draughtsman, Grade III	04
Radio Mechanic	04
Boatswain	04
Senior Ganger (Dock Labour)	04
Assistant Machine Operator Supervisor	04
Machine Operator (Comptometer), Grade I	04
Machine Operator (Hollerith), Grade I	04
Machine Operator Punch Verifier	04
Office Machine Operator	04
Senior Copy Typist	04
X-Ray Technician Trainee (Burutu) (Medical)	04
Draughtsman, Grade IV	04
Plant Operator, Grade II	04
Photographic Printer, Grade II	04
Senior Leverman	04
Senior Telephone Operator	04
Estates Assistant, Grade IV	04
Carpenter	04
Leading Berthingman	04
Painter	04
Senior Coal Gang Overseer	04
Chief Porter	04
Wharf Plant Driver, Grade II	04
Machine Operator, Grade II (Hollerith)	04
Machine Operator, Grade II (Comptometer)	04
Senior Stores Assistant, Grade III	04
Telephone Mechanic	03
Driver-Mechanic	03

Post Title	*Grade Level*
Hydrographic Recorder, Grade III	03
Diesel Engine Chargeman	03
Motor Driver	03
Copy Typist	03
Junior Clerk	03
Assistant Teleprinter Operator	03
Assistant Stores Verifier	03
Check-Out Operator	03
Fireman	03
Head Cook	03
Roneo Machine Operator	03
Teleprinter Operator	03
Assistant Overseer (Floating Dock)	03
Battery Charger	03
Burner	03
Caulker	03
Communication Aerial Rigger	03
Ganger (Permanent Way)	03
Greaser/Fireman	03
Head Patrolman	03
Machinist/Turner	03
Mole Overseer	03
Overseer	03
Slipway Overseer	03
Saw Doctor	03
Steering Gear Artificer	03
Telegraph Artificer	03
Time Keeper, Grade I	03
Time Keeper, Grade II	03
Ableseaman	03
Bouyage Fitter	03
Bouyage Artificer	03
Coal Gang Overseer	03
Dredging Overseer	03
Head Steward	03
Saltmaker	03
Salvage Pump Fitter	03
Tailor	03
Wireless Operator	03
Ganger (Dock Labour)	03
Senior Shunter	03
Security Staff	03
Punch Verifier (Machine Operator)	03
Gang Overseer	03
Stores Gang Overseer	03
Sales Clerk	03
Machine Operator (Stores)	03
Quay Staff, Grade II	03
Head Messenger	03

Appendix V—continued

Post Title	*Grade Level*
Assistant Reneo Machine Operator	03
Hall Porter	03
Senior Hall Porter	03
Blacksmith Striker	03
Capstanman	03
Chainman	03
Diver-in-Training	03
Foundry Furnaceman	03
Leverman	03
Plate Layer (Ports)	03
Patrolman	03
Recorder (Communications)	03
Rigger	03
Chief Porter	03
Shunter, Grade I	03
Butcher	03
Shunter, Grade II	03
Telephone Operator	03
Diesel Fitter (Driver)	03
Donkeyman	03
Driver, Grade III	03
Receptionist	03
Ambulance Attendant	02
Hydrographic Recorder, Grade IV-in-Training	02
Canteen Cook	02
Plant Attendant	02
Tool Issuer	02
Assistant Lighthouse Keeper	02
Berthingman	02
Cook	02
Winchman	02
Kennel Boy	02
Stores Attendant	02
Messenger	02
Apprentice Tradesman	02
Porter	02
Ordinary Seaman	02
Beltman	02
Floating Dockman	02
Pipeman	02
Polisher	02
Lighterman	02
Dock Worker	02
Shedman	02
Senior Porter	02
Wharf Plant Driver Assistant	02
Headman	02

Appendix V—continued

Post Title	*Grade Level*
Office Attendant	02
Producer Plant Attendant	02
Night-watchman	01
Bouyage Field Labour	01
Barman	01
Lift Attendant	01
Watchman/Gateman	01
Lighthouse Attendant	01
Terminal Attendant	01
Steward	01
Canteen Attendant	01

APPENDIX VI

NIGERIAN PODUCE MARKETING COMPANY LIMITED

Post Title	*Grade Level*
General Manager	16
Head of Sales	14
Chief Accountant	14
Shipping Manager	14
Secretary/Legal Adviser	14
Manager (Sales)	13
Deputy Chief Accountant	13
Principal Shipping Officer	13
Personnel Manager	13
Deputy Secretary/Legal Adviser	13
Internal Auditor	13
Assistant Principal Shipping Officer	11
Senior Accountant	11
Assistant Manager (Sales)	11
Senior Administrative Officer	10
Assistant Personnel Manager	10
Senior Shipping Officer	10
Accountant	10
Documentation Officer	10
Sales Officer	10
Assistant Accountant, Grade I	09
Assistant Internal Auditor, Grade I	09
Administrative Officer, Grade I	09
Senior Assistant Sales Officer	09
Store Superintendent, Grade I	09
Shipping Officer, Grade I	09
Assistant Internal Auditor	08
Administrative Officer, Grade II	08
Property Maintenance Officer	08
Public Relations Officer	08
Shipping Officer, Grade II	08
Assistant Sales Officer	08
Personnel Officer, Grade I	08
Assistant Accountant, Grade II	08
Machine Supervisor, Grade I	08
Personal Secretary	07
Secretary/Typist	07
Audit Assistant	07
Transport Officer	07
Accounting Assistant	07
Machine Supervisor	07
Senior Computer Operator	07
Teleprinter Supervisor	07
Sales Assistants	07
Assistant Shipping Officer	07
Assistant Personnel Officer	07
Personnel Officer, Grade II	07

Post Title	*Grade Level*
Stenographer, Grade I	06
Senior Audit Clerk	06
House Supervisor	06
Storekeeper (Headquarters)	06
Senior Market Clerk	06
Assistant Telex Supervisor	06
Senior Accounts Clerk	06
Comptometer Operator	06
Personnel Assistant	06
Senior Machine Operator	06
Assistant Stores Superintendent	06
Senior Shipping Assistant	06
Senior Storekeeper (Shipping)	06
Machine Operator	06
Audit Clerk, Grade I	05
1st Class Clerk	05
Accounts Clerk, Grade I	05
Stenographer, Grade II	05
Shipping Assistant, Grade I	05
Market Clerk, Grade I	05
Head Driver	05
Copy Typist, Grade I	05
Senior Telephone Operator	04
2nd Class Clerk	04
3rd Class Clerk	04
Artisan, Grade I	04
Storekeeper, Grade II	04
Accounts Clerk, Grade II	04
Accounts Clerk, Grade III	04
Market Clerk, Grade II	04
Market Clerk, Grade III	04
Telex Operator	04
Audit Clerk, Grade III	04
Shipping Assistant, Grade II	04
Shipping Assistant, Grade III	04
Copy Typist, Grade II	04
Copy Typist, Grade III	03
Receptionist	03
Motor Driver	03
Artisan, Grade II	03
Artisan, Grade III	03
Quartermaster/Launch Driver	03
Carpenter, Grade I	03
Carpenter, Grade II	03
Telephone Operator	03
Senior Cook	03
Senior Steward	03
Messenger	02
	02

Appendix VI—continued

Post Title	*Grade Level*
Assistant Receptionist	02
Stores Attendant	02
Security Guard	02
Deckhand	02
Established Sewbagman	02
Cook	02
Head Cleaner	02
Sewbagman	02
Unestablished Sewbagman	02
Unestablished Gardener	02
Usher (Sales)	02
Steward	01
Cleaner	01
Watchman	01
Unestablished Cleaner	01
Unestablished Watchman	01

APPENDIX VII

NIGERIAN RAILWAY CORPORATION

Post Title	*Grade Level*
General Manager	17
Deputy General Manager	15
Chief Engineer	14
Chief Mechanical/Electrical Engineer	14
Chief Superintendent	14
Chief Accountant	14
Chief Medical Officer	14
Chief Internal Auditor	14
Controller of Stores	13
Assistant General Manager (Staff)	13
Deputy Chief Engineer	13
Deputy Chief Mechanical/Electrical Engineer	13
Deputy Chief Superintendent (Operating Commercial and Power)	13
Railway District Manager	13
Deputy Chief Accountant	13
Location Engineer	13
District Engineer	13
Resident Engineer	12
Bridge Engineer	12
Signal Engineer	12
Project Engineer	12
Estate and Valuation Officer	12
Quantity Surveyor	12
Licenced Surveyor	12
District Mechanical/Electrical Engineer	12
District Superintendent	12
Chief Controller	12
Deputy Assistant General Manager (Staff)	12
Chief Labour Relations Officer	12
Chief Public Relations Officer	12
Legal Adviser	12
Secretary to the Corporation	12
Deputy Chief Internal Auditor	12
Deputy Controller of Stores	12
Railway Printer	12
District Accountant	12
Specialist/District Medical Officer	12
Hospital Superintendent	12
Mechanical Engineer (Programming, Technic)	12
Chief Claims Officer	11
Principal Officer (Staff and Administration)	11
Principal Establishment Officer (Training and Education)	11
District Accountant	11
Data Processing Manager	11
Deputy Secretary	11

Appendix VII—continued

Post Title	*Grade Level*
Principal Stores Officer	11
Senior Assistant Civil Engineer	10
Senior Assistant Mechanical/Electrical Engineer	10
Senior Assistant Architect	10
Senior Assistant Quantity Surveyor	10
Senior Assistant Estate and Valuation Officer	10
Senior Assistant Bridge Engineer	10
Senior Motive Power Officer	10
Superintendent of Training	10
Senior Traffic and Commercial Officer	10
Senior Assistant Secretary	10
Senior Legal Officer	10
Commercial Advertising Officer	10
Senior Labour Relations Officer	10
Senior Establishment Officer	10
Senior Public Relations Officer	10
Senior Internal Auditor	10
Chief Stock Verifier	10
Senior Accountant	10
Senior Executive Officer (Accounts)	10
Senior Cashier and Paymaster	10
System Analyst	10
Chief Programmer	10
Senior Stores Officer	10
Press Superintendent	10
Principal Pharmacist	10
Quantity Surveyor	10
Production Controller	10
Research Chemist	10
Senior Assistant to General Manager	10
District Auditor	10
Senior Assistant Signal and Communications Engineer	10
Medical Officer, SAP 1 (U)	10
Dentist, SAP 1 (U)	10
Assistant Engineer, SAP 1 (U)	09
Assistant Quantity Surveyor, SAP 1 (U)	09
Assistant Architect, SAP 1 (U)	09
Assistant Surveyor, SAP 1 (U)	09
Assistant Estate and Valuation Officer, SAP 1 (U)	09
Assistant Superintendent of Training, SAP 1 (U)	09
Traffic and Commercial Officer, SAP 1 (U)	09
Establishments Officer, SAP 1 (U)	09
Labour Relations Officer, SAP 1 (U)	09
Assistant Secretary, SAP 1 (U)	09
Legal Officer, SAP 1 (U)	09
Welfare Officer, SAP 1 (U)	09
Internal Auditor, SAP 1 (U)	09
Accountant, SAP 1 (U)	09

Appendix VII—continued

Post Title	*Grade Level*
Insurance Officer, SAP 1 (U)	09
Medical Officer, SAP 1 (U)	09
Pharmacist, SAP 1 (U)	09
Dentist, SAP 1	09
Assistant Bridge Engineer, SAP 1 (U)	09
Assistant Mechanical Engineer, SAP 1 (U)	09
Assistant Electrical Engineer, SAP 1 (U)	09
Assistant Mechanical Engineer (Diesel), SAP 1 (U)	09
Motive Power Officer, SAP 1 (U)	09
Assistant to General Manager, SAP 1 (U)	09
Railway Representative, SAP 1 (U)	09
Public Relations Officer, SAP 1 (U)	09
Research and Development Officer, SAP 1 (U)	09
Assistant Signal and Communication Engineer, SAP 1 (U)	09
Stores Officer, SAP 1 (U)	09
Pharmacy Superintendent, SAP 1 (U)	09
Chief Bridge Inspector	09
Senior Technical Officer (Design)	09
Permanent Way Assistant	09
Building Superintendent	09
Chief Draughtsman	09
Production Assistant	09
Electrical Assistant	09
Boiler Superintendent	09
Carriage and Wagon Running Assistant	09
Plant Superintendent	09
Equipment Superintendent	09
Train Lighting Assistant	09
Loco Maintenance Assistant	09
Senior Telecommunications Assistant	09
Assistant Commercial Advertising Officer	09
Studio Supervisor	09
Senior Stock Verifier	09
Senior Technical Officer (Estate)	09
Assistant Engineer, SAP 1	09
Assistant Quantity Surveyor, SAP 1	08
Assistant Architect—SAP 1	08
Assistant Surveyor, SAP 1	08
Assistant Estate and Valuation Officer, SAP 1	08
Assistant Superintendent of Training, SAP 1	08
Traffic and Commercial Officer, SAP 1	08
Establishment Officer, SAP 1	08
Labour Relations Officer, SAP 1	08
Assistant Secretary, SAP 1	08
Legal Officer, SAP 1	08
Welfare Officer, SAP 1	08
Internal Auditor, SAP 1	08
Accountant, SAP 1	08

Appendix VII—continued

Post Title	*Grade Level*
Insurance Officer, SAP 1	08
Pharmacist, SAP 1	08
Assistant Bridge Engineer, SAP 1	08
Assistant Mechanical Engineer, SAP 1	08
Assistant Electrical Engineer, SAP 1	08
Assistant Mechanical Engineer (Diesel), SAP 1	08
Motive Power Officer, SAP 1	08
Assistant General Manager, SAP 1	08
Railway Representative, SAP 1	08
Public Relations Officer, SAP 1	08
Research and Development Officer, SAP 1	08
Assistant Signal and Communications Engineer, SAP 1	08
Stores Officer, SAP 1	08
Physiotherapist	08
Assistant Research Chemist	08
Pupil Staff Officer	08
Pupil Stores Officer	08
Technical Officer (Quantity)	08
Permanent Way Supervisor	08
Senior Bridge Inspector	08
Clerk of Works	08
Senior Instructor	08
Senior Draughtsman	08
Workshop Supervisor	08
Shed Master	08
District Loco Inspector	08
Pupil Engineer	08
Traffic Controller	08
Power Controller	08
Telecommunications Assistant	08
Instructor, Power, Diesel, Traffic	08
Matron	08
Senior Laboratory Technologist	08
Technical Officer (Design)	08
Technical Officer (Estate)	08
Senior Permanent Way Instructor	08
Senior Works Instructor	08
Senior Signal Instructor	08
Diesel Mechanical Supervisor	08
Electrical Supervisor	08
Senior Boiler Inspector	08
Carriage and Wagon Supervisor	08
Plant Supervisor	08
Senior Technical Instructor	08
Diesel Electrical Supervisor	08
Senior Programmer	08
Executive Officer (Accounts)	08
Technical Officer (Printing)	08

Appendix VII—continued

Post Title	*Grade Level*
Radio Supervisor	08
Executive Officer (Audit)	08
Area Supervisor	08
Technical Officer (Design)	08
Traffic Cadets	08
Office Superintendent	08
Senior Personal Secretary	07
Assistant Registrar	07
Assistant Establishment Officer	07
Assistant Labour Relations Officer	07
Assistant Welfare Officer	07
Stock Verifier	07
Assistant Executive Officer (Accounts)	07
Cashier and Paymaster	07
Operation Supervisor	07
Computer Programmer	07
Assistant Stores Officer	08
Health Officer	07
Medical Records Officer	07
Permanent way Inspector	07
Workshop Foreman	07
Technical Instructor	07
Nursing Superintendent	07
Nursing Sister	07
Laboratory Technologist	07
Radiographer	07
Dental Technician	07
Personal Secretary	07
Assistant Technical Officer (Design)	07
Catering Officer	07
Stores Supervisor	07
Assistant Technical Officer (Quantity)	07
Bridge Inspector	07
Inspector of Works	07
Quarry Foreman	07
Timber Treatment Foreman	07
Assistant Technical Officer (Estate)	07
Production Foreman	07
Train Lighting Foreman	07
Diesel Mechanical Foreman	07
Diesel Electrical Foreman	07
Boiler Inspector	07
Carriage and Wagon Inspector	07
Outdoor Machinery Foreman	07
Plant Foreman	07
Weighbridge Foreman	07
Diesel Foreman	07
Foreman Electrician	07

Appendix VII—continued

Post Title	*Grade Level*
Refrigeration Foreman	07
Wharf Plant Inspector	07
Train Catering Officer	07
Traffic and Commercial Inspector	07
Locomotive Inspector	07
Shed Foreman	07
Diesel Foreman Electrician	07
Diesel Foreman Mechanical	07
Signal Inspector	07
Signal and Telegraph Inspector	07
Assistant Technical Officer (Printing)	07
Radio Maintenance Assistants	07
Assistant Executive Officer (Audit)	07
Confidential Secretary	06
Staff Assistant	06
Chief Clerk	06
Assistant Chief Clerk	06
Survey Assistant	06
Draughtsmen, Grades I & II	06
Quantity Survey Assistant I	06
Sub-Bridge Inspector, Grade I	06
Sub-Permanent Way Inspector, Grade I	06
Sub-Inspector of Works, Grade I	06
Assistant Shop Foreman	06
Assistant Quarry Foreman	06
Sub-Signal Inspector (Instructor), Grade I	06
Technical Assistant	06
Engineering Assistant	06
Assistant Production Foreman	06
Senior Yard Master	06
Assistant Foreman (Electrical)	06
Assistant Foreman (Inspection)	06
Senior Diesel Technician	06
Assistant Boiler Inspector	06
Assistant Carriage and Wagon Inspector	06
Assistant Outdoor Machinery Foreman	06
Assistant Train Lighting Foreman	06
Assistant Wharf Plant Inspector	06
Assistant Foreman (Inspector)	06
Train Catering Supervisor	06
Control Assistant	06
Head Guard	06
Senior Station Master I	06
Yard Supervisor	06
Senior Station Master, Grades II & III	06
Assistant Cashier and Paymaster	06
Train Supervisor	06
Traffic Supervisor	06

Post Title	*Grade Level*
Commercial Supervisor	06
*Assistant Office Equipment Foreman	06
Senior Assistant Foreman (Utilization)	06
Senior Driver Operation	06
Locomotive Driver, Grade I	06
Senior Assistant Foreman (Repairs)	06
Assistant Foreman (Electrical)	06
Telecommunications Supervisor	06
Chief Telecommunications Operator	06
Shed Foreman-in-Training	06
Loco Inspector-in-Training	06
Instructional Driver	06
Senior Station Master (Instructor)	06
Assistant Advertising Area Supervisor	06
Junior Technical Staff, Grade I	06
Assistant Studio Supervisor	06
Welfare Assistant	06
Canteen Supervisor	06
Cameraman	06
Photographer	06
Assistant Instructor	06
Sub-Signal and Telecommunications Inspector, Grade I Special	06
Sub-Signal and Telecommunications Inspector, Grade I	06
Senior Assistant Shop Foreman	06
Assistant Shop Foreman	06
Account Assistant	06
Senior Cash Teller	06
Assistant Control Supervisor	06
Senior Machine Operator	06
Senior Console Operator	06
Comptometer Machine Supervisor	06
Stores Assistant	06
Assistant Store Supervisor	06
Computer Operator-in-Training	06
Technical Assistant (Printing)	06
Senior Technical Staff, Grade I	06
Senior Technical Staff, Grade II	06
Senior Press Mechanic	06
Sub-Inspector, Radio Grade I	06
Audit Examiner, Grade I	06
Audit Assistant	06
Audit Examiner, Grade II	06
Stock Examiner, Grade I	06
Chief Timekeeper	06
Assistant Shed Foreman	06
Senior Assistant Foreman (Electrical)	06
Stock Examiner, Grade II	06
Staff Nurse	06

Appendix VII—continued

Post Title	*Grade Level*
Assistant Health Superintendent	06
Catering Supervisor/Assistant Catering Officer	06
Assistant Storekeeper	06
Laundry Supervisor	06
Assistant Cashier and Paymaster	06
Health Inspector	06
X-Ray Technician	06
Assistant Commercial Inspector	06
Stenographer, Grade I	05
Stenographer Grade II	05
Clerk, Grade I	05
Draughtsman, Grade III	05
Quantity Survey Assistant, Grade III	05
Sub-Permanent Way Inspector, Grades II & III	05
Senior Stores Clerk	05
Chargeman (Points and Crossing Welding)	05
Sub-Inspector (Bridges), Grade II	05
Chargemen	05
Head Timekeeper	05
Technician	05
Sub-Inspector of Works (Instructor, Grade II)	05
Chargeman (Production)	05
Yard Master	05
Chargeman (Progress and Planning)	05
Diesel Technician	05
Shop Clerk, Grade I	05
Shed Clerk, Grade I	05
Laboratory Assistant, Grade I	05
Foreman-in-Training	05
Assistant Catering Supervisor	05
Senior Baggage Van Conductor	05
Senior Travelling Ticket Collector	05
Station Staff, Grade I	05
Sub-Inspector of Lands, Grade I	05
Station Master, Grade II	05
Senior Yard Record Clerk	05
Locomotive Driver, Grade II	05
Telecommunication Operator, Grade I	05
Bill Room Supervisor	05
Assistant Canteen Supervisor	05
Sub-Inspector of Works, Grade II	05
Public Relations Assistant	05
Staff Assistant-in-Training	05
Technician (Cable Jointer)	05
Technician Teleprinter	05
Cash Teller	05
Control Assistant, Grade I	05
Machine Operator, Grade I	05

Post Title	*Grade Level*
Senior Computer Operator	05
Console Operator, Grade I	05
Accounts Assistant-in-Training	05
Programming Assistant-in-Training	05
Assistant Press Mechanic	05
Charge Hand	05
Stores Assistant-in-Training	05
Sub-Inspector (Radio), Grade II	05
Sub-Inspector (Rigger), Grade II	05
Audit Examiner, Grade III	05
Stock Examiner, Grade III	05
Audit Assistant-in-Training	05
Laboratory Technician	05
Store Assistant-in-Training (Hospital)	05
Dispensing Assistant, Grade I	05
Plan Keeper	05
Clerk, Grade II	04
Draughtsman, Grade IV	04
Timekeeper, Grade I	04
Stores Clerk	04
Skilled Tradesmen (Craftsmen/Artisan)	04
Ballast Train Clerk	04
Probationary Sub-Permanent Way Inspector	04
Depot Clerk	04
Sub Inspector of Land, Grade II	04
Apprentice Engineer	04
Technical Assistant-in-Training	04
Draughtsman-in-Training	04
Assistant Quarry Foreman-in-Training	04
Sub-Inspector-in-Training	04
Sub-Signal Inspector-in-Training	04
Inspector of Works-in-Training	04
Sub-Inspector of Works-in-Training	04
Apprentices Special (Permanent Way)	04
Assistant Yard Master	04
Shop Crane Driver	04
Driver Overhead Crane	04
Shop Clerk	04
Laboratory Assistant, Grade II	04
Comptometer Operator	04
Depot Stores Clerk	04
Canteen Car Clerk	04
Station Staff, Grade II	04
Station Assistant	04
Travelling Ticket Collector	04
Yard Record Clerk	04
Senior Shunter	04
Senior Signalman	04
Shed Overseer	04

Appendix VII—continued

Post Title	*Grade Level*
Guard	04
Shed Clerk	04
Loco Driver, Grade III	04
Driver Breakdown Crane	04
Engine Turner	04
Telecommunications Operator, Grade II	04
Probationary Traffic Staff-in-Training	04
Loco Driver-in-Training	04
Sign Writer	04
Assistant Photographer	04
Office Equipment Assistant	04
Assistant Cash Teller	04
Control Assistant, Grade II (IBM)	04
Machine Operator, Grade II	04
Comptometer Operator	04
Senior Press Assistant	04
Junior Technical Staff, Grade II (Printing)	04
Technical Assistant-in-Training (Printing)	04
Radio Rigger	04
Radio Craftsman	04
Health Assistant	04
Dispensary Assistant, Grade II	04
Medical Record Assistant	04
Dispensing Assistant-in-Training	04
Pharmacists-in-Training	04
Health Inspector-in-Training	04
Xray Technician-in-Training	04
Radiographer-in-Training	04
Head Cook	04
Laboratory Technician-in-Training	04
Stores Issuer	03
Tracer	03
Chainman	03
Printer (Dyeline) Plan Printer	03
Kit-Car Driver	03
Railcar Driver	03
Ganger	03
Timekeeper, Grade II	03
Motor Car Driver	03
Yard Overseer	03
Head Patrolman	03
Printer (Ferro)	03
Plant Attendant	03
Striker	03
Brickmaker	03

Post Title	*Grade Level*
Laboratory Attendant	03
Hall Porter	03
Telephone Attendant	03
Train Store Issuer	03
Railcar Shunter	03
Driver, Light Mobil Crane	03
Driver, Moorhill Shunter	03
Shunter I and II	03
Signalman I and II	03
Fireman, Grade I and II	03
Fire Patrolman	03
Fixer (Bill Porter)	03
Press Assistant	03
Roller Caster	03
Machine Attendant	03
Chief Porter	03
Seamster	03
Driver, Auto-Truck	03
Driver Road Roller	03
Driver, Traverser	03
Lighterup	03
Rough Painter	03
Tube Cleaner	03
Beltman and oiler	03
Brick Arch Builder	03
Cable Attendant	03
Caster	03
Driver Coaling Crane	03
Driver Fork Lift Truck	03
Electro Plater	03
French-Polisher	03
Greaser and Cable Attendant	03
Hammer Man	03
Cupolaman	03
Pump Engine Man	03
Rivetter	03
Repaoker	03
Saw Sharpener	03
Scaler	03
Slinger	03
Spray Painter	03
Striffer	03
Tapauline Repairer	03
Washoutman	03
Engine Trimmer	03
Feter	03
Furnaceman	03
Telephone Operator	03

Appendix VII—continued

Post Title	*Grade Level*
Motor Driver Special	03
Senior Bill Poster	03
Canteen Assistant	03
Cinema Projectionist	03
Typist	03
Time Keeper, Grade I	03
Messenger	02
Sub-Ganger	02
Apprentices (Craft)	02
Apprentices (Permanent Way)	02
Apprentices (Signal)	02
Apprentices (Works)	02
Coach Attendant	02
Restaurant Car Cook	02
Canteen Car Cook/Mate	02
Cook	02
Level King Keeper	02
Shunter, Grade III	02
Gardener	02
Storeman	02
Extra Gang Headman	02
Rivet Heater	02
Stenciler	02
Rodent Operator	02
Sealer	02
Patrolman	02
Track Labourer	02
Crane Fireman	02
Head Coalman	02
Turn Table Attendant	02
Headman	02
Head Porter	02
Pump Fireman	02
Steam Crane Fireman	02
Van Attendant	02
Bateryman	02
Block Layer	02
Driver Ice Plant	02
Frame Cleaner	02
Head Trolleyman	02
Trolleyman	02
Power House Attendant	02
Lightingman	02
Head Messman Caretaker	02
Laundry Assistant	02
Ticket Checker	02

Post Title	*Grade Level*
Messenger (Special)	02
Power House Attendant	02
Labourer	01
Cleaner	01
Gatekeeper	01
Watchman	01
Carriage Washer	01
Porter	01
Sandman	01
Caller-Upman	01
Boxman	01
Coalman	01
Fire Dropper	01
Welldigger	01
Barman	01
X-ray Attendant	01
Dispensary Attendant	01
Laboratory Attendant	01
Mortuary Attendant	01
Restaurant Car Steward	01
Caretaker	01
Canteen Attendant	01

APPENDIX VIII

NIGERIAN BROADCASTING CORPORATION

Post Title	*Grade Level*
Director-General	16
Chief Engineer	14
Chief Accountant	14
Director of External Service	14
Director of News and Current Affairs	14
Director of Television	14
Director of Programmes	14
Director of Administration	14
Deputy Chief Engineer	13
Secretary to the Corporation	13
Assistant Chief Accountant	12
Assistant Director of News and Current Affairs	12
Controller, Commercial Service	12
Controller of Administration	12
Controller, Staff Training	12
Controller, National, Lagos	12
Assistant Chief Engineer	12
Chief Internal Auditor	12
Controller of Stores	12
Deputy Secretary	12
Controller of Schools Broadcasting	12
State Controller	12
Controller of News (TV)	12
Controller of Programme (TV)	12
Controller of External Broadcasting	12
Production Manager	11
Service Editor	11
Principal Engineer	11
Principal Accountant	11
Principal Stores Officer	11
Head of General Administrative Officers	11
Principal Administrative Officer	11
Principal Lecturer	11
Head of Management Service	10
Senior Public Relations Officer	10
Head of State Programmes	10
Head of Women's and Children's Programmes	10
Head of Talks	10
Head of Music and Music Research	10
Head of Nigerian Languages	10
Head of Operations	10
Head of Outside Broadcasts	10
Head of Variety and Light Entertainment	10
Head of Features	10
Editor	10
Senior Engineer	10
Mechanical Superintendent	10

Post Title	*Grade Level*
Building Superintendent	10
Senior Assistant Secretary	10
Senior Accountant	10
Sales Manager (Commercial)	10
Senior Internal Auditor	10
Senior Administrative Officer	10
Industrial Relations Officer	10
Senior Lecturer	10
Head of Production Services	10
Head of Programme Planning	10
Head of Public Affairs	10
Head of Sports	10
Plant Superintendent	10
Head of Presentation	10
Editor, Current Affairs	10
Organisation and Methods Officer	09
Assistant Head of Music and Music Research	09
Senior Producer	09
Senior Presentation Assistant	09
Head of Religious Braodcasting	09
Chief Sub-Editor	09
Chief Reporter	09
Engineer, Grade I	09
Deputy Mechanical Superintendent	09
Deputy Building Superintendent	09
Senior Technical Officer	09
Principal Technical Officer	09
Assistant Secretary, Grade I	09
Accountant, Grade I	09
Senior Executive Officer	09
Senior Stores Officer	09
Internal Auditor	09
Administrative Officer, Grade I	09
Lecturer, Grade I	09
Secretary, Pensions	09
Deputy Plant Superintendent	09
Operations Manager	09
Senior Current Affairs Officer	09
Public Relations Officer, Grade II	08
Audience Research Officer	08
Producer	08
Presentation Assistant	08
Principal Studio Manager	08
Compiler and Presentation Officer	08
Senior Sub-Editor	08
Senior Reporter	08
Circulation Manager	08
Engineer, Grade II	08
Estate Manager	08

Appendix VIII—continued

Post Title	*Grade Level*
Engineering Stores Officer	08
Aerial Masts Rigging Superintendent	08
Assistant Secretary, Grade II	08
Accountant, Grade II	08
Higher Executive Officer (Accounts)	08
Stores Officer	08
Assistant Sales Manager	08
Senior Assistant Auditor	08
Administrative Officer, Grade II	08
Lecturer, Grade II	08
Design/Art Supervisor	08
Chief Film Editor	08
Film Script Writer	08
Sports Editor	08
Special Events Officer	08
Chief Cameraman	08
Current Affairs Officer	08
Public Relations Assistant	07
Audience Research Assistant	07
Organisation and Methods Assistant	07
Programme Executive	07
Gramaphone Librarian	07
Senior Studio Manager	07
Graphic Artist	07
Assistant Aerial Mast Rigging Superintendent	07
Assistant Workshop Superintendent	07
Technical Officer	07
Executive Officer	07
Machine Supervisor	07
Assistant Stores Officer	07
Production Unit Officer	07
Sales Executive	07
Schedules Officer	07
Assistant Auditor	07
Administrative Assistant	07
Personal Secretary	07
Confidential Secretary	07
Laboratory Technician	07
Senior Personal Secretary	07
Librarian (Audio Visual)	07
Scenic/Graphic Artist	07
Costume Designer	07
Stage Director	07
Senior Cine Cameraman	07
Operations Supervisor	07
Traffic Officer	07
Preview Officer	07
Senior Cameraman	07

Post Title	*Grade Level*
Technical Director	07
Assistant Plant Superintendent	07
Assistant Estate Manager	07
Bilingual Secretary	07
Assistant Librarian	06
Junior Presentation Assistant	06
Studio Manager, Grade I	06
Studio Manager, Grade II	06
Reporter/Sub-Editor	06
Foreman/Tradesman	06
Assistant Technical Officer	06
Estate Clerk	06
Accounts Assistant	06
Senior Machine Operator	06
Head, Stores Clerk	06
Senior Audit Clerk, Grade I	06
Head Clerk	06
Shorthand Typist, Grade I	06
Books Librarian	06
Senior Film Processor	06
Senior Film Editor	06
Senior Script Writer	06
Cine Cameraman	06
Operations Director	06
Assistant Producer	06
Film Editor	06
Film Programme Coordinator	06
Film Processor	06
Still Cameraman	06
Assistant Librarian (Audio Visual)	06
Press Liaison Officer	06
Senior Film Processor	06
Technical Operator, Grade I	06
Assistant Gramophone Librarian	06
Newsreel Reporter	06
Industrial Nurse	06
Staff Photographer	05
Assistant Producer	05
State Gramophone Librarian	05
Trainee Announcer	05
News Information Officer	05
News Assistant	05
Photographer	05
Senior Schedule Clerk	05
Senior Accounts Clerk	05
Machine Operator, Grade I	05
Senior Stores Clerk	05
Assistant Production Unit Officer	05
Senior Audit Clerk, Grade II	05

Appendix VIII—continued

Post Title	*Grade Level*
Stenographer, Grade II	05
Senior Clerk	05
Transport Supervisor	05
Copy-writer	05
Floor Manager	05
Assistant Traffic Officer	05
Film Librarian	05
Music Librarian	05
Film Make-up Man	05
Senior Stage Carpenter	05
Still Cameraman	05
Technical Operator, Grade II	05
Tradesman, Grade I	05
Telephone Supervisor	05
Canteen Supervisor	05
Laboratory Assistant	05
Photographic Assistant	04
Studio Manager (Trainee)	04
Booking Clerk	04
Library Clerk	04
News Assistant (Trainee)	04
Junior Draughtsman	04
Typist, Grade I	04
Senior Teleprinter Operator	04
Assistant Canteen Supervisor	04
Assistant Technical Officer (Trainee)	04
Accounts Clerk	04
Machine Operator, Grade II	04
Stores Clerk	04
Schedule Clerk	04
Audit Clerk	04
Clerk/Typist	04
Senior Driver	04
Books Library Assistant	04
Design Assistant	04
State Carpenter	04
Senior Stage Assistant	04
Tailor	04
Technical Operator, Grade III	04
Tradesman, Grade II	03
Tradesman, Grade III	03
Aeriel Rigger	03
Mason	03
Radio Technician	03
Air-conditioning Technician	03
Plumber	03
Disloger	03
Engineering Attendant	03
Junior Stores Clerk	03
Radio Wireman	03

Post Title	*Grade Level*
Junior Clerk/Typist	03
Telephonist	03
Receptionist	03
Senior Messenger	03
Typist, Grade II	03
Driver	03
Head Gardener	03
Security Guard, Grade I	03
Camera Crew Assistant	03
Head Messenger	03
Motor Vehicle Mechanic	03
Lighting Assistant	03
Nursing Assistant	03
Technical Cleaner	03
Diesel Mechanic	03
Tractor Driver	03
Security Guard, Grade I	02
Stage Assistant	02
Senior Gateman	02
Duplicating Machine Operator	02
Head Cleaner	02
Messenger	02
Gardener	02
Cook	02
Canteen Attendant	01
Workshop Hand	01
Diesel Attendant	01
Steward	01
Studio Attendant	01
Petrol Attendant	01
Labourer	01
Cleaner	01
Night-watchman	01
Security Guard, Grade II (Gateman)	01

APPENDIX IX

DEPARTMENT OF POSTS AND TELECOMMUNICATIONS

Post Title	*Grade Level*
Director-General	16
Deputy Director-General	15
Director (Telecommunications)	15
Project Manager (Special Grade)	14
Deputy Director (Planning, International Relations, Operations Services)	14
Director of Posts	14
Director of Finance	14
Director of Personnel	14
Project Manager	13
Assistant Director	13
Deputy Director of Finance	13
Chief Engineer	12
Territorial Controller, Grade I	12
Chief Mechanical/Electrical Engineer	12
Deputy Director of Posts	12
Assistant Director (Finance)	12
Assistant Director (Accounts)	12
Deputy Director (Personnel)	12
Territorial Controller, Grade II	11
Principal Engineer	11
Principal Engineer/Manager	11
Chief Traffic/Commercial Manager	11
Finance Officer	11
Principal Accountant	11
Data Processing Controller	11
Assistant Director of Posts	11
Principal Engineer/Mechanical/Electrical	11
Assistant Director	11
Chief Internal Auditor	11
Chief Investigation Officer	11
Head Postmaster, Grade I	10
Information Manager	10
Postal Controller	10
Senior Engineer	10
Senior Engineer/District Engineer Manager	10
Traffic/Commercial Manager	10
Senior Accountant	10
Senior Engineer/Mechanical/Electrical	10
Controller of Stores	10
Civil Service Administrator	10
Chief Stock Verifier	10
Deputy Chief Investigation Officer	10
General Sales Manager	10
Senior Statistician	09
Area Engineer	09
Principal Technical Officer	09

Post Title	*Grade Level*
Traffic/Commercial Manager	09
Senior Traffic Engineering Superintendent	09
Senior Traffic Officer/District Traffic/Commercial Manager	09
Accountant	09
Chief Data Processing Superintendent	09
Senior Programmer/Analyst	09
Senior Assistant Postal Controller	09
Senior Technical Officer (Telecomms.)	09
Chief Stores Officer	09
Senior Investigation Officer	09
Training Supervisor	09
Assistant Information Manager	09
Exchange Maintenance Officer	09
Assistant Sales Manager	09
Senior Traffic Officer	09
Statistician	08
Engineer and Pupil Engineer	08
Senior Technical Officer	08
Higher Technical Officer	08
Traffic Officer/Assistant District Traffic/Commercial Manager	08
Higher Executive Officer (General)	08
Senior Executive Officer (General)	08
Accountant	08
Senior Executive Officer	08
Higher Executive Officer	08
Programmer/Analyst, Grade I	08
Programmer/Analyst Grade II	08
Senior Data Processing Superintendent	08
Higher Programming Officer	08
Higher Data Processing Superintendent	08
Traffic Engineering Superintendent	08
Assistant Traffic Engineering Superintendent	08
Chief Draughtsman	08
Senior Telephone Exchange Superintendent	08
Officer-in-Charge Central Telegraph Office	08
Senior Stores Officer	08
Higher Stores Officer	08
Engineer (Mechanical/Electrical)	08
Senior Technical Officer (Mechanical/Electrical)	08
Higher Technical Officer (Mechanical/Electrical)	08
Transport Control Officer	08
Higher Technical Officer (Telecomms.)	08
Office-in-charge Telegraph Training	08
Assistant Postal Controller	08
Head Postmaster Grade II	08
Chief Supervisor, Grade I	08
Higher Information Officer	08
Investigation Officer	08

Appendix IX—continued

Post Title	*Grade Level*
Senior Stock Verifier	08
Higher Stock Verifier	08
Traffic Officer	08
Confidential Secretary Grade II	07
Statistical Officer	07
Head Postmaster, Grade III	07
Head Postmaster, Grade IV	07
Chief Supervisor	07
Chief Supervisor, Grade III	07
Executive Officer (Accounts)	07
Programming Officer	07
Data Processing Superintendent	07
Executive Officer (General)	07
Stock Verifier	07
Confidential Clerk	07
Assistant Investigation Officer	07
Publicity Officer	07
Graphic Arts Officer	07
Library Officer	07
Photographer	07
Nursing Sister/Superintendent	07
Catering Supervisor	07
Principal Draughtsman	07
Telephone Exchange Superintendent	07
Chief Supervisor, Grade II	07
Technical Officer (M/E)	07
Stores Officer	07
Assistant Transport Control Officer	07
Technical Officer	07
Assistant Publicity Officer	06
Confidential Secretary, Grade III	06
Assistant Statistical Officer	06
Traffic Officer-in-Training	06
Senior Sales Supervisor	06
Assistant Technical Officer (Laboratory)	06
Assistant Executive Officer (Accounts)	06
Assistant Data Processing Superintendent	06
Assistant Programming Officer	06
Chief Data Processing Assistant	06
Assistant Catering Supervisor	06
Assistant Stock Verifier	06
Chief Stores Examiner	06
Senior Draughtsman, Grade I	06
Assistant Photographer	06
Staff Nurse	06
Senior Supervisor	06
Senior Supervisor (Telephone)	06
Senior Supervisor (Telegraphs)	06

Post Title	*Grade Level*
Assistant Stores Officer	06
Chief Technician	06
Assistant Executive Officer	06
Workshop Foreman	06
Chief Clerical Officer	06
Assistant Technical Officer	06
Assistant Technical Officer (Mechanical/Electrical)	06
Senior Clerical Officer	05
Stenographer	05
Assistant Technical Officer-in-Training	05
Supervisor	05
Senior Stores Examiner	05
Senior Data Processing Assistant	05
Senior Draughtsman, Grade II	05
Senior Technician, Grade I	05
Sales Supervisor	05
Telephone Supervisor	05
Telegraphs Supervisor	05
Senior Storekeeper	05
Senior Motor Driver-Mechanic	05
Assistant Technical Officer-in-Training (Electrical/Mechanical)	05
Senior Craftsman	05
Clerical Officer	04
Stores Examiner	04
Data Processing Assistant	04
Draughtsman, Grades I, II and III	04
Foreman Ganger	04
Senior Technician, Grade II	04
Technicians	04
Telephone Operator	04
Telegraph Operator	04
Storekeeper	04
Clerical Officer	04
Bailiff	04
Senior Typist	04
Information Assistant	04
Senior Motor Driver	04
Motor Driver/Mechanic, Grade I	04
Library Assistant	04
Printer	04
Postal Officer and P.O. & T.	04
Inspectors of Postman	04
Head Postman	04
Craftsman	04
Typists	03
Store Examiner Assistant	03
Ganger	03
Drawing Office Assistant	03

Appendix IX—continued

Post Title	*Grade Level*
Head Messenger	03
Hall Porter	03
Wireless Licence Inspector	03
Postman	03
Artisan	03
Motor Driver and Motor Driver-Mechanic, Grade II	03
Library Attendant	03
Stores Assistant	03
Cooks, Grade I	03
Messenger	02
Stores Checker	02
Telegraph Messenger	02
Storeman	02
Cooks, Grade II	02
Duplicating/Gestetner Machine Operator	02
Mail Porters	02
Clinical Attendant	02
Stewards	01
Lift Attendants	01
Watchman/Gatekeeper	01
Watchman	01
Watchman and Gateman	01
Caretaker/Cleaner	01



FEDERAL REPUBLIC OF NIGERIA

PUBLIC SERVICE
REVIEW COMMISSION

Report on Grading and Pay 1972-74

ADDENDUM III

(Profile Job Descriptions)

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ADDENDUM III
TO
GRADING AND PAY REPORT
Profile Job Descriptions

PROFESSIONAL ADMINISTRATIVE TECHNOLOGICAL

TECHNICAL CLERICAL EVALUATION SYSTEM

INDEX OF BENCHMARK JOB DESCRIPTION
BY GRADE LEVEL

LEVEL	*JOB TITLE*
1	
2	

CONTENTS

	Point Rating	Level	Page
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Assistant Superintendent/Divisional Crime Officer	594	—	14
Assistant Superintendent/Deputy Superintendent District Police Officer	648	—	15
Superintendent of Police, Second in Command Provincial Police Office	828	—	17
Chief Superintendent Provincial Police Office/Chief Superintendent Divisional Police Office	967	—	19
Chief Superintendent Officer Commanding State Criminal Investigation Department	970	—	21
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Gateman	290	01	27
Watchman	325	01	28
Gardener	350	02	29
Press Attendant	405	02	30
Storeman	410	02	31
Cook	430	02	33
Medical Laboratory Assistant	315	03	34
Typist	330	03	36
Stockman	480	03	37
Hall Porter	485	03	39
Coxswain	485	03	40
Welder	500	03	42
Spray Painter	500	03	43
Cook, Staff Canteen	515	03	44
Driver-Mechanic	515	03	46
Head Steward, Government House	520	03	47
Game Guard	565	03	49
Produce Inspector	490	04	51

	Point Rating	*Level*	*Page*
Communicator	495	04	53
Clerical Officer (Revenue)	570	04	54
Deeds Draughtsman	535	04	56
Aircraft Maintenance Engineering Assistant	585	04	57
Dental Technician	585	04	59
Head Hospital Washerman	605	04	61
Meterological Assistant	615	04	63
Grader Operator	615	04	65
Mechanic	625	04	66
Printer (Pressman)	640	04	68
Inspector of Lands	650	04	69
Crane Operator	655	04	71
Field Overseer	695	04	73
Head Cook	705	04	75
Machinist	710	04	76
Enumerator	765	04	78
Nutrition Assistant	770	04	80
Bailiff	800	04	81
Telephone Supervisor	765	04	83
Senior Driver-Projectionist	770	05	85
Stenographer	810	05	87
Town Planning Assistant	825	05	88
Senior Trade Assistant	835	05	90
Senior Archives Assistant	865	05	92
Architectural Assistant	895	05	94
Survey Assistant	895	05	96
Assistant Range Management	895	05	98
Trade Instructor	925	05	100
Medical Laboratory Technician	940	05	101
Senior Photographic Assistant	945	05	104
Chief Data Processing Assistant	955	05	105
Housekeeper (Government House)	875	06	107
Chief Storekeeper	910	06	109
Foreman, Maintenance Workshop	935	06	111
Senior Cinema Commentator	1,015	06	113
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Confidential Secretary	1,310	07	130
Technical Instructor	1,320	07	131
Estate Officer	1,335	07	133
Mechanical Superintendent	1,335	07	135
Registrar	1,340	07	138
Occupational Therapist	1,350	07	140
Communications Officer	1,350	07	142
Cooperative Officer	1,370	07	144
Programming Officer	1,410	07	147
Executive Officer (Accounts)	1,410	07	148
Transport Officer	1,415	07	151
Technical Officer (Survey)	1,440	07	153
Technical Officer (Building)	1,440	07	155
Trade Officer	1,445	07	157
Script Writer	1,465	07	159
Brickmaking Officer	1,470	07	161
Curator of Medical Appliance and Equipment	1,470	07	163
Dietician	1,490	07	166
Catering Officer	1,515	07	168
Livestock Superintendent	1,520	07	170
Fisheries Superintendent	1,550	07	172
Immigration Officer	1,565	07	174
Hospital Secretary	1,690	07	176
Assistant Town Planning Officer, Grade I	1,690	07	178
Higher Safety Inspector	1,720	08	181
Land Officer, Grade II	1,735	08	183
Surveyor, Grade II	1,790	08	185
Information Officer	1,915	08	187
Collector, Grade II	1,925	08	189
Meteorological Officer	1,940	08	191
State Counsel	1,958	08	194
Produce Officer	1,970	08	196
Town Planning Officer, Grade II	1,990	08	198
Structural Engineer, Grade II	2,005	08	200
Inspector of Factories, Grade II	2,020	08	202
Archaeologist	2,035	08	205
Social Welfare Officer	2,040	08	207

	Point Rating	*Level*	*Page*
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Agricultural Officer, Grade II	2,145	08	211
Signal Officer, Grade II	2,190	08	213
Pharmacists, Grade II (Manufacturing)	2,315	08	215
Marine Officer	1,835	08	217
Architect, Grade II	2,205	09	219
Petroleum Engineer, Grade I	2,225	09	222
Dental Surgeon	2,320	09	224
Higher Art Production Officer	2,345	09	226
Assistant Secretary I	2,365	09	228
Auditory	2,410	09	230
Scientific Officer (Chemist), Grade I	2,420	09	232
Veterinary Officer II	2,445	09	234
Agricultural Engineer, Grade I	2,545	09	237
Superintendent of Prisons	2,705	10	239
Principal Superintendent of Press	2,740	10	241
Senior Fisheries Officer	2,745	10	244
Principal Nursing Officer	2,765	10	246
Principal Aerodrome Fire Officer	2,865	10	248
Principal Physiotherapist	2,945	10	251
Principal Trade Testing Officer	2,990	10	253
Senior Planning Officer	3,040	10	255
Principal Photographer	3,095	10	257
Senior Town Planning Officer	3,140	10	260
Principal Textile Officer	3,195	10	263
Producer (Films)	3,215	11	265
Principal Livestock Planning Officer	3,240	11	267
Principal Petroleum Engineer	3,245	11	269
Principal Labour Officer	3,265	11	272
Principal Inspector of Mines	3,290	11	274
Principal Education Officer	3,315	11	277
Principal Inspector of Taxes	3,315	11	279
Assistant Preventive Commandant	3,380	11	282
Principal Agricultural Planning Officer	3,390	11	284
Principal Statistician	3,440	11	286
Principal Executive Engineer	3,455	11	288
Principal Surveyor Field Headquater	3,490	11	290
Conservator of Forests	3,495	11	293
Principal Assistant Registrar of Cooperative Societies	3,515	11	295
Principal Pharmacist	3,640	11	298
Chief Nursing Officer	3,690	11	300

PROFESSIONAL ADMINISTRATIVE TECHNOLOGICAL

TECHNICAL CLERICAL EVALUATION SYSTEM

INDEX OF BENCH-MARK JOB DESCRIPTIONS

Description Title	*Points*	*Page*
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Aircraft Maintenance Engineering Assistant	585	57
Archaeologist	2,035	205
Architect, Grade II	2,205	219
Architectural Assistant	895	94
Assistant Preventive Commandant	3,380	282
Assistant Range Management	895	98
Assistant Secretary I	2,365	228
Auditor	2,410	230
Bailiff	800	81
Catering Officer	1,515	168
Chief Data Processing Assistant	955	105
Chief Nursing Officer	3,690	300
Clerical Officer (Revenue)	510	54
Collector, Grade II	1,925	189
Communicator	495	53
Confidential Secretary	1,310	130
Conservator of Forests	3,495	293
Curator of Medical Appliances and Equipment	1,470	163
Deeds Draughtsman	535	56
Dental Surgeon	2,320	224
Dental Technician	585	59
Dietitian	1,490	166
Electrical Superintendent	1,215	127
Enumerator	765	78
Estate Officer	1,335	133
Executive Officer (Accounts)	1,410	148
Field Overseer	695	73
Fisheries Superintendent	1,550	172
Forest Assistant	1,045	117
Health Inspector	1,095	123
Higher Safety Inspector	1,720	181
Hospital Secretary	1,690	176
Immigration Officer	1,565	174
Information Officer	1,915	187
Inspector of Factories, Grade II	2,020	202
Inspector of Lands	650	69
Marine Officer	1,835	217
Medical Laboratory Assistant	315	34
Medical Laboratory Technician	940	101
Meteorological Assistant	615	63
Nutrition Assistant	770	80
Occupational Therapist	1,350	140
Petroleum Engineer, Grade I	2,225	222
Pharmacist, Grade II (Manufacturing)	2,315	215

Description Title	*Points*	*Page*
Principal Aerodrome Fire Officer	2,865	248
Principal Agricultural Planning Officer	3,390	284
Principal Education Officer	3,315	277
Principal Executive Engineer	3,455	288
Principal Inspector of Mines	3,290	274
Principal Inspector of Taxes	3,315	279
Pincipal Labour Officer	3,265	272
Principal Livestock Planning Officer	3,240	267
Principal Nursing Officer	2,765	246
Principal Petroleum Engineer	3,245	269
Principal Pharmacist	3,640	298
Principal Physiotherapist	2,945	251
Principal Statistician	3,440	286
Principal Superintendent of Press	2,740	241
Principal Surveyor, Field Headquarters, Officer i/c Area Survey Head-Quarters	3,490	290
Principal Textile Officer	3,195	263
Principal Trade Testing Officer	2,990	253
Produce Inspector	490	51
Produce Officer	1,970	196
Producer (Films)	3,215	265
Programming Officer	1,410	147
Registrar	1,340	138
Script Writer	1,465	159
Senior Archives Assistant	865	92
Senior Cinema Commentator	1,015	113
Senior Photographic Assistant	945	104
Senior Planning Officer	3,040	255
Senior Radiographer	2,050	209
Senior Town Planning Officer	3,140	260
Senior Trade Assistant	835	90
Signal Officer, Grade II	2,190	213
Social Welfare Officer	2,040	207
State Counsel	1,958	194
Stenographer	810	87
Structural Engineer	2,005	200
Superintendent of Prisons	2,705	239
Survey Assistant	895	96
Surveyor, Grade II	1,790	185
Technical Instructor	1,320	131
Tehnical Officer (Building)	1,440	155
Technical Officer (Survey)	1,440	153
Town Planning Assistant	825	88
Trade Instructor	925	100
Trade Officer	1,445	157
Transport Officer	1,415	151
Typist	480	36
X-Ray Technician	1,050	121

Bench-mark Job No. :
Descriptive Title : Beat Constable *Point Rating* : 186
Ministry/Department :
Branch/Unit :
Occupational Code :

SUMMARY

Patrols his beat area on foot for a minimum of eight hours a day or night, reports promptly to his superior any circumstances that may affect public peace and safety or produce danger or public inconvenience ; prevents crime ; arrests criminals and suspects and performs incidental duties, such as providing aid to victims of sudden illness, accident or fire, as occasion may arise.

DUTIES

Patrols

by walking around his beat,

by checking at intervals all strategic and important points in his beat area, such as power stations, explosive and petroleum stores, water works and bridges,

by observing people in the area and their habits,

by watching for wanted persons and missing persons,

by safeguarding found property before handing it over at the station, and

by responding to all calls for police assistance in his area.

Prevents crime

by watching habitual criminals, prostitutes, conservancy men and similar individuals, and

by stopping and searching any persons suspected of committing a crime.

Performs arrests

by apprehending any person committing an offence in his view ; any person suspected of being in a place for an illegal purpose or creating a disturbance ; any suspect found at the scene of a crime ; any driver involved in a serious or fatal accident ; any person arrested or suspected by any member of the public for felony, and

by taking arrested persons to the station.

Performs incidental duties such as

controlling a crowd in the event of incident or accident,

diverting traffic,

protecting property,

rendering necessary first aid and transporting injured persons to hospital,

collecting necessary first-hand evidence—for example, particulars of witnesses and addresses of relatives of victims, and

preserving mute evidence.

Keeps records

by noting in his pocket notebook all the happenings in his area, and

by recording in his pocket notebook all action he takes.

Gives evidence

by appearing in court on all cases with which he is concerned.

Also may be called upon to perform other duties, including military duties, as occasion arises.

SPECIFICATION

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires ability to prepare factual reports of situations, interview persons and take down statements, and give oral evidence in court. It requires a basic knowledge of laws, regulations and by-laws, as well as awareness of the correct procedure to be followed when there is a breach of law. It requires a continuing study of laws and procedures to keep up to date with changes.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires quick judgement and routine decision making within the framework of established rules. It requires a certain amount of analysis to discern the consequences of proposed action, as the Constable is held personally liable for wrongful action. Typical decisions concern who should be stopped and searched, without causing undue embarassment to private citizens; when to arrest without warrant; whether or not an offence is a felony; whether sudden illness in the street is genuine, feigned or caused in the process of committing a crime; whether property reported found has been stolen and handed over to avoid arrest; and when and what to report to a superior.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work does not require the supervision of any subordinate staff; rather, it is supervised daily by a sergeant or, in his absence, by a corporal.

FACTORS 4—RELATIONSHIPS (CONTACTS)

The work requires contact with superior members of the Force and with the general public to obtain information, receive complaints, make observations, render assistance and make arrests where necessary.

Factors	1	2	3	4	5	6	*Total*
Points	36	125	0	25	—	—	186

Bench-mark Job No. :
Descriptive Title : Corporal Exihibit Keeper *Point Rating :* 209
Ministry/Department. :
Branch/Unit :
Occupational Code :

SUMMARY

Keeps court exhibits and found property; produces exhibits for court when required; carries out court orders as to disposal of exhibits; seeks out owners of found property and, failing this, supervises its sale or destruction.

DUTIES

Keeps exhibits and found property

by registering exhibits brought to him by investigators or returned from court,

by keeping the exhibits in a safe and proper place, having regard to the nature of the contents, and

by reporting to court and obtaining a court order on disposal of perishable exhibits, livestock and similar items when cases are still pending in court.

Produces exhibit for court

by removing required exhibits for tendering in court, and

by making the neccessary entry in the register.

Disposes of exhibits

by supervising the auction of the exhibit where the court orders a sale,

by destroying the exhibit under the supervision of a superior when the court orders destruction,

by reminding the magistrate to make specific order as to the disposal of the exhibit if he omits to do so in his judgements, and

by returning the exhibit to the owner if the court so orders.

Disposes of found property

by checking the lost property register to see if the property found has been reported missing,

by arranging for publication in the police gazette of a notice pertaining to the property found,

by handing over found property to the owner after he has been satisfied as to the legitimacy of the claim,

by seeking a court order as to disposal if the owner is not traced within six months, and

by carrying out the court order.

Also may be called upon to perform other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires ability to keep accurate records. Access to pertinent court exhibits is vital to the successful prosecution of criminal cases ; the work therefore requires a high degree of care and integrity to ensure that exhibits are not tampered with. Every detail and description must be checked with painstaking care.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires judgement as to the authenticity of an owner's claim to found property. Decisions also must be made as to the timing of court order on a request for a disposal of perishable goods.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work does not require the supervision of any subordinate. The exhibit room is, however, checked daily by the Officer in Command of the Division. Auditors also conduct unannounced spot checks on exhibits.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work requires contact with police investigators and court officials, including magistrates and judges.

Factors	1	2	3	4	5	6	Total
Points	60	125	14	10	—	—	209

Bench-mark Job No. : *Level :*
Descriptive Title : Constable Crime
Ministry/Department : *Point Rating :* 221
Branch/Unit :
Occupational Code No. :

SUMMARY

Investigates reported cases; interrogates and, where necessary, arrests suspects; executes search warrants; writes reports on cases investigated, giving evidence in court; and performs surveillance duties.

DUTIES

Carries out investigation of cases

by seeking information which will lead to finding clues to the crime committed,

by identifying the suspects,

by interrogating the suspects,

by obtaining statements from complainants, witnesses and suspects,

by obtaining a search warrant from court after swearing and conducting a search on premises,

by packing and marking exhibits,

by forwarding exhibits for scientific analysis where necessary,

by writing reports to the superior on cases investigated, and

by compiling case files for the use of the prosecutor.

As a result of his investigation and statements obtained, arrests the accused persons and all suspects in the case. Gives oral evidence in court on all cases investigated, carries out surveillance duties as occasion arises, and takes part weekly in a night-time anti-burglary patrol.

May be called upon to perform other duties, including military duties, as occasion warrants.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires basic knowledge of criminal law and all the elements required to prove particular cases. The incumbent must have tenacity of purpose and be inquisitive. He must have the ability to prepare simple reports, interview persons and give evidence in court. The job requires continued study of the law and of current court decisions and rulings to keep up to date.

Factor 2—DECISION MAKING AND PROBLEM SOLVING

The work requires finding out when, how, why, where and by whom a crime has been committed. Information must be sought and verified. Evidence must be sifted to determine which is true, false or misleading. Relevant exhibits must be collected and preserved in a way acceptable to the court. Recommendations must be made to the superior officer as to whether a crime has actually been committed and whether a *prima facie* case can be made.

Factor 3—SUPERVISION AND MANAGEMENT

The work requires that the individual work on his own. Difficulties are often referred to a superior for necessary guidelines. The superior may monitor a program of action. The work does not entail supervision of other people.

Factor 4—RELATIONSHIPS (CONTRACTS)

The work requires frequent contact with colleagues and prosecutors. It also requires frequent contact with private citizens of varying status to seek information, obtain evidence and make arrests where necessary.

Factors	1	2	3	4	5	6	*Total*
Points	60	125	0	36	—	—	221

Bench-mark Job No. :

Descriptive Title : Corporal Crime Recorder, Divisional Office *Point Rating* : 235

Ministry/Department :

Branch/Division :

Occupational Code No.

Summary

Keeps records of all crime and incidents reported in a division, the action taken and the outcome of the cases ; maintains all case files which have been disposed of and all police records in the division, other than charge room records ; and renders quarterly and annual returns to state headquarters and the Force's Criminal Investigation Department.

Duties

Keeps crime and incident records

by recording all cases reported in the station according to their classifications,

by going through case files and recording the results of investigations (for example, "closed undetected", "closed as trivial", "case refused", "false charged to court"),

by recording the verdict of the court and the sentences passed on accused persons, and

by following up any missing information in the case file.

Compiles statistics and renders returns

by collecting and collating all police statistics from all the stations in a division,

by rendering quarterly and annual statistical returns to state headquarters and the Force's Criminal Investigation Department, and

by furnishing other statistical information that may from time to time be required by the state headquarters and the Force's headquarters.

Maintains case files

by keeping all case files which have been disposed of,

by bringing up to superior for review case files on long-standing cases which have not been detected, and

by bringing up old records and case files to superior for review and decision as to their destruction or preservation in the archives.

Also may be required to perform other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires ability to keep accurate records and a flair for figures. It requires knowledge of police practice and procedure to identify mistakes and omissions in records.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work involves determining how to classify and present available data and how to locate missing data.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires the supervision of one or two constables.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work requires contact with colleagues in other police formations and with the court registries to collect data.

Factors	1	2	3	4	5	6	*Total*
Points	60	125	14	36	—	—	235

Bench-mark Job No. :
Descriptive Title : Sergeant Traffic
Ministry/Department :
Branch /Unit :
Occupational Code No.

Point Rating : 284

SUMMARY

Controls and regulates traffic ; investigates personally or supervises investigation of accident cases ; prosecutes accident cases when necessary ; arranges posting of men on duty ; visits men on point duty ; and is responsible for general supervision and discipline.

DUTIES

Controls and regulates traffic

by identifying traffic hold-ups and devising methods, on the spot, to ease congestion at peak hours,

by ensuring that breakdown vehicles are pushed off the road, and

by ensuring that vehicles do not move contrary to signals.

Investigates accident cases

by carrying injured persons to hospitals,

by taking road and vehicle measurements in the presence of parties involved in an accident,

by drawing sketches at the scene of an accident and obtaining on the sketch the signature of parties to the accident,

by clearing obstructions on the road,

by taking parties to an accident to the station,

by taking statements from parties to an accident,

by writing reports and compiling case files for submission to superior,

by drafting charges,

by ensuring that offending drivers are taken to court for trial, and

by testifying in court during trial.

Prosecutes accident cases when called upon by superior to do so.

Posts men and visits them on duty

by inspecting men during duty parade and giving them necessary instructions,

by planning their shift duties,

by posting them to their points daily, and

by visiting them at their points.

Generally supervises and takes disciplinary action

by checking station records to ensure that they are kept according to rules,

by ensuring that the police station and surroundings are kept clean, and

by parading defaulters for trial by a superior officer.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires experience in controlling and supervising others ; a good knowledge of traffic laws, regulations and police procedures ; ability to write reports, argue a case in court or testify in court during trial. It also requires continued studying to keep up to date with changes in regulations and court decisions.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires decision as to the posting of individuals to particular points. Traffic congestion probelms must be solved. Decisions must be made in accident cases as to who is the offending driver and who should be charged in court. In addition, judgement must be exercised in identifying disciplinary cases within the Force.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires the daily posting of 290 men in the rank and file and visiting a number of them on point duty.

Factor 4—RELATIONSHIPS (CONTACTS)

The work requires contact with junior officers and superior officers within the Force and with members of the public in controlling and regulating traffic and investigating accident cases.

Factors	1	2	3	4	5	6	*Total*
Points	96	125	27	36	—	—	284

Bench-mark Job : *Level :*

Descriptive Title : Sergeant Charge Room *Point Rating :* 290

Ministry/Department :

Branch/Unit :

Occupational Code No. :

SUMMARY

Parades, inspects and posts men on beat and other duties ; takes charge of incident books ; receives complaints from members of public ; determines who is to be charged ; arrests and detains criminals, looks after the welfare of prisoners in custody ; takes charge of arms and ammunition on charge at the station ; controls the Charge Room ; supervises members of rank and file in the charge room and has responsibility for maintenance of discipline at the station.

DUTIES

Parades, inspects and posts men on duty

by inspecting men reporting for duty on each tour of duty,
by instructing them on the latest information and briefing them on their respective duties,
by inspecting men when they return from duty, and
by posting men to their various duties in and outside the station.

Receives complaints and arrests offenders

by receiving and listening to members of the public who come to lay complaints or report incidents,
by sending a constable to invite parties to the station,
by asking the station inspector to write in the station diary the details of every complaint,
by sending an adequate number of men to the scene of an incident,
by ascertaining details of the complaint or incident from both parties,
by determining whom to charge,
by arresting the offender,
by completing the incident forms stating particulars of offence and the relevant criminal law.
by sending copies of the incident form to the crime branch,
by referring to the station officer all complaints against the Police Force,
by searching male prisoners (accused persons) in the presence of an escort, and
by arranging for the search of female prisoners.

Refuses complaints and warns parties

by refusing complaints for which no arrest can be made after preliminary enquiry at the desk, and
by warning parties to keep the peace where the complaint is of a trivial nature.

Arrange for the welfare of prisoners

by seeing to it that prisoners in custody are fed regularly,

by arranging that those who are sick are taken to hospital,

by ensuring that they are allowed to use toilet facilities as required, and

by ensuring that their property is well taken care of.

Takes charge of arms and ammunition

by ensuring that the arms are well secured at the station,

by ensuring that necessary entries are made when arms and ammunition are taken out or brought back, and

by making necessary entry on expended ammunition.

Controls the Charge Room

by receiving telephone messages and acting promptly on them,

by reporting to the station officer or the superior police officer all important matters occuring during his tour of duty,

by enforcing the police order governing the security of the police station,

by supervising and helping sub-masters to solve their problems,

by courteously removing members of the public from the police station when they have no business in the station, and

by maintaining discipline in the station.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires well-developed articulation and self-confidence, as well as knowledge of the law and of crime prevention and police procedures. The incumbent must have the ability to issue clear oral and written instructions and write reports. He also must have experience in controlling and supervising others, and the ability to use initiative and meet an emergency situation in the absence of a superior.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires decisions as to posting of men to particular duties ; the action to be taken in a situation when the superior is absent ; and the number of men to send to the scene of a crime or incident. It requires solving problems of subordinates, assessing a confused complaint and determining whether a breach of the law is involved. Facts presented must be analyzed and a decision made as to whom to charge of an alleged offence.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires supervision of about 25 corporals and constables and planning out work for more.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work requires contacts with superiors and subordinates in the Force and members of the public who come to the station to lay complaints. The incumbent is responsible for upholding a good image of the Police in the Charge Room.

Factors	1	2	3	4	5	6	*Total*
Points	96	125	54	15	—	—	290

Bench-mark No. : *Level :*

Descriptive Title : Sub-Inspector Crime/Inspector Divisional Office *Point Rating :* 407

Ministry :

Branch/Unit :

Occupational Code No. :

SUMMARY

Supervises a station's crime branch personnel in the process of investigation ; reviews case files and directs investigators ; checks crime branch records ; investigates intricate cases, visits the scene of some serious crimes, and grants bail.

DUTIES

Supervises crime branch personnel

by distributing work to members of the rank and file,

by monitoring their work,

by checking progress of assignments,

by accompanying members of the Force to places where they encounter difficulties, and

by taking disciplinary action against any offending Investigating Police Constable.

Reviews case files

by reading through all case files submitted by Investigating Police Constables, Corporals and Sergeants,

by pointing out loopholes in their investigation and directing them on further steps to take,

by making recommendations to the Divisional Crime Officer for charging a case to court or for closure when satisfied that the investigator has done his work well,

by ensuring that Investigating Police Constables observe judges' rules when taking statements, and

by reviewing all overnight cases in absence of the officer in Command of crime.

Investigates intricate cases

by taking appropriate action in respect of criminal information received,

by visiting the scene of serious crimes,

by personally conducting investigation into serious crimes,

by leading a team of investigators on crime detection,

by taking over the investigation of cases from the subordinate at the direction of the Deputy Commanding Officer, and

by refusing complaints made at the station when it is apparent that no public interest will be served by further enquiry.

Grants bail

by authorizing the grant of bail or release of persons arrested without warrant when satisfied that public interest will not be jeopardized by so doing.

Checks all crime branch records daily.

Raids criminal hideouts

by leading a team of investigators to conduct intensive search of all known criminal hideouts.

Prosecutes cases in court when asked to do so by superior. Every week, takes part in anti-burglary night patrol. Also may be called upon to perform other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a breadth of general knowledge and well-developed communications skills for investigating and for eliciting information. The incumbent must have abroad knowledge of the law and a thorough understanding of police procedure, management abilities, drive and initiative to meet a variety of situations, and ability to give directives to subordinates.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires decisions on whom to assign to the investigation of a particular case, when to refuse a case as of no public interest, and when to grant bail. The incumbent monitors a programme of investigation, plans raids on criminal hideouts, makes recommendations to his superior on the merits of a case, and investigates intricate criminal cases.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires planning and supervising the work of sergeants, corporals and constables. At times the incumbent heads them in a team of investigation.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work requires contacts with superior and junior officers within the Force and the general public for the purpose of investigating and detecting crime.

Factors	1	2	3	4	5	6	*Total*
Points	144	200	27	36	—	—	407

Bench-mark Job No. :

Descriptive Title : Sub-Inspector Station Officer/ Inspector Station Officer

Level :

Point Rating : 434

Ministry :

Branch/Unit :

Occupational Code No. :

SUMMARY

Administers the police station, enforces crime prevention measures in the area served by the police station, trains members of rank and file, and supernumerary and special constables in his area of responsibility, and inspects premises serving alcoholic beverages.

DUTIES

Administers the police station

by inspecting all station records twice daily,

by supervising the police station information and map room,

by supervising care and safe custody of prisoners appearing before the courts,

by ensuring that any person in custody in the police station who is arrested without warrant is brought before the court within twenty-four hours,

by supervising the conduct of identification parades held in connection with the police station investigation,

by supervising the work of members of the rank and file in the station,

by supervising the work of supernumerary and special constables working in the police station area of responsibility,

by inspecting at intervals arms and ammunition on charge to the station,

by weekly conducting a full inspection of the police station and police posts and village police posts in the station's area of responsibility,

by supervising the police station canteen and recreation room,

by making recommendations of annual leave for the approval of the Divisional Officer,

by taking part in the six-monthly interview of members of the rank and file in the station,

by receiving and taking appropriate action on complaints against the police,

by forwarding to the Divisional Officer full facts of the case should a legal action be brought against any member of the rank and file under his command in respect of acts done in the performance of his official duties,

by payment of salaries and allowances to members of the rank and file in the police station area of responsibility, and

by maintenance of general discipline in the station area of responsibility.

Enforces crime prevention measures

by setting up an efficient beat and patrol system covering the police station area of responsibility,

by visiting men on beat and day patrol twice in the day,

by visiting men on beat and night patrol twice a night—once before midnight and once after midnight,

by informing the Divisional Police Officer about the commission of any serious offence or disturbance of the peace within the police station area of responsibility, and

by prosecution of any serious criminal offence when so directed by the Divisional Police Officer.

Trains subordinates and supernumerary and special constables

by conducting periodical but regular lectures to keep such members of the Force up to date in laws, orders, general police duties and matters of general police interest in his area of command,

by ensuring that all the members of the rank and file in his area of authority are acquainted with the description of wanted persons and other information in the police gazette,

by holding regular drill parades, including B.A.R.E. (battern and rifle exercise), for the personnel of the police station.

Inspects licensed premises and serves on the Liquor Committee of the Local Authority.

Escorts money worth ₦1 million or more.

Commands half a unit (25 men) to quell any disturbances.

Also may be called upon to perform other duties, including military duties as occasion arises.

Note that in a small station, this officer also undertakes the duties of an Inspector Crime.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a broad knowledge of principles and procedures of crime prevention and detection, a proven ability for supervision and staff control, and ability to communicate effectively, orally and in writing with a wide cross-section of the community.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires solution of subordinate's problems; decisions on the line of action to take when complaints are lodged against the Police; and decision on the action to take when a complainant is dissatisfied with the decision of the Sergeant Charge Room. The incumbent makes security arrangements for the police station area of responsibility, takes measures for the prevention of crime in his area, and takes on the spot decisions and action on situations before reference to superior.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires the direct and functional supervision and control of about 100 members of the rank and file—that is, those in the police station and in the police posts in the station area.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work requires contact with both superior and subordinate officers within the Force, as well as contact with the general public for law enforcement and crime prevention. It requires liaising with Local Chiefs, Assistant District Officers and local dignitaries for security purposes. The incumbent serves on some local boards and committees, and represents the physical presence of the Federal Government in the area of his jurisdiction.

Factors	1	2	3	4	5	6	*Total*
Points	144	200	54	36	—	—	434

Bench-mark No. : *Lelve :*

Descriptive Title : Assistant Superintendent
Divisional Crime Officer

Point Rating : 594

Ministry :

Branch/Unit :

Occupational Code No. :

SUMMARY

Directs investigation and detection of crime in a Police Division ; issues crime bulletins in the Division ; decides when investigation should be closed and when cases should be charged to court or refused ; personally investigates important cases ; prosecutes important or serious cases ; and takes measures to prevent crime in the Division.

DUTIES

Directs the investigation and detection of crime in the Division

by giving directives in criminal cases referred to him by station officers for advice,
by visiting important scenes of crime,
by reviewing all case files on cases investigated by the Divisional crime branch,
by interviewing parties to a case to clarify any ambiguity in a case file,
by verifying confessional statements and ensuring that Judges' rules are complied with,
by approving, amending or adding to draft charges, and
by signing search warrants where necessary in the course of investigation.

Leads searching operations of certain premises in case of serious crimes

by authorizing bail in important and serious cases,
by refusing cases or closing cases after being satisfied that they have no merit, and
by authorizing the charging of cases to court.

Takes measures to prevent crime

by liaising with the District Police Officer to organise night patrols and "stop and check" patrols to track down criminals who operate at night,
by organizing occasional raids of locations often used by notorious criminals,
by organizing reconnaissance exercises which may lead to the arrest of criminals.

Issues crime bulletins

by checking crime record daily,
by checking and maintaining registers of supervisors,
by briefing the Divisional Police Officer daily of the state of crime in the Division, and
by checking statistics of crime or periodical returns of statistics before they are issued.

Personally investigates serious cases and decides which case should be referred to the Criminal Investigation State Department.

Personally prosecutes serious cases.

Also may be called upon to perform other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires a thorough knowledge of the law and skill in investigation and a broad knowledge of general police duties. The incumbent must have an analytical mind for crime detection and the ability to direct and control juniors and intermediate staff.

Factor 2—DECISION MAKING AND PROBLEM SOLVING

Facts must be gathered and analyzed so that conclusions may be drawn and tested. Decisions must be made on whether or not to grant bail in serious criminal cases, on which cases should be refused and which charged to court, and on when to close a case as undetected and when to refer a case to the State Criminal Investigation Department. Judgement also is required in deciding when and where to conduct raids so as to cause a minimum of disruption of public order or embarassment to private citizens.

Factor 3—SUPERVISION AND MANAGEMENT

The job requires direction and control of about forty junior staff made up of Inspectors, Sergeants, Corporals and Constables (about 13 men in each shift of duty).

Factor 4—RELATIONSHIPS (CONTACTS)

The work requires contact with senior and junior members of the Force and with the general public; with highly placed government officials, business executives and other local dignitaries; and with as some individuals in the underworld in the course of investigation and detection of crime.

Factors	1	2	3	4	5	6	*Total*
Points	204	300	54	36	—	—	594

Bench mark No. :

Descriptive Title : Assistant Superintendent/
Deputy Superintendent
District Police Officer

Level
Point Rating : 648

Ministry :

Branch/Unit :

Occupational Code No. :

Summary

Directs and controls a Police District; [1]preserves the peace; prevents and detects crime; enforces Law in general in a Police District.

Duties

Directs and controls a Police District by coordinating the work of all the police stations, police posts and village posts in the District,

by deploying men posted to the District,

by seeing to the welfare of policemen in the District,

by giving final directives as to the solution of some of their problems,

by referring orders to the Divisional Police Officer,

by maintaining a good tone of discipline in the District,

by interviewing every member of the rank and file in his District once every six months and recording his appraisal of the work and conduct of each officer,

[1] Investigation Department directives arranged for members of the junior rank in the District.

by supervising lectures in law, Force orders, administrative instructions, and Criminal
by controlling and inspecting all police stores in the District,
by regular inspection of arms and ammunition on charge to the District,
by supervising weekly parades of the junior ranks,
by periodically inspecting barracks,
by commanding parade at the opening of assizes where necessary and when Heads of State or Military Governors visit the District,
by adjudicating on disciplinary offences (trial of orderly room cases),
by writing comments on petitions submitted by members of the Force through him to higher authorities,
by taking necessary action on petitions received from members of the public,
by causing investigation and taking necessary action on complaints by the public against police officers,
by making recommendations on personnel matters to the Divisional or Provincial Police Officers,
by regularly checking books and records in all the police stations and police posts,
by writing annual reports of police activities in the District,
by maintaining an imprest account and controlling information money,
by organizing and supervising police sporting activities in the District and supporting social and athletic organizations in general in the District,
by supervising and reporting on trainees attached to the District,
by taking appropriate action on all correspondence from the public and the police authority,
by visiting men on beat twice in 24 hours,
by keeping monetary exhibits and ensuring safety of revenue collected by the police in the District,
by attending officers' meetings in the Division or province,
by attending local council meetings when invited and serving in ad hoc committee of the council.

Preserves the peace

by ensuring the maintenance of a good relationship between the police and the armed forces in the District and the representatives of commercial and business life and local authority officials,
by liaising with the District Officer, Chief, community leaders and members of the judiciary for the purpose of maintaining peace and good government,
by holding frequent meetings, where desirable, with other sections of the community to ensure maintenance of peace,
by collating intelligence reports in the District, and
by leading a riot unit in the event of disturbances.

Prevents and detects crime

by reviewing crime and other statistics pertaining to crime trends in the District and taking measures to control developing criminal situations,
by organizing raiding parties where and when necessary to check hotels, gambling houses and other places where particular offences may be prevalent in the District,
by approving requests for specie escort and bank guards,
by giving lectures on measures for the prevention of crime to public bodies or the general public as the need arises,
by notifying the Provincial/Divisional Police Officer and the Commissioner of any serious incident in the District,
by supervising investigation of important cases in the District, and
by prosecuting very important cases in the District and referring some serious cases to the Provincial/Divisional Police Officer. Also may be called upon to perform any other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires a broad general knowledge of the topography of the District, population distribution, settlement pattern, typical crimes in every quarter or area, the psychology of the people, and the culture and temperament of the people. It also requires a broad knowledge of general police duties and law, and considerable analytical skills. The incumbent must have the administrative ability to supervise and control junior and intermediate staff.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work requires deploying a limited number of police officers to maintain an effective police and Federal Government presence in the District. Personnel, administrative and law enforcement problems arising in the District must be resolved and immediate on-the-spot decisions taken on every police action in the District. Very important and serious problems are referred to a superior for assistance or directives.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires deployment control and supervision of from 50 to 100 junior men comprising Inspectors, Sergeants, Corporals and Constables.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work requires contact with superiors and junior in the Force. It requires liaising with community leaders, local dignitaries and senior government officials and business representatives in the area. It also involves contact with the general public in law enforcement and prevention and detection of crime.

Factors	1	2	3	4	5	6	*Total*
Points	204	300	108	36	—	—	648

Level :

Bench-mark Job No. : *Point Rating :* 828

Descriptive Title : Superintendent of Police,
Second in Command,
Provincial Police Office

Ministry/Department :

Branch/Unit :

Occupational Code No. :

SUMMARY

Assists Officer Commanding in administration of a Police Province [1], and preserves law and order in the Province.

DUTIES

Administers the Division

by directing and co-ordinating the work of all officers in the Province on both routine and policy matters,

by overall supervision of the motor Traffic Unit in the Province,

by looking after welfare and personnel matters in the Province and recommending leave allowances, promotion and advancement,

by adjudicating on disciplinary matters,

by organizing lectures, parade and general training on the job for men serving in the Province,

[1]A Police Division may cover a minimum of 16 square miles and have a population of 125,000. A force of about 450 men handles approximately 6,500 crimes per annum and 400 accidents per annum.

by regularly consulting with his superior and attending conferences within and outside the Force,

by preparing advance proposals for the Province, taking into consideration growth of population, crime statistics and manpower requirements,

by ensuring the maintenance in good condition of police property on charge to the Province,

by hearing complaints from the general public and taking necessary action, and

by preparing an annual report on police activities in the Province.

Preserves law and order

by planning measures for the enforcement of law, prevention of crime and safety of property, and enforcement of the execution of such plans by oral and written instructions to subordinates,

by reviewing case files in the Division and deciding which cases should go to court,

by regular inspection of stations and men on beat patrol,

by liaising with top civil servants and members of the judiciary in the Division,

by maintaining good relations with local chiefs and enlisting their support for maintenance of peace, and

by informing the Provincial Police Officer or the Commissioner of Police of situations in the Division.

Also may be called upon to perform other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a thorough knowledge of nearly all aspects of police work, a broad general knowledge and a good administrative and supervisory ability. It also requires good communications skills.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work involves planning and enforcement of measures to execute plans. It requires judgement in assessing situations and deciding on control measures to be taken. It also requires the solution of problems referred by subordinates and decisions on cases that should go to court for prosecution.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires shared direction and control over 700 men, including Deputy Superintendents, Assistant Superintendents, Inspectors and members of the rank and file.

FACTOR 4—RELATIONSHIP (CONTACTS)

The work involves contact with the Commissioner of Police, Provincial Police Officers and junior officers in the Force; with top civil servants and members of the armed forces in the Division, as well as local chiefs; and with the general public in the course of law enforcement.

Factors	1	2	3	4	5	6	*Total*
Points	276	300	216	36	—	—	828

Bench-mark Job No. :
Descriptive Title : Chief Superintendent Provincial Police Office/Chief Superintendent, Divisional Police Office *Level :*
Ministry/Dept. : *Point Rating :* 967
Branch/Unit :
Occupational Code :

SUMMARY

Direct and controls a Police Province or a Division[1] which is not in a Police Province; has responsibility for the preservation of peace, prevention and detection of crime, and law enforcement generally in a Police Province or Division which is not in a Police Province.

DUTIES

Directs and controls a Police Province or a Police Division which is not in a Police Province

by coordinating the work of all Police Divisions and Districts in the Province, including the motor Traffic Division of the Province,

by reviewing periodically deployment and methods of policing the Province, having regard to trends and patterns of crime in the Province,

by preparing operations orders for major events or major police action in the Province,

by taking personal command at the scene of most serious incidents,

by deciding on the transfer of inspectors and lower ranks within the Province,

by giving immediate and direct information to the Inspector-General of Police on major criminal offences or major disturbances in the Province,

by giving direct information to the Commissioner of Police for the State about strikes in major industries or serious offences such as murder, robbery or large-scale burglary, and by telling him the action taken and requesting his approval when assistance from other Divisions or State headquarters is required,

by regular inspection of the Provincial headquarters, Divisions, Districts, stations and posts in the Province, to discuss the general situation and particular problems with officers-in-charge and to review the work of Force officers,

by maintaining a good tone of discipline in the Province,

by issuing provincial orders and ensuring that laws, orders and instructions governing the Force are observed in all the police formations in the Province,

by appointing officers to investigate complaints against the police or personally investigate the complaint if a senior officer is concerned,

by adjudicating on disciplinary offences committed by inspectors and appeals against conviction and punishments by other ranks,

by investigating and annotating all petitions submitted by members of the force through him to superior authority,

by writing confidential reports on all superior police officers and inspectors under his command,

by reviewing biennial assessment of members of the rank and file in the Province and making recommendations to the Commissioner of Police for their promotion,

by making recommendations to the Commissioner for the award of Commissioner's and Inspector-General's commendations for outstanding courage or performance displayed by inspectors and members of other ranks in the Province,

by making recommendations to the Commissioner on re-engagement or non-re-engagement or withholding of approval for continued service of members of the rank and file,

by granting of annual leave to members of the rank and file in the Province,

by granting and withholding annual increment of members of the rank and file,

[1]A Police Division may cover a minimum of 16 square miles and have a population of 125,000. A force of about 450 men handles approximately 6,500 crimes per annum and 400 accidents per annum.

by occasionally inspecting police stores and the inspectors' mess,
by regularly checking arms and ammunition on charge to the Province,
by recommending to the State Commissioner payment of compassionate grants or any other grants to members of the Force or their dependants from the Police Reward Fund,
by carrying out recruitment exercises for the regular Police Force as laid down in the Force Orders,
by appointing members of the rank and file of the Special Constabulary detachment in the Province and organizing their training and deployment,
by supervising supernumerary constables employed in the Province,
by ensuring that regular courses of lecture and parade are conducted for members of the rank and file in the Province,
by holding superior officers' meetings regularly in the Province for consultation and briefing,
by controlling and disbursing funds allocated to the Province in the departmental vote,
by controlling information money in the Province,
by keeping the imprest account,
by writing an annual report on police activities in the Province,
by ensuring that all statistics required in the State and Force headquarters are correctly furnished,
by ensuring maintenance in good condition of police property, equipment and vehicles,
by acquiring land in the Province for police purposes,
by preparing an annual budget for the Province,
by representing the police and the Federal Government at civil and social functions, and
by encouraging police sporting activties in the Province.

Maintains peace and prevents crime

by liaising with the Provincial Secretary Resident or Divisional Officer and members of the judiciary and the armed forces for security purposes and for law enforcement in general,
by collecting and collating security information,
by submitting monthly reports direct to the Inspector-General of Police on matters of general and particular interest to the police,
by controlling the granting and renewal of fire-arm licences,
by organizing and supervising periodic township and rural patrols,
by maintaining the necessary control of aliens in the Province,
by interviewing all classes of members of the public who come to him with problems complaints and information,
by maintaining good relations with traditional rulers in the Province to ensure the maintenance of peace,
by reading through all crime and situation reports and statistics of crime incidents and accidents, noting the trend and pattern of crime, and devising measures for crime prevention and control in the Province, and
by studying reports of very important and complex cases referred to him from the Districts, Divisions or Provincial headquarters station, and giving advice or instructions to the senior officers on what to do.

Also may be called upon to perform other duties, including military duties, as occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires a sound knowledge of nearly all aspects of police duties, as well as broad general knowledge and practical administrative and supervisory skills. It requires excellent communications skills, both oral and written, and considerable management skills.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work involves planning ahead of events and executing plans; solving complex or complicated issues referred by senior officers; and taking a global view of events and recommending effective action. Particular cases must be studied in depth and resolved. The incumbent also must undertake independent and original thinking leading to improved methods of policing a Province.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires managing a Police Province and directing and controlling about 700 men, including Superintendents, Deputy Superintendents, Assistant Superintendents, Inspectors and members of the rank and file.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The job requires personal and written contact with the Commissioner of Police, direct contact with the Inspector-General of Police in writing or by radio message, contact with Provincial Secretaries and top civil servants in the area, contact with judges and magistrates, and with traditional rulers for discussion, planning and negotiation of agreements to promote peace in a Police Province. The incumbent may represent the Force at seminars and international conferences.

Factors	1	2	3	4	5	6	*Total*
Points	276	425	216	50	—	—	967

Bench-mark Job No. :

Level :

Descriptive Title : Chief Superintendent, Officer Commanding State Criminal Investigation Department

Point Rating : 970

Ministry/Dept. :

Branch/Unit :

Occupational Code No. :

SUMMARY

Directs and coordinates measures for crime detection in a state, administers the State Criminal Investigation Department.

DUTIES

Coordinates and administers crime detection activities

by coordinating the work of the fraud and crime, homocide, narcotic, prosecution, scientific and photographic sections and the firearm registry of the State's Criminal Investigation Department,

by taking decisions and making recommendations to State headquarters on some personal matters such as leave, welfare and discipline of subordinate staff,

by writing confidential reports on senior men and reviewing biennial assessment of the members of the rank and file, making recommendations for promotion where necessary,

by deploying men serving in the State Criminal Investigation Department according to the responsibilities commensurate with their ranks,

by organizing lectures for officers and men weekly on the Evidence Act, C.P.C., general investigation, surveillance duties, undercover methods ; and classes of informants,

by keeping an imprest account, and

by communicating in writing with other government departments and commercial houses on matters of crime prevention and detection.

Directs investigation and crime detection

by developing plans for effective crime detection and giving instructions to officers and men on the execution of such plans,

by conducting weekly or monthly meetings with officers to review the work and methods undertaken during the previous week or month, and to plan new strategy where necessary,

by studying all case diaries under investigation and giving directives on investigation,

by reviewing all case files before they are sent to court for prosecution,

by reporting to the Commissioner of Police progress on all cases reported to the State Criminal Investigation Department,

by personally investigating cases involving important personalities in the state, cases of public interest and cases of security interest, and

by keeping an information fund.

Also may be called upon to perform other duties, including military duties, as the occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a sound knowledge of investigation techniques and court procedure and of the Evidence Act, the Criminal Procedure Act and Criminal Code. It requires an analytical mind and administrative and supervisory abilities, as well as team leadership qualities.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work involves planning strategy and executing plans, solving the problems of subordinates, tackling complex criminal cases, and in-depth solving of various problems. Quick decisions must be taken on necessary action, as in the case of surveillance duties. Decisions also must be made on which cases should be charged to court, recommended for departmental action,closed undetected or refused as false ; and which cases should be referred to the Director of Public Prosecution.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work involves direction and control over 80 persons including Superintendents, Deputy Superintendents, Assistant Superintendents, Inspectors and other ranks. It also involves team leadership and the monitoring of a variety of police programs.

FACTOR 4—RELATIONSHIPS (CONTACTS)

There is direct contact with the State Commissioner of Police, as many of the cases referred to the Criminal Investigation Department come through the Commissioner. Contact also is necessary with senior and junior members of the Force and other departments, and all classes of people in the general public in the course of investigating and seeking information.

Factors	1	2	3	4	5	6	*Total*
Points	360	425	135	50	—	—	970

Bench–mark No. :

Descriptive Title : Assistant Commissioner of Police
State Administration

Level :

Point Rating : 1,135

Ministry :

Branch/Unit :

Occupational Code No. :

SUMMARY

Undertakes general administration and reviews some cases under investigation.

DUTIES

Undertakes general administration

by coordinating the work of all the departments in the State headquarters,

by coordinating the work of the Police Provinces and Divisions in the state,

by writing annual confidential reports on all superior police officers below the rank of Assistant Commissioner of Police in the State headquarters,

by adjudicating on all appeals on disciplinary cases in the state and reviewing others,

by recommending officers and other ranks for training courses,

by taking final decision on welfare and personnel matters, excluding promotion concerning Inspectors and other ranks,

by recommending promotion, award of medals and decoration of Inspectors and rank and file to the Commissioner of Police for approval,

by supervising and taking final disciplinary measures on special constables,

by allocating quarters to superior police officers and other ranks,

by taking follow-up action on the Commissioner's inspection notes after his tour of inspection to police formations in the state,

by writing an annual report on police activities in the state for transmission to the Inspector-General of Police through the Commissioner of Police,

by organizing musketry and revolver-shooting exercises and annual competition throughout the state,

by reviewing statistics submitted by various police formations and submitting reports to the Commissioner of Police,

by drafting State Orders,

by representing the police at conferences,

by taking necessary action on petitions and complaints from members of the public,

by taking necessary action on petitions from members of the Force,

by controlling expenditures of allocation to the state from departmental votes,

by reviewing some cases under investigation, and

by reviewing case files in difficult and important cases and other cases that the Commissioner of Police may call for from any police formations.

Also may be called upon to perform other duties, including military duties, as the occasion arises.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires a sound knowledge of all aspects of police work, as well as management and administrative skills.

Factor 2—DECISION MAKING AND PROBLEM SOLVING

The work involves resolution of police manpower problems in the state; decisions on personnel and welfare matters, including discipline; and review of complex criminal cases and such other cases as boundary disputes between states and conflict between members of the armed forces and civilians.

Factor 3—SUPERVISION AND MANAGEMENT

The work requires planning the overall deployment of about 3,000 people of various ranks and the general supervision of heads of sections in the State headquarters.

Factor 4—RELATIONSHIPS (CONTACTS)

The work involves frequent contact with the Commissioner of Police and senior officers in the armed forces and ministries. It also involves interviews with members of the public who have complaints, and representation of the police at conferences and meetings to discuss and negotiate agreements.

Factors ..	1	2	3	4	5	6	*Total*
Points ..	360	425	300	50	—	—	1,135

Bench-mark Job No : *Level :*

Descriptive Title : Assistant Commissioner of Police/ Officer Commanding Railway Police *Point Rating :* 1,268

Ministry/Department :

Branch/Unit :

Occupational Code No. :

SUMMARY

Formulates policy to ensure the smooth operation of the Railway Police Force and advises Railway management on security in the railway system.

DUTIES

Manage the Nigeria Railway Police

by deciding on the composition, organization and deployment of the Railway Police,

by deciding where to establish police stations,

by determining which police department to establish in the Nigeria Railway Police and mapping out their respective responsibilities and duties,

by coordinating the work of all Railway Police Divisions and the Railway Criminal Investigation Department,

by conducting a regular tour of inspection of Railway Police formations,

by visiting Nigeria Railway establishments to assess their security need and police requirements,

by holding regular lectures and discussions with the Nigeria Railway Trade Union to control industrial disputes,

by attending Head of Department meetings in the Nigeria Railways Corporation,
by controlling the allocation of funds to the Railway Police in the departmental vote,
by writing an annual report on the Nigeria Railway Police, and
by preparing an annual budget for the Railway Police.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE AND EXPERIENCE

The work requires a sound knowledge of all aspects of police work, as well as management and administrative skills. The incumbent must have the ability to recommend and implement policy changes for the improvement of the Railway Police.

FACTOR 2—DECISION MAKING AND PROBLEM SOLVING

The work involves decision leading to changes in policy and procedures in the Railway Police, solution of problems of railway security and criminal offences on railway premises, solution of personnel and welfare problems of the Railway Force, and decisions as to when and where to establish police stations and other police departments within the framework of the Railways Police.

FACTOR 3—SUPERVISION AND MANAGEMENT

The work requires direction and control of a staff of over 800 men including Superintendents, Deputy Superintendents, Assistant Superintendents, Inspectors and members of the rank and file.

FACTOR 4—RELATIONSHIPS (CONTACTS)

The work involves contact with the Commissioner of Police, Federal Headquarters, and other officers in the Force, as well as with Railway management and trade unions.

Factors	1	2	3	4	5	6	*Total*
Points	360	575	243	90	—	—	1,268

Bench-mark Job No. :
Descriptive Title : Cloakroom Attendant
Ministry/Depart. :
Branch/Division :
Occupational Code No. :

Level : o1
Point Rating : 275

SUMMARY

Under the supervision of the Head Cloakroom Attendant, cleans and tidies offices and closets ; and performs related duties.

DUTIES

Cleans and tidies offices and closets

by sweeping floors,
by dusting furniture, window sills, and shelves,
by washing floors, walls, windows and doors,
by emptying dust bins, and
by cleaning wash basins and toilets.

Performs related duties such as reporting blocked drains to the supervisor.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires the ability to identify cleaning materials and perform routine cleaning duties.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work is performed in accordance with detailed instructions and set routines with little latitude for independent judgement

(*b*) *Mental Effort*

The work requires normal attention while cleaning and tidying.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work requires cleaning to a set standard and the economical use of supplies.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

Cleaning of toilets and surrounding area requires frequent exposure to unpleasant odour and dirt.

(*b*) *Hazards*

There is occasional exposure to cuts and bruises.

(*c*) *Physical Effort*

The work requires considerable physical effort such as working from a step ladder when washing walls and windows, and working in an awkward position when cleaning toilets.

Factors	1	2	3	4	5	6	*Total*
Points	50	70	30	125	—	—	275

Bench-mark Job No. :
Descriptive Title : Gateman
Ministry/Department :
Branch/Division :
Occupational Code No. :

Level : 01
Point Rating : 290

SUMMARY

Under the general supervision of the office manager, checks on the movement of vehicles and persons into and out of the Ministry premises ; and performs related duties.

Duties

Checks on the movement of vehicles and persons into and out of the Ministry premises.
by checking the material carried by vehicles in and out of the premises,
by checking that persons other than staff have an appointment or are otherwise identified before they enter the premises,
by refusing entry to hawkers and other unwanted visitors, and
by reporting unusual incidents to the office.

Performs related duties such as raising and lowering flag each day.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of the gatekeeping routines and the ability to follow instructions.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work is performed in accordance with instructions and established routines with some latitude for judgement in ensuring that no government equipment or supplies are moved out without permission and that unwanted visitors are not allowed on the premises.

(*b*) *Metal Effort*

A normal level of attention is required in checking vehicles and persons entering or leaving the premises.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for protecting government property against theft or vandalism and for keeping unwanted visitors out.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is performed outside with frequent exposure to heat and rain.

(*b*) *Hazards*

There is little exposure to any hazards.

(*c*) *Physical Efforts*

The work requires periodic standing and walking.

Factors	1	2	3	4	5	6	*Total*
Points	50	110	65	65	—	—	290

Bench-mark Job No. : *Level :* 01
Descriptive Title : Watchman *Point Rating :* 325
Ministry/Dept :
Branch/Division :
Occupational Code No. :

SUMMARY

Under the general supervision of the Principal Executive Officer, watches and patrols the Ministry premises to guard against illegal entry and theft of government property; and performs related duties.

DUTIES

Watches and patrols the Ministry premises to guard against illegal entry and theft of equipment, files and documents

by checking that doors are locked,

by periodically patrolling the premises to detect evidence of illegal entry and to ensure that property has not been tampered with or removed, and

by watching during the patrol for any evidence of fire or fire hazard,

Performs related duties such as summoning help in the event of fire or to evict trespassers and reporting unusual occurrences to the supervisor.

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of the layout of the premises and the watchkeeping routines.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work is carried out in accordance with detailed instructions and set routines but requires some judgement in determining the action to be taken when abnormal conditions such as fires or apparent theft of materials occur.

(*b*) *Mental Effort*

The work requires attention and alertness while performing watchkeeping duties. Performance of the duties, which are routine, cause little fatigue.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work requires that the government premises be guarded against theft, vandalism.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

Work is performed alone at night and occasionally in exposure to rain.

(*b*) *Hazards*

There is occasional exposure to serious injury when set upon by intruders.

(c) *Physical Effort*

The work requires considerable walking while carrying out watchkeeping patrols.

Factors	1	2	3	4	5	6	*Total*
Points	50	110	65	100	—	—	325

Bench-mark Job No. :
Descriptive Title : Gardener
Ministry/Dept. :
Branch/Division :
Occupational Code No. :

Level : 02
Point Rating : 350

SUMMARY

Under the supervision of a head gardener, plants flowers and cares for the grounds within a hospital compound ; performs related duties.

DUTIES

Plants flowers and cares for the grounds within a hospital compound

by digging up areas where flower beds are to be made, scattering fertilizer on the area and working it into the soil, and soaking the ground with water,

by planting flowers and using garden equipment such as a hoe to keep the soil loose and free of woods,

by cutting the grass and trimming hedges,

by watering the hedges, lawns and flowers regularly, and

by raking the lawns and sweeping walks and other areas to keep the grounds tidy.

Performs related duties such as removing garbage from the compound and carrying delivered goods into the hospital.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of the method and procedures related to planting and caring for flowers and keeping lawns and shrubs in a healthy and tidy condition.

FACTOR 2—DIFFICULTY

(a) *Judgement*

The work is performed according to instructions and established methods with little latitude for judgement.

(b) *Mental Effort*

The work requires a normal level of attention.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for maintenance of flowers, shrubs and lawns. Errors or failure to apply methods and instructions properly can result in loss due to the necessity of replacing plants, and poorly kept grounds can reflect unfavourably on the Ministry.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is normally performed outdoors with exposure to heat from the sun.

(*b*) *Hazards*

There is frequent exposure to minor injuries such as cuts and bruises when cutting grass, trimming hedges and moving supplies and equipment.

(*c*) *Physical Effort*

The work requires working from a step ladder when trimming trees and shrubbery and working in a crouched position when cutting grass near trees and fences and planting and weeding flowers.

Factors	1	2	3	4	5	6	*Total*
Points	100	70	56	115	—	—	350

Bench-mark Job No. :
Descriptive Title : Press Attendant
Ministry/Depart.
Branch/Division
Occupational Code No. :

Level : 02
Point Rating : 405

SUMMARY

Under the supervision of the Senior Press Attendant, assists printers in making ready and operating printing machines ; and performs related duties.

DUTIES

Assists printers in making ready and operating the printing machines

by sweeping and cleaning the area and removing refuse,

by removing types and slugs to the metal room,

by collecting cast jobs from the casting section or linotype, locking up the job in the galley, taking clean proofs on the hand proofing machines, storing the job in racks, indexing the proof with the rack number, collecting the relevant manuscripts, and taking proof and manuscripts to the Reader for first reading, and

by melting lead and moulding it into ingots for the linotype and monotype machines.

Performs related duties such as off-loading heavy packages of printing material and moving them about the building.

SPECIFICATION

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires some knowledge of printing methods and procedures and requires familiarity with the general routine of the plant and with the common vocabulary of the printing trade.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work requires some initiative in carrying out preparatory tasks in order that the printer will not be delayed at any step in the process.

(*b*) *Mental Effort*

The work requires close attention when handling proofs.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for providing support services to printers and errors could result in loss of production time.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working conditions*

The work requires frequent exposure to heat, noise and lead fumes.

(*b*) *Hazards*

The work requires frequent exposure to serious burns when melting lead and moulding it into ingots, and hand injuries when working around the machines.

(*c*) *Physical Effort*

The work requires continuous standing and walking and occasionally requires lifting heavy packages of supplies.

Factors	1	2	3	4	5	6	*Total*
Points	100	130	65	110	—	—	405

Bench-mark Job No. :

Descriptive Title : Storeman

Ministry/Dept. :

Branch/Division :

Occupational Code No. :

Level : 02

Point Rating : 410

SUMMARY

Under the supervision of a Storekeeper, receives, stores and despatches stores material ; cleans the storehouse, and performs related duties.

DUTIES

Receives, stores and despatches stores materials

by unloading in-coming stores, moving them to the appropriate storage area, stacking boxes and crates, and checking and sorting items to bins and shelves according to classification,

by greasing mechanical spare parts to prevent rust, and

by collecting items from bins according to requisition, posting requisition entries, packing items, recording issued material in the Gate Schedule Registrar and loading out-going orders.

Cleans the storehouse

by dusting bins and racks and sweeping floors.

Performs related duties such as collecting stores from commercial firms and local manufacturers.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of nomenclatures and classification of stored items, and methods, procedures and instructions relating to storing and warehousing of parts and supplies.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work is performed according to written and oral instructions but allows some latitude for judgement in classification of materials and arranging boxes and bulky items according to space and grouping.

(*b*) *Mental Effort*

The work requires moderate attention to the receipt and issue of stock and periods of concentration to determine classification of store materials.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work requires accountability for the maintenance of proper stores procedures in accordance with instructions and is occasionally required to control labourers.

(*b*) *Supervision*

No continuing supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is performed in a storehouse with exposure to heat and dirt from greasing new parts received or removing grease from parts issued.

(*b*) *Hazards*

There is frequent exposure to minor injuries such as cuts and bruises when handling stores.

(*c*) *Physical Effort*

The work requires considerable physical effort in receiving, storing and loading store materials. There is also a frequent requirement to climb ladders to store or collect items from shelves.

FACTORS	1	2	3	4	5	6	*Total*
POINTS	100	130	65	115	—	—	410

Bench-mark Job No. : *Level :* 02
Descriptive Title : Cook *Point Rating :* 430
Ministry/Dept. :
Branch/Division :
Occupational Code No. :

SUMMARY

Under the supervision of the Head Cook, does general duty cooking ; carries out housekeeping duties, and performs related duties.

DUTIES

Does general duty cooking, following recipes and instructions of the Head Cook

by making beverages such as tea and coffee,
by preparing soup from meat bones, meat trim or other ingredients,
by roasting, frying and grilling meat as required,
by cooking vegetables and preparing salads, and
by slicing meat, bread and cakes.

Carries out housekeeping duties to provide sanitary conditions in the kitchen

by washing dishes, utensils, pots and pans and placing them in storage area, and
by sweeping, scrubbing and cleaning floors, walls, tables, counters and stove.

Performs related duties such as occasionally serving food at parties, and off-loading of kitchen supplies.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of the methods and procedures related to preparation and cooking of plain foods. The necessary skill and experience is normally acquired by working in the kitchen with a qualified cook.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

Cookbooks are available and established methods are applied, but there is some latitude for judgement in interpreting recipes in relation to ingredients, quantity desired, and temperatures required to provide palatable dishes.

(*b*) *Mental Effort*

The work requires moderate attention while preparing and cooking foods, with periods of concentration when measuring and mixing ingredients and during critical phases of the cooking process.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work requires some responsibility for producing palatable foods while following recipes.

(*b*) *Supervision*

Supervision of other employees is not required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is frequent exposure to heat and steam.

(*b*) *Hazards*
There is frequent exposure to serious burns from spills and gas fires.

(*c*) *Physical Effort*
The work requires frequent lifting and carrying of foodstuffs and cooking ingredients in large quantities.

Factors	1	2	3	4	5	6	*Total*
Points	100	170	30	130	—	—	430

Bench-mark Job No. :
Job Title : Medical Lab. Asst.
Ministry/Dept. : Health
Branch/Unit : Pathology (Medical Laboratory)
Occupational Code No. :

Level : 03
Point Rating : 315

SUMMARY

Under the supervision of a laboratory technician, cleans, sterilises and disinfects medical laboratory instruments and equipment; receives and labels specimens from patients; assists in routine tests and preparation of simple reagents, smears and stains; performs other related duties.

DUTIES

Cleans and sterilises laboratory instruments, equipment and furniture, such as glassware, slides, syringes and working benches to ensure that the specimens and chemicals are not contaminated, by heating or steaming instruments and glassware; by applying disinfectants, and by scrubbing and mopping work benches.

Receives specimens such as stool and urine from patients and checks for adequacy of quantity, cleanliness of containers and proper identification; by examining the quantity and advising the patient as necessary by inspecting the container; by affixing the patient's name, specimen type, test required and other relevant information to the container; by identifying specimens requiring urgent examination such as faeces containing blood, and notifying supervisor.

Assists the laboratory technician or technologist in carrying out routine tests such as searching for ova and protozoa and similar organisms, by mounting specimens on slides, by examining the specimens through a microscope; by recording the results of such examination; and by preparing smears, simple reagents and stains.

Performs other related duties such as caring for experimental animals, storing chemicals and keeping laboratory supplies and equipment in an orderly fashion.

FACTOR 1—SPECIFICATIONS

KNOWLEDGE

The work requires knowledge of the names and uses of equipment and of the procedures used in performing routine tests, and the ability to label specimens for purposes of identifying and selecting them as required. The work also requires ability to record basic information and skill in handling and caring for delicate laboratory equipment.

Factor 2—DIFFICULTY

(*a*) *Complexity*

The work requires the performance of such clear-cut and readily discernible tasks as the receipt and labelling of specimens, preparation of simple reagents, smears, and stains, the recording of basic information, the identification of instruments and materials in frequent use, sterilisation and similar standard processes of ensuring high sanitary standards in the work environment.

(*b*) *Scope and Effect*

The work requires the provision of essential but relatively simple laboratory support services and its effect is limited to the laboratory where the work is performed.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is usually checked in the course of performance and on completion. The supervisor is always available to resolve unusual difficulties or problems.

(*b*) *Instructions Received*

Methods and procedures are established and deviations from established routines may not be made without the supervisor's approval.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work normally requires contact with staff in own work area and with patients.

(*b*) *Purpose*

The purpose of such contacts is to receive instructions, report work progress and exchange information as may be required for the performance of assigned duties, and to advise patients in the course of receiving specimens.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work typically requires long periods of standing and walking around the laboratory and handling delicate laboratory equipment such as test-tubes, syringes, slides, and microscopes

(*b*) *Work Environment*

The work exposes the incumbent to possible infection from communicable diseases in the course of handling specimens from infected patients and to discomfort from fumes and chemical odours.

Factor 6—SUPERVISORY RESPONSIBILITY

The incumbent supervises the work of laboratory attendants who assist in maintaining the work and storage areas in neat and sanitary condition by passing out work and inspecting and checking completed tasks.

Factors	1	2	3	4	5	6	*Total*
Points	50	100	50	50	40	25	315

Bench-mark Job No. :
Job Title : Typist
Ministry/Depart. : Establishments and Training
Branch/Unit :
Occupational Code No. :

Level : 03
Point Rating : 330

SUMMARY

Types all manuscripts and type-written materials assigned by the Executive Officer (Establishments) ; encloses them in files as appropriate and hands them back to supervisor for vetting and signature.

DUTIES

Types letters, manuscripts and other type-written documents by referring to long-hand manuscripts or other materials to be typed, by aligning typewriter to provide for desired margins, line spacing and other layout requirements specified by supervisor or by the nature of the reference materials by inserting paper (and carbons if copies are required) ; by manipulating key board and, on completing the typing, by removing the material, collating it as necessary and inserting it in appropriate folder for reference of supervisor after proof reading and correcting errors.

Refers completed work to supervisor for checking and transmission, ensuring that appropriate or required attachments are attached.

Files copies in accordance with filing procedures or ensures that filing staff receive same with appropriate filing references.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The work requires the skill to operate a typewriter accurately at a minimum speed of 25 words per minute, a working knowledge of the English Language and familiarity with some commonly used office terms and routine.

FACTOR 2—DIFFICULTY

a) Complexity

The work involves readily understood routine operations such as copying from manuscripts or type-written materials as specified by supervisor where the response required of the worker is readily apparent.

(b) Scope and Effect

The work has little impact beyond the immediate organisation unit. The operations are specific and routine.

FACTOR 3—RESPONSIBILITY

(a) Supervision Received

The work is closely supervised and checked in progress or at frequent interval for accuracy and employee works as instructed.

(b) Instructions Received

The employee is given specific instructions, standards and specifications regarding format layout, wording and cross referencing.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

The work involves personal contact limited to other colleagues within the immediate organisation.

(*b*) *Purpose*

The work involves obtaining or giving information related to material to be typed.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work requires manual dexterity and sitting for long hours.

(*b*) *Work Environment*

The work involves discomfort which are typical of working indoors.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Nil

Factors	1	2	3	4	5	6	*Total*
Points	200	50	50	40	10	—	330

Bench-mark Job No. :

Descriptive Title : Stockman

Ministry/Dept. :

Branch/Unit :

Occupational Code No. :

Level : 03

Point Rating : 480

SUMMARY

Under the general supervision of a Livestock Assistant, tends about 2,000 cattle on a Government Experimental Farm.

DUTIES

Tends a herd of about 2,000 *cattle on a Government Experimental Farm* (*ranch*)

by supervising about 8 herdsmen to ensure that the cattle are fed the specified type and quantity of supplementary feed,

by checking all the cattle in the various paddocks each day to detect any sick or wounded animals,

by treating minor wounds such as cuts and alerting the supervisor when veterinarian services are required,

by participating in the inoculation of cattle, and

by ensuring that water and food containers are kept clean and sterilized.

Performs related duties such as keeping records of births and deaths of cattle.

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of livestock handling techniques and requires experience in tending large herds, including feeding, detecting symptoms of disease and other ailments, and treating minor wounds. The work also requires experience in supervising herdsmen

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work is performed according to instructions and specified procedures and is periodically checked by the supervisor but occasionally requires some judgement in detecting sick animals and in supervising herdsmen.

(*b*) *Mental Effort*

The work requires attention to detail when supervising feeding operations and checking herds for sickness and wounds.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

There is responsibility for ensuring that cattle receive the specified supplementary feed for detecting and reporting sick or wounded animals. Failure to treat animals promptly could result in their loss due to infection or other causes.

(*b*) *Supervision*

The work requires instructing about 8 herdsmen on how to perform their duties.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is normally performed outside with exposure to weather conditions such as heat from the sun.

(*b*) *Hazards*

There is frequent exposure to serious injuries while working among animals in enclosures such as during treatment of wounds and inoculation of cattle. There is also exposure to snake-bite while moving about grazing areas.

(*c*) *Physical Effort*

The work requires considerable standing and walking and occasional lifting of bags of feed, scales and other heavy items.

Factors	1	2	3	4	5	6	*Total*
Points	150	130	90	110	—	—	480

Bench-mark Job No. :

Descriptive Title : Hall Porter

Ministry/Dept. :

Branch/Unit :

Occupational Code No. :

Level :

Point Rating : 485

SUMMARY

Under the supervision of the Head Porter, safeguards government property in the office building ; controls the keys to offices and official vehicles ; reports irregularities ; receives and directs visitors ; and performs related duties.

DUTIES

Safeguards government property in the office building

by ensuring that no government property is moved from the building without authority,

by ensuring that no wilful damage is done to government property,

by identifying the cause where any damage occurs.

Controls the keys to offices and official vehicles

by issuing official vehicle keys to authorized drivers,

by receiving returned office and vehicle keys from officers,

by ensuring that these keys are signed for on issue and on return, and

by ensuring safe custody of the keys.

Reports irregularities to appropriate authorities

by informing the office manager, through the Head Hall Porter, of any unusual events during office hours, and

by contacting the police or the fire brigade in cases of theft or fire respectively which occur after office hours.

Receives and directs visitors

by instructing on the location of the offices or accompanying visitors to their destination when necessary, and

by refusing entrance to unwanted visitors such as hawkers or lunatics.

Performs related duties such as operating the lift after office hours when necessary.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the security rules and regulations, the layout of the building and location of various offices and protocol relating to reception and direction of various visitors including V.I.P.'s. The work also requires the ability to keep records related to the duties and write reports on irregularities and emergencies occurring at times other than office hours. It also requires the ability to interpret and apply instructions to particular situations.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work is performed in accordance with established practices and instructions but allows some latitude for judgement in identifying staff, ensuring that government property is not removed without authority, and dealing with after-hour emergencies. The work requires tact and judgement in receiving and directing various types of visitors and disallowing entry to unwanted visitors.

(*b*) *Mental Effort*

The work requires a moderate level of attention when receiving and directing visitors and ensuring that government property is not removed without authority. It also requires periods of concentration when checking keys in and out.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for security of offices and government property, the safekeeping of office and vehicle keys and for the orderly entry of visitors to various offices. Errors could result in loss of government property and embarrassment to the Ministry.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is a requirement for shift work, including nights, week-ends and holidays and occasionally it is necessary to refuse entry to undesirable visitors.

(*b*) *Hazards*

There is occasional exposure to serious injury when apprehending night prowlers or refusing entry to undesirable visitors.

(*c*) *Physical Effort*

The work requires considerable standing and walking.

Factors ..	1	2	3	4	5	6	*Total*
Points ..	150	170	65	100	—	—	485

Bench-mark Job No. :
Descriptive Title : Coxswain
Ministry :
Branch/Unit :
Occupational Code No. :

Level : 03
Point Rating : 485

SUMMARY

Supervises the crew of a small boat engaged in assisting in mooring of ships and ferrying of ships' officers, mail and supplies between ship and dock ; and performs related duties.

DUTIES

Supervises a number of boatmen engaged in assisting in mooring of ships at main stream buoys and ferrying ships' officers, mail and supplies to dock,

by instructing the boatsmen as they row the boat to the vicinity of the buoys where the ship is to anchor,

by receiving the line from the ship and securing it to the mooring,

by manoeuvring the boat alongside the ship to receive the officers, mail and supplies and ferrying them to the dock, and

by transporting officers and supplies from dock to ships and releasing mooring lines.

Performs related duties such as rescuing persons from the harbour.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires experience in instructing seamen in manoeuvring the boat alongside ships to pick up passengers and supplies and assist in anchoring in mid-stream, and in rescuing persons from harbour waters.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

Judgement is required in manoeuvring the boat alongside ships to take on ships' officers and crew when the water is rough.

(*b*) *Mental Effort*

The work normally requires a moderate level of attention but requires short periods of concentration when taking on crew and supplies from ships in mid-stream.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work requires accountability for assisting ships to anchor in mid-stream as they arrive, and for ferrying officers, mail and supplies between the ship and dock.

(*b*) *Supervision*

The work requires assigning duties, providing instructions and ensuring that safety measures are observed.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

As much of the work is performed in an open boat, there is frequent exposure to sun, rain and rough waters.

(*b*) *Hazards*

The work requires handling a small boat in rough water and moving in close to large ships in mid-stream.

(*c*) *Physical Effort*

The work requires considerable standing and handling of light-weight objects and occasionally climbing ladders and stairs to board ships.

Factors	1	2	3	4	5	6	*Total*
Points	100	130	115	140	—	—	485

Bench-mark Job No. : *Level :* 03
Descriptive Title : Welder *Point Rating :* 500
Ministry/Depart. :
Branch/Unit :
Occupational Code No. :

SUMMARY

Under the general supervision of a Foreman, repairs metal parts of vehicles, machinery and equipment, and welds tanks, boilers and metal containers using electric arc and gas welding equipment, welding shields, grinding equipment and hand tools ; and performs related duties.

DUTIES

Repairs metal parts of motor vehicles, heavy equipment, machinery, tanks and boilers, using electric arc and gas welding equipment

by examining the item to be repaired and noting the type and thickness of the metal concerned,

by consulting with other tradesmen, such as machinist or mechanic, as the work requires deciding on the appropriate type of welding for the particular job,

by selecting the correct welding rods, if available, or suitable substitute rods if necessary,

by deciding on the method of repair as in the case of axles, shafts or other items subject to severe stresses and pressures,

by making jigs to support the job in a convenient position or to secure accuracy where necessary,

by welding, brazing, soldering or silver soldering as required, and

by grinding to an acceptable finish.

Performs related duties such as ordering necessary materials and occasionally assisting in training learners.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the physical properties and uses of material and of established welding practices. The work requires skill and experience in using electric-arc and gas welding equipment to weld machinery, equipment, tanks and boilders.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work allows latitude for judgement in deciding on the appropriate type of welding and equipment to use on the particular job.

(*b*) *Mental Effort*

The work requires attention when positioning work pieces and hand-eye coordination during welding operations.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

There is responsibility for the effective use and care of welding equipment. Defective work results in loss of production time and material.

(*b*) *Supervision*

There is no continuing requirement for supervision of other employees.

Factor 4—ENVIRONMENT

(*a*) *Working Conditions*

There is frequent exposure to dirt, welding fumes and extreme heat.

(*b*) *Hazards*

The work requires frequent exposure to minor injuries such as burns. Wearing of face shields and protective clothing limits the possibility of more serious burns and eye injuries.

Factors	1	2	3	4	5	6	*Total*
Points	150	210	65	75	—	—	500

Bench-mark Job No :

Descriptive Title : Spray Painter — *Level :* 3

Ministry : — *Point Rating :* 500

Branch/Unit :

Occupational Code No. :

SUMMARY

Under the supervision of a Foreman, prepares and spray paints vehicles and equipment; and performs related duties.

DUTIES

Prepares and refinishes vehicles and equipment

by examining the job to be done and estimating and requisitioning the most suitable materials,

by sandpapering, puttying and removing all traces of grease and dirt,
by masking areas which are not to be painted,
by thinning to required consistency and applying primer and undercoating,
by wet sanding to accepted standards,
by mixing, thinning and applying the colour and finish required using a spray gun, and
by furnishing and polishing the surface after it has dried sufficiently.
Performs related duties such as keeping the equipment clean.

SPECIFICATIONS

Factor 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the methods and techniques of preparing metal surfaces for painting, and of the various types of paints and enamels and their properties. Skill and experience are required in mixing and applying paint materials to surfaces and in hand finishing treated surface.

Factor 2—DIFFICULTY

(*a*) *Judgement*

The work is performed according to established methods and instructions but requires some judgement in mixing paints to achieve the colour and type of finish specified, and in applying paint to achieve the specified result.

(*b*) *Metal Effort*

The work requires a moderate level of attention while preparing surfaces and periods of concentration when spray painting.

Factor 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for refinishing vehicles and equipment to an acceptable standard. Errors can result in waste of material and time if a vehicle has to be repainted.

(*b*) *Supervision*

There is no continuing requirement for supervision of other employees.

Factor 4—ENVIRONMENT

(*a*) *Working Conditions*

The work causes discomfort from fumes, and it is necessary to wear a mask while spray painting.

(*b*) *Hazards*

There is frequent exposure to cuts and bruises when sanding and handrubbing metal surfaces.

(*c*) *Physical Effort*

The work requires continuous standing and frequent working in difficult positions when preparing surfaces for painting.

Factors ..	1	2	3	4	5	6	*Total*
Points ..	150	170	65	115	—	—	500

Bench-mark Job Number
Description Title : Cook, Staff Canteen
Ministry/Department
Branch/Unit
Occupational Code No.

Level : 03
Point Rating : 515

Summary

Under the general supervision of the Head Cook, prepares and cooks pastry and sweets for a staff canteen serving a large number of government employees ; and performs related duties.

DUTIES

Prepares and cooks pastry and sweets for a staff canteen serving government employees
by checking daily list prepared by the Catering Supervisor and special orders for the quantity of each kind of pastry or sweet required,

by calculating quantities and requisitioning required ingredients,
by measuring and mixing ingredients according to recipe, using a variety of kitchen utensils and equipment, to prepare tarts, cakes, pies and puddings,

by grinding meat and preparing sausage rolls,
by adding seasoning to food during mixing or cooking,
by baking pastries and sweets and observing and testing food to determine when it is cooked,

by delivering cooked items to the sales counter and packing those for take-out orders,
by keeping left-over food in the refrigerator, and
by ensuring that the meat grinder, bowls and other equipment used are properly washed.
Performs related duties such as preparing and cooking other types of food when cooks are absent, and assisting in training new cooks.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the methods, procedures and techniques associated with preparing and baking food. Skill and experience are required in adjusting recipes to produce larger quantities of food, and in substituting ingredients when shortages occur. The basic knowledge is normally acquired at a cooking school or in on-the-jop training programmes.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

Cookbooks are available and traditional cooking practices are applied, but there is some latitude for judgement in interpreting recipes and adjusting quantities of ingredients to quantities desired and ingredients available.

(*b*) *Mental Effort*

The work requires moderate attention while preparing and cooking foods, with periods of concentration when measuring and mixing ingredients and during critical phases of the cooking process.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for producing pastries and sweets of good quality, and for ensuring that they are available at specified times. Failure to meet standards could result in loss of revenue and food wastage to purchase inferior products.

(*b*) *Supervision*

No continuing supervision is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is frequent exposure to heat and steam.

(*b*) *Hazards*

There is frequent exposure to serious burns from spills and gas fires.

(c) *Physical Effort*

The work requires frequent lifting and carrying of foodstuffs and cooking ingredients in large quantities.

Factors	1	2	3	4	5	6	*Total*
Points	150	170	65	130	—	—	515

Bench-mark Job No. : *Level* : 3

Descriptive Title : Driver-Mechanic *Point Rating* : 515

Ministry/Dept.

Branch/Unit :

Occupational Code No.

SUMMARY

Under the general supervision of a senior driver-mechanic, operates a motor vehicle to transport government officials and visiting V.I.P.s ; carries out minor repairs, and perform related duties.

DUTIES

Operates a motor vehicle to transport government officials and visiting V.I.P.s

by reporting to the motor park to receive the allocated vehicle and work instructions,

by checking to ensure that the vehicle has been serviced with petrol, oil and water,

by picking up visiting V.I.P.s and government officials and transporting them between airport, hotels, offices and other designated destinations, and

by reporting any malfunction of the vehicle when it is returned to the motor park at the end of the day.

Performs minor repairs to vehicles when malfunctions occur where garage services are not available

by checking out the possible sources of trouble such as wiring, carburetor and fuel pump, and

by correcting the problem or making temporary adjustments in order that the vehicle may be driven to the car park or other repair facility.

Performs related duties such as keeping a daily record of time, origin, destination and distance of each trip.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires skill and experience in operating motor cars and other passenger vehicles, and a good knowledge of the related instructions and regulations. It also requires experience and training in repair techniques in order to determine cause of malfunctions and resore vehicle to runnin condition.

Factor 2—DIFFICULTY

(*a*) *Judgment*

The work is performed in accordance with instructions and regulations and established methods and procedures, but some judgment is required in determining the cause of vehicle malfunction and making repairs, and in selecting routes to avoid traffic jams and meet time schedules.

(*b*) *Mental Effort*

Passenger vehicles are normally operated in heavy traffic and dangerous driving conditions requiring a high level of attention.

Factor 3—RESPONSIBILITY

(*a*) *Resources and Services*

The driver is responsible for operating the vehicle in accordance with instructions and safe driving practices in order to minimize the danger of injury to passengers and damage to the vehicle.

(*b*) *Supervision*

There is no responsibility for supervision of other employees.

Factor 4—ENVIRONMENT

(*a*) *Working Conditions*

There is frequent exposures to extreme heat while sitting in heavy traffic.

(*b*) *Hazards*

There is frequent exposure to injuries arising from traffic accidents when operating a vehicle under adverse traffic conditions.

(*c*) *Physical Effort*

Moderate physical effort is required in operating four-wheel drive and other heavier passenger vehicles without power-assisted controls.

Factors	1	2	3	4	5	6	*Total*
Points	150	190	65	110	—	—	515

Bench-mark Job No. :

Level : 3

Descriptive Title : Head Steward, Government House

Point Rating : 520

Ministry :

Branch/Unit :

Occupational Code No.

SUMMARY

Under the general supervision of the Housekeeper, serves food and drinks to residents and guests of Government House ; supervises about four stewards ; and performs other related duties.

DUTIES

Serves food and drinks to residents and guests of Government House

by setting tables, serving meals, clearing and cleaning tables after meals, and removing and storing utensils, foodstuffs and provisions.

Supervises about four stewards

by assigning duties,

by instructing stewards on the proper ways of serving various foods and drinks,

by ensuring that the house is kept clean and tidy,

by ensuring that dishes, cutlery and glassware are properly washed and dried after meals,

by ensuring that stewards perform their duties in accordance with set standards of courtesy and efficiency, and

by reporting breaches of discipline.

Performs related duties such as occasionally shopping for food.

SPECIFICATIONS

FACTOR 1.—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the methods and procedures related to serving various kinds of food and drinks to V.I.P.s and requires the ability to explain to guests the ingredients of various dishes. The work requires the ability to supervise other employees.

FACTOR 2.—DIFFICULTY

(*a*) *Judgment*

The work is performed in accordance with established practices but allows latitude for judgment in supervising staff and requires tact and judgment in dealing with residents and guests of Government House.

(*b*) *Mental Effort*

The work requires close attention and periods of concentration in supervising other stewards and ensuring that food and drinks are served correctly and promptly and that the house is kept tidy and clean.

FACTOR 3.—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for maintenance of a high standard of service in serving food and drinks, washing dishes, glasses and cutlery and keeping the house clean. Failure to do so would reflect unfavourably on the Military Governor.

(*b*) *Supervision*

The work requires supervision of four stewards by assigning duties, instructing on proper work methods and ensuring maintenance of a high standard of performance.

FACTOR 4.—ENVIRONMENT

(*a*) *Working Conditions*

The work is normally performed inside with little exposure to unpleasant conditions.

(*b*) *Hazards*

There is occasional exposure to minor injuries such as scalds from hot water when washing dishes.

(c) *Physical Effort*

The work requires considerable standing and walking when cleaning house and serving food.

Factors	1	2	3	4	5	6	Total
Points	150	190	115	65	—	—	520

Benchmark-Job Number
Description Title : Game Guard
Ministry/Dept.
Branch/Unit :
Occupational Code No.

Level : 03
Point Rating : 565

SUMMARY

Under the general supervision of the officer-in-charge of the game reserve, patrols a large game reserve to protect wildlife against poachers, carries out game surveys, and rescues trapped animals ; and performs related duties.

DUTIES

Patrols a large game reserve to protect wildlife against poachers, carries out game surveys, and rescues trapped animals.

by walking along the border of the reserve, through areas normally inhabited by wildlife, and areas where poaching is reported to be occurring, watching for illegal hunters or signs of their presence, such as human footprints,

by approaching as close as possible to the illegal hunter, without being seen, in order to apprehend him,

by hiding near villages where inhabitants are suspected of hunting at night with lights and apprehending any offenders,

by turning offenders over to the designated authority for prosecution and appearing as a witness in their trial,

by recording the kinds and numbers of animals, birds and reptiles observed, areas of concentration of animals and their feeding habits,

by noting evidence of other wildlife such as droppings, feather and hair rubbed off on trees,

by freeing animals caught in traps or stuck in mud and swamps, and

by reporting cases of wounded or trapped dangerous animals to the supervisor in order that they may be destroyed or rescued,

Performs related duties such as burning over some parts of the reserve at the end of the rainy season to clear away dead foliage, hasten the growth of new leaves and enable visitors to sight the animals.

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of the methods, procedures and regulations associated with game protection and requires skill and experience in apprehending poachers, recognizing various types of wildlife and evidence of the presence of those not observed. The basic knowledge is normally acquired through a course at a School of Forestry.

FACTOR 2—DIFFICULTY

(*a*) *Judgment*

The work is performed in accordance with established practices, regulations and instructions, but there is some latitude for judgment in deciding on the method to use, in each particular case, in apprehending poachers, and in ensuring that all relevant and available evidence is provided to the legal authority when a poacher is apprehended.

(*b*) *Mental Effort*

A high level of attention is required in detecting and apprehending poachers and frequent short periods of concentration are required when counting wildlife and examining evidence of the presence of birds and animals, additional to those observed.

FACTOR 3 RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for protecting wildlife on a large game reserve, and for apprehending poachers.

(*b*) *Supervision*

No supervision of other employees is required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is performed almost entirely outdoors with frequent exposure to heat and inclement weather and the requirement for moving about at night when apprehending poachers.

(*b*) *Hazards*

There is frequent exposure to incapacitating injuries from armed poachers who resist when apprehended, and from poisonous snake-bites and dangerous wild animals.

(*c*) *Physical Effort*

The work requires considerable physical effort in walking through forests and swamps and over sandy ground and in crawling considerable distance to get close enough to apprehend poachers. Occasionally there is a necessity to run for a considerable distance to follow a suspected poacher who is aware that he has been observed.

Factors	1	2	3	4	5	6	*Total*
Points	150	190	65	160	—	—	565

Bench-mark No.
Job Title : Produce Inspector
Ministry/Dept : Agriculture
Branch/Unit : Produce Inspection
Occupational Code No.

Level : 04
Point Rating : 490

SUMMARY

Under the supervision of the Produce Officer/Senior Produce Officer, inspects and grades agricultural produce such as cocoa, palm kernel, palm oil, copra, groundnuts and rubber ; maintains records of all produce inspection and gradings ; and performs related duties.

DUTIES

Inspects agricultural produce such as cocoa, palm kernel, palm oil, copra, groundnuts and rubber to ensure compliance with the provisions of Produce Inspection laws and Regulations by performing specified sampling tests to detect animal odours, discolouration, stones and other extraneous matters by determining the quality and grade of the produce, by visually examining samples to detect evidence of pests that infest agricultural produce, by assessing whether, in the case of cocoa, it is slatey, velvety or mouldy by attaching steel seals to each unit/bag for shipment to domestic or export markets.

Maintains records of all produce graded showing the result of each test and submits returns reports to superior officer including steel seals return—an account of the seals used for grading, defective analysis of palm kernel, cocoa and copra, produce firms graded figures, evacuation and stock figures, statistics of registered produce stores, monthly, quarterly and annual reports and detention of palm oil, palm kernel, cocoa and copra reports.

Performs related duties such as requesting personnel of produce store inspected, to correct situations or practices, resulting in unsanitary conditions and/or produce spoilage. Advises farmers on the best method of preserving or making their produce of the highest exportable standards. Explains the application of regulations and grade standards and current produce marketing schemes to farmers and licensed buying agents.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires the ability to recognise and identify characteristics affecting the grades of cocoa, palm kernel, groundnuts, copra, and palm oil, to draw representative samples of products, to determine grades factors ; to deal with Store Managers, and complete routine inspection return. The work requires familiarity with current produce marketing schemes and a good knowledge of the relevant Produce Inspection laws and Regulations.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires collecting representative samples of products, determining product grade level in accordance with the provisions of the Produce Inspection laws and Regulations. It requires the exercise of vigilance to prevent cheating by labourers, storekeepers and licensed buying agents, e.g. bad shovelling and sifting of produce, bad sewing of produce bags which facilitates tampering with graded produce, changing of samples drawn by officials, substituting inferior produce for that which has been passed and sealed or stealing of steel seals with a view to making unauthorised use of them.

(*b*) *Scope and Effect*

The work requires the examination and grading of a variety of produce in accordance with established Produce Inspection Regulations and Procedures, to differentiate good from bad produce. The accuracy of grading facilitates the subsequent checks by his superiors and the prompt exportation of graded produce.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work of inspecting, testing, and grading of a range of products is directed by the immediate superior and each phase is checked on completion for conformity with the laid down product quality standards.

(*b*) *Instructions Received*

Detailed and specific instructions are already laid down on the form of guidelines such as Produce Inspection laws, Regulations, Technical and Departmental Standing Instructions and circulars and these assist performance of each phase of work. Deviations cannot be made without the supervisor's approval.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Personal contacts are made with licensed buying agents, farmers and the general public.

(*b*) *Purpose*

The purpose of the contact is to discuss the inspection and grading of products being made and the correction of situations or practices resulting in the deterioration of products.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires prolonged standing, manual dexterity, good eyesight and colour discrimination to enable the incumbent to differentiate the bad from good produce. There is also an occasional requirement to lift bags of cocoa, palm kernel, etc.

(*b*) *Work Environment*

The work is mainly performed in a produce store where there is exposure to dust.

FACTOR 6—SUPERVISORY RESPONSIBILITY

NIL

Factors	1	2	3	4	5	6	*Total*
Points	200	150	50	50	40	—	490

Bench-mark Job No.
Job Title : Communicator
Ministry : Transport
Branch/Unit : Aeronautical Telecommunications
Occupational Code No. :

Level : 04
Point Rating : 495

SUMMARY

Under the supervision of the Communications Officer transmits messages related to air traffic safety and control, administrative matters, coded weather information and aeronautical information service traffic, processes incoming teleprinter messages, operates a radio telephone circuit and performs related duties.

DUTIES

Transmits messages related to air traffic safety and control, administrative messages originated by aircraft operating agencies, coded weather information and aeronautical information service messages over the Aeronautical Fixed Telecommunications Network by typing on standard communications, or telex keyboards to produce perforated tapes in accordance with specified formats and by inserting tapes in appropriate transmitter for automatic onward transmission.

Processes incoming teleprinter messages by reading traffic received, sorting according to addresses and priority and forwarding for distribution, making or retaining copies as directed.

Operates a radio-telephone circuit by maintaining watch on prescribed frequencies, by transmitting and receiving voice messages, by ensuring the receiver is properly tuned and by keeping authorised records such as station logs.

Performs related duties of a clerical nature as assigned.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the use of radio-teletype and teleprinter equipment, the ability to type and to use radio telephone equipment. There is also a requirement to understand and apply the proper procedural codes and abbreviations. The ability to detect simple equipment faults and to tune a radio receiver is also required.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties involve a number of procedural steps, differing with the equipment in use; the ability to type and to perform simple equipment checks including tuning of radio receivers.

(*b*) *Scope and Effect*

The work is performed in accordance with specific routines and is repetitive. Actions taken are capable of being monitored so that errors made are usually readily discoverable and can be corrected without difficulty.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is performed in shifts under continuous supervision. The tasks assigned are straight forward and can be completed in short time spans facilitating frequent checking by the supervisor.

(*b*) *Instructions Received*

Although the operating procedures employed are specified in considerable detail, the work provides room for the exercise of some judgement and discretion as for example, when tuning receivers, when using the radio telephone or when seeking corrections to garbled messages received by radio teletype.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts are maintained with co-workers and the shift supervisor as well as with other network operating personnel.

(*b*) *Purpose*

The purpose of the contacts is to exchange information, seek clarification of instructions received or to report on tasks completed.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is sedentary in nature requiring no unusual physical requirements.

(*b*) *Work Environment*

The equipment in use generates considerable noise so that prolonged exposure is unpleasant.

FACTOR 6—SUPERVISORY RESPONSIBILITY

There are no supervisory duties assigned to this position.

Factors	1	2	3	4	5	6	*Total*
Points	200	100	150	20	25	—	495

Bench-mark Job No. :
Job Title : Clerical Officer (Revenue)
Ministry : Board of Inland Revenue
Branch/Unit : Divisional Tax Office
Occupational Code No.

Level : 04
Point Rating : 510

SUMMARY

Under the general supervision of the Inspector of Taxes, revises Tax Nominal Roll, collects tax information, collects tax and issues receipts during tax raids, and renders monthly returns of tax assessed and collected from the area.

DUTIES

Revises Tax Nominal Roll by recording additional names of tax payers, recording assessments made and recommending the deletion of names of persons not eligible to pay tax in accordance with the law.

Writes fixed income tax tickets and distributes such tickets to accredited Agents.

Collects information for assessment of tax payers by investigating occupational income forms, by carrying out market surveys to identify additional tax payers and by issuing tax-forms to such persons.

Occasionally collects tax from tax-payers during tax raids and prepares receipts for such payments.

Performs related duties such as tracing records of tax payers, replying to letters of enquiry and rendering monthly returns of assessments made, tax discharged, tax penalties imposed and tax paid.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work involves the knowledge and use of simple arithmetical calculations and book-keeping procedures as well as a good understanding of the work flow in a Tax office. It also requires a good working knowledge of English Language in order to write correspondence.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

Work is subject to some variance when tax delinquents are detected through market raids or where anomalies appear in tax rolls which require clarification.

(*b*) *Scope and Effect*

The impact of the work is largely confined to the immediate organisational area but its accuracy determines the adequacy of revenue and the timeliness of its collection.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The updating of the nominal roll, is routine but the information to be added is approved by supervision.

(*b*) *Instructions Received*

The work requires the use of Tax office procedural manuals and instructions of the supervisor.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work involves contact with tax agents, village heads, court members and councillors in the local community.

(*b*) *Purpose*

The purpose is to obtain, collect and clarify information relating to tax, and tax collection.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is largely sedentary but includes some driving and walking.

(*b*) *Work Environment*

Normal everyday work typical of working indoors.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Nil.

Factors	1	2	3	4	5	6	Total
Points	200	100	150	50	10	0	510

Bench-mark Job No.
Job Title : Deeds Draughtsman
Ministry/Department : Works
Branch/Unit : Lands
Occupational Code No.

Level : 04
Point Rating : 535

SUMMARY

Under the supervision of the Senior Deeds Registrar, completes standard forms showing the location and physical dimensions of land sites and properties, conducts searches to establish or re-establish boundaries of specific land holdings, both public and government-owned ; and performs other related duties.

DUTIES

Completes standard forms showing the location and physical dimensions of land sites and properties described by the deeds documents to which they are attached, for the purpose of maintaining records, by establishing co-ordinating and plotting the physical dimensions to scale, by placing names and symbols and by accentuating physical features, using standard drafting instruments and symbols and data obtained from survey documents.

Conducts searches to establish or re-establish boundaries of specific land holdings, both public and government owned, by locating documentary evidence pertaining to previous surveys and existing land tenure in an area.

Performs other related duties such as preparing and maintaining index cards for registered departmental land documents, and occasionally assisting the Lands Division in mapping prospective areas to be acquired and for the purpose of determining land values.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of drafting skills using conventional drafting instruments and the ability to use these when portraying to scale on maps the physical dimensions and other pertinent characteristics of properties and buildings. Experience is required to locate and extract missing information required to complete the standard sheets. There is also a requirement to maintain a card filing system.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work of preparing the map scales, selecting the information to be portrayed, drawing to scale and placing appropriate names and symbols involves a number of related sequential actions. The data can generally be readily obtained by reference to the deeds documents but situations arise when other sources must be checked for the purpose of corroboration or clarification.

(*b*) *Scope and Effect*

Each separate operation in the sequence of work is well defined and performed in accordance with readily understood procedures. The work is checked by the supervisor and errors, if made, are easily corrected within the work unit.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Tasks are assigned by the Senior Deeds Registrar and are completed in strict compliance with the terms of Deeds so that the incumbent has little freedom to act. Each completed task is reviewed and approved by the Supervisor.

(*b*) *Instructions Received*

The work follows routine drafting procedures and practices. However, there is a requirement for the exercise of initiative and judgement when conducting searches to locate physical and documentary evidence relating to previous surveys or when evaluating conflicting evidence to establish specific boundaries.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

Regular contacts are made with the general public, individuals or firms who submit conveyances for loans or security purposes.

(*b*) *Purpose*

The nature of these contacts involves fact-finding and the clarification of questionable data.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The drafting work is sedentary but may involve some standing or bending.

(*b*) *Work Environment*

The work environment involves the normal every-day risks or discomforts typically associated with drafting work in an office.

FACTOR 6—SUPERVISION

Informal supervision is given to a small group of survey draughtsmen largely to give them the benefit of the employee's experience when problems arise.

Factors	1	2	3	4	5	6	*Total*
Points	200	100	150	50	10	25	535

Bench-mark Job No. *Level :* 04

Job Title : Aircraft Maintenance Engineering Assistant *Point Rating :* 585

Ministry : Transport

Branch/Unit : Civil Aviation Flying Unit

Occupational Code No.

SUMMARY

Under supervision of the Senior Aircraft Engineering Assistant maintains, overhauls, repairs and inspects designated aircraft and aero engine component in accordance with approved schedules, directives and regulations, and performs other related duties such as ground handling and servicing of aircraft and supervision of temporary Aircraft Assistants and Aircraft Cleaners.

DUTIES

Maintains, overhauls, repairs and inspects designated aircraft and aero engine components in accordance with approved schedules, directives and regulations by examining and reporting on their serviceability, by replacing or overhauling engine components scheduled for repair or requiring servicing and by assisting in their final inspection on completion of major maintenance or repairs.

Performs other related duties such as ground handling and servicing of aircraft and supervising the work of temporary aircraft assistants and aircraft cleaners.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of basic engineering tools and their use and of basic aircraft and engine parts and an understanding of the principles and basic functions of the simple airplane.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

Guidance in the maintenance/inspection of aircraft systems is provided in detail in various manufacturers manuals and air safety directives. The work thus involves accurately following the procedures laid down although each may involve a number of sequential steps or methods. Variations occur due to physical differences found in actual items of equipment.

(*b*) *Scope and Effect*

The work is carried out in accordance with specific procedures to ensure that Aircraft Maintenance Safety Standards are maintained. Failure to properly repair or overhaul aircraft components may result in delays in returning the equipment into service and thus delay flight operations and may lead to further component failures and additional repairs.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Assignments are completed under supervision of a Senior Aircraft Engineering Assistant although the incumbent works routinely on his own in carrying out each task. On completion, the work is safely checked by the supervisor and is again reviewed during final instructions and airworthiness examinations.

(*b*) *Instruction Received*

Maintenance and repair procedures are described in manufacturers and maintenance manuals. The supervisor is available to approve or modify these procedures and deviations must be authorised.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contact with other employees such as Senior Aircraft Engineering Assistants, temporary Aircraft Engineering Assistants and Aircraft Cleaners in the immediate work unit.

(*b*) *Purpose*

The purpose of these contacts is to obtain or give advice on work problems, to inform the supervisor of work progress and to check on the progress of subordinates.

Factor 5—ENVIRONMENT

(a) Physical Environment

The work requires periods of standing, lifting of moderately heavy equipment and components and assuming positions which are physically tiring in order to reach inaccessible components. Physical effort, coordination and manual dexterity are required to perform the duties efficiently.

(b) Work Environment

There is exposure to hazards from heat, grease and oil, cleaning compounds and toxic chemicals, slippery work surfaces and from equipment failure. Safely precautions are taken when personnel are employed around aircraft and equipment.

Factor 6—SUPERVISION

The work occasionally requires informal supervision of junior employees in the immediate work area by providing guidance and advice on work performance. Direct supervision is, however, not a normal requirement of the job.

Factors	1	2	3	4	5	6	*Total*
Points	200	150	150	20	40	25	585

Bench-mark Job No.
Job Title : Dental Technician
Ministry/Dept. Health
Branch/Division : Dental Division
Occupational Code No.

Level : 04
Point Rating : 855

Summary

Under the general supervision of a dental technologist in a prosthetics unit, casts, trims and mounts plaster models of dentures in articulators ; forms shellac or acrylic impression trays and wax bite blocks ; packs, cures, and finishes acrylic parts of dentures ; repairs and relines broken or ill-fitting dentures ; and performs other related duties.

Duties

Casts plaster models from impressions taken in wax bite blocks by dentists to produce positive replicas of patients' teeth and adjacent jaw areas for use by other workers in completing the fabrication of full or partial dentures, by mixing a moulding compound for pouring into the impression ; by trimming and smoothing the resulting models ; and by mounting the models in a special jig to correctly position the fit between the upper and lower jaws.

Forms shellac or acrylic trays used to hold the wax impression material employed by dentists in taking impressions of patients' teeth and adjacent jaw areas, by moulding shellac or acrylic wafer material over model of preliminary impression to form a tray of the desired size and shape, and then lining it with wax or dental napkin as clearance for the wax impression material to be employed in it.

Forms wax bite-blocks required to position plaster or artificial stone models in the articulator in the correct upper and lower-jaw relationship, by taking wax impressions of the models to form the bite block, and by trimming and smoothing the outer surface of the block.

Packs, cures, and finishes the acrylic parts of full and partial dentures to complete the fabrication process, by casting a plaster mould of a model constructed by other workers (which consists of porcelain teeth mounted in a wax replica of the adjacent jaw areas); by removing the wax impressions; by separating the two halves of the mould and packing a mixture of acrylic resin and chemical solution into the spaces voided by the wax; by reassembling the mould and compressing the acrylic mixture into the spaces in a press; by curing the acrylic materials; and by removing the mould, breaking it carefully from the denture, and polishing the denture on a buffing wheel to complete the finishing process.

Repairs broken full or partial acrylic dentures by holding the pieces together with sticky wax and forming a plaster model of the denture, by cleaning the wax from the pieces and reassembling them in strict accordance with the model and finishing the denture using the packings pressure and heat treatment described above.

Relines loose dentures by forming an artificial stone model from a new wax impression; by mounting the denture on the model and cutting out the palate section; by reforming the palate with a wax replica in accordance with the new impression; by casting a mould and repeating the packing, pressing and curing processes described above.

Performs other duties such as oiling and servicing the machines regularly; maintaining the working spaces, tools, and instruments in clean and serviceable condition; and instructing other laboratory workers in the methods and techniques employed.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the materials, equipment, methods, and techniques used in the fabrication of full and partial acrylic dentures. It also requires skill and ability to apply the several techniques of fabrication to high tolerances and fully experienced knowledge of the variety of implements employed in the process and will use the skill to manipulate them accurately. Also required is the knowledge and skill to read manuals and periodicals, and calculate and measure correct portions of resins and chemicals.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of duties involving several of the many operations involved in fabricating a complete line of dentures and other prosthetic devices. The employee is required to construct models to exacting tolerances and completed acrylic dentures that will provide the patient with a well-fitting and useful appliance. Deviations from the standard or prescribed methods, techniques and materials will result in inferior products.

(*b*) *Scope and Effect*

The purpose of the work is to produce the models, tray forms and bite blocks required to initiate the processes leading to the overall fabrication of full and partial acrylic dentures, and to perform the final forming and curing operations. The accuracy and speed of the various operations affects the completion time set by the dentist in accordance with the needs of the patient.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is required to complete the various assigned operations within the overall fabrication process on his own initiative without reference to his supervisor unless unusual problems arise. Completed work is inspected for quality and accuracy of replication or fit.

(*b*) *Instructions Received*

The work is performed in accordance with standard methods and procedures provided by the supervisor as noted in texts and periodicals related to the manufacture of dental prosthetic devices.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with superiors and co-workers in the unit.

(*b*) *Purpose*

The contacts are made to obtain materials or equipment, and to discuss problems and progress with supervisor and co-workers, all of which are related to the work.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires some physical exertion such as standing for long periods of time during the flashing, flaming, and polishing phases of the fabrication process. The employee requires above average dexterity in forming exact models of dentures and in forming, curing and finishing the acrylic portions, and is subjected to eye strain when paying close attention to detail to produce exact replicas or models.

(*b*) *Work Environment*

The employee is subjected to moderate risks and discomforts such as to highly inflammable acrylic materials and solvents, sharp knives, drills and other cutting or polishing tools, and acids. Dirt and fumes are nearly always present when forming, trimming and polishing plaster models acrylic dentures.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The employee exercises informal supervision by showing other laboratory workers how to perform the various operations and care for tools and equipment, and suggesting ways of avoiding errors or wasting materials.

Factors	1	2	3	4	5	6	*Total*
Points	200	150	150	20	40	25	585

Bench-mark Job Number *Level :* 04

Descriptive Title : Head Hospital Washerman *Point Rating :* 605

Ministry :

Dept./Unit :

Occupational Code No.

SUMMARY

Under the general supervision of the Senior Matron, supervises the activities of about five washermen engaged in laundering hospital linen, clothing and uniforms ; controls supplies and equipment in the laundry ; and performs related duties.

DUTIES

Supervises the activities of about five washermen engaged in receiving, sorting and laundering hospital linen, clothing and uniforms.

by checking and recording articles received for laundering,

by sorting items requiring special processing and determining the appropriate method of treatment,

by allocating work to employees,

by instructing employees in the method of processing and the economic use of supplies,

by reviewing the work in progress, ensuring that time schedules and specified prodecures are followed, and accepting or rejecting completed work,

by ensuring that laundered items are returned to the correct section of the hospital,

by assessing performance of employees, and

by reporting breaches of discipline.

Controls supplies and equipment in the Laundry

by estimating and requisitioning necessary supplies,

by ensuring the safe custody of supplies and

by keeping records of materials used and issued.

Performs related duties such as ensuring proper maintenance of equipment and reporting defects.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the methods and procedures related to laundering hospital linens, clothing and uniforms where each type of laundry, such as that from wards for patients with contagious diseases, must be treated in a particular way. Skill and experience in applying these methods and in supervising other employees are required.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work requires judgement in planning and scheduling the work in order to keep each class of laundry moving through the laundry in an orderly fashion to ensure maximum use of equipment and employees and conformance with time schedules.

(*b*) *Mental Effort*

The work requires a high level of attention in order to keep track of items moving in and out of the laundry and ensure that laundry is properly sorted and each class given the specified treatment.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for ensuring that various classes of laundry are properly separated and treated to prevent spread of infection in the hospital, and that uniforms and other linen are properly laundered.

(*b*) *Supervision*

The work requires supervision of other employees by assigning duties, instructing employees on work methods, ensuring conformance with time and quality standards and reporting on employee performance.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work requires frequent exposure to extreme heat, steam and wet floors.

(*b*) *Hazards*

There is frequent exposure to infectious diseases from patients' laundry.

(*c*) *Physical Effort*

The work requires handling of bundles of laundry and other heavy items and continuous standing and walking.

Factors	1	2	3	4	5	6	*Total*
Points	150	190	115	150	—	—	605

Bench-mark No. *Level :* 04

Job Title : Meteorological Assistant. *Point Rating :* 615

Ministry/Dept. Agriculture

Branch/Division : Meteorological (Forecast Office)

Occupational Code No.

SUMMARY

Under the general supervision of a meteorological superintendent, plots data on surface weather charts, observes, records and codes local surface weather data, and performs other related duties.

DUTIES

Plots surface weather charts used by a forecaster to predict weather conditions, by obtaining data on cloud cover, visibility, dew point, air temperature, humidity, atmospheric pressure, and present and past weather conditions from the teleprinter and traffic dest at specified times during the work shift ; and by printing the data as codes thereof, on the charts in the correct location and format.

Observes, records, and codes local surface weather data at specified times during the shift, by reading the various instruments and gauges and entering the data or information in the daily register ; by using standard mathematical formulae to calculate vapour pressure, dew point and relative humidity from the wet and dry bulb thermometer readings, and entering the results in the register ; by coding the information and data in the correct format and handing it to the assistant on the traffic desk for onward transmission ; and assisting the meteorological superintendent to obtain upper wind data, by computing and coding theodolite readings taken by him.

Performs other related duties such as serving in the traffic desk as required to forward weather data to local and worldwide meteorological stations and to receive and record worldwide data for immediate and future use ; and plotting upper-wind data in the absence of the assistant meteorological superintendent.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the operation and running maintenance of a heavy road grader. Skill and experience are required in operating the grader to achieve desired results.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work requires judgement in selecting the sequence of operations and in manipulating the controls to achieve specified results such as the specified slope of ditches, road grade, and thickness of each layer of earth and gravel in the bed and surface of the road.

(*b*) *Mental Effort*

A high level of attention and periods of concentration are required when manipulating the controls to maintain grades within an inch of that specified and to attain other specified results.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

There is responsibility for the effective use and care of the grader and its attachments. Poor maintenance, improper use and failure to detect malfunctions could cause damage to equipment and loss of production. Improperly graded or levelled roads could result in lost time.

(*b*) *Supervision*

There is no continuing supervision of other employees required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The grader canopy offers some protection from the sun but there is frequent exposure to noise, vibration and dust.

(*b*) *Hazards*

There is occasional exposure to back sprain while changing grader attachments.

(*c*) *Physical Effort*

The work requires long periods of manipulating steering and grading controls. Short periods of greater physical effort are required when changing heavy grader attachments.

Factors	1	2	3	4	5	6	*Total*
Points	200	230	65	120	—	—	615

Bench-mark Job Number :
Job Title : Mechanic
Ministry/Dept.
Branch/Unit :
Occupational Code No.

Level : 04
Point Rating : 625

SUMMARY

Under the general supervision of a Foreman, repairs and overhauls and maintains motor vehicles, tractors and other machinery and equipment ; supervises a staff of eight employees ; and performs related duties.

DUTIES

Repairs, overhauls and maintains vehicles, tractors and other machinery and equipment by determining nature of operating faults,

by dismantling engines, machinery and faulty components such as carburetors and transmissions, repairing or replacing worn or faulty parts and reassembling according to specified tolerances,

by testing repaired vehicles and equipment to ensure that faults have been corrected, and

by ensuring that oil changes, grease jobs and other specified maintenance has been completed before units are released from the workshop.

Supervises a staff of eight employees, including three mechanics

by assigning work, ensuring that quality and quantity standards are met and instructing employees.

Performs related duties such as keeping records of time and parts, maintaining tools in proper condition and ensuring that the work area is kept clean.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires knowledge of the principles that apply to gasoline-powered engines and component systems, and training and experience in repair techniques for a variety of vehicles and machinery.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

Judgement is required in diagnosing faults, carrying out repairs and interpreting instructions.

(*b*) *Mental Effort*

The work requires attention to sequence or allignment of installations and adjustment of parts, occasional periods of concentration while diagnosing faults and using test instruments, and close attention to work being performed by other shop employees.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

There is responsibility for the effective use of spare parts, tools and equipment. Errors in installing parts and in using equipment could result in faulty repairs, with consequent loss of production time.

(*b*) *Supervision*

The work requires assigning work, ensuring maintenance of quality and quantity standards and instructing new employees.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is frequent exposure to dirt such as oil and grease when repairing vehicles and machinery.

(*b*) *Hazards*

There is occasional exposure to serious injury from vehicles slipping off jacks or other devices when adequate hoists are not available.

(c) *Physical Effort*

The work requires stooping, kneeling, crouching and working from other awkward positions while pulling on wrenches and other tools.

Factors	1	2	3	4	5	6	*Total*
Points	150	230	115	130	—	—	625

Bench-mark Job Number : *Level :* 04

Descriptive Title : Printer (Pressman) *Point Rating :* 640

Ministry :

Dept./Unit :

Occupational Code No.

SUMMARY

Under the general supervision of the Senior Printer, operates a printing machine in the Printing Division to produce a variety of printed material for the Government of Nigeria ; and performs related duties.

DUTIES

Operates a printing machine

by ensuring that the material supplied coincides with the work order,

by positioning and locking the type set-up or forme on the bed of the press,

by loading the machine with paper,

by adjusting the machine according to the thickness of the paper and other factors affecting the results,

by starting the press and making adjustments during the run to obtain specified results,

by unloading the printed material from the machine, and

by ensuring that proper care is taken of plates, formes and other types of matter after they are used.

Performs related duties such as making minor repairs and adjustments to presses.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires mechanical skill and manual dexterity in operating and making adjustments to the presses. It also requires knowledge of related operations. This skill and knowledge are normally acquired through on-the-job training or at a technical college.

FACTOR 2—DIFFICULTY

(a) *Judgement*

The work requires judgement in selecting the proper technique for each of the varieties of printing jobs and in making the adjustments during the printing operation.

(b) *Mental Effort*

The work requires sustained periods of concentration to ensure that the press is properly adjusted to produce printed material that meets quality standards.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for controlling operations of the printing machine to ensure production of high volumes of quality printed material. There is normally a requirement to meet time deadlines and errors could cause additional work and delays in production.

(*b*) *Supervision*

There is no continuing supervision of other employees required.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The printing machines are noisy and clothing becomes stained by ink and lubricants.

(*b*) *Hazards*

There is frequent exposure to serious injury such as loss of fingers when operating printing machinery

(*c*) *Physical Effort*

The work requires frequent standing, lifting heavy weights of paper and working in awkward positions.

Factors	1	2	3	4	5	6	*Total*
Points	200	245	65	130	—	—	640

Bench-mark Job No.
Job Title : Inspector of Lands
Ministry/Dept. Lands and Housing
Branch/Unit : Lands
Occupational Code No.

Level : 04
Point Rating : 650

SUMMARY

Under the general supervision of the Assistant Estate Officer, implements land acquisition procedures, assists in the preparation of site plans of properties to be acquired or proposed for acquisition, assists in the determination of the compensation to be paid to landowners, maintains state-owned lands and performs other related duties.

DUTIES

Implements land acquisition procedures by preparing copies of acquisition notices, by serving them on the land-owners and by swearing out affidavits of service as evidence of the formal serving of the notices.

Assists in the preparation of site plans of properties to be acquired or proposed for acquisition by accompanying his supervisor to take measurements of buildings and by making fair drawings of the properties for attachment to the supervisor's reports.

Assists in the determination of the compensation to be paid to land owners whose property is compulsorily acquired by obtaining data from the deed registrar, by analysing sales of adjoining lands and buildings and by preparing reports for review and approval of a Lands Officer.

Maintains state-owned lands by evaluating and making recommendations on applications for licenses to temporarily occupy state-owned property, by entering transactions in the Land Deed Record Books, by collecting rents from leasees, by inspecting state-owned property to ensure that leasees are complying with the terms of the lease and by means of periodic inspection, ensuring that boundary lines remain clearly marked.

Performs other related duties such as hastening the payment of overdue rents and processing applications from members of the general public.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a detailed knowledge of land acquisition laws and procedures and a general knowledge of elementary surveying and of crop enumeration procedures and practices. Skill and experience are required in idependently preparing rough sketches of land and buildings and in drawing site plans to scale.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work of serving notices to owners of lands being acquired, of preparing site plans, assisting in the determination of appropriate land values and in maintaining state lands comprises a number of inter-related duties, each of which has clearly defined tasks which must be dealt with using routine, well-established methods. Any variations which are required are usually self-evident and are caused by local circumstances such as the temporary absence of land owners, differing degrees of boundary obstruction or lease infringement.

(*b*) *Scope and Effect*

The work involves the application and interpretation of land laws. Reports on data collected in support of purchase compensation are submitted to an immediate superior. The effect of inspection of state-owned land is to ensure that there is compliance with the terms of occupation leases. Because the supervision exercised by the superior is daily the impact of these activities is in general limited to the work unit.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Individual assignments are established by the supervisor and although the incumbent works routinely on his own initiative to complete them, the results are reviewed for accuracy and adequacy.

(*b*) *Instructions Received*

The work is performed in accordance with provision of the Public Land Act, Land Manual, established procedures and Divisional Circulars. However, the work requires initiative and judgment when applying these provision to individual situations and when obtaining data from the deed registrar and analysing sales of adjoining properties for the purpose of determining appropriate compensation payments.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

Contacts are made with other staff in the unit, the Deeds Registrar and members of the public.

(*b*) *Purpose*

The contacts are for the purpose of obtaining information on land sales and lease compliance, to serve acquisition notices to land owners and to provide information in response to enquiries from members of the public.

FACTOR 5—ENVIRONMENT

(a) Physical Requirement

The work is predominantly conducted in an office but involves some walking when visiting property sites and taking measurements.

(b) Work Environment

The work does not involve any unsusual risks beyond those inherent in normal travel from office to land sites by public conveyances.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work involves the occasional supervison of a few labourers engaged in clearing boundary lines by indicating areas to be cleared and checking progress.

Factor	1	2	3	4	5	6	*Total*
Points	200	100	250	50	25	25	650

Bench-mark Job Number :
Level : 04
Descriptive Title : Crane Operator
Point Rating : 655
Ministry/Dept.
Branch/Unit :
Occupational Code No.

SUMMARY

Under the general supervision of the Foreman, operates a crane to load and off-load heavy items such as trucks and rollers and move heavy items such as pilings and girders into place ; services the crane ; supervises an assistant ; and performs related duties.

DUTIES

Operates a crane to move heavy loads such as loading and off-loading trucks, rollers and armoured vehicles, and lifting and moving heavy items such as bridge pilings, electric poles and girders into place,

by positioning the crane and ensuring that the ground is firm enough to support it,

by ensuring that the weight of the load to be lifted is not greater than the capacity of the crane, and

by manipulating the throttle, clutch, brake and other crane controls in response to directions communicated by hand signals from one of the assistants.

Services crane and ancillary equipment

by inspecting for wear, damage and operating faults,

by cleaning and lubricating equipment, and

by changing and adding fuel, oil and coolant.

Supervises an assistant

by assigning duties and providing detailed instructions when work problems are encountered.

Performs related duties such as writing up the log book and ensuring protection of the equipment and tools.

Factor 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the operation and running maintenance of a crane, and requires skill and experience in hoisting heavy loads in built-up areas.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work requires judgement in determining the best set-up for hoisting the particular load and in controlling the operation of the crane under varying conditions.

(*b*) *Mental Effort*

The work requires continuous attention to load capacities, clearance, grades, wind velocity and momentum. It also requires coordination of the hands, eyes and feet when manipulating the crane and hoisting controls to move loads in confined spaces according to hand signals.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for the effective operation and maintenance of the crane and attachments. Improper use and failure to detect operating faults could cause damage to equipment and loss of production. A miscalculation during a hoist could result in damage to the object being hoisted onto adjacent objects.

(*b*) *Supervision*

The work requires supervision of an assistant by assigning duties and instructing on work methods.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is continual exposure to vibration and heat.

(*b*) *Hazards*

There is occasional exposure to back strain while assembling and adjusting crane components.

(*c*) *Physical Effort*

The work requires long periods of manipulating crane controls. Periods of greater physical effort are required when assembling and adjusting crane components ; and when moving timbers and metal sheets into place to support the crane where the ground is not firm enough. As the derrick is about the height of a seven storey building, it is necessary to work in an awkward position when watching the load during high lifts.

Factors	1	2	3	4	5	6	Total
Points	200	245	90	120	—	—	655

Bench-mark Job No.
Job Title : Field Overseer
Ministry/Dept. : Agriculture
Branch/Division : Extension Services
Occupational Code No.

Level : 04
Point Rating : 695

SUMMARY

Under the supervision of an agricultural assistant, provides support services to agricultural extension projects, and performs related duties.

DUTIES

Supervises farm labour in a government demonstration/pilot farm by demonstrating to and directing labourers on new or improved farming methods and techniques of tilling, sowing or planting, fertilizer application, pruning, weeding, harvesting and storage of crops such as cotton, rice, maize, or cassava.

Inspects private farms to encourage farmers to adopt new and improved methods of cultivation and storage of crops and also to introduce to them new and high-yielding varieties of crops like cotton, rice and maize.

Distributes fertilizers to farmers to increase and improve crop yields by touring the villages with labourers, addressing farmers' cooperative unions, distributing fertilizers, and teaching and demonstrating correct methods of application.

Advises farmers on the advantages of forming cooperative societies in order to learn new farming techniques, obtain fertilizers, pesticides, and fungicides and become acquainted with new crop varieties by touring villages, addressing the farmers and distributing posters and pamphlets to them.

Inspects experimental farms to check conformity of pilot projects with expected results by visiting the farms to observe and record observations.

Oversees the enumeration of crops as the basis for paying compensation for property acquired by the government or for compiling farm yield statistics, by touring the farms to ensure the crops are being counted and recorded accurately.

Performs other duties such as collecting examples of high-yielding or high quality crops to display at agricultuarl shows, maintaining records on special projects on experimental farms such as F.A.O. sponsored trials and cocoa crops forecasts, and distributing information pamphlets or material to interested persons or groups.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the methods and techniques employed in agricultural extension work relating to improved crop yields, good familiarity with the assigned work area and a general understanding of applicable law and why the work is performed. Skill and ability are required to use and demonstrate the materials and techniques employed, to distribute and explain promotional or educational pamphlets and other information, to calculate quantities and maintain records of materials distributed and crops enumerated.

FACTOR 2—DIFFICULT

(*a*) *Complexity*

The work consists of duties involving several related methods or techniques within the overall field of agricultural extension work, and which requires the consideration of factors and

conditions that are apparent or readily available. Variations arise in distinguishing between varieties of crop and differences in methods of cultivation and recognizing how these are affected by local conditions such as soil, seasonal fluctuations, plant disease or pest infestations.

(*b*) *Scope and Effect*

The purpose of the work is to encourage optimal crop yields and the introduction of improved agricultural methods within a specific field of agricultural extension work, and it affects the successful completion of the overall extension programme within the assigned rural area.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work assignments according to the establihsed, routine procedures are supervised occasionally or on completion, and problems falling outside this routine are referred to the supervisor.

(*b*) *Instructions Received*

Instructions are specific and usually given orally but guidelines on specific problems or procedures are provided in circulars and pamphlets. The employees may not deviate from the established routine without permission.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with co-workers, officials of farm cooperative societies, farmers, and labourers.

(*b*) *Purpose*

The purpose of the contact is usually to direct the labourers and to inform farmers of new and improved agricultural techniques.

Factor 5—WORKING CONDITION

(*a*) *Physical Requirements*

Work requires long periods of walking over rough terrain in farmlands in the course of supervision and demonstration duties, and long rides on bicycles in reaching otherwise inaccessible areas.

(*b*) *Work Enviroment*

Work is typically performed outdoors resulting in constant exposure to heat, rain and insect bites.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the informal supervision of labourers by assigning and checking work and correcting errors.

Factors	1	2	3	4	5	6	*Total*
Points	200	150	150	130	40	25	695

Bench-mark Job Number : *Level :* 04
Descriptive Title : Head Cook *Point Rating :* 705
Ministry :
Dept./Unit.
Occupational Code No.

SUMMARY

Under the general supervision of the Assistant Catering Supervisor, organizes and supervises the preparation and cooking of food for a canteen serving government employee; supervises a staff of up to 45, and performs related duties.

DUTIES

Organizes and supervises the preparation and cooking of food for a staff canteen serving government employees

by ascertaining the approximate number and types of meals to be prepared,

by selecting and adapting methods of preparation to meet special diet requirements,

by estimating the quantities of food supplies required, ensuring that those received are of an acceptable quality, and allocating them to each cook,

by ensuring that the kitchen area and cooking utensils are clean,

by inspecting the preparation and cooking of food to ensure compliance with quality standards,

by ensuring that the cooked food is delivered to the sales counter at the specified time, and that the food for special diets is kept apart from the regular food,

by ensuring that food supplies are put away after the canteen closes and that cooking utensils, dishes and cutlery are properly washed, and

by ensuring that cleaners wash the kitchen and dining hall.

Supervises a staff of 14 *cooks and up to* 30 *helpers and cleaners*

by planning work to meet time schedules and assigning duties according to capabilities of employees,

by ensuring conformance with cleanliness standards,

by instructing new employees on routines, methods and procedures associated with food preparation, and

by reporting on employee performance.

Performs related duties such as shopping for food supplies.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires some understanding of dietary and nutritional principles to ensure that meals meet established standards for regular and special diets, a good knowledge of the methods, procedures and techniques associated with preparing, cooking and baking food, and skill and experience in scheduling kitchen operations and supervising a staff engaged in preparing meals for a large number of people.

FACTOR 2—DIFFICULTY

(a) Judgement

Standard cookbooks are available for reference and traditional cooking rules are applied there is latitude for judgement in determining the type and quantity of food supplies required to prepare meals to meet requirements for normal and special diets for a large number of people. Judgement is also required in obtaining the best culinary results and in substituting when shortages occur.

(*b*) *Mental Effort*

The work requires close attention to ensure that all phases of kitchen operations proceed according to schedule, and that instructions and standards are adhered to with frequent short periods of concentration during inspection of the preparation, baking and cooking of foodstuffs.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for meeting quality standards, and the economic use of manpower and supplies. Failure to meet these requirements can result in complaints over sub-standard meals and a higher than normal kitchen costs.

(*b*) *Supervision*

Supervision of up to 45 employees is required, including planning work schedules, instructing new employees, ensuring adherence to cleanliness and quality standards and assessing competence of employees.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is frequent exposure to heat and steam in the kitchen.

(*b*) *Hazards*

There is occasional exposure to serious burns from spills or gas fires.

(*c*) *Physical Effort*

The work requires considerable standing and walking with occasional lifting of foodstuffs and cooking ingredients in large quantities.

Factors	1	2	3	4	5	6	*Total*
Points	200	230	175	100	—	—	705

Bench-mark Job Number :
Descriptive Title : Machinist
Ministry/Dept.
Branch/Unit :
Occupational Code No.

Level : 04
Point Rating : 710

SUMMARY

Under the general supervision of the Foreman, fabricates and repairs machined items used in motor cars, trucks, tractors, rollers, cranes and other machinery and equipment, using precision machine tools ; prepares drawings and specifications for fabrication and repair jobs ; and performs related duties.

DUTIES

Fabricates and repairs machined items used in motor cars, trucks, tractors, cranes and other machinery and equipment to specified tolerances

by reading blueprints, specifications and sketches of machined items,

by planning maching procedures and laying out the work,

by setting up and operating a variety of precision machine tools such as lathe, milling machine, shaper and planer,

by making calculations to determine the angle of taper,

by laying out complex and irregular shapes,

by selecting appropriate feeds, speeds, depth of cut and shape of cutting tools, according to the nature of the material and specified finish and tolerance,

by inspecting machined surfaces for quality and compliance with specified tolerance, using micrometer, calipers, verniers and other precision instruments to verify dimentions, and

by precision fitting and assembling of machined components.

Dismantles and reassembles various machines

by observing the working of the machine and removing the various parts using hand tools, repairing defective parts or making new parts, reassembling and testing machine.

Performs related duties such as making rough sketches of machined items as required.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a thorough knowledge of the use of precision machine tools and instruments, of the properties and limitations of materials, and of the processes used to effect specified machinery and fitting requirements. Skill and experience are required in reading complex drawings, laying out work, setting up and operating precision machine tools and precision fitting and assembling parts.

FACTOR 2—DIFFICULTY

(*a*) *Judgment*

There is latitude for judgement in laying out work, setting up and controlling the machines and equipment to perform a wide variety of work to precise tolerances. Judgement is required in ensuring that the metal used to fabricate a part has required characteristics of hardness and strength, and in resolving problems such as distortion of work piece.

(*b*) *Mental Effort*

The work requires close attention in reading and interpreting specifications and precise hand-eye co-ordination in laying out, setting up and using machining equipment and measuring devices according to close tolerances.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

There is responsibility for the effective use of materials, precision tools and equipment Errors in machining parts result in waste of material, machine, time and labour.

(*b*) *Supervision*

There is no continuing requirement for supervision of other employees.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is performed in workshop conditions with frequent exposure to dust and grease.

(*b*) *Hazards*

There is frequent exposure to hand injuries from unprotected cutting tools and occasional exposure to serious injuries such as back sprains from lifting heavy components and work pieces.

(*c*) *Physical Efforts*

The work requires continual standing while setting up and operating machinery equipment. Lightweight objects are handled continually, with an occasional requirement to lift heavy items into and out of machines.

Factors	1	2	3	4	5	6	*Total*
Points	250	285	65	110	—	—	710

Bench-mark No.

Job Title : Enumerator

Ministry : Economic Development and Reconstruction

Dept./Unit :

Occupational Code :

Level : 04

Point Rating : 765

SUMMARY

Under the supervision of Assistant Statistical Officer, collects statistical data and assists in routine analysis of such data. Performs related duties.

DUTIES

Collects statistical information by distrbuting questionnaires to respondents, conducting personal interviews where necessary, instructing and assisting respondents to complete the questionnaires. Collects completed questionnaires and checks them for their accuracy as basic statistical information on social and economic activities both in the public and private sectors of the economy.

Assists in routine analysis of statistical data and performs related duties such as editing of forms and returns, drawing up tables and making simple calculations using statistical machines.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of simple mathematical calculation, the ability to conduct simple interviews, to express oneself in clear language and to write simple report on collected statistical data.

FACTOR 2—DIFFICULTY OF WORK

(*a*) *Complexity*

The work involves conducting personal interviews in a variety of situations and for a diversity of subject matter and requires initiative and judgement to deal with situations in which respondents are reluctant to reveal requested information for fear of tax implications.

(*b*) *Scope and Effect*

Employee's expertise is depended upon for collecting correct and accurate statistical information which is relied upon in compiling assessments of economic conditions as a basis for economic planning at senior government levels.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Employee works on own initiative while collecting data in the field. Difficult problems are referred to the supervisor for solution.

(*b*) *Instructions Received*

The employee selects and applies appropriate techniques in collecting statistical information while in the field and is guided by survey manuals prepared by the Statistician and instructions from supervisor. Employee refers all problems that cannot be solved on the basis of standard regulations to the Statistician.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

Employee makes contact with the general public such as obas, chiefs, farmers, students, salesmen, market women, etc., within the local community.

(*b*) *Purpose*

Employee conducts personal interviews with farmers, salesmen, market women, students, etc. to obtain information for statistical analysis.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work requires undertaking tours, driving on rough roads to villages, trekking through bush paths to farms to collect data on specific surveys such as of agricultural conditions.

(*b*) *Work Environment*

The employee is exposed to moderate risks of accidents and discomforts of trekking through bush paths in remote areas to collect statistical data.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Nil.

Factors	1	2	3	4	5	6	*Total*
Points	200	225	250	50	40	0	765

Bench-mark No.
Job Title : Nutrition Assistant
Ministry/Dept : Health
Branch/Division : Preventive
Occupational Code No.

Level : 04
Point Rating : 770

SUMMARY

Under the supervision of the Nutrition Officer, educates mothers of malnourished children, conducts food demonstrations at Health Centres and Children's Clinic; visits homes and performs related duties.

DUTIES

Lectures mothers of malnourished children on the three groups of food in order to produce balanced diet for children.

Conducts food demonstrations at Health Centres and Children's Clinics by using foodstuff available in the season to teach mothers simple budgeting, personal and food hygiene, environmental sanitation and cooking.

Visits homes to check the progress of the children and to see whether the advice given to mothers is adhered to.

Performs related duties such as weighing children during lectures in order to compare the actual weight with the expected weight.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires basic knowledge of local foodstuffs which contain essential food constituents necessary for healthy growth of children. The ability to prepare the above foodstuffs to required standards is also essential. It also requires knowledge of personal hygiene and environmental sanitation.

FACTOR 2—DIFFICULTY OF WORK

(*a*) *Complexity*

The work involves several related sequential steps ranging from education of mothers to home visits. Judgement is required in the assessment of progress of a malnourished child during home visits.

(*b*) *Scope and Effect*

The purpose is to inculcate in mothers the importance of giving their children balanced diet and in maintaining personal cleanliness and environmental sanitation as failure may result in retarded growth and bad health.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee uses initiative in following an established routine, referring to supervisor for direction those matters which are beyond his/her competence or control. This happens particularly when he/she goes on home visits.

(*b*) *Instruction Received*

Detailed and specific instructions are given verbally or in writing indicating in precise terms the actions the employee is to take.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

Personal contacts are made with colleagues in the Ministry and also with patients (including children and their parents) both in the Clinics and in their homes.

(*b*) *Purpose*

The purpose of the contacts is to influence mothers of undernourished children to give balanced diet to their children and maintain personal cleanliness.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Effort*

The work requires long period of standing, and even stooping when cooking and walking long distances when visiting homes.

(*b*) *Work Environment*

The work involves moderate risks including exposure to heat and burns during cooking.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Nil.

Factors	1	2	3	4	5	6	*Total*
Points	200	150	250	130	40	0	770

Bench-mark No.
Job Title : Bailiff
Ministry/Dept : Judiciary
Branch/Unit : High Court
Occupational Code No.

Level : 04
Point Rating : 800

SUMMARY

Under the general supervision of the Assistant Registrar (Litigation) serves summons and executes writs ; collects revenue and pays all money collected to the court ; renders monthly returns of court processes, warrants and cash received.

DUTIES

Serves summonses on defendants by delivering the summons to them wherever they may be ; arrests absconding culprits or defendants and brings them to court or nearest police station or prison for custody.

Executes writs of the court by seizing debtors' properties with the order of the court and taking them to court for safe keeping.

Sells by auction after due notice to the public and the owner, properties attached under the writ of the court and pays money so obtained and other venue collected to the court.

Keeps duly certified sale account where money collected in court is recorded.

Renders monthly returns of writs, court processes, summonses and warrants served, money collected and its source to the Assistant Registrar (Litigation).

FACTOR 1—KNOWLEDGE

The job requires knowledge of basic court procedures, regulations and laws connected with execution of writs, serving of summonses and sale of seized properties on the order of the court; familiarity with the courts jurisdictional areas and ability to write simple reports on duties performed.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves carrying out specific court instructions regarding serving of writs of summons, sale of seized properties and writing returns and reports to supervisor. No alterations can be made to such instructions without the court permission or reference to the Assistant Registrar.

(*b*) *Scope of Effect*

Accuracy is needed in the execution of court orders and serving of writs and summons as any mistakes could lead to a miscarriage of justice such as wrongful arrest and provoke counter legal action. Sequence and order are also required in writing reports and rendering returns.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Supervisor details work to be performed in accordance with the orders of the court; incumbent receives further supervision on rendering returns and simple reports to superior officer.

(*b*) *Instructions Received*

The work is guided by reference to legal procedures such as the penal code, criminal procedure code, civil procedure rules, regulations on serving of court writs and summons. Civil Service Rules, Financial Instructions and Office Circulars. Unusual or non-routine situations are referred to Supervisor for action.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

The work demands making personal contacts with defendants on whom writs and summons are served, the general public while selling seized properties on court order, colleagues and superior officers in the department.

(*b*) *Purpose*

The purpose of the contact is to serve writs and summons on defendants who may be unco-operative during the operation. In such cases, defendants may be arrested and let to police or prison cells.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Serving writs, summons and court orders requires walking or riding on a bicycle for long distances with the attendant physical exertion. Lifting and carrying of heavy objects is involved with seizures when removing them from premises into custody.

(*b*) *Work Environment*

The work involves such moderate risks as physical attack by irrate defendants who may resist arrest ; exposure to unpleasant weather and accident when travelling.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Nil.

Factors	1	2	3	4	5	6	*Total*
Points	200	150	250	130	70	0	800

Bench-mark Job No. *Level :* 05

Descriptive Title : Telephone Supervisor *Point Rating :* 765

Ministry/Department

Branch/Unit :

Occupational Code No.

SUMMARY

Under the general supervision of a Higher Executive Officer, supervises the operation of 18 Private Branch Exchanges serving several Ministries ; deals with enquiries and complaints ; prepares reports and correspondence ; and performs related duties.

DUTIES

Supervises the operations of 18 *Private Branch Exchanges serving a number of Ministries and staffed by* 1 *Senior Telephone Operator*, 68 *Telephone Operators and* 21 *Telephone Attendants*

by planning duty rosters and approving assignment of telephone operators to the various exchanges,

by ensuring that all exchanges are properly manned,

by providing instruction to operators by means of circulars and weekly lectures,

by arranging leave schedules and assessing requests for special leave,

by inspecting all exchanges to ensure a high standard of service,

by assessing employee performance and recommending promotions, transfers and other personnel actions, and

by resolving minor grievances and disciplinary problems and making recommendations on those of a serious nature.

Deals with enquiries and complaints

by providing information on long distance rates, availability of telephone services to various areas, where to direct requests for extension of telephone services and other enquiries,

by investigating complaints from subscribers, taking any necessary corrective action and informing the complainant on the resolution of the matter, and

by reporting equipment failure or malfunction to the Post and Telegraph.

Prepares reports and correspondence related to the telephone service supervised and keeps necessary records. Performs related duties such as expediting V.I.P. and other urgent calls.

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a thorough knowledge of the operation of private branch exchanges and requires skill and experience in supervising employees situated at 18 different locations and dealing with enquiries and complaints.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work requires judgement in posting telephone operators, ensuring that exchanges are always manned, answering enquiries, resolving complaints, resolving minor grievances and disciplinary problems, and interpreting directives concerning telephone operations and relaying the information to operators.

(*b*) *Mental Effort*

The work requires close attention and periods of concentration in planning, scheduling and coordinating operation of the 18 exchanges, and in answering enquiries and complaints.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for ensuring efficient telephone operating services for several Ministries. Errors can result in failure to complete important calls, and cause annoyance and criticism of the service.

(*b*) *Supervision*

The work requires supervision of about 90 telephone operators by establishing work schedules, posting employees to various exchanges, inspecting operations to ensure adherence to standards of courtesy and efficiency, and appraising employee performance.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

The work is normally performed in an office atmosphere with little exposure to disagreeable conditions.

(*b*) *Hazards*

The work requires little exposure to hazards.

(*c*) *Physical Effort*

The work requires occasional standing and walking during inspection of exchanges.

Factors	1	2	3	4	5	6	*Total*
Points	250	270	200	45	—	—	765

Bench-mark Job No. *Level :* 05
Descriptive Title : Senior Diver-Projectionist *Point Rating :* 770
Ministry/Dept.
Branch/Unit :
Occupational Code No.

SUMMARY

Under the general supervision of the Cinema Officer, drives cinema vans and projects films to inform the Public on various government programs ; supervises a number of Driver-Projectionists showing films throughout the State ; instals public address systems ; ensures that cinema vans are kept in good condition ; and performs related duties.

DUTIES

Drives cinema vans and projects films to inform the public on new agricultural programs and methods, immunization, nutrition and other health programs, and to provide information on electoral and other government activities

by loading the van with the required films and other equipment and driving to the designated location,

by positioning the van at the best vantage point for the audience, setting up the screen and cinema equipment,

by setting up the public address system for use by the Cinema Commentator who comments during the film showing and answers questions from the audience after the film has been run, and

by returning the cinema van and equipment to the section on completion of the showing

Supervises a number of driver-projectionists engaged in showing information films throughout the State,

by allocating driver-projectionists to the various assignment,

by ensuring that the cinema van and required equipment are in good working order and that the correct film is sent on each assignment,

by ensuring that each driver-projectionists keeps to scheduled appointments,

by participating in the training of new driver-projectionists, including those from other agencies such as the Nigeria Police and the Central Library, and

by reporting on the performance of employees and disciplinary problems.

Installs public address systems to record and relay speeches and music for State, government and voluntary agency occasions.

Ensures that all cinema vans are in good repair by sending those with faults to the maintenance section.

Performs related duties such as keeping accurate records of movement of cinema vans.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of the methods, procedures and techniques related to setting up and operating cinema and public address equipment. It also requires a basic knowledge of electricity in order to connect into various power sources including engine-driven generators without damaging the cinema equipment. Skill and experience also are required in operating vans and in organizing and controlling the activities of the driver-projectionists in the section.

Factor 2—DIFFICULTY

(*a*) *Judgement*

The work is performed in accordance with established methods and procedures, but judgement is required in supervising staff and ensuring conformance with schedules for film showings throughout the State. Judgement is also required in setting up equipment to provide maximum viewing benefit for the public and in resolving minor faults in the equipment.

(*b*) *Mental Effort*

The work requires a high level of attention and concentration when operating cinema equipment and in supervising other driver-projectionists and ensuring that schedules are maintained.

Factor 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes responsibility for organising and controlling the activities of the section to ensure that the films, which convey information on government programs and activities are shown as scheduled. There is also responsibility for ensuring that cinema vans and equipment, which are very expensive, are properly handled by driver-projectionists and also sent in for maintenance as soon as defects are detected.

(*b*) *Supervision*

Supervises the work of driver-projectionists by training new employees, arranging work schedules, allocating work, and ensuring that employees conform with established standards; and reports on employee performance and disciplinary problems.

Factor 4—ENVIRONMENT

(*a*) *Working Conditions*

The work requires working at night when showing film and travelling into remote villages where it may be necessary to remain overnight with inadequate accommodation.

(*b*) *Hazards*

There is occasional exposure to injury from electrical shock when setting up and operating cinema equipment, and from accidents when travelling to location of showing.

(*c*) *Physical Effort*

The work requires considerable standing during the work and requires lifting heavy equipment such as amplifiers, transformers and projectors.

Factors	1	2	3	4	5	6	*Total*
Points	250	245	175	100	—	—	770

Bench-mark No.

Job Title : Stenographer — *Level :* 05

Ministry/Dept. : Establishment & Training — *Point Rating :* 810

Branch/Unit : Establishment Division

Occupational Code No.

SUMMARY

Under the general supervision of the Senior Assistant Secretary, takes and transcribes dictation of minutes, proposals, comments and letters ; drafts routine letters for supervisor's signature ; receives telephone calls and letters and makes appointments for supervisor.

DUTIES

Takes and transcribes dictation of proposals, comments, passages from documents, council minutes, etc. for supervisor's signature.

Ensures that documents are attached to proper file with cross-references and paging.

Drafts routine letters, based on instructions from supervisor.

Receives telephone calls and letters and makes appointments for supervisor.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The work requires a knowledge of shorthand up to 80 words per minute and also a knowledge of varied office procedure and functions of the organisation in order to provide such support as answering telephone calls, receiving visitors and making appointment for an officer. Skill is required in operating a typewriter up to 35 words per minute and to maintain a small classified registry.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties involve several related processes such as taking dictation, typing, filing, receiving visitors and making appointments when the response of the work is readily apparent.

(*b*) *Scope and Effect*

The employee follows specific rules, regulations and procedures, however, judgement is required in extracting information for routine letters. The scope and effect is largely limited to the unit but judgement can have a large effect when using telephone, providing information to callers, etc.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee performs under general supervision and is able to proceed with established routines without reference to supervisor. Final product is checked by supervisor for accuracy and neatness.

(*b*) *Instructions Received*

The employee follows established procedures and is subject to general instructions from supervisor. Employee uses judgement and initiative in applying established regulations in drafting routine correspondence and in receiving visitors and callers. The supervisor is available for reference on more difficult matters.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work involves frequent contact with general public through telephone calls and receiving visitors. There is contact with other colleagues within the organisation.

(*b*) *Purpose*

The work requires obtaining, clarifying and providing information.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires sitting for long hours.

(*b*) *Work Environment*

Normal everyday risks and discomforts associated with working indoors.

FACTOR 6—SUPERVISORY RESPONSIBILITY

None.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	50	10	0	810

Bench-mark Job No.
Job Title : Town Planning Assistant
Ministry/Dept : Lands and Housing
Branch/Unit : Town Planning
Occupational Code No.

Level : 05
Point Rating : 825

SUMMARY

Under the supervision of the Senior Town Planning Assistant, prepares layouts and working drawings for the construction of new buildings and for the alteration/extension to existing buildings, makes layout and working drawings for sections of major layout plans from sketches and verbal instructions, collects data by means of interviews and prepares questionnaires, and performs other related duties.

DUTIES

Prepares layouts and working drawings for the construction of new buildings and for the alteration/extension to existing buildings by drafting accurately to scale the structural details of elevations, floor plans and cross sections of buildings, by referring to sketches and both written and oral instructions about space requirements, by carrying out site surveys and investigations requiring measurements such as height and width of existing buildings and noting positions of man-holes, water mains and utility poles, by referring to departmental building construction manuals and graphic standards, by discussing layouts with supervisor and making changes as required, by drawing design layouts giving such details as construction of wells, floors, windows and roofings, and by reviewing the completed plans with the supervisor.

Makes layouts and working drawings for specific sections of major layout plans from sketches and verbal instructions.

Collects data relevant to assigned projects by means of interviews and prepared questionnaires.

Performs other related duties such as tracing plans, printing and colouring of plans inspecting proposed building sites, conducting preliminary compass surveys of village development sites, and siting of buidings.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The work requires the ability to use conventional drafting and measuring equipment and the eye-hand coordination skills necessary to produce accurate, neat, detailed layouts and working drawings. In addition, the work requires a good knowledge of the principles, practices and techniques of town planning, surveying and building construction and a detailed knowledge of town planning bye-laws.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires the production of layouts and working drawings from sketches and verbal/written instructions by employing conventional drafting techniques. Drawings involving complex, non-standard designs require a high degree of concentration and judgement.

(*b*) *Scope and Effect*

Accuracy in preparation of drawings is essential and errors, either in design or siting, the early detection of which may be difficult, could result in structural flaws, construction errors or delays in construction schedules due to legal injunctions and contests of land title and bye-laws.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Drawing assignments are established by a superior officer who supervises the progress of work in detail. Specific drawing techniques are selected and used by the employee based on his knowledge of the objectives of the assignments. The work is checked for technical accuracy.

(*b*) *Instructions Received*

The work is performed according to instructions and sketches prepared by a superior officer. Discretion is used in applying conventional drafting and planning techniques. Limits on the degree of judgement that can be exercised are specified in such reference as the Town Planning Regulations, and Building and Development Control Regulations.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contact with other employees such as town planning officers, town planning assistants and technical assistants and when on site inspections with district officers, local government officials and the general public.

(*b*) *Purpose*

The contacts are for the purpose of collecting data for town planning activities.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires continual standing and bending while working in the field or at a drafting table and detailed drawing may result in eye-strain.

(*b*) *Work Environment*

Work activities are conducted indoors at a table or desk, although there are occasional requirements to travel to town sites by motor vehicle and carry on-site measurement checks.

Factor 6—SUPERVISORY RESPONSIBILITY

None required.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	50	25	0	825

Bench-mark No.

Level 05 :
Point Rating : 835

Job Title : Senior Trade Assistant
Ministry : *Trade*
Branch/Unit : Trade Division
Occupational Code No.

SUMMARY

Under the supervision of a Commercial/Trade Officer, collects trade data for market research, assists in staff development, collects publicity material and performs other related duties.

DUTIES

Conducts market surveys of consumer prices by interviewing businessmen and market women to explain the nature and purpose of the questionnaries and collecting the completed forms and other data.

Compiles the data by presenting it in chart and narrative form.

Assists superior officer by instructing newly appointed Trade Assistants in the techniques of interviewing and collecting of consumer price statistics, completing questionnaires and writing reports on activities and findings.

Performs related duties such as collecting material and advertisements for the publication, sales and distribution of publications such as Trade Journal and Trade Abstracts.

Specifications

Factor 1—KNOWLEDGE

The work requires a knowledge of well defined market survey techniques, including methods, of commercial classifications and operations. Basic communication skills are utilized to interview, explain nature and scope of the purpose of the organization and in writing reports on survey results.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work is performed by taking several sequential steps involved in the issuance, completion and summarization of survey material. The questionnaires make it explicit as to the data required and data are readily verified by reference to persons from where it is collected but difficulty may be encountered in persuading reluctant interviewes such as traders who do not volunteer information and a variety of interviewing techniques have to be employed to persuade them.

(*b*) *Scope and Effect*

The survey data collected range over a variety of commodities and are instrumental in monitoring consumer prices and adherence to price control directives.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work requires initiative in organising the collection of trade data in accordance with established routines and is subject to supervisory inspection when the data have been processed and report on activities prepared.

(*b*) *Instructions Received*

Speciment format of consumer goods shownig name of commodity, size, unit, wholesale and retail prices is available for guidance during collection of commercial data. In addition to directives from supervisor on the different aspects of duties, market survey questionnaires containing instructions on how the data are to be completed are also used to obtain the necessary information from traders. Unusual problems encountered during the processing of data such as lack of correlation in figures are referred to supervisors for advice.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contacts*

Work requires meeting with colleagues in the Trade Division and traders.

(*b*) *Purposes*

The purposes of the contact are to discuss common work problems with colleagues and interview traders for the purpose of collecting required information.

FACTOR 5—ENVIRONMENT

The work requires prolonged standing and walking when conducting market surveys in commercial institutions.

(*b*) *Work Environment*

Work is mainly performed outside the o ffice in places like open markets, with exposure to dust and without the amenities of an office.

FACTOR 6—SUPERVISORY RESPONSIBILITY

There is an occasional or informal requirement to explain work procedures to employees generally at level 04 and below such as Trade Assistants and to assist in the training of newly appointed ones.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	20	40	25	835

Bench-mark Job No.
Job Title : Senior Archives Assistant
Ministry/Dept. : Education
Occupation Code No.

Level : 05
Point Rating : 865

SUMMARY

Under the general supervision of an Archivist, searches for, evaluates, collects, labels, indexes and stores historically valuable documents ; provides leadership to archives assistants ; and performs related duties.

DUTIES

Searches for historically valuable documents such as government and company records manuscripts, photographs, maps, tape recordings and other documents by undertaking field excursions to places of historical importance and visiting custodians of potential archive materials, such as traditional rulers and historians

Appraises the archival significance of documents, maps, photographs and other materials by examining the content and partinent details such as difference in quality, texture, shadings and other characteristics.

Arranges the physical transfer of documents from places of acqusition to the National Archives by ensuring that material is properly packed and carefully handled during transit.

Classifies, labels and indexes documents scheduled to be preserved, in order to facilitate identification and retrieval and to provide for orderly storage.

Provides leadership and guidance to archive assistants by assigning tasks, instructing new employees, and resolving work problems.

Performs related duties such as compiling information and data to assist senior officers writing reports.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of archive techniques and practices in Nigeria and other countries and the ability to apply standardised rules and regulations. It requires a working knowledge of the English Language, the ability to communicate orally and in writing and to maintain a basic classification system from which materials can be easily retrived.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires application of a number of archival methods and techniques including those related to searching out historically valuable documents, appraising their significance, and classifying, indexing and storing material. It also includes instructing other employees.

(*b*) *Scope and Effect*

The work has an impact on the quantity and quality of documents collected for the National Archives. Errors in classifying and storing material would make the retrieval of information for use by researchers and students slow and difficult.

FACTOR 3—RESPONSIBILITY

(a) Supervision Received

The work is performed under the general supervision of an Archivist and requires initiative and judgement in searching out, evaluating historical significance and classifying, indexing and storing documents and other archival material.

(b) Instructions Received

Written instructions in the form of Archive Memoranda are available for guidance and reference on generally accepted procedures and routines. Unusual problems such as the acquisition and classifying of some new materials are referred to supervisor for a decision.

FACTOR 4—RELATIONSHIPS

(a) Personal Contact

The work requires contact with historians, owners and keepers of archive materials and users such as researchers, journalists and the general public.

(b) Purpose

The purpose is to seek and acquire archive materials and facilitate their referencing for the benefit of users of the National Archives such as researchers, students, journalists and the general public.

FACTOR 5—ENVIRONMENT

(a) Physical Requirements

The work involves a great deal of walking, travelling during field excursions, standing, and stooping when classifying information, or putting materials on the stock or shelves in the Repository. It involves lifting heavy bundles of records and equipment.

(b) Work Environment

The work sometimes requires more than normal every day risk such as extensive touring by car and by trekking. There is exposure to snakes, scorpions, bees and other dangerous insects when examining old piles or stacks of materials.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires informal supervision of employees at level 04 and below such as Archive Assistant, Repository Assistants and Stackroom Attendants, to offer guidance based on the incumbent's experience in how to process and produce records and to regulate temperature and humidity.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	50	40	25	865

Bench-mark No.
Job Title : Architectural Assistant
Ministry/Dept. : Works
Branch/Unit : Buildings
Occupational Code No.

Level : 05
Point Rating : 895

SUMMARY

Under the general supervision of a Higher Technical Officer (Building), prepares plans to scale of public buildings from sketches ; supervises building construction, carries out site surveying and levelling and performs other related duties.

DUTIES

Prepares plans of public buildings to scale from sketches or plans provided by architects which he later developes into working drawings.

Supervises building construction, by interpreting the architectural drawings to the workmen and ensuring that the work conforms with specifications.

Carries out site surveying and levelling by using simple survey instruments to determine contours and ground irregularities.

Performs other related duties such as keeping records of drawing materials and building plans.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of draughting and the ability to interpret architectural drawings ; the ability to read and interpret sketches and plans and to reduce these to scale drawings. An elementary knowledge of site surveys and levelling and associated mathematics is also required. The work also requires the ability to recognise and maintain construction standards in order to ensure that construction workers meet these standards as given in the specifications.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties comprise several related activities involving survey and levelling operations, preparation of drawings to scale and the supervision of workmen to ensure conformity with approved plans. The data used is readily verified or obtainable by straight forward methods. Such variations as occur are caused by differences in factural situations such as the interpretation of architect's sketches or the need to exercise unusual vigilance when supervising workmen in cramped or award work sites, which are not conducive to work of a high quality.

(*b*) *Scope and Effect*

The duties require completion of a number of actions on which the successful completion of a large project depends, to include the accurate preparation of working drawings from architectural sketches and equally accurate survey levelling at building sites preparatory to the start of construction. Failure to properly perform such tasks could lead to delays and result in wastage and increased costs and impede the work of others.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is usually performed routinely by the incumbent using his knowledge and experience. Completed working drawings and plans are reviewed by the supervisor to ensure

the intent of the architect is accurately reflected and the work of inspecting the work of tradesmen at construction sites is subject to further periodic inspection by supervision to ensure quality standards are maintained.

(*b*) *Instructions Received*

The work is completed using methods and techniques learned and acquired by training and experience. There is need to exercise judgement, however, when transposing sketches into working drawings so that the intentions of the architect are properly reflected. When supervising workmen at building sites there is also need for the exercise of discretion and judgement when deciding whether deviations from specifications are minor or of such significance as to merit the intervention of the supervisor.

Factor 4—RELATIONSHIP

(*a*) *Personal Contact*

The work requires contact with employees in his work area and with artisans working on construction projects.

(*b*) *Purpose*

The contacts are necessary to ensure that the correct interpretation of sketches is made when preparing drawings and that approved building specifications are followed at construction sites. This involves obtaining, giving or clarifying information related to the work.

Factor 5—ENVIRONMENT

(*a*) *Physical Environment*

Although most of the work is performed in an office there is need for the incumbent to do some climbing while inspecting building projects and some lifting of survey equipment when performing surveying and levelling tasks.

(*b*) *Work Environment*

There is exposure to adverse weather conditions and to risk of physical injury as, for example, from falling objects when working at building sites.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a technical assistant and artisans engaged in construction work. Supervisory duties include explaining the work to be done, demonstrating what is required and inspecting the work in progress to ensure that quality standards are met.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	20	25	100	895

Bench-mark Job No.
Job Title : Survey Assistant
Ministry/Department : Land and Housing
Branch/Unit : Central Circle
Occupational Code No.

Level : 05
Point Rating : 985

SUMMARY

Under the general supervision of a Senior Technical Officer Survey, carries out property and engineering surveys, makes the necessary calculations and drafts plans to scale, checks plans drawn by other to confirm the accuracy of field entries and arithmetical calculations, inserts place names on maps produced by the air survey section, supervises field parties and performs other related duties.

DUTIES

Carries out property surveys to delineate boundary lines by identifying the site and the control points thereon, by determining the placement of control pillars, by taking angles and measurements using theodolite, compass and steel tape and performing the required calculations, by ensuring the pillars are properly embedded in the ground and by subsequently drafting to scale a plan of the property thus surveyed.

Carries out engineering surveys to determine contours and ground irregularities and to portray these on maps for the use of Engineers and Town Planners involved in road, railway and bridge construction, by taking vertical and horizontal angles and reducing these data to contour information on the map.

Checks plans forwarded by surveyors by examining the field entries and by cross checking the arithmetical calculations to confirm the accuracy and scale of the plans for conformity with specifications and good surveying practice.

Supervises a chainman and assigned labourers by providing instructions for and demonstrations of their duties, by directing their work and, as required, by reporting on their performance, work habits and training needs.

Re-establishes control pillars which have been destroyed, removed or not located by repeating the steps taken in property surveys to accurately identify the correct positions; and subsequently replaces the pillars in the ground.

Locates towns, villages, streams and other points of interest on maps produced by the air survey section and, by hand, inserts place names as appropriate.

Performs other related duties such as supplying information on maps coordinates, checking instruments for serviceability and accuracy and arranging for field trips.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of the uses, methods of operation and care and maintenance of survey instruments such as theodolites, prismatic compasses, steel tapes and camping gear used on field trips. In addition, the work requires the ability to perform calculations involving the solution of trigonometrical functions, transposition of measurements from the imperial to the metric system, the calculation of scales and the hand-eye coordination skills needed to draft plans to scale using conventional drafting equipment. Knowledge of survey procedures as detailed in Ministry directives and instructions ; experience in the conduct of field operations, in supervising field staff and in dealing with land owners and others concerned when carrying out on site surveys is also required.

FACTOR 2—DIFFICULTY

(a) Complexity

The duties involve the accurate completion of several related sequential steps such as those needed in the preliminary office and field reconnaisance of the survey site, setting up and using the survey equipment, completing the required calculations and field checks, writing up survey notes and drafting the plan to scale for checking by supervisors. The data obtained can be readily verified in the field. Adjustments in established methods arise from local circumstances such as difficulties caused by the terrain, weather or other unforeseen conditions.

(b) Scope and Effect

Although each step is relatively straightforward, the work requires completion in an orderly sequence. The procedures followed are those specified in departmental instructions and technical handbooks. Care must be taken to obtain all the data before departing from the site as errors or omissions may cause unnecessary delay and expense by the need to repeat field trips.

FACTOR 3—RESPONSIBILITY

(a) Supervision Received

Survey assignments are established by the supervisor but the survey assistant is then expected to organise his survey party and equipment and carry out the task, reporting only to his superior problems of an unusual nature. On return from field trips, the data and maps are reviewed for accuracy and completeness before further processing. The insertion of place names on air survey maps is reviewed before reproduction processes are undertaken.

(b) Instructions Received

The work is performed in conformity with established survey methods in keeping with standardised Ministry instructions and procedures but there is need to exercise judgement and discretion on field trips to modify and adjust these to meet local conditions of terrain, weather or other circumstances.

FACTOR 4—RELATIONSHIPS

(a) Personal Contacts

The work requires contact with other employees such as surveyors, divisional officers and air survey staff and with land owners and members of the general public when in the field on survey activities.

(b) Purpose

These contacts are for the purpose of giving or obtaining information relative to the work and to explain the reasons for the site surveys.

FACTOR 5—ENVIRONMENT

(a) Physical Requirement

The work requires prolonged standing while in the field as well as occasional climbing and lifting of survey equipment over rough terrain.

(b) Work Environment

There is exposure to adverse weather conditions, to insect and other bites and to the possibility of physical injury due to falls or accidents in remote locations where medical attention is not readily available.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a chainman and assigned labourers only during field trips which are not continuous. Supervisory duties include explaining and demonstrating the work to be done and may include informal assessment of work habits and training needs.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	50	70	25	895

Bench-mark No.
Job Title : Assistant Range Management
Ministry/Dept. : Agriculture
Branch/Unit : Veterinary (Range Management)
Occupational Code No.

Level : 05
Point Rating : 895

Summary

Under the general supervision of a Veterinary Officer, selects, surveys and demarcates grazing reserves ; and performs other related duties.

Duties

Selects, surveys and demarcates grazing lands to provide fertile and nourishing reserves for cattle, by inspecting and selecting land with grasses of high nutritive value after necessary consultations with the appropriate local authorities and other interested parties ; by making angular and linear measurements with the aid of simple survey instruments such as theodolites, compasses, chains and ranging poles ; by marking boundaries ; by recording measurements and descriptions of the terrain and other pertinent information ; by preparing maps of the area surveyed ; by submitting such maps with detailed descriptions of bearings, lines and points to the appropriate officials in the Surveyor-General's Office and the Ministry of Justice for necessary vetting and publication in the *gazette* ; by scrutinizing relevant *gazette* publications to verify accuracy.

Performs other related duties such as taking charge of survey instruments and equipment ; assessing the suitability of land for cattle grazing ; maintaining an imprest account and supervising the work of a labour gang.

Specifications

Factor 1—KNOWLEDGE

The work requires a knowledge of the mathematics used in simple surveying and plotting of boundaries and of the standard technical methods, procedures and techniques required in map making. Incumbent must have a good understanding of the organisation's scope and purpose. The work requires skill to manipulate and care for working instruments and equipment such as compasses and theodolites, to maintain basic data and write reports relating to work assignments, and to oversee a work force performing simple tasks.

Factor 2—DIFFICULTY

(a) Complexity

Work consists of duties involving several related sequential steps and requiring the consideration of readily verifiable conditions in the inspection, selection, survey and demarcation of pieces of grazing land, in producing maps and supervising a gang of labourers engaged in the necessary support activities.

(b) Scope and Effect

The purpose of the work is to produce, on the basis of a survey, a map of an area suitable for cattle grazing, to facilitate other necessary acquisition processes and payment of adequate compensation to the property owners. The work affects the accuracy of land specifications for the identification of owners and has an impact on the livestock development programme of the state.

Factor 3—RESPONSIBILITY

(a) Supervision Received

Incumbent uses initiative in performing assignments according to standard procedures, like taking measurements in the course of survey, to determine the extent of the required grazing land. Supervisor reviews results for technical accuracy and direction is only required when unusual difficulties arise, e.g. in resolving disagreements with the land owners.

(b) Instruction Received

The work procedures are established and employee uses judgement to determine the extent to which deviations may be in keeping with the standard routine. Performance is guided by knowledge and skill acquired in the course of training, and guidelines consisting of standard technical and procedural manuals and administrative circulars issued by the Ministry.

Factor 4—RELATIONSHIP

(a) Personal Contacts

Regular contacts are made with officials of local Authorities, the Surveyor-General's Office and the Ministry of Justice, and also with colleagues.

(b) Purpose

Such contacts are required to explain project objectives, enlist cooperation, resolve operating problems, and to check the accuracy of completed work.

Factor 5—ENVIRONMENT

(a) Phisycal Requirements

The work requires long periods of walking over rough terrain, standing, bending, crouching and assuming similar awkward postures while conducting reserve surveys. Considerable eye-hand coordination is required in the process of preparing maps.

(b) Work Environment

Work is typically performed in the bush under a variety of weather conditions and exposes employee to the risk of snake and insect bites and related hazards.

Factor 6—SUPERVISORY RESPONSIBILITY

Employee supervises a labour gang which performs simple routine tasks such as clearing paths. Supervision consists of assigning tasks and inspecting completed work.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	80	40	25	895

Bench-mark Job No.
Job Titles : Trade Instructor
Ministry/Dept. : Internal Affairs
Branch/Units : Technical
Occupational Code No.

Level : 05
Point Rating : 925

SUMMARY

Under the general supervision of the Technical Instructor, instructs inmates of the prison under care in the art of shoe-making ; responsible for the maintenance and procurement of the workshop machinery, tools and materials.

DUTIES

Instructs prison inmates on the art of making shoes, by lecturing them, distributing tools for work, by giving them assignments to do as part of the teaching process, by supervising them while at work, by inspecting their finished products and by assessing their progress and by award of marks ; keeps records of their monthly progress for reporting to the superior officer ; writes monthly reports on their progress for the information and general assessment of supervisor.

Responsible for all tools, machinery and materials used in the workshop by seeing that the workshop is kept tidy, allocating tools, machinery and materials to inmates and taking inventory of them after each day's work, servicing and lubricating the tools and machinery, carrying on minor repairs on tools and machinery.

Performs other duties such as purchasing tools, machinery and necessary materials needed in the workshop from shops and the market and makes returns of such purchases to superior officer.

SPECIFICATIONS

FACTOR 1 —KNOWLEDGE

The work requires knowledge of the shoe-making trade; experience and ability to impart this knowledge to prison inmates. It also requires skill in the use of standard tools and machinery in the trade, maintenance and care of tools and machinery and ability to teach the use and care of these tools and machinery to new prison inmates.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves grading and simplifying of subject matter for instruction to suit the understanding of a newcomer to the learning of the trade of shoe-making, good human relations and ability to adapt to the changing behaviours of inmates some of whom may be unwilling to learn at different times.

(*b*) *Scope and Effect*

The work requires tact in dealing with inmates and influence to make them benefit from the instructions aimed at providing them with a profession and means of living after serving their prison terms.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The superior officer provides a general supervision by paying occasional visits on inspection to the workshop and while instructions are going on ; returns are also made to him to show the courses covered, tools damaged or needed and general condition of the workshop.

(*b*) *Instructions Received*

Reference is made to the circular specifying the curriculum for instructions, the Prison Regulations and standing orders.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

Personal contact is made with the prison inmates, colleagues and superior officers within the Unit. Occasional contacts are also made with shopkeepers while purchasing tools and materials.

(*b*) *Purpose*

The inmates are contacted to direct their efforts in the learning of the shoe-making trade, solve their problems and instil discipline into them. Colleagues and superior officers are also made contacts with to plan the curriculum for instruction, obtain advice for solving difficult problems and coordinate methods of instructions.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires considerable physical exertion in processing leather, operating machines and tools, much talking while giving instructions and long standing while supervising and directing practical work.

(*b*) *Work Environment*

Incumbent is working with criminals some of who are dangerous and violent. He is always exposed to the risk of attack by irrate ones who may turn the workshop tools such as hammer, knife, chisels, etc. into fighting cudgels and use them freely.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires exercising nominal supervision over inmates while receiving instructions and performing practical exercises but has no direct supervisory responsibility over subordinate staff.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	50	100	25	925

Bench-mark Job No.
Job Title : Medical Laboratory Technician
Ministry/Dept. : Health
Branch/Unit : Pathology (Medical Laboratory)
Occupational Code No.

Level : 05
Point Rating : 940

SUMMARY

Under the general supervision of a Laboratory Technologist, collects, examines, and analyses specimens from patients to provide the information required by the medical officer for proper diagnosis and treatment ; prepares chemical solutions ; reagents, and culture media needed in performing tests ; analyses and classifies blood ; takes care of laboratory instruments and equipment, and performs related duties.

DUTIES

Collects specimens such as faeces, urine, sputum, pus, and blood from patients as requested or required by the medical officer, by scraping, pricking, requesting or using other standard techniques to obtain a sufficient quantity of each required specimen in or on the appropriate receptacle, and by ensuring that these specimens and those collected by nurses are correctly labelled for identification.

Examples or tests specimens to identify organisms such as fungi, bacteria, and parasites and substances such as sugar, urea, calcium and impurities; by placing a portion of the specimen on a microscope slide or in a dish in a suitable reagent or medium and then viewing it through a microscope to locate and identify the casual organism, or by using standard biochemical or serological tests or procedures to determine the substances present and by recording the results or findings.

Classifies and processes blood to determine types, and to separate serum from the blood cells by using equipment or materials such as colorimeter, centrifuge, and chemical reagents in performing the appropriate standard test or precedure and by maintaining all pertinent information in the blood bank record.

Prepares chemical solutions, reagents, microscope slides, and culture media for laboratory tests, by weighing and mixing the appropriate ingredients in their correct proportions, and by using appropriate histological techniques such as fixing, staining, sectioning and imbedding.

Ensures that laboratory equipment and glassware are properly sterilized and maintained in good condition or working order, by supervising the work of the employees responsible, and by reporting faulty equipment to the appropriate authority or employee to effect repairs or obtain replacements.

Performs related duties such as reporting the quantity of stock to ensure re-supply, reporting work problems to supervisor, and performing mathematical calculations or compilations of data collected as required.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of technical terms and work processes as well as of the properties of different materials and functioning characteristics of instruments and other scientific equipment commonly used in a medical laboratory. Skill is required to collect and prepare specimens for laboratory examination, to conduct tests, to analyse results, and to write reports of test findings.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires the application of standard techniques for collection, examination, and analysis of specimens the preparation of solutions, reagent, microscope slides, and culture media; the classification and processing of blood; and the maintenance of equipment in acceptable sterile and sanitary conditions.

(*b*) *Scope and Effect*

The purpose of the work is to perform the tests and examinations normally performed in a medical laboratory in strict accordance with conventional or standard methods and procedures. The work affects the accuracy of the diagnosis made by the medical officer concerned, and thus affects the well-being of patients.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work requires initiative in routinely performing assignments according to standard or conventional procedures. Supervisor reviews results for technical accuracy.

(*b*) *Instructions Received*

The work procedures are established and governed by specific guidelines. The employee selects and applies appropriate procedures to achieve a specified result. These procedures are standard and are learned in the course of training for the job. Advice is readily available on non-routine problems.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires frequent contact with patients having a wide variety of health conditions, and with other laboratory workers.

(*b*) *Purpose*

The purpose of such contacts is to obtain specimens for laboratory tests and to exchange information equipment or materials.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires prolonged standing, manual dexterity, good eyesight and colour discrimination.

(*b*) *Work Environment*

The work exposes the incumbent to possible information with communicable diseases from the specimens and patients, to fumes and odours from chemical and specimens, and to toxic materials.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises the work of Laboratory Assistants and Laboratory Attendants who assist with the collection and identification of specimens ; the preparation of chemical solutions, reagents, microscope slides, etc. ; the performance of simple routine tests ; the sterilization of laboratory equipment and glass ware, and the general maintenance of the laboratory to the required standards of sanitation and orderliness ; by assigning, checking and inspecting their work during progress and on completion.

Factors	1	2	3	4	5	6	Total
Points	350	150	250	50	40	50	940

Bench-mark Job No.

Job Title : Senior Photographic Assistant

Ministry/Department : Information

Branch/Unit : Photographic

Occupational Code No.

Level : 05

Point Rating : 945

SUMMARY

Under the general supervision of Photographer, takes, develops, prints (in black and white and colour) to required size photographs. Writes captions when necessary and performs other related duties.

DUTIES

Takes photographs, develops and prints pictures of Government campaigns and important state visits of Heads of States by selecting the right type of cameras, films and all other accessories, by selecting lenses and determining the magnitude of lens opening, by mixing chemical solutions, processing the film and drying the photographs. Retouches photographs by spotting or wiping out indistinct features or blemishes and by lining in to delineate indistinct lines and by varying exposure times during development.

Trims and glazes the photograph after drying the pictures by using a special machine specially designed for that purpose and by selecting the appropriate frame for the glazing.

Writes captions by indicating the personalities or objects in the picture and showing where the picture was taken.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of black and white and colour photographic processing and skill in the speciality of photography combined with a sound practical knowledge of the operating characteristics of a variety of photographic equipment and materials.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

Duties involved require the taking of standard and sequential steps to take photographs, develop and print them and the application of learned skill to determine how best to gain a desired effect, and recognize defects. Work varies in complexity dependent upon the variety of circumstances surrounding subjects to be photographed such as the accessibility of the subject the quality of light and upon the operating characteristics of photographic equipment and material such as lens values, film speeds. Judgement is required to interrelate such factors to produce the most effective result.

(*b*) *Scope and Effect*

The work is performed in accordance with standard photographic procedures. Failure to follow these procedures or to judge accurately the interrelated factors determining quality photography may delay the publication of news releases to be illustrated by photographs, waste materials and create an adverse effect on public relations.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is performed on the basis of assignments given by supervision but initiation and judgement is required to select subject matter and deliver finished product to meet deadlines. Particular problems encountered are referred to supervisor for guidance and direction. Completed results are checked by supervisor before being released.

(*b*) *Instructions Received*

Employee is guided by the standards and accepted techniques of his specialty as well as by the manufacturers operating specifications as to the properties of equipment and material. Unusual non-routine problems arising out of the job can be referred to supervisor for instruction and deviation if any must be approved.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work typically requires photographing important officials, and members of the general public as well as other officers of the Department and related departments.

(*b*) *Purpose*

The purpose is to portray important government officials and illustrate aspect of government activities to inform the public or to illustrate government publications.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work requires lifting of heavy objects like cameras, tripods and other photographic accessories and equipments. It requires walking, standing, climbing, and stooping in certain situations to make photographs.

(*b*) *Work Environment*

Work is normally outdoors and requires travelling when on tours with Government functionaries or officials. There is exposure to irritating chemicals which are used in the course of developing and printing photographs.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires informal supervision for employees at level 04 and below such as Photographic Assistant or Photographic Attendants.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	50	130	25	945

Bench-mark Job No. *Level :* 05

Job Title: Chief Data Processing Assistant *Point Rating :* 955

Ministry/Department: Economic Development and Reconstructions

Dept./Unit: Federal Office of Statistics

Occupational Code No. :

Summary

Under the general supervision of the Assistant Data Processing Superintendent, organises and controls the activities of the Data Processing Unit ; checks all tabulated data and machines and writes reports on the use of stationery.

DUTIES

Organizes and controls the activities of the Data Processing Unit, comprising of the control, amendments, and sorting Section, by overseeing the preparation of summary vouchers; production of prelist sheets and balance of prelists, by reviewing and amending where necessary accounts posted into monthly ledger cards and progressive cards containing accumulated figures for a year's accounts of Ministries or Departments, by supervising the sorting of cards by the distribution of work to Data Processing Assistants; by checking their work after sorting; by controlling the movement of cards to the computer room to ensure that the correct cards are installed into the machines.

Checks all tabulated data to correct any errors before the machines are fed with the data and ensures that the data fed to the machines is installed into the proper machine before the runs are made.

Reports on the use of stock cards and other stationery to the supervisor to ensure that prescribed inventory levels are maintained.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires an advanced knowledge of the working of Computers, Tabulators and Accounting Machines in producing Government Accounts of Ministries; the preparation of dummy vouchers and production of prelists sheets and balance of prelists; posting of accounts into monthly ledger cards, keeping of progressive cards which contain accumulation of figures of accounts of Ministries or Departments and recording of virement and special release warrants. It also requires the skill to operate and adjust the variety of equipment listed above and to write simple reports.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves undisturbed concentration in the assembling of various data and arranging them into pre-determined order and sequence, distributing them for processing and controlling the feeding of data into appropriate machines in the computer.

(*b*) *Scope and Effect*

The work requires accuracy in the analysis, classification and assembling of data for use in the computer, and the ability to review and supervise the work of others in the same unit for the purpose of producing reliable output from the computer for use by client Ministries/ Departments.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The Assistant Data Processing Superintendent to whom difficult matters are referred, provides a general daily routine supervision on the job. Work is not normally checked before feeding the computer with processed data.

(*b*) *Instructions Received*

Vouchers and other accounts data provided by the client Ministries form the basis of data assemblage. Reference is sometimes made to office instructions, manuals and circulars. The sample card formats are also strictly followed in data processing.

Factor 4—RELATIONSHIP

(*a*) *Personal Contact*

Frequent contacts are made with subordinates and supervisor within the same office. Occasional contacts are also made with officials of other client Ministries/Departments.

(*b*) *Purpose*

To clarify work processes from supervisor on difficult matters and to direct and control the work of subordinates in the same office.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is normally sedentary but requires standing and walking while supervising and directing the work of subordinates and inspecting machines in which data are fed.

(*b*) *Work Environment*

The work is done in an office and involves no physical risks except occasional exposure to shocks from faulty machines.

Factor 6—SUPERVISORY RESPONSIBILITY

The work involves assigning duties to and supervising a work force made up of Senior Data Processing Assistants and Data Processing Assistants who post data, balance posted accounts, assemble data, process them, verify and finalise prelists.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	20	10	100	955

Bench-mark Job No. :
Descriptive Title : Housekeeper, Government House
Ministry/Department :
Branch/Unit :
Occupational Code No. :

Level : 06
Point Rating : 875

Summary

Under the general supervision of an administrative officer, plans, organises and controls housekeeping activities for Government House; supervises a staff of 30 empolyees; and performs related duties.

DUTIES

Plans, organizes and controls housekeeping activities for Government House.

by planning menus and preparing diet sheets,

by estimating and purchasing provisions,

by directing and preparation and serving of food, including catering for official dinner and cocktail parties,

by ensuring that the house is kept clean and tidy,

by keeping an inventory of linen supplies and ensuring that they are properly laundered, and

by ensuring that the compound grounds are kept clean and tidy.

Supervises a staff of 30 employees, including cooks, stewards, gardeners and washermen

by arranging work schedules,

by assigning duties and checking work in order to maintain high standards,

by instructing employees in work methods and procedures,

by resolving or reporting disciplinary problems, and

by reporting on the performance of employees and recommending promotions.

Performs related duties such as ensuring that employee receive first aid treatment for minor injuries.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a good knowledge of catering principles, methods and procedures and the protocol and regulations relating to serving food and meals for private and official parties at Government House where senior officials and visiting dignitaries are entertained. The work requires considerable experience in administering housekeeping services and supervising employees. Training includes courses in institutional management, catering and cooking.

FACTOR 2--DIFFICULTY

(*a*) *Judgement*

The work allows considerable latitude for judgement in planning and coordinating housekeeping services, estimating provision requirements, planning, organizing and supervising catering services for private and official parties, and training and supervising staff.

(*b*) *Mental Effort*

The work requires close attention and frequent periods of concentration in planning and coordinating housekeeping and catering services, in ensuring that stewards follow instructions precisely when serving at official dinners and parties, in estimating and purchasing food supplies, and in keeping inventories of linens and other supplies.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work requires responsibility for management of housekeeping services, provision of catering services for official dinners and parties, and purchase of food and other supplies.

(*b*) *Supervision*

The work requires arranging work schedules, checking work to ensure maintenance of high standards, instructing employees on work methods, assessing competence of employees and recommending promotions. Instructions are generally given through subordinate supervisors.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

Good working conditions with occasional exposure to heat and steam when visiting the kitchen and laundry.

(*b*) *Hazards*

The work requires little exposure to injury or hazards to health.

(*c*) *Physical Effort*

The work requires considerable walking and standing when supervising housekeeping activities and catering services for dinners and parties.

Factors	1	2	3	4	5	6	*Total*
Points	300	310	200	65	—	—	875

Bench-mark Job No.
Descriptive Title : Chief Storekeeper
Ministry/Department :
Branch/Unit :
Occupational Code No.

Level : 06
Point Rating : 910

SUMMARY

Under the general supervision of the Stores Officer, supervised about 30 storekeepers, stores assistants and storemen engaged in the receipt, storage and issue of a wide variety of stores materials ; conducts stores checks ; and performs related duties.

DUTIES

Supervises about 30 *storekeepers, stores assistants and storemen*

by planning and scheduling work activities and assigning duties to employees,

by instructing staff on the proper procedures for receiving, storing and issuing stores materials,

by planning arrangement of materials in the store to make most efficient use of space,

by signing Stores Issue Vouchers authorizing issue of stores,

by preparing Local Purchase Orders,

by ensuring that all possible precautions are taken to prevent loss of stores by theft, fire or damage,

by ensuring that all receipt and issue vouchers are posted,

by assessing work performance of employees and recommending promotions, additional training, granting of leave and, when necessary, disciplinary action, and

by instructing staff on the use of fire extinguishers and other equipment for fighting fires.

Conducts stores checks

by ensuring that all stocked items have tally cards,

by ensuring that old stock is issued first,

by checking ledgers to see that vouchers are properly recorded,

by ensuring that all stock balances on tally card agree with physical balances,

by spot checking to ensure that established material handling procedures are observed,
by writing reports when discrepancies are detected, and
by recommending changes in stores handling procedures when required.

Performs related duties such as training staff, and occasionally employees from other Ministries, in stores handling operations and safety practices.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires a thorough knowledge of all phases of storekeeping methods, procedures, techniques, regulations and directives. Skill and experience are required in coordinating activities, planning the economic use of men, equipment and space, supervising staff, training new employees in material handling techniques and standard safety practices.

FACTOR 2—DIFFICULTY

(*a*) *Judgement*

The work requires judgement in planning and coordinating store operations, ensuring that control procedures are effective in preventing losses due to theft, damage or fire, recommending changes in stores handling procedures, and supervising and training employees.

(*b*) *Mental Effort*

The work requires continuous attention to a number of material handling and clerical processes, with frequent periods of concentration to integrate the various work activities and to meet time schedules. Concentration is also required in ensuring that losses of stores are minimized.

FACTOR 3—RESPONSIBILITY

(*a*) *Resources and Services*

The work includes reponsibility for the receipt, storage and issue of stores amounting to several million naira over twelve-month period.

(*b*) *Supervision*

The work requires supervision of about 30 employees through subordinate supervisors by assigning work, instructing staff on work methods, ensuring conformance with regulations and instructions, assessing work performance and recommending promotions and disciplinary actions.

FACTOR 4—ENVIRONMENT

(*a*) *Working Conditions*

There is significant exposure to heat and dust.

(*b*) *Hazards*

There is occasional exposure to minor injuries such as cuts or bruises.

(*c*) *Physical Effort*

The work requires considerable standing and walking.

Factors	1	2	3	4	5	6	*Total*
Points	300	325	200	85	—	—	910

Bench-mark Job No.
Descriptive Title : Foreman, Maintenance
Ministry/Department : Workshop
Branch/Unit :
Occupational Code No.

Level : 06
Point Rating : 935

SUMMARY

Under the general supervision of the Superintendent, Engineering, supervises the staff of a maintenance workshop responsible for installation, repair, overhaul and maintenance of machinery in a Government printing office ; and performs related duties.

DUTIES

Supervises the operations of a maintenance workshop employing about 26 skilled tradesmen and helpers engaged in installation, repair, overhaul and preventive maintenance of printing machinery and equipment using precision measuring instruments, machine tools such as lathe, drill press, shaper, planer and milling machines, and welding and other maintenance equipment,

by allocating priorities, establishing time and work schedules, assigning personnel and issuing job orders,

by estimating time and material requirements for jobs and ensuring that supplies are available from stores or private suppliers,

by studying unusual or complex repair or fabrication jobs and preparing specifications and instructions,

by ensuring that cement foundations prepared for heavy printing machines will support the new installations without vibration,

by ensuring that each component is assembled according to specifications and tested during installation of printing machinery,

by ensuring that maintenance such as cleaning air filters, oiling and greasing machinery, decarbonizing compressor, and descaling high pressure air and water lines is performed regularly,

by inspecting work periodically for adherence to quantity, quality and safety standards,

by inspecting shop tools and equipment and initiating requests for replacement when necessary,

by providing technical advice and recommendations concerning repair or replacement of printing machines, and

by appraising the performance of employees and making recommendations on promotions, training requirements, disciplinary and other personnel actions.

Performs related duties such as providing advice on repair and replacement of printing machines in other ministries and training apprentices.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE—SKILL AND EXPERIENCE

The work requires training in one of the skilled trades and a good knowledge of related trades such as machinist, mechanic and electrical, in order to supervise skilled tradesmen engaged in the installation, repair, overhaul and maintenance of printing machinery. Experience is also required in planning and organizing the work of a shop and supervising employees.

Factor 2—DIFFICULT

(a) Judgement

The work allows considerable latitude for judgement in establishing work priorities, estimating job time and material requirements, analyzing complex repair problems, providing drawings and instructions for fabrication of parts, in providing technical advice concerning repair and replacement of printing machines, and in supervising the work of a staff including skilled tradesmen.

(b) Mental Effort

The work requires concentrating on the various installations and repair jobs to ensure that specifications and instructions are explicitly followed, and requires close attention while studying complex repair jobs and preparing instructions for fabrication of parts.

Factor 3—RESPONSIBILITY

(a) Resources and Services

The work includes responsibility for installation, repair, overhaul and maintenance of printing machines valued at over ₦100,000, and for providing technical advice on replacement of machines.

(b) Supervision

The work requires supervision of the shop staff, including skilled tradesmen, by allocating work, appraising employee performance, recommending promotions, disciplinary and other personnel actions, and ensuring adherence to specifications and instructions.

Factor 4—ENVIRONMENT

(a) Working Conditions

The work is performed in workshop conditions with exposure to heat, dust and grease.

(b) Hazards

There is frequent exposure to hand injuries from unprotected cutting tools and occasional exposure to injuries such as back sprains from lifting heavy components and work pieces.

(c) Physical Effort

The work requires considerable standing and walking while directing installations, repair and overhaul jobs and occasionally requires working in difficult positions when carrying out complex repair or installation jobs.

Factors	1	2	3	4	5	6	*Total*
Points	300	325	200	110	—	—	935

Bench-mark Job No.
Job Title : Senior Cinema Commentator
Ministry/Department : Ministry of Information
Branch/Unit : Cinema Unit
Occupational Code No.

Level : 06
Point Rating : 1015

SUMMARY

Under the general supervision of the Higher Cinema Officer, organises exhibitions of films, shows films to the general public and provides commentary, supervises staff and performs other duties.

DUTIES

Organises exhibitions of films using mobile cinema vans and barges within a particular area of assignment by studying films in advance to decide their appropriateness for the occasion and type of audience, by preparing daily programme of film shows outlining hours of engagement, etc. by installing public address system for the transmission of information to the public.

Shows films and provides commentary on various Government activities such as Free Primary Education, tax drives and tax evasion, Immunization of children and census enumeration ; observes the reaction of the public to these films ; and reports observations to the Ministry.

Supervises the Commentators, Drivers Projectionists and co-ordinates field operations by assigning area of responsibility, by checking that tasks and duties are carried out according to policy and instructions.

Performs other duties such as dubbing and editing of news items, acting as liaison officer between Headquarters and outstations and keeping various records.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The work requires knowledge of the technical methods and procedures in organising and presenting film exhibitions and good communications skills to prepare and deliver commentary. It requires a knowledge of the aim and purpose of the Cinema Unit. Skill is required to operate and adjust a variety of equipment such as mobile cinema vans, 16 mm sound film projection units, and of Public Address systems.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties including supervision of staff, organising film exhibitions, setting up and operating public address systems commenting on films, preparing commentaries and film equipment. The work requires the study of films to decide upon their appropriateness for the occasion of type of audience and the nature of commentary required.

(*b*) *Scope and Effect*

The work is governed by specific rules and regulations laid down by the Ministry. The work affects the acceptability of Government information programmes upon the general public.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is performed in accordance with set routines and direction is required only when departure from the routine arises or unusual difficulties are encountered. The employee uses initiative in dealing with minor departures from routine as for example varying his commentary to cater for audience interest.

(*b*) *Instructions Received*

Routines to be followed are established by procedure and have been described in the course of training or are available in written form for the employee's reference. Unusual or non-routine situations involving a major departure from established procedure are referred to supervisor for action.

Factor 4—RELATIONSHIPS

(*a*) *Contacts*

The work requires personal contact with employees in the Ministry or outside the office and with the General Public when on assignment to show films.

(*b*) *Purpose*

The purpose is to show films and explain government policies and activities to the people in the areas the incumbent is assigned.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is conducted mainly outside the office in town halls, school hall and open air fields but demands standing all the time when carrying out assignments.

(*b*) *Work Environment*

Work is undertaken outside the office and entails travelling extensively into rural, urban and creek areas on roads and on water on assignment.

Factor 6—SUPERVISORY RESPONSIBILITY

The work calls for supervising other junior staff from level 05 and below performing simple and detailed routine or manual tasks.

Assigns work on a task-by-task basis providing detailed instruction as to how work is performed.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	50	40	110	1,015

Bench-mark Job No.

Job Title : Staff Nurse

Level : 06

Point Rating : 1020

Ministry/Department : Health

Branch/Unit : Hospital (Nursing)

Occupational Code No.

SUMMARY

Under the general supervision of a Nursing Sister or Superintendent, provides total nursing care and service for patients in a hospital ward, by administering prescribed treatment or medication; collecting, recording and reporting regularised data and information and attending to the general comfort and well-being of patients; maintaining high standards of hygiene, sanitation, and neatness; and performing other related duties.

DUTIES

Administers treatments and medications in accordance with accepted nursing practices and standards, and as prescribed by attending doctors, to aid in the recovery or rehabilitation of patients in a hospital ward, by preparing and administering prescribed drugs, medicine and nutrients by injection, or orally or by intravenous infusion techniques; by changing bandages and dressings or removing stitches from wounds or incisions as required; by giving passive exercises to semi-paralysed patients in the absence of the physiotherapist; and by assisting doctors to examine or treat patients while on ward rounds.

Collects, records, and reports information and data on patients' conditions as required by the attending doctors for diagnostic and regular or emergency treatment purposes, by observing and recording on the appropriate form or chart, temperature, pulse rate, blood pressure, and other similar vital indicators as required; by obtaining and labelling specimens such as blood, faeces, and urine from patients and sending same to the laboratory for examination; and by immediately reporting relapses or sudden changes in the patient's condition to the superior or attending doctor as appropriate to the seriousness of the situation.

Attends to the general comfort and well-being of patients to ensure the maintenance of high level of morale as an aid to speedy recovery, by receiving new patients and attending to their initial needs and comforts and to the storage and security of personal property; by responding promptly to their calls for help or assistance; by attending to problems and complaints and responding with appropriate advice or sympathy, or reporting new medical information; by providing physical assistance to weakened or crippled patients; by preparing patient for examination or treatment elsewhere in the hospital; by assisting visiting relatives and friends to exchange messages or gifts with the patients or providing appropriate information and assurance; and by assisting and advising discharged patients to ensure the return of personal property and the understanding of home treatment instructions.

Maintains high standards of hygiene, sanitation and neatness throughout the ward to prevent the spread of infection or the contamination of foodstuffs, by instructing and supervising the orderlies or attendants who rinse and forward soiled linen to the laundary and scrub, polish and disinfect the floor, walls, furniture, and equipment; by disinfecting linen or discharges of patients with serious infections or diseases before disposal; by ensuring that meal time dishes or leftovers are disposed of promptly; and by making and changing beds as required.

Performs other duties such as ensuring the safe use and safekeeping of drugs and medicines; instructing student nurses on the correct methods and techniques of administering treatments and service to patients and maintaining required standards of order and sanitation, and reporting their progress to the ward supervisor or matron as requested; and deputising for the ward supervisor during unavoidable absences.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the methods, procedures, and techniques relating to the provision of total nursing care and service for patients in a hospital wards, and a good understanding of the hospital's scope and purpose and of basic communications skills. Skill and ability are required in administering treatments and medications and attending to the general comfort and well-being of patients in accordance with accepted nursing ethics and standards; in collecting, recording, and reporting information on the patients' conditions; and in ensuring the maintenance of high levels of hygiene, sanitation, and neatness throughout the ward.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties involving different methods and procedures that relate to the provision of total nursing care of patients in a hospital ward and the factors to be considered differ with the illness or conditions of the patients and with the number and level of training of student nurses on the ward at any given time. The administration of treatments and medications, and attending to the comfort and well-being of the patients involve conditions and elements that must be identified and analysed to discuss interrelationships and deviations.

(*b*) *Scope and Effect*

The purpose of the work is to carry out specific rules, regulations, and procedures relating to the provision of total nursing care to patients in a hospital ward, and the work comprises a complete sequence of the overall provision of medical and nursing service. The work results affect the rate of recovery and the general well-being of the patients, and the level of practical training obtained by the student nurse.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee receives immediate but general supervisory direction and is required to perform all the duties involved in providing total nursing care to patients without reference to the supervisor. The work is checked indirectly as the supervisor directs the overall activities of the ward.

(*b*) *Instructions Received*

The routines followed by the staff nurse are established by precedent and are taught during the course of training and on-the-job experience. Deviation from established routines must be in keeping with accepted nursing practices and ethics, and the supervisor provides instructions on the resolution of non-routine situations or problems.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires continuing close contact with the patients, doctors, supervisors, and co-workers within the confines of a hospital ward.

(*b*) *Purpose*

The contacts with patients include the need to persuade and reassure them in regard to the prescribed treatment and their recovery or rehabilitation. Other contacts are to keep Doctors and supervisors fully informed and to assist or be assisted by co-workers.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work requires long periods of walking and standing while treating patients and making rounds. It also involves the frequent lifting or supporting of patients when changing bed linen or assisting them in moving about.

(*b*) *Work Environment*

The work involves moderate risks such as exposure to patients with contagious or infectious diseases, and disruption of normal living routine because of the shift work involved in providing round-the-clock nursing care.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work involves provision of informal supervision in assigning and checking the work of orderlies and attendants, and in instructing and demonstrating to student nurses.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	130	40	25	1,020

Bench-mark Job No. *Level :* 06

Job Title : Forest Assistant *Point Rating :* 1,045

Ministry/Department : Agriculture

Branch/Unit : Forestry

Occupational Code No.

SUMMARY

Under the general supervision of a Forest Superintendent, surveys and demarcates forest areas and access roads, conducts forest inventories and soil surveys, supervise forest regeneration and maintenance operations and performs other related duties.

DUTIES

Surveys, measures, stakes and demarcates forest areas and access roads, by making angular and linear measurements with the aid of simple survey equipment such as theodolites, prismatic compasses, steel chains and ranging poles; by building survey posts to mark boundaries, by entering measurements, descriptions of the terrain, and other pertinent information in field records.

Conducts forest inventories and soil surveys, by listing types, and distribution of specified tree species in a designated area; by taking and recording the measurements of trees; by examining and collecting different soil samples in the forest area for analysis;

Supervises forest regeneration and maintenance activities by selecting suitable seeds and nursery sites; by instructing or demonstrating to labourers the correct techniques of thinning, clearing, tending, transplanting and similar maintenance operations, as well as construction of roads, tracks, fences and drainage facilities.

Performs other related duties such as taking charge of working tools and camp equipment.

FACTOR 1—KNOWLEDGE

The work requires a knowledge of the mathematics used in simple surveying and plotting of boundaries and the ability to record results. Incumbent must possess the ability to supervise a field crew by assigning tasks, instructing in work methods, demonstrating the use of variety of tools and equipment and appraising workers' performance. Skill is required in the care and use of survey instruments and tools such as prismatic compasses, theodolites and steel tapes.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of duties involving several related sequential steps, such as the inspection, selection, survey and demarcation of sites and recording results. Variation in the work result from factors such as topography of survey area, differences in the species of plants requiring the application of specific regeneration processes, and supervision of a work force performing a variety of related forestry duties.

(*b*) *Scope and Effect*

The purpose of the work is to delineate a working area for specific forest operations, conduct a forestry inventory to identify and determine the number of distribution of various species of trees, and supervise a variety of forest development operations such as planting, clearing and tending. The work affects the successful implementation of the forest conservation programme and has an impact on the economy of the State.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is routinely performed and the supervisor's direction is only required when unusual difficulties are encountered. Employee uses own initiative in following established survey and nursery operations routines on the basis of his experience and familiarity with the work, and refers matters beyond his competence to the supervisor.

(*b*) *Instruction Received*

Employee follows established routines learned in the course of training, and also refers to field instructions and circulars issued by the Senior Forestry Officer, but uses own judgement to determine the extent to which deviations encountered may be in keeping with the established routine while referring non-routine situations to the supervisor for a decision.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Work requires regular contact with staff engaged in field operations of the forestry division such as forest officers and superintendents, silvicultural assistants and labourers.

(*b*) *Purpose*

The purpose of such contacts is to plan, coordinate or advise on work efforts and to resolve operating problems.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires long periods of standing, walking over rough terrain, bending, crouching and taking similar awkward positions while conducting forest surveys and enumeration operation and while demonstrating correct regeneration and maintenance techniques.

(*b*) *Work Environment*

The work is typically performed in the bush, thus exposing incumbent to the risk of snake and insect bites, attack from wild animals, injury from falling trees and cuts and bruises from working tools. There is constant exposure to heat and dust.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of a work force consisting of silvicultural assistants, nurserymen, field overseers and attendants, and labourers. Supervision consists of assigning tasks, providing detailed instructions including demonstration, setting priorities and assessing results.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	80	40	100	1,045

Bench-mark Job No. *Level :* 06
Job Title : Social Welfare Worker *Point Rating :* 1,050
Ministry/Department : Health and Social Welfare
Department/Unit : Social Welfare Division
Occupational Code No.

SUMMARY

Under supervision of the Social Welfare Officer, assists various Community Organisations in the identification of their problems and in finding solutions to them ; undertakes specific social welfare projects ; acts as probation officer and performs related duties.

DUTIES

Assists various Community Organisation in the identification of their social problems, the running of their Social Service Councils and sub-committees and discusses ways and means of finding solutions to such problems.

Undertakes specific social welfare projects such as family reconciliation, blind welfare, child welfare, rehabilitation of destitutes, women's Programme by organising seminars, and other fund raising activities, by liaising with Voluntary and Cultural Organisation to find suitable homes for the fostering and adoption of orphans and motherless babies and by providing vocations and training facilities for the blind and physically handicapped persons, by organising various types of lessons such as home improvement and cookery for women.

Acts as probation officer by visiting young persons placed on probation by the Juvenile Courts and checking on their compliance with court orders, also provides Juveniles Courts with reports on the social background of juveniles, case history, and recommends to the court the type of punishment or welfare programme the juvenile should have.

Performs related duties such as writing reports on work progress and compiling reports on various surveys in his zone.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The employee is required to apply a knowledge of juvenile court rules and procedure, youth work procedure, relevant Laws and Regulations ; the ability to investigate child welfare cases, write reports and make recommendations to the court in solving basic and specific welfare problems within his area of jurisdiction.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The employee is required to prepare interview notes and reports on investigated juvenile's cases, inquire into juvenile's background history and make recommendations on the rehabilitation of discharged juveniles, file documents in permanent folders and pass them on to supervisor for follow up action.

(*b*) *Scope and Effect*

The employee is required to undertake various studies on the social problems in a specific area following specific regulations and procedures.

This involves the investigation and analysis of the problems of Remand Homes and other large Social Welfare Organisation in order to reduce the cases and minimise occurrence of juvenile deliquency.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee receives general supervision in the performance of routine duties ; uses his initiative in resolving social welfare problems according to standard social Welfare procedure and refers to his supervisor for direction those matters which are beyond his competence or control. Work programme and priorities are set by supervisor and employee's experties is relied upon in carrying out programmes. Reports are fowarded to the supervisor for review.

(*b*) *Instructions Received*

The employee is guided by Social Welfare Laws and Regulations such as Children and Young Person's Law, Adoption Law, Circular Letters and Instructions from supervisor. He selects and applies appropriate Social Welfare procedures and established precedents to achieve an objective and refers unusual circumstances to his supervisor for advice on necessary action.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

The work involves personal contact with colleagues within the organisation, Youth Leaders, Juveniles and Students of Approved Schools, Juvenile Court members and also members of Voluntary and Cultural Organisation in the zone.

(*b*) *Purpose*

The purpose of contact is to interrogate Juvenile delinquents and to influence them in *turning over a new leaf*, to influence Juvenile Court members and Voluntary Organisations in finding solutions to Juvenile Delinquency problems and to motivate them into securing employment and training for the blind and other physically handicapped persons as well as the rehabilitation of discharged juveniles and students of approved Institutions and Remand Homes.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The employee walks long distances visiting boys on probation, individuals and voluntary Organisaton in the zone.

(*b*) *Work Environment*

The work involves discomforts which are typical of working indoors and outdoors.

Factor 6—SUPERVISORY RESPONSIBILITY

The employee maintains a general supervision over Social Welfare Assistants and Senior Welfare Assistants perfoming detailed routine Social Welfare tasks such as instructing boys in Craft trades and making observations on boys who are emotionally disturbed.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	100	25	100	1,050

Bench-mark Job No.
Job Title : X-ray Technician
Ministry/Dept. : Health
Branch/Division : Curative
Occupational Code No.

Level : 06
Point Rating : 1050

Summary

Under the supervision of the Radiographer, takes X-ray pictures, processes X-ray films, prepares chemicals and performs other related duties.

Duties

Takes X-ray pictures after choosing the appropriate exposure factor.

Develops, fixes, washes, dries and hangs the films, identifies files, and despatches films.

Loads and unloads cassettes with X-ray films and prepares chemicals needed for developing X-ray films.

Instructs and positions patients on the radiographic table and positions the tube accurately.

Performs other related duties such as keeping of records.

Specifications

Factor 1—KNOWLEDGE

The work requires a basic knowledge of anatomy and physiology, and a thorough knowledge of the techniques of operating an X-ray Camera including safety factors. Knowledge is applied in operating X-ray equipment, positioning patients for examination, preparation of chemicals, film developing and maintaining relevant work records.

Factor 2—DIFFICULTY

(*a*) *Complexity*

The work involves several related sequential steps ranging from preparation of chemicals to taking X-ray pictures. Judgement is required in the accurate setting and operation of the radiographic equipment and the proper positioning of the patients to obtain the desired results.

(*b*) *Scope and Effect*

The purpose is to produce good X-ray films to enable the doctor make accurate diagnosis. Failure to produce good films could lead to faulty or delayed treatment.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is performed in accordance with established methods and techniques. Unusual problems are referred to the supervisor, e.g. the positioning of patients—for difficult or unusual examinations.

(*b*) *Instruction Received*

The employee follows established procedures and guidelines, using judgement in their application to particular cases.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contact is mainly with patient and colleagues in the hospital.

(*b*) *Purpose*

The purpose is to provide instruction and information to patients during radiographic examination.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires some physical exertion such as long periods of standing and occasional lifting of moderately heavy items, such as cassettes.

(*b*) *Work Environment*

The employee is constantly exposed to the hazards of radiation.

Factor 6—SUPERVISORY RESPONSIBILITY

The employee supervises a work force performing simple, manual tasks, like cleaning of the work place, moving materials about, etc. Employee assigns duties, instructs on work methods and reports on disciplinary matters.

Factors	1	2	3	4	5	6	*Total*
Points	350	150	250	130	70	100	1,050

Bench-mark Job No.
Job Title : Health Inspector
Ministry/Department : Health
Branch/Unit :
Occupatonal Code No.

Level : 06
Point Rating : 1,095

SUMMARY

Under the general supervision of a Health Superintendent, conducts general inspection of premises and public places, oversees the destruction of disease-carrying insects and vermin, inspects and certifies food and drinks, checks the spread of infectious diseases, organises public health education campaigns, supervises subordinate staff and performs other related duties.

DUTIES

Conducts general inspection of premises to ensure compliance with public health legislation and acceptable standards of sanitation by regularly visiting all premises in assigned district, notifying landlords and tenants of public health violations detected, giving advice on appropriate remedial action or issuing abatement of nuisance notices as appropriate ; by inspecting building plans and making recommendations to approving authority on compliance with health regulations or recommending alterations as necessary.

Ensures that adequate sanitary standards are maintained in public places such as markets and hotels, by inspecting meat, food and other items displayed for sale to the public for human consumption ; by impounding and ordering the destruction of sub-standard items, and then issuing certificates of destruction ; by preparing and ordering the delivery of court summonses to sellers or possessors of such commodities where existing laws, bye-laws or regulations have been infringed ; by prosecuting or giving evidence against defaulters in a court of law ; by advising local authorities on the proper location, construction and maintenance of public sanitation facilities such as latrines, and incinerators ; by visiting disposal sites and advising on proper methods for disposing of human and animal wastes ; by inspecting premises of applicants for the issue of licenses for the sale of liquor or food, and writing recommendations to the approving authority, by collecting water samples for laboratory testing to determine suitability for domestic use.

Organises and oversees public health maintenance operations to eliminate health hazards such as mosquitoes, by directing and participating in mosquito and rodent control surveys ; by supervising the apprehension of stray dogs for rabies control ; by supervising the destruction of larvae in ponds and bushes through spraying with chemicals.

Checks the spread of infectious diseases such as smallpox and cholera, by identifying infections, isolating infected persons, and providing them with the drugs or medicines required for treatment ; and by administering mass vaccination for immunisation against such diseases.

Organises public education campaigns, by giving lectures and demonstrations to school children, organisations and members of the public on good personal hygiene and environmental sanitation practices.

Supervising the work of subordinates, e.g. Health Assistants and labourers, by assigning tasks and directing their activities.

Performs related administrative duties such as compiling and submitting to supervisor, records and statistics of vaccinations, inspections, prosecutions, etc.

FACTOR 1—KNOWLEDGE

The work requires a knowledge of the laws and regulations governing public environmental health as well as ability to identify and control the spread of infectious diseases such as small-pox, cholera and yellow fever ; a knowledge of the characteristics, causes and prevention of a variety of common communicable diseases such as malaria and dysentry, thorough familiarity with the various processes of maintaining a sanitary environment, including the properties and application of chemicals commonly used in destroying diseases-carrying insects and pests. Also requires knowledge of the characteristics of vaccines commonly used for immunisation against some communicable diseases and the skill to administer them in safe doses. Work also requires ability to collect samples and conduct simple tests on food, meat and water to determine their suitability for human consumption, and communication skills to organise basic public health education projects in the community.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of a variety of duties involving different methods and procedures which require the inspection, review and analysis of public health situations or conditions to determine appropriate corrective action in accordance with current standards and regulations.

(*b*) *Scope and Effect*

The work purpose is to maintain high environmental and public health standards, to prevent the outbreak of diseases, and check the spread of infections. Work affects the well being of the community.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Incumbent performs routine work on own initiative, follows established procedures and refers non-routine problems to supervisor for direction : Supervision is general for routine tasks. From reports of activities supervisor directs and checks performance.

(*b*) *Instructions Received*

Instructions consist of guidelines such as Public Health Ordinances, Local Government Bye-Laws and directives, and texts, periodicals, and other publications dealing with public health activities.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Work requires daily contact with the general public especially hoteliers, caterers and food and drink vendors in the course of routine inspection, and occasionally with supervisor and officials.

(*b*) *Purpose*

The purpose of such contacts is to influence members of the public to maintain a high standard of sanitary living conditions, to discuss operating problems, and to give evidence when prosecuting defaulters.

FACTOR 5—ENVIROMENT

(*a*) *Physical Requirements*

The work requires frequent trekking outdoors during inspection of premises and public places, and standing for long periods during vaccinations and demonstrations.

(*b*) *Work Environment*

In the course of work performance, incumbent is typically exposed to unpleasant odours while inspecting conveniences. There is a risk of contacting diseases such as smallpox and cholera in the course of identifying and isolating patients. There is also a risk of infection while inspecting contaminated foodstuff.

FACTORY 6—SUPERVISORY RESPONSIBILITY

Incumbent supervises a work force consisting of Health Assistants and Labourers who are responsible for performing such routine or manual tasks as identifying common infectious diseases, spraying compounds with chemicals, impounding stray dogs, destroying mosquito breeding grounds and rodents, disposing of nuisances such as decaying carcases and refuse. Supervision consists of assigning duties, checking work, and setting priorities.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	130	40	100	1,095

Bench-mark Job No.
Job Title : Agricultural Assistant
Ministry/Department : Agriculture
Branch/Division : Extension Services
Occupational Code No.

Level : 06
Point Rating : 1,095

SUMMARY

Under the general supervision of an agricultural officer, coordinates and assists in agricultural extension activities in assigned areas, promotes agricultural extension services, and performs other related duties.

DUTIES

Coordinates and assists local farmers in a given area, to increase yields and earnings, by calculating the acreage of farmland and by determining appropriate modern farming methods and techniques and advising farmers accordingly ; by purchasing and distributing improved seedlings and crops such as hybrid cocoa, cotton, white and yellow maize, and vegetables to farmers ; by instructing on the application of insecticides, fungicides and fertilizers as well as correct procedures on farming operations like clearing, ridging, planting, weeding and ploughing where applicable.

Advises farmers on agricultural extension services in local areas to increase their productivity, capital and standard of living by organising farmers into groups, encouraging and persuading them to form cooperative farming societies by enlightening and explaining to them the objectives and advantages of cooperative farming; by taking farmers on excursion to agricultural shows and exhibitions.

Performs other duties such as writing monthly progress reports, supervising field overseers and labourers, and assisting researchers from universities and other organisations in their respective projects.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of the complex technical methods, procedures, and techniques typically employed in agricultural extension services, where standardised rules and regulations are applied for improved farm production through the correct application of insecticides, fungicides and fertilizers. The work requires skill and ability to organise farmers into cooperative farming societies, to communicate, to write simple reports, and to maintain basic records.

FACTOR 2—DIFFICULTY OF WORK

(*a*) *Complexity*

The work consists of various duties involving different processes and methods such as the calculation of the acreage of farm-lands, determination of suitable modern farming techniques to be applied in a given situation, and distribution of improved seedlings and crops. Employee is also required to correctly demonstrate the application of insecticides and fertilizers, and to organize cooperative societies. Factors to be considered differ with each assignment, and specific conditions and elements must be identified and analysed to determine deviations.

(*b*) *Scope and Effect*

The purpose of the work is to carry out specific procedures employed in agricultural extension work. The accuracy, reliability or acceptability of further processes in the overall agricultural programme and has an impact on the productivity and improved standard of living of farmers in the assigned area.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is routinely performed but the employee uses initiative in organising and controlling farming operations and cooperative societies in accordance with established routine, techniques and procedures, and refers to supervisor, for direction; matters beyond his competence or control. Completed work is reviewed by supervisor for compliance with set procedures and for accuracy.

(*b*) *Instructions Received*

Incumbent selects and uses standardised instructions and guidelines to organise and control farming operations and cooperative farming societies, but exercises judgement to determine the extent by which deviations from established routines are in keeping with the underlying intent. Unusual and non-routine problems are referred to supervisor for decision.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Work requires regular contacts with farmers, officials of cooperative societies and colleagues in the Ministry.

(*b*) *Purpose*

The purpose of such contacts is to organise, motivate and direct the farmers to adopt improved techniques and to discuss common operational problems with officials and colleagues.

Factor 5—WORKING CONDITIONS

(*a*) *Physical Efforts*

The work requires long periods of standing and walking over uneven terrain, as well as bending, stooping and stretching when demonstrating farming methods and operations.

(*b*) *Working Environments*

The work is typically performed in the field with the relevant dangers of snake and insect bites, and under varying weather conditions. Incumbent is exposed to dust, noise and the risk of injury from moving parts of machines.

Factor 6—SUPERVISORY RESPONSIBILITY

Incumbent supervises a work force comprising field overseers and labourers who perform simple farming operations like applying insecticides, fungicides and fertilizers, thinning, ridging and weeding. Employee assigns work on a task-by-task basis, provides detailed instructions on correct procedures and inspects work closely while in progress and on completion for quality and quantity.

Factors	1	2	3	4	5	6	*Total*
Points	350	225	250	130	40	100	1,095

Bench-mark Job No.
Job Title : Electrical Superintendent
Ministry/Department : Works and Housing
Branch/Unit : Mechanical/Electrical Division
Occupational Code No.

Level : 07
Point Rating : 1,215

Summary

Under general supervision of the Higher Electrical Superintendent, supervises electricians and others engaged in the installation, maintenance and repair of all electrical apparatus and appliances located in Government properties in a specified zone, makes estimates of installation and repair costs and performs other related duties.

DUTIES

Supervises the activities of a mixed staff of electrical craftsman, artisans and labourers engaged in the installation, maintenance and repair of all electrical apparatus and appliances located in Government office buildings and residential quarters in a specified area by assigning work to staff members, by reviewing work orders which are outstanding, by assigning priorities when the work load exceeds the capacity of existing staff, by determining the causes of delays and taking or instituting remedial action such as expediting the acquisition or issue of stores or by assigning more qualified staff to deal with unusually difficult problems, by periodically inspecting the work performed and the work sites for adherence to approved standard and specifications and for conformity with safety regulations, by keeping records and drafting appropriate reports.

Performs other related duties such as responding to telephone calls from office managers or residents of governments residential quarters for emergency repairs, supervising the work of contractors hired to carry out installation work in assigned buildings and by gaining an appreciation of forthcoming work requirements by visiting electrical installations in buildings and discussing problems with assigned maintenance staff. There is also the occasional requirement to personally participate in the completion of emergency repairs.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough understanding of the principles of electricity and their application to a wide variety of electrical installations and equipment. The work also requires ability to read schematic diagrams, to diagnose faults, to provide technical guidance to skilled tradesman and to interpret and clarify technical manuals and instructions. Experience is required to effectively supervise a technical staff and to coordinate the work activity.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves a variety of duties including the supervision of a technical work force, monitoring the results achieved and the effectiveness of those involved, the provision of technical advice and guidance on the maintenance problem of a diverse group of equipments, the preparation of estimates for repair or installation works and occasionally the supervision of contractors to ensure compliance with specifications. There is also a requirement to exercise judgement as, for example, when weighing the costs of repair against replacement or when allocating priorities at times of high work loads.

(*b*) *Scope and Effect*

The work is carried out using established administrative procedures for recording and processing work orders and by following standard techniques when installing, maintaining or repairing equipment. Poor performance of the duties adversely affects the work of others, such as for example the productivity of a printing press and may affect the working and domestic living conditions of a number of employees.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work requires the assignment of staff to specific tasks but affords a degree of latitude in determining priorities. There is also a need for initiative and judgement when advising subordinates on solutions to technical problem beyond their competence to solve and when overseeing the work of contractors. The results of the work performed are readily checked by the supervisor by means of daily reports showing outstanding repair calls and by the nature and volume of complaints received.

(*b*) *Instructions Received*

The work is performed in accordance with Ministry standard specifications and regulations and in conformity with generally accepted electrical engineering practice. There is need however for the exercise of initiative and judgement in the application of these specifications and regulations to specific problems of maintenance or installation and when advising clients on the availability of staff to perform service calls. The advice of the superior is readily available when unusual circumstances arise and his approval is sought when staff changes, such as the redeployment residential electricians are contemplated.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts are made with other employees in the ministry, with office managers, and supervisors of government offices and establishments with residents of Government residential quarters and infrequently with contractors.

(*b*) *Purpose*

The purpose of these contacts is to give and exchange facts or information on the nature and status of the work required or being carried out or on associated matters such as the availability of stores of materials.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The inspection of a variety of work sites and equipment requires bending, climbing ladders and gaining access to and working in confined spaces.

(*b*) *Work Evironment*

During inspections to check work progress and particularly on those occasions where the incumbent is required to participate in urgent maintenance or repair tasks, there is exposure to risk of electric shock and the spaces where electrical machinery is operating are often noisy and hot.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a work force of craftsmen and artisans by assigning tasks, by checking work progress and completion and by providing guidance or instructions where the work requirement exceeds the individual's knowledge or experience.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	250	50	40	100	1,215

Bench-mark Job No. *Level :* 07

Job Title : Confidential Secretary *Point Rating :* 1,310

Ministry/Department : Office of the Military Governor

Department/Unit :

Occupational Code No.

SUMMARY

Under the general supervision of the Under-Secretary takes dictation in shorthand, types manuscripts, receives and despatches correspondence and keeps confidential files and other classified documents ; replies to routine letters, supervises the work of junior staff and performs other related duties.

DUTIES

Takes dictation in shorthand and transcribes reports, memoranda, manuscripts, minutes of meetings, proposals, comments and correspondence and types them.

Receives and despatches correspondence, by reading all incoming mail, locates and attaches appropriate file to correspondence to be answered by supervisor.

Classifies and files correspondence and reports as 'secret', 'confidential' and keeps them up to date.

Supervises subordinate officers in the maintenance of the secret registry.

Schedules appointments, provides information to callers or routes each to appropriate officer and places out-going calls.

Performs other related duties such as maintenance of diaries for appointment.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of shorthand up to 120 words per minute and various office procedures, practices and functions of the organisation to provide support for a superior officer such as making appointments, booking and receiving telephone calls and visitors. Skill is required in operating a typewriter up to 50 words per minute and to maintain a confidential registry.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves several related processes such as taking dictation, typing, classifying of materials and filing, making of appointments and receiving visitors.

(*b*) *Scope and Effect*

The employee follows specific rules, regulations and procedures and uses his judgement in extracting information for routine letters. The scope and effect is not limited to but goes beyond his organisational unit when providing information to callers and answering routine enquiries.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee works under immediate but general supervision and is able to perform on own initiative without reference to supervisor ; however, completed work is referred for checking and signature.

(*b*) *Instructions Received*

The employee follows established procedures but is under general instructions of the supervisor. He is guided by his initiative and judgement in applying established rules or regulations in drafting routine correspondence, making appointments and receiving visitors and refers to supervisor on difficult matters.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The employee's duties involve frequent contacts with the general public by telephone and in person when receiving visitors and also with colleagues within the organisation.

(*b*) *Purpose*

To obtain, furnish and also classify information about his unit and the organisation in general.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires sitting for long hours.

(*b*) *Work Environment*

Normal everyday risks, discomforts typical of working indoors.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of some staff mostly clerical in performing their routine duties by inspecting work whilst in progress and checking it on completion.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	250	175	10	100	1,310

Bench-mark Job No. *Level :* 07

Job Title : Technical Instructor *Point Rating :* 1320

Ministry/Department : Education

Branch/Unit : Technical Training

Occupational Code No.

SUMMARY

Under the general supervision of a Principal Technical Instructor, teaches arts, crafts and technical subjects, organises and supervises students' practical work ; sets, administers and marks examinations and performs other related duties.

DUTIES

Teaches students the theory, practice and design of arts, crafts and technical subjects by lecturing on theory and principles, sketching art models on the board, practically demon-

strating the use of tools employed in technical work and demonstrating the planning and calculations mathematically used in the construction of such products as chairs, tables, etc.

Organises students' practical work by setting out models of arts, crafts, and assemblies to be produced by giving necessary guidelines and corrections while work is in progress and evaluating the attainment of standards on completion.

Conducts trade tests by setting standards for graduating technicians and awarding grades to students according to performance.

Supervises students during sports, games, athletics and other extra curricular activities such as excursions.

Performs other related duties such as coordinating the work of subordinates, occasionally organising refresher courses for supporting staff, and writing periodic reports on activities carried out.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of varied methods, procedures and techniques employed in variety of trades and technical areas and skill in demonstrating and instructing in these areas. It also requires a full understanding of the scope and purpose of technical education; and effective communication skills (oral and written). Skill is required to modify or adapt methods and equipment, display and explain apparatus, write reports and apply mathematics.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

Various duties including teachings, examining, supervising students, designing models, advising on technical methods, maintaining specialised equipment, tools and apparatus and training support staff.

(*b*) *Scope and Effect*

Trains, evaluates, examines and graduates technicians needed in the public and private sectors of the economy. Work affects the availability of scarce high utility manpower needed by a developing economy.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent receives general supervision and direction with respect to teaching arts, crafts and technological sciences. Records of work, proposals for future activities are checked weekly by superior officer. Experience and familiarity with routines followed by the incumbent is relied upon by the superior officer.

(*b*) *Instruction Received*

Routines followed are established by precedence or those described in the course of training or available in written form, i.e. scheme of work, syllabi, handbooks, journals, technical trade regulations, relevant periodicals and occasional verbal or written directives from the principal or ministry.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires internal contacts with students and superior and subordinate staff of the institute and with other trade centres and officers of the West African Examination Council.

(*b*) *Purpose*

Contacts made are to co-ordinate duties in the institute, exchange ideas with other institutions and to discuss curricula and regulations with examining bodies.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires standing for long hours when teaching or demonstrating for students. During practical exercises the incumbent bends, stoops and carries heavy technical equipment and apparatus.

(*b*) *Work Environment*

The work involves the use of machines and tools for arts and crafts. Injuries may be sustained by machine cuts and electric shocks. Gases may explode and burn the incumbent in the laboratory or dangerous fumes may be inhaled.

Factor 6—SUPERVISORY RESPONSIBILITY

The incumbent supervises a work force normally at level 06 and under, e.g. Assistant Technical Instructor. Practical assignments are given to students and work inspected closely whilst in progress. The work of technicians and other supporting staff is scrutinized to ensure that established methods and procedures are maintained.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	250	80	40	100	1,320

Bench-mark Job No.
Job Title : Estate Officer
Ministry/Department : Lands and Housing
Branch/Unit: Lands
Occupational Code No.

Level : 07
Point Rating : 1,335

Summary

Under the direction of a Senior Land Officer processes applications for land acquisition, carries out site inspections and performs other related duties.

DUTIES

Processes applications for land acquisition under the Native Lands Acquisition Law and the Land (Perpetual Succession) Act by verifying information supplied by applicants with the Deeds Registrar ; by reviewing the Deeds of Agreement prepared by applicants to ensure the provisions contained therein meet the approved terms and conditions ; by conducting interviews with applicants or their representatives, to explain requirements which must be met when submitting applications and to confirm or clarify information provided in the applications and by making recommendations concerning the applications to his superior.

Carries out site inspections to ascertain facts about disputed applications, by measurement of land and property, and by interviewing parties to the land acquisition to verify facts contained in the applications.

Supervises a small staff by assigning tasks and providing guidelines for the processing of land applications.

Performs other related duties such as attending Courts of Law to give evidence when interests acquired under land acquisition laws are the subject of litigation.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of legislation affecting land acquisition, some knowledge of basic surveying practices used in designating land areas and a good knowledge of the legal processes and terminology used in land transactions. Adequate communication skills are also required to prepare letters to applicants or their representatives to conduct interviews and to properly present facts when appearing as a witness in court.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The various duties dealing with the applications for land and the site inspections require the interpretation and application of land legislation, the analysis of each land application to determine whether the appropriate legal requirements have been met and to identify those elements which are missing or in-accurate and the ability to communicate the results to the applicants.

(*b*) *Scope and Effect*

The purpose of the work is to carry out specific procedures relating to land applications. The work product has an effect on the accuracy and reliability of land legislation implementation and also on the timely provision of service to the public. Inaccurate or poorly presented information in courts of law may hinder the application of justice.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Objectives and priorities are determined by the supervisor although the methods of meeting objectives are decided by the Estate Officer within the terms of existing legislation and established procedures. The recommendations made are reviewed for conformity with policy, for accuracy and appropriateness.

(*b*) *Instructions Received*

The applications for land are processed in accordance with land legislation augumented by the Lands Manual and departmental circulars. Unusual situations are referred for decision to the supervisor who also reviews the recommendations made by the incumbent respecting land acquisition.

Factor 4—RELATIONSHIP

(*a*) *Personal Contacts*

Contacts are made with employees of the department, with legal officers and with the public.

(*b*) *Purpose*

The purpose of contacts is to obtain, clarify or give facts directly related to the work.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves no unusual physical demand although walking is necessary during site inspection.

(*b*) *Work Environment*

The work involves normal everyday risks typical of offices and travelling commercial vehicles.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of assistant estate officers, and inspectors of lands. The work of these subordinates follows procedures outlined in departmental manuals and is closely examined while in progress and on completion for quality.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	400	50	10	100	1,335

Bench-mark Job No.
Job Title : Mechanical Superintendent
Ministry/Department : Works and Housing
Branch/Unit : Mechanical/Electrical Workshops
Occupational Code No.

Level: 07
Point Rating: 1,335

Summary

Under the general supervision of a Higher Mechanical Superintendent, plans and co-ordinates the activities of a work force of artisans and skilled labour, directs and controls the fabrication and repair of vehicle body work and furniture, supervises the work force and performs other related duties.

Duties

Plans and coordinates the activities of a work force of artisans and skilled labour by preparing job control cards, by assigning priorities of fabrication and repair, and completion deadlines ; by estimating the costs of fabrication and repair ; by requisitioning materials and tools ; by reviewing job progress with subordinates and by compiling regular reports on jobs completed. Directs and controls the fabrication and repair of vehicle body work and furniture by preparing sketches and drawings from verbal and written instructions ; by preparing a

check list of duties to be carried out ; by checking work in progress for accuracy, completeness and conformity with instructions ; by inspecting machinery and tools and requesting replacement of repair when required.

Supervises a work force of assistant mechanical superintendents, foremen, technicians, mechanicians, craftsmen and skilled labour by assigning work and issuing instructions ; by reviewing work performance and recommending actions of promotion, discipline and training, and by conducting trade tests for new applicants and candidates for advancement.

Performs other related duties such as reviewing new technological developments by visiting private industry and conducting occasional surveys of the costs of machinery and materials.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of the principles and practices of vehicle repair, and a general knowledge of vehicle body and office furniture constuction, the characteristics of related technical equipment, of the preparation of estimates of cost for repair and renovation. Skill in preparing working drawings from verbal or written instructions, and in the fabrication or repair of vehicle bodies and furniture is essential. In addition, experience in effectively supervising the activities of a moderately large work force is essential.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves various duties. The processes used in the fabrication and repair of vehicle bodies and furniture differ, and work specifications and instructions require to be analysed to determine acceptable deviations and to formulate instructions regarding the use of non-standard procedures.

(*b*) *Scope and Effect*

Standard procedures and departmental regulations are carried out in order to complete assignments. The reliability and accuracy of workmanship affects the units ability to provide satisfactory and timely services.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Objectives, priorities and deadlines are set by the supervisor but the methods used are left to the judgement of the incumbent. Because of the nature of the work, standard practices are normally followed in completing assignments but the incumbent is free to organize and plan the work of his unit which is reviewed by his supervisor for timelines and quality.

(*b*) *Instruction Received*

Instructions, regulations and circulars contain guidance on methods to be used and specific guidance is available from the supervisor. However, the incumbent must use discretion and judgement when applying and adapting existing practices to meet a variety of different circumstances encountered when repairing or modifying vehicles and furniture.

FACTOR 4—RELATIONSHIPS

(a) Personal Contacts

Contacts are usually with superior and subordinate officers in the immediate work unit.

(b) Purpose

The purpose of contacts is to give and obtain information on the progress, volume and scheduling of work, and to receive briefings and instructions from superiors.

FACTOR 5—EVIRONMENT

(a) Physical Requirements

The work involves some physical exertion such as lifting moderately heavy weights, climbing on top of roofs and under vehicles.

(b) Work Environment

Workshop hazards due to rotating machine parts, flying fragments, exposure to irritating chemicals, gases and dust produce moderate risks and discomfort. Special safety equipment is required for work at certain locations.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises a work force performing repetitive tasks. Work is assigned on a task by task basis by giving a check list of the duties to be carried out and is checked during progress for quality and completeness.

Factors	1	2	3	4	5	6	Total
Points	550	225	400	20	40	100	1,335

Bench-mark Job No. *Level :* 07
Job Title : Registrar *Point Rating:* 1,340
Ministry/Department : Judicial Department
Branch/Unit : High Court, Magistrate Courts Division
Branch : High Court Registry
Occupational Code No.

SUMMARY

Under the general supervision of the Senior Registrar, supervises and controls the functions of the court registry; controls the vote for the court; files and scrutinizes all writs in respect of civil and criminal cases and appeals; acts as Deputy Sheriff and oversees the provision of copies of court proceedings; and performs other duties as required.

DUTIES

Supervises and controls the functions of the court Registry, by allocating work to staff, by ensuring that quality and quantity are maintained, by providing advice and guidance and maintaining discipline.

Controls the vote for the court, by checking expenditures and ensuring the safe keeping of court funds.

Files and scrutinizes all writs in respect of civil and criminal cases, and appeals brought before the court, by examining all suits and petitions, by assessing the amount of fees to be paid.

Acts as Deputy Sheriff, by supervising the Bailiffs, by reviewing all court processes, summonses, warrant bonds, etc.

Oversees the provision of copies of court proceedings and judgements by signing and issuing certified copies.

Performs other duties as required.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of the varied methods, legal procedures and techniques employed in support of the Magistrate's Courts. It requires full understanding of the organisation's scope, purpose and operating methods. It requires skill to operate and maintain an information retirieval system for the Court Registry and to supervise a small Registry staff and Baliffs.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires the identification and classification of cases and the interpretation of relevant legal regulations and procedures and the ability to recognize deviations from same. Also required is the ability to supervise and direct staff.

(*b*) *Scope and Effect*

The work requires the accurate keeping of information utilized in court proceedings and as a basis for making legal judgements. Its accuracy and availability is critical to effective legal process.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is routinely performed and employee refers problems to immediate supervisor when unusual difficulties are encountered. The incumbent uses his own initiative and experience in the preparation of legal documentation for court processes. The work is reviewed only on completion.

(*b*) *Instructions Received*

The work requires the use of procedural manuals such as penal code, criminal procedure code, civil process law. The employee uses judgement as to the suitability of a particular procedure for application to cases, and processes. Unusual or non-routine situations are referred to supervisor for decision.

Factor 4—RELATIONSHIP

(*a*) *Personal Contacts*

The work requires contacts with Legal practitioners, officials of other Ministries and the general public.

(*b*) *Purpose*

The purpose is to coordinate or advise and resolve anomalies in procedures.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is sedentary and requires mental concentration.

(*b*) *Work Environment*

Normal everyday risks typical of working indoors.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervision and inspection of work of clerical support staff whilst in progress and on completion by employees.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	250	140	10	100	1,340

Bench-mark Job No. *Level :* 07
Job Title : Occupational Therapist *Point Rating:* 1,350
Ministry/Department : Health
Branch/Unit : Occupational Therapy
Occupational Code No.

SUMMARY

Under the general supervision of a senior occupational therapist in a hospital or institution, plans, organizes, and implements individual and group programmes to aid in the mental or physical rehabilitation of patients ; assesses, reviews, and reports on the efficiency of individual and group programmes ; supervises and assesses the work of support staff; and performs other related duties.

DUTIES

Plans, organizes and implements occupational therapy programmes for individuals and groups in hospitals, clinics, or institutions to aid in the mental or physical rehabilitation of patients, by studying referral forms and other information and interviewing the patient to, obtain essential background and medical information ; by prescribing and instructing or arranging for the instruction of individuals, in appropriate physical exercises and activities such as woodwork, leatherwork, weaving, carving, and gymnastics, or in educational and mental development exercises such as reading, writing, spelling, and arithmetic ; by organizing and leading social activities such as games, sports, dancing, debating, quizzing, and singing, by purchasing or procuring necessary materials, equipment, and audio-visual aids, and by arranging excursions or visits by the patients to places of interest.

Supervises the work of instructors, artisans, and attendants who provide individual and group instruction and demonstration of the various activities or perform other support work, by assigning and checking work, reporting on performance, and by maintaining the duty roster.

Assesses, reviews, and reports on individual and group programmes as required by the medical staff, or to correct or replace a treatment or activity that is not producing the desired results, by observing or interviewing the patients and support staff, by conducting standard tests, by prescribing new crafts or activities, by writing progress reports and case histories, and by meeting with support and medical staff as required to discuss individual and group programmes.

Performs other duties such as deputising for the supervisor, conducting visitors on tours of the department, accompanying doctors on work rounds or on visits to individual patients, lecturing student nurses on occupational therapy techniques, arranging sales of articles produced by the patients, and occasionally accompanying support staff when searching local or neighbouring markets for raw materials such as cane and wood.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the complex methods, procedures, and techniques used in occupational therapy, and a good understanding of the principles and practices of nursing and of human psychology. Skill is required in teaching and demonstrating a wide variety of crafts, reports, games, and social activities, in organizing and coordinating group activities, and in supervising staff. Also required is the ability to exercise utmost patience, evenness of temper, and sympathy in dealing effectively with mental and/or crippled patients.

FACTOR 2—DIFFICULTY

(a) Complexity

The work consists of various duties involving different procedures and methods relating to occupational therapy programmes in hospitals or institutions. It requires the review and assessment of the needs of individual patients or groups of patients, and planning and implementing the most appropriate programme. Specific problems are analyzed to determine the cause and to select changes or alternatives to the original programme.

(b) Scope and Effect

The main purpose of the work is to treat, analyse, and investigate a variety of conditions and problems relating to occupational therapy to adjust programmes to provide maximum rehabilitation benefits. The work affects the well-being of a relatively large number of patients and their families.

FACTOR 3—RESPONSIBILITY

(a) Supervision Received

The work is self-directed because the employee is required to plan, organise and implement occupational therapy programmes for individuals and groups and to assess the effectiveness of each on his own initiative in accordance with the standards set by the hospital or institutions involved. Only unusual cases not responding to standard or conventional methods or approaches are referred to the supervisor for guidance or for approval of recommended solutions.

(b) Instructions Received

In planning, organizing, and implementing programmes for individuals and groups, the employee is guided by the doctor's instructions or orders, and by background information obtained from records and the patient, in addition to routines established by precedence, learned in the course of training, or referred to in texts, manuals and periodicals. The administrative aspects of the work are guided by government orders, circulars and directives.

FACTOR 4—RELATIONSHIPS

(a) Personal Contacts

The work requires contacts with patients and their relatives and friends, with medical and nursing staff in the hospital, and with suppliers of equipment and materials.

(b) Purpose

The employee is required to engage patients in both physical and mental activities designed to aid in their recovery or rehabilitation, to persuade relatives and friends to accept patients after treatment and to aid in rehabilitating and socializing them, to discuss problems and progress of individual patients with medical and nursing staff, and to purchase or procure raw materials or equipment from suppliers or cooperators.

FACTOR 5—WORKING CONDITIONS

(a) Physical Requirements

The work requires some physical exertion when participating in games and sports, dancing with the patients, standing and walking when on ward duty and procuring supplies, lifting boards, logs and bundles of fibre or cane when selecting and purchasing raw materials, and working in awkward positions in operating equipment, or demonstrating games, exercises, and other similar activities.

(*b*) *Work Environment*

The work involves a high degree of risk from exposure to the often unpredictable behaviour of mental patients which can result in bodily harm.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The incumbent supervises occupational instructors, artisans (wood working, basketing, leatherwork and similar crafts) and attendants who perform routine or manual tasks, by assigning and checking work, instructing in work methods and behaviour, and assessing and reporting on work performance.

Instruction on methods and techniques is also provided to student nurses.

Factors	1	2	3	4	5	6	*Total*
Points	350	300	400	130	70	100	1,350

Bench-mark Job No. *Level :* 07

Job Title : Communication Officer *Point Rating :* 1,350

Ministry/Department : Transport

Branch/Unit : Aviation—Aeronautical Telecommunications

Occupational Code No.

SUMMARY

Under the general supervision of the Higher Communications Officer; oversees the operations of the Communications Centre during a shift; ensures that circuits are adequately manned and that equipment is in good working order; investigates and answers queries on the transit of communications traffic and advises on emergency routes in cases of circuit breakdown or machine failure; supervises communication staff; and performs other duties such as maintaining records and instructing trainees in communications techniques.

DUTIES

Oversees the operations of the Communications Centre (operating on international circuits and radio telephone, teletype and regular telephone equipment) during a shift, by main taining a diary of station activities, by inspecting circuits and equipment to ensure that they are adequately manned and in good working order, by detecting and determining nature of faults in circuits and equipment, by maintaining logs of machine, radio and telephone faults, by alerting superiors to the need for service and repair of equipment, and by originating service messages as required.

Investigates and answers queries on the transit of communications traffic and provides information and advice on the diversion of traffic and emergency routes to be used in case of breakdown of a circuit or machine failure.

Supervises staff engaged in manning international communications circuits, operating radio telephone, teletype and regular telephone equipment and in traffic checking activities by assigning staff to circuits and equipments by instructing staff on the job and keeping them

informed of current operating and routing instructions, by checking their work regularly, giving instructions and solving problems on the spot, by discussing discipline matters with the Higher Communications Officer.

Serves as instructor in the Local Communications Training School by operating instruction material and teaching operating staff methods and techniques of operating communications equipment.

Performs other duties such as maintaining contact with stations connected to the centre, and occasionally helping in administrative staff duties at the aviation headquarters.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of the functioning characteristics and methods of operating communications equipment on international circuits and an understanding of all the operations of the Communications Centre. It requires skill in detecting and determining the nature of equipment faults ; in maintaining logs and a diary of station activities in resolving operating problems on the spot ; in answering queries and providing information and advice ; in supervising staff ; and in instructing trainees on the use of communications equipment.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires the ability to detect faults in three major systems (teletype, radio telephone and telephone) by an analysis of circuit functions and their functional relationships, to determine alternative routing which can be recommended under emergency conditions to maintain traffic flow, to explain the operating characteristics of the communications systems for purposes of instructing staff in its operation and to address any problem that may occur during shift.

(*b*) *Scope and Effect*

The work requires assuming responsibility for all shift operations and their effectiveness to include the rectifying of service faults and the direction of shift staff. Failure to discharge this responsibility affects the quality of services provided during the shift and consequently the satisfaction of those to whom the service is provided.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work requires taking charge of the Communication Centre during a shift, under minimum supervision and based on broad instruction from the immediate superior. The incumbent is expected to use initiative in resolving operating problems to maintain the flow of traffic. In exceptional cases he refers to his supervisor for guidance (e.g. major equipment failure or to approve his proposed actions as, for example, in disciplinary matters).

(*b*) *Instructions Received*

The work requires reference to standing instructions for Aeronautical Telecommunications Personnel, and to current operating and routing instructions relating to the Communications Centre. Some initiative is called for in the study and interpretation of these instructions in order to give appropriate instructions to subordinates and to solve problems on the spot. The incumbent also makes use of such standing administrative regulations as the Civil Servise Rules and Financial Instruction in the supervision of subordinate staff.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The works requires contacts with the supervisor and with subordinates in the Communications Centre.

(*b*) *Purpose*

Contacts with subordinate communications equipment operators are for the purpose of instructing them on methods and procedures and identifying and solving operating problems (e.g. circuit breakdown) on the spot.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

There are particular physical requirements for the performance of these duties, although the work does require some periods of standing and walking when inspecting equipment and giving instruction to operators.

(*b*) *Work Environment*

The work is performed in a very noisy environment (caused by the constant operation of communication equipment), and usually under condition of artificial light. Hours of work are irregular, as the work is performed on a shift basis.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of staff (Chief and Senior Communicators, Communicators, and Telephone Operators) engaged in manning international communications circuits, and operating radio telephone, teletype, and regualr telephone equipment, as shift supervisor. He checks work closely, gives instructions on methods and procedures, and resolves operating problems on the spot.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	400	50	25	100	1,350

Bench-mark Job No.
Job Title : Cooperative Officer
Ministry/Department : Ministry of Cooperative
Branch/Unit : Cooperative (Societies/Development) Division
Occupational Code No.

Level : 07
Point Rating : 1,370

SUMMARY

Under the general supervision of the Assistant Registrar of Cooperative Societies, supervises the field staff inspection and audit activities, informs Management on the business activities of the various Cooperative Movements ; gives professional advice and lectures on specialised subjects like Cooperative Education, insurance and small scale industries ; prepares

reports on viability surveys on projects to be embarked upon by Cooperative Societies, sees to the proper registration of new Cooperative Society and conducts arbitration into disputes arising between established organs of the Cooperative Movement; and performs other related duties.

DUTIES

Plans and carries out inspection of Cooperative Stores and produce by assigning related tasks to Chief/Senior Cooperative Inspector; by making personal inspections and by collating field reports and submitting recommendations to supervisor.

Directs the performance of audits by subordinates on Cooperative Societies and personally audits by examining and analyzing records of accounts for conformity with regulations and reporting deviations when directed by supervisor.

Arbitrates when disputes arise between societies by meeting with the contending parties investigating evidence produced and resolving differences.

Carries out pilot and feasibility surveys for the formation of new Cooperative Societies.

Prepares statistical returns on the growth of Cooperative Movement.

Educates members on subjects such as Cooperative Insurance, Credit and small scale industry by organising lectures and inviting members to attend.

Performs related duties such as administering the office in the absence of supervisor.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of Cooperative Societies, techniques and practices and governing legislation. It also involves a working knowledge of Government organizations and their functions and their inter-relationships. Good communication skill, a good knowledge of accounting and auditing procedures, and a good insight into human relations are required to facilitate consultation to conduct arbitrations into Cooperative Societies and to conduct thorough audits.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work embraces a variety of activities and subject matter such as auditing, arbitrating, lecturing, inspecting; and requires the ability to analyze a variety of problems encountered locally and to produce effective solutions where factors to be considered are interdependent or interrelated. Judgement, originality and initiative are required to reconcile differences.

(*b*) *Scope and Effect*

Duty covers a wide range of cooperative organizations with diverse interests. Incumbent is relied upon to use his judgement and skill to coordinate these interests and to harmonize them so that programme objectives for the field area under his jurisdiction are met. Failure to do so results in deficiencies in the overall divisional programme objectives and adversely affects local interests and needs as well as impeding the progress of the movement.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is carried out under general supervision, its scope depth and objectives are clearly defined in directives or written publications and instructions and supervisor's advice is readily available although at a distance when incumbent is travelling. Completed Reports and proposals for action are reviewed for clarity, completeness and accuracy.

(*b*) *Instructions Received*

Work requires judgement in the application of the principles of the Cooperative Movement and of relevant regulations and legislation. The employee otherwise works routinely but on his own initiative. Unusual and non-routine problems such as difficulty in extracting information from an unwilling cooperative organisation when conducting arbitrations or auditing their accounts are referred to supervisor for solution.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contact with colleagues in the same unit, the general public, officials in related Ministries like Agricultural and Natural Resources and Credit Corporation. It requires contact at a high level when attending cooperative conferences or when holding meetings with Consumers or traders' organisations.

(*b*) *Purpose*

The purpose of contacts is to obtain or give information, resolve operating problems within his jurisdiction and create understanding between the various arms of the Cooperative Movements.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work requires considerable travel to inspect and audit accounts of Cooperative Movements and to conduct arbitrations.

(*b*) *Work Environment*

Work is generally done in Cooperative Stores without the usual amenities of an office and requires separation from family and disruption of home and social life.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a work force performing simple and detailed routine or manual tasks such as performed by officers at level 05 and below like Chief and Senior Co-operative Inspectors. Work is assigned on a task-by-task basis providing detailed instructions on how work is performed, demonstrating by own example where necessary. Inspects work closely whilst in progress and on completion for quality and quantity.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	250	130	40	100	1,370

Benc-mark Job No.
Job Title : Programming Officer
Ministry/Department : Ministry of Economic Development and Reconstruction
Branch/Unit :
Occupational Code No.

Level : 07
Point Rating : 1,410

SUMMARY

Under the general supervision of the Higher Programming Officer, plans and organises the running of programmes on the computer and executing such projects to achieve results with the minimum use of computer time, and other related duties.

DUTIES :

Plans organises and arranges for the execution of programmes on the computer by writing programme in computer language to provide data for management, by studying work flow chart prepared by Analysts and conferring with Analyst to resolve questions of intent, and applying knowledge of computer capabilities, subject matter and symbolic logic; describes input, output and arithmetic and logical operations involved, by devising sample input data to test adequacy of programme and by correcting programme errors by such methods as altering programme steps and sequence.

Provides guidance to subordinates by preparing written instructions to guide operating personnel during production run and by training subordinate in programming and giving them general supervision.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The job involves the knowledge of the operations of a computer programme sequence and other areas needed to provide technical support for a Programmer or an Analyst. It requires the interpretation of flow chart systems, programme language, coding as well as debugging of programmes, and familiarity with operational problems.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires the ability to deal with differing fields of input, and to analyse details of systems requirements to determine required programme topic and detect variations between input requirements and output results as well as to detect and correct errors in programming.

(*b*) *Scope and Effect*

The work involves carrying out specific instructions and procedures already detailed in the flow charts by the System Analyst. Accuracy and timeliness of results affects dependability and cost of computer-department services offered by user groups.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The supervisor determines objectives, priorities and deadlines satisfying demands of user groups but written within this framework. Work is self directed although carried out in compliance with standard practices and techniques. Results are by nature of the processes involved largely self-checking and do not require supervisory review except in so far as they are timely and satisfy user groups.

(*b*) *Instructions Received*

Following standard procedures that are learned in the course of training, the employee uses judgement to determine required programme topic and to the extent in which a deviation may be in keeping with the requirement of user groups. Unusual or non-routine situations as well as any deviation which may not be in keeping with the general intent are referred to supervisor.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

The work involves contact with subordinates and Analyst within the immediate office.

(*b*) *Purpose*

The purpose is to plan and coordinate the activities of the unit to achieve smooth operation of the programme on the computer and to resolve operational problems.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves working at a fast pace in an air conditioned room and it involves standing and sitting intermittently.

(*b*) *Work Environment*

The work involves normal risk which is associated with an office with controlled temperature.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work involves supervision of the work of junior programmers and programming assistants who operate the computer systems and the solution of difficult problems which may arise.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	400	50	10	175	1,410

Bench-mark Job No.
Job Title : Executive Officer (Accounts)
Ministry/Department : Finance
Branch/Unit : Treasury
Occupational Code No.

Level : 07
Point Rating : 1,410

SUMMARY

Under the general supervision of the Senior Accountant, keeps the accounts ledgers for the accounts of other States of the Federation in the Treasury, keeps the paper money register, vote book, Workmen's Compensation accounts ledger, etc. collates returns of sub-treasuries

in the States and renders them monthly to the Permanent Secretary ; reconciles central and other bank statements ; supervises and co-ordinates the work of junior staff and performs other related duties.

DUTIES

Keeps the accounts ledgers for the settlement of accounting transactions with other States of the Federation.

Keeps the paper money, various ledgers and various registers ; by posting finished accounts and balancing the ledgers ; by receiving cheques issued from other States and issuing receipts ; by preparing Corporations' Pension Vouchers and issuing them to sub-treasuries in the State for the payment of Pensioners ; by reconciling accounts with other Governments such as Ghana and Gambia by keeping relevant books of account ; by computing Workmen's Compensation payments and issuing payment vouchers to the Ministry or Department concerned ; by reconciling Bank Statements for special accounts maintained with the Central Bank and other banks in the States ; by compiling weekly and monthly returns of expenditure and sending them to the Senior Accountant for transmission to the Permanent Secretary, Ministry of Finance to keep him informed of level of expenditure within votes under delegated control.

Reconciles the Ministry's accounts with the Posts and Telegraphs Departments by correspondences and meetings.

Supervises the junior staff of the Accounts Examination Unit by assigning duties to them and checking their output.

Performs related duties such as representing the Accountant-General at the State Lottery-checking Committee ; compiling data and information on receipt and expenditure of funds for the preparation of the Accountant-General's Annual Report ; preparing draft estimates for the Vote under his control showing details of proposed staff increase or decrease as well as other sources of income and expenditure.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of basic accounting principles, rules and regulations governing a variety of Government transactions and the applications of these to preparation of final accounts analysed into appropriate heads and sub-heads, as well as advanced aptitude for figures and ability to report in clear and lucid language.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties such as the keeping of accounts ledgers, paper money, and various registers. It also involves the examination of a variety of vouchers and the preparation of final accounts showing classification of expenditures by heads and sub-heads. The work requires the analysis of details of accounts to reconcile figures that don't balance, preparing draft estimates, flagging deviations from budget and the reconciliation of account records data and rendering returns.

(*b*) *Scope and Effect*

The work entails responsibility for a complete segment of the total accounting system to include inter-state and inter-country transactions as well such major accounts as Workmen's Compensation and Pensions. Work is performed in strict conformity with established accounting procedures. Failure to work to high accuracy standards can affect the reliability of financial records and produce misleading information required for financial control.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is generally supervised but self-directed in establishing work plan and solving problems involved in following established accounting procedures and regulations; refers difficult problems to supervisor for direction and guidance.

(*b*) *Instructions Received*

The employee is guided by standard Government accounting procedures, rules and regulations which cannot be altered without reference to superior officer. These are contained in the Civil Service Rules, Financial Instructions and other Laws or Acts related to schedule of duties. Supervisor also provides guidance through office circulars and personal advice.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The employee makes personal contacts with other colleagues and superior officers within the Treasury and other departments in the Ministry of Finance.

(*b*) *Purpose*

To obtain information from or to give directives to other colleagues in the office to prepare vouchers and reconcile differences between accounts.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mostly sedentary but requires some standing while searching for ledgers and other books.

(*b*) *Work Environment*

The job is done indoors and involves only those discomforts that are typical of working in offices.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises officers of the grade of Assistant Executive Officers (Accounts) and other staff who perform clerical and other related accounting duties.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	400	50	10	175	1,410

Bench-mark Job No. *Level :* 07
Job Title : Transport Officer *Point Rating :* 1,415
Ministry/Department: Information
Branch/Unit : Conference Visitors Unit
(C.V.U. Car Park)
Occupational Code No.

SUMMARY

Under the general supervision of the Conference Visitors Officer/Higher Mechanical Superintendent, organises and plans vehicle allocation of a 350 car pool by receiving and discussing requirements with client Ministries and Departments and deciding on vehicle allocation, trains and develops drivers and driver-mechanics, investigates accidents and performs other related duties.

DUTIES

Organises and plans vehicle allocation by reviewing requisitions, by visiting client Ministries Departments and V.I.Ps to clarify needs and timings, determining allocation priorities and by assigning vehicles and drivers. Supervises a staff of 350 through subordinate supervisors. Directs their training and development and maintains discipline. (Driver training and development is oriented to road driving courtesy, polite and efficient treatment of visitors, personal neatness, cleanliness, appearance, punctuality, maintenance of vehicle cleanliness and preparation of petrol and mileage reports). Investigates accidents and complaints and recommends repairs, write-offs, and replacements. Performs other related duties such as arranging leave and certifying no-accident bonuses.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the functioning characteristics of automobile including driving and repairs of vehicles and to plan, direct and control the work of a large number of motor drivers driver-mechanics directly and through intermediate supervisors. The work requires managerial skill and knowledge sufficient to be able to direct, organise, plan and supervise the unit and training and development of staff. Basic communications skills are needed to interview drivers, discuss client requirements and investigate and report on accidents.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties are varied and so are methods and approaches to the solution of problems such as gaining cooperation in measures designed to facilitate effective use of drivers and driver-mechanics. Solution of problems requires initiative and quick decisions and involve adapting departmental procedures to practical and urgent problems such as replacing drivers who fail to report for scheduled assignments owing to personal problems or mechanical faults.

(*b*) *Scope and Effect*

Allocation of motor vehicles enables high officials and visiting dignitaries to keep important appointments such as catching planes and and thereby enhances their effectiveness. Failure to allocate vehicles may hamper the work of client Ministries Departments and reduce good will of the Unit and Ministry. Ill-trained drivers endanger their passengers.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is not normally checked by supervisor but reports on movement of vehicles and use of materials such as petrol, engine oil, brake oil are periodically submitted. Day to day operation of the C.V.U. is not checked or supervised.

(*b*) *Instructions Received*

Standardised instructions and guidelines are available in form of Circulars, Financial Instructions and General Orders. Judgement is required in making slight departures from the provisions of such guidelines, especially in extremely urgent cases. Major deviations from existing procedure are referred to the Higher Mechanical Superintendent Conference Visitors Officer for decision.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts high level officials such as heads of client Ministries/Departments visiting dignitaries and V. I. Ps daily.

(*b*) *Purpose*

The purpose of the contact is to co-ordinate the assignment of vehicles and drivers and resolve operating problems.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work is conducted mainly in an office but requires some walking, bending and standing when conducting checks on vehicles in the car park.

(*b*) *Work Environment*

Duties are performed mainly in the office but requires travelling in cars when undertaking patrols to curb unauthorised movement of drivers.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Directs the work of officers generally at level 06 and below, which include 300 motor drivers and driver/mechanics who are espected to exercise limited initiative and judgement within their schedule of duties or to the extent their knowledge and experience allows. Discusses performance of employees with sub-supervisors, evaluates work performance and recommends disciplinary action.

Factors	1	2	3	4	5	6	Total
Points	550	300	250	130	10	175	1,415

Benchmark Job No.
Job Title : Technical Officer (Survey)
Ministry/Department : Works & Housing
Branch/Unit : Field & Computing
Occupational Code No.

Level : 07
Point Rating : 1440

SUMMARY

Under the general supervision of the Principal Surveyor, carries out legal land surveys in connection with Government plans for land acquisition, carries out other specific survey projects, including topographical, coordinate control and ground control surveys, organizes, directs and controls the work of a field survey party, completes survey reports and records and performs other related duties.

DUTIES

Carries out legal land surveys in connection with Government plans for land acquisition by identifying the site and the control points, by determining the placement of control pillars, by taking angles and measurements using theodolite, compass and steel tape, by performing computations in the field to determine the location of pillars and to verify own measurements and by examining data to ensure that all information needed to complete the survey records is obtained. Carries out other specified survey projects including topographical, coordinate control and ground control surveys which require the use of such survey methods as triangulation, traversing, spirit leveling and altimetry heighting to establish horizontal and vertical control over large land areas.

Organises, directs and controls the work of a field survey party by instructing staff assigned to the party, by overseeing the field operations of a survey party comprising two Survey Assistants, two Chainmen and up to 20 Labourers, assigning and checking work, selecting survey method for specific field operations, maintaining field accounts and issuing pay, by checking and certifying field notes and by selecting and maintaining custody of survey instruments and field equipment.

Completes survey reports and records by documenting the data obtained in survey plans identifying photo points on the ground from aerial photographs, an-notating maps to show control points, supplying such other information as names of towns, geographic features, classes of roads, type of registration, preparing charts of surveys and plotting survey plans.

Performs other related duties such as inspecting, checking, testing and calibrating instruments, evaluating and reporting on the work performance of members of the survey party, and recommending their future employment as survey party members.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires the ability to organise and take charge of the work of a field survey party ; to set up and use a variety of instruments for measuring angles and elevations ; to perform mathematical computations needed in the reduction of field data ; to read maps and aerial photographs and identify photo points. The work requires a knowledge of the theory, principles and techniques of surveying, the operation, characteristics and uses of such survey instruments as theodolites and spirit levels and the methods and techniques for achieving prescribed standards of accuracy.

FACTOR 2—DIFFICULTY

(a) Complexity

The work requires the performance of a variety of duties such as interpreting instructions to be followed in carrying out assignments, selecting survey routes and camp grounds, and controlling the work of members of the survey party. The work is performed in accordance with regulations and specifications on such matters as methods to be used, types of instruments and beacons and the number of observations or measurements to be taken. Recommendations are made on changes in established methods and procedures; after reviewing and analysing each survey project to identify problems posed by such factors as terrain, lack of control points and other technical questions.

(b) Scope and Effect

Decisions and recommendations affect the accuracy, cost and usefulness of the work of field survey party and errors could result in additional costs and unwarranted delays in completing specific field surveys.

FACTOR 3—RESPONSIBILITY

(a) Supervision Received

The supervisor plans and proposes all survey assignments. The incumbent plans and directs the survey activity according to established procedures and submits his field data to be checked for accuracy and correctness. The work is reviewed upon completion to ensure that instructions have been followed and that prescribed standards have been achieved.

(b) Instruction Received

The regulations for the conduct of surveys are followed to ensure a high degree of consistency and accuracy but the choice of method for conducting the survey can vary from established practices and the surveyor's judgement of prevailing field conditions.

FACTOR 4—RELATIONSHIPS

(a) Personal Contacts

The work requires contact with divisional offices in the Federal and State civil services and with members of the public when on field survey activities.

(b) Purpose

These contacts are made for the purpose of giving or receiving information and for coordinating survey activities.

FACTOR 5—ENVIRONMENT

(a) Physical Requirements

The work requires prolonged standing while on field surveys trekking through all types of terrain, climbing hills and towers and crossing water obstacles.

(b) Work Environment

There is exposure to adverse weather conditions, to animals, reptiles and insects, to physical injury due to accidents in remote locations where medical attention is not readily available.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervising the work of a survey party for several months at a time. Supervisory duties include assigning tasks, personal assessments, field accounting and administration.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	400	50	40	175	1,440

Bench-mark Job No. *Level :* 07
Job Title : Technical Officer (Building) *Point Rating :* 1,440
Ministry/Dept. Works and Transport
Branch/Unit : Building
Occupational Code No.

SUMMARY

Under the general supervision of the Principal Civil Engineer, designs building structures details working drawings of architects' building plans, oversees state Government building projects and performs other related duties.

DUTIES

Designs building structures by examining and interpreting the architect's building plans, by verifying computations and technical data, by checking building codes and the Structural Engineers' Code of Practice to ensure compliance with accepted standards and to discuss findings with his supervisor.

Prepares detailed working drawings of the architect's building plans by drawing to scale details of structural elements such as reinforced concrete work and steel work, by assigning subordinates to make tracings and to print copies of the working drawings ; by checking the accuracy and technical quality of the tracings and instructing subordinates in special drawing techniques and conventions.

Oversees state Government building projects by examining and measuring structural elements to ensure conformity with technical specifications, building plans and contractual agreements ; by explaining working drawings to construction workers and by reporting progress to his superior.

Performs other related duties such as investigating structural failure in existing buildings, supervising a small technical drawing staff and by conducting land survey and levelling of building sites.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of the principles and practices of structural engineering as applied to building construction, of the characteristics of structural elements such as reinforced concrete and steel work and of drawing, tracing and printing techniques. A knowledge of land survey techniques is also essential. The work also requires skill in preparing detailed working drawings, in explaining construction details to Artisans and Craftsmen and in applying technical standards to construction work.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The varied duties involve calculating the stability of a variety of structural elements, making detailed working drawings of different constructions and explaining building details to construction workers. Building plans and technical specifications and construction elements are analysed to identify deviations from construction standards.

(*b*) *Scope and Effect*

The purpose of the work is to ensure that all construction aspects of the architects' building plans have been adequately appraised before incorporation into detailed working drawings in accordance with accepted practices detailed, working drawings of construction elements are understood by construction workers, and approved construction standards are met. The structural soundness of government buildings, the safety of occupants, and cost of construction are affected by the adequacy of the work.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is performed with minimum supervision in accordance with general supervisory direction, using generally accepted practices to prepare detailed working drawings and make computations to meet approved construction standards. Work results are reviewed for conformity to the code of practice and for accuracy, soundness and appropriateness.

(*b*) *Instruction received*

Assessment of building structures, preparation of working drawings and supervision of building construction are conducted in compliance with the specification set by consulting Engineers and Architects and by the Structural Engineers Code of Practice. Working drawings are prepared from Architects' plans using standardized instructions and guideline. Initiative and judgement are required to apply these appropriately.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

Contacts are with Civil Engineers and Constructing Architects of constructing firms officers of own department and construction workers.

(*b*) *Purpose*

The purpose of the contacts is to clarify questions about building plans and to get information about construction elements to determine compliance with construction standards.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves long periods of walking, standing and bending during on-site supervision of building projects.

(*b*) *Work Environment*

Building sites involve dangers from structural failure of equipment and materials. Special safety precautions and protective devices such as hard hats and safety boots are required on site.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a small technical drawing staff. Assignments and detailed instructions are given on a task by task basis. Work is checked closely, both while in progress and on completion.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	50	40	100	1,440

Bench-mark Job No. *Level :* 07
Job Title : Trade Officer *Point Rating :* 1,445
Ministry/Department : Trade Division
Branch/Unit: Trade Division
Occupational Code No.

SUMMARY

Under the general supervision of the Principal Trade Officer, conducts merchandise surveys, assists in the formulation of Trade Policies, investigates and adjudicates trade complaints, provides trade advisory services and performs other related duties.

DUTIES

Conducts merchandise surveys by visiting leading commercial firms and obtaining data on current prices, sales volume, seasonal inventory and stock fluctuations and market destination of goods. Compiles, compares and analyses data by preparing charts, graphs and explanatory essays. Prepares reports for distribution to business, industry and Government.

Conducts surveys of industries and companies by obtaining data on capacity, capability (e.g. manpower, and equipment) and quality of products and services, financial data from banks and audited reports to determine volume and trends for domestic and export market.

Assists in collecting details and information on market trends such as the scarcity or short supply of important consumer items like textile, cement and milk. After careful analysis makes proposals on policy to improve market conditions either by modifying the custom duties on such items or lifting ban, if any, on their importation.

Adjudicates trade complaints by interviewing complainants to critically examine and analyse disputes and complaints of malpractices. Recommends solutions and assists complainants and defaulters to reach an amicable conclusion. Detection of crime may lead to police action.

Processes applications for registration of business names, and offer advice on incorporation of companies, organises and manages international and local trade fairs.

Supervises the work of subordinate staff by allocating duties, reviewing progress and providing training.

Performs other related duties such as promotion of tourist trade in local areas and servings as Secretary when the Ministry is holding a meeting.

Factor 1—KNOWLEDGE SPECIFICATIONS

The work requires a broad knowledge of trade methods, procedures and techniques; calls for continuing study of the trade markets covering a wide range of goods and services. Also needed is a full understanding of Ministry's scope, purpose and operating methods. Basic communication skills and practices are needed to interview, discuss trade practices and present reports. Settling disputes requires maturity, tact and skill to modify or adapt methods and procedures within existing regulations.

Factor 2—DIFFICULTY OF WORK

(*a*) *Complexity*

Problems are frequently brought to the attention of the incumbent by companies concerning planning, growth and marketing and this calls for innovation and versatility after identification and analysis of survey material. Incumbent must be able to interprete Custom Tariff (Brussels Nomenclature) Exchange Control Act to Clients and also be capable of offering advice on procedures governing shipping, clearing, forwarding and budgetting.

(*b*) *Scope and Effect*

The work requires the incumbent to investigate the cause of disputes/complaints arising out of commercial transactions within and outside the country to upkeep Nigeria's international trade relations abroad. It also entails heavy responsibility to ensure that accurate assessment of companies is made to minimise trade malpractices and minimise import/export trade.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is generally undertaken under the general supervision of a high officer. It does not require detailed planning as such but involves the application of initiative, mature reasoning and judgement to solve complaints. Employee's experience and familiarity with routines can be relied upon by the immediate supervisor so as to make close inspection of his work unnecessary.

(*b*) *Instructions Received*

Instructions are well spelt out in Trade Circulars, Customs and Immigration Acts to assist inquirers in their business. Incumbent must be conversant with External Trade Letters of Credit Act, Registration of Business Names Act, Companies Decrees, Industrial Development Act and Immigration Laws. Written Instructions in the form of Civil Service Procedures, and Financial Instructions are, however, available for guidance and reference on generally accepted procedures and practices concerning home and international trade. Problems such as policy decisions on tarrif changes are referred to the Principal for a decision.

Factor 4—RELATIONSHIPS

(*a*) *Contacts*

The work calls for personal contacts with officials, professionals and business organisations or related trade matters.

(*b*) *Purpose*

The purpose is to plan, coordinate or advise on trade efforts or to resolve complaints or disputes arising from trade.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires no physical exertion but travelling over rough roads and driving a long distance to conduct surveys or resolve disputes are common features in accomplishing task.

(*b*) *Work Environment*

The work involves moderate risks, discomforts, unpleasantness such as risks from cars when touring and exposure to travelling hazards and accidents to interview company representatives on trade production, investment and marketing.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work calls for supervision of employees on level 06 and below, such as Assistant Trade Officer, Chief Clerical Officer (Trade) and Clerical Officer (Trade), who exercise limited initiative and judgement within their schedule of duties.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	250	130	40	175	1,445

Bench-mark Job No. *Level :* 07
Job Title : Script Writer *Point Rating :* 1,465
Ministry/Department : Information
Branch/Unit : Film Production Division
Occupational Code No.

SUMMARY

Under the general supervision of the Producer Films, plans and conducts research into subjects concerned with government policy and programmes to be filmed to facilitate the production of suitable scripts, adapts government statements describing programmes and activities for inclusion in such scripts, writes commentaries on films taken at important functions, and performs related duties.

DUTIES

Consults with Producer Films and client Ministry/Department to establish terms of reference of subjects to be filmed such as Festival of "OGUN"—the god of iron, CAMPAIGN AGAINST SMALLPOX, FAMILY PLANNING AND ERADICATION OF CORRUPTION.

Conducts research into subject matter to obtain authentic details of manners, customs and speech, characteristic of specific period, locale or race.

Writes scripts on subjects to be filmed or for commentary on sound track of films taken at important activities such as receptions for visiting Heads of State and important press conference including dialogue, description of characters and details of scenes and settings, using knowledge of the limitations and opportunities of the visual media. Submits scripts for approval and discusses recommended alterations with colleagues or producer. Revises scripts where necessary by eliminating scenes, changing sequence or characterizations, brightening dialogue or cutting length.

Performs related duties such as answering correspondence addressed to the Film Unit in respect of subject to be filmed.

FACTOR 1—KNOWLEDGE

The work requires ability to understand and apply the principles and techniques of writing, editing, reporting and interviewing for broadcasting, cinema or the theatre and the related technical implications. It also requires ability to understand and associate ideas and to use them effectively both orally and in writing. Editorial ability is also required to discern pertinent detail when reviewing scripts, news and other narrative material. A good knowledge of the range of government organisations and information sources is also needed.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves undertaking research to collect a variety of material on subjects to be filmed and then writing appropriate film scripts. Interaction with officials in client Ministries/Departments requires the ability to analyse and interpret their needs, discern the essential elements to be communicated and the inter-relationships of issues to be brought out in the script.

(*b*) *Scope and Effect*

Script writing is a major segment of film-making activity. The writer's efforts contribute significantly to the film having an effective verbal impact matching its visual impact which satisfies the sponsoring clientel, the producer and the audience of the general public.

FACTOR 3—RESPONSIBILITY

(*a*) The work is performed under general supervision and its scope, content and characteristics are clearly defined by the supervisor whose advice is readily available. The writer uses his initiative in researching for script material and his judgement and originality are depended upon in writing the script but the supervisor reviews the completed script for the effectiveness with which it meets requirements.

(*b*) *Instructions Received*

Work is performed under instructions received from supervisor as to requirements to be met in terms of content, deadlines and general format or "story-line". Unusual or non-routine situations such as difficulty in obtaining requisite information from client Ministries/Departments are referred to supervisor for solution.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with colleagues and officials of client Ministries/Departments, such as Chief Medical Officer or Inspector-General of Police.

(*b*) *Purpose*

The purpose of contacts is to obtain information on subjects to be filmed and obtain agreement on terms of reference including scope, style and content of the film.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is sedentary and requires the normal exertion of moving in an office or walking to visit clients for information.

(*b*) *Work Environment*

Work is normally performed in an office but involves travelling in cars and movement from place to place when carrying out investigations on subjects to be filmed.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Assisgns work on a task-by-task basis, to employees generally at level 04 and below such as Film Production Assistants, giving detailed instructions as to subject-matter to be searched, its scope, and sources of location such as libraries or newspapers. Gives examples, sets priorities and closely inspects the work for quality while in progress and on completion.

Factors	1	2	3	4	5	6	*Total*
Points	750	225	250	130	10	100	1,465

Bench-mark Job No.
Job Title : Brickmaking Officer
Ministry/Department : Industries
Branch/Unit : Brickmaking
Occupational Code No.

Level : 07
Point Rating : 1,470

SUMMARY

Under the general supervision of the Higher Brickmaking Officer, organises the exploration of ceramic raw materials, directs experiments on newly discovered ceramic raw materials ; supervises and trains key production personnel ; and performs other related duties.

DUTIES

Organises the exploration of ceramic raw materials by directing brickmaking assistants and other supporting staff to scout for clay, lime stone, quartz sand *et ce tera* used in ceramic work.

Directs experiments on the newly discovered ceramic raw materials, by instructing subordinate technical staff on the appropriate laboratory tests required to determine product suitability for brickmaking, pottery and porcelain wares.

Supervises, by assigning work on a task-by-task basis, by laying down guidelines and ensuring that results conform with standards by inspecting work in progress and on completion

by participating in the recruitment and training of young school leavers such as brick-making assistants or demonstrators, by delivering lectures on theories and practices of ceramic arts, by demonstrating brickmaking, clay moulding, modelling and firing of finished products.

Performs related duties such as preparing payment vouchers for the trainees and that of the labour staff in respect of their wages and allowances.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of methods, procedures and techniques related to the production of bricks and porcelain wares, to the determination of the quality and characteristics of the clays and other raw materials used in producing bricks and porcelain, technical procedures for analysing and testing. It also requires a good knowledge of methods and techniques related to giving instructions on brickmaking and pottery products. Skill is needed to supervise brickmaking assistants and laboratory technicians engaged in the exploration, testing of clays and other raw materials as well as in the production of bricks and porcelain.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties involving different processes and method related to the production of bricks and ceramic products. The work involves conducting laboratory experiments on samples of clay and other ceramic raw materials with chemicals to determine suitability for brickmaking and other ceramic products. Incumbent must keep abrest of developments by reading books and journals and periodicals on ceramic production.

(*b*) *Scope and Effect*

The work is directed to the discovery of clays and other raw materials required in making bricks and other ceramic products, training of technical staff including those that can demonstrate techniques of producing ceramics to the public, manufacture of bricks and ceramics. Failure to achieve objectives would result in diminished employment and income in local areas and requirements to import additional goods.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Supervision is of general character and the incumbent is self-directed in day-to-day performance of duties in relation to brick making. Recommendations of proposed courses of action such as how to locate raw ceramic materials, collecting them for laboratory tests and the recruitment of supporting staff are reviewed and approved by supervision in terms of their general appropriateness, soundness and conformity with policy and standards of practice.

(*b*) *Instruction Received*

Guidelines are derived from available journals, manuals and periodicals related to the brick making and allied jobs. Routines, rules and procedures learnt during training and some necessary instructions from the superior officer provide the essential guides for the work of the unit.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts are established with Geologists in the Ministry of Mines and Power, Departmental Stores and the general public.

(*b*) *Purpose*

The purpose is to discuss possible location of ceramic raw materials with a view to making optimum use of locally available ceramics for making bricks, clay products and porcelain needed by the government and public and to arrange sales of finished products.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The incumbent stands for a long time while making bricks or demostrating the use of machines to his assistants. He travels to places where raw ceramic materials are located to take samples for laboratory work.

(*b*) *Work Environment*

The work requires exposure to heat from glazing operations and chemicals and fumes in the laboratory. When out on exploration trips, there may be a requirement to sleep outside where there is exposure to insect and snake-bite.

Factor 6—SUPERVISORY RESPONSIBILITY

The incumbent supervises a work force normally at level 06 and below such as Assistant Brickmaking Officer. Assigns work on a task-by-task basis, providing detailed instructions on how the task is to be accomplished and demonstrating by own example. He inspects work closely whilst in progress and on completion for quantity and quality.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	80	40	100	1,790

Bench-mark Job No. *Level :* 07

Job Title : Curator of Medical Appliance and Equipment *Point Rating :* 1,470

Ministry/Department : Health

Branch/Unit : (Instruments)

Occupational Code No.

Summary

Under the general supervision of a senior curator of medical appliances and equipment, installs, calibrates, services, repairs, and reconditions a large variety of medical, dental, and associated equipment in hospitals, clinics, and other institutions; administers the operation of the repair services; supervises subordinate staff and performs other related duties.

DUTIES

Installs, calibrates, services, repairs and reconditions a wide range of medical, dental and associated equipment and appliances used in hospitals, clinics and other institutions by using appropriate hand and machine tools, test instruments, materials and techniques as required, by checking, testing and adjusting new items at the work site or in the workshop to ensure correct operation and calibration ; by performing, or ensuring maintenance of, service schedules specified by the manufacturer or in accordance with good, maintenance practices ; and by repairing or reconditioning faulty items in the workshop or on the site as appropriate, including the replacement or fabrication of faulty parts or components which are beyond repair.

Administers the operation of the workshop and repair service, by locating source of supply for the spare part and raw materials required, by purchasing and maintaining adequate stocks of parts, materials, and tools, by writing correspondences to suppliers and hospitals and clinics served, and by supervising the work of artisans (electricians and mechanics).

Supervises subordinate staff by presenting tutorials to the artisans supervised, by instructing and advising hospital or clinic staff on the correct operating and servicing procedures for the equipment and appliances in use, and allocating duties.

Performs other related duties such as maintaining current catalogues and other related information on instruments, equipment and manufacturing and repair practices and tecniques.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the design and manufacturing methods, and or the functioning characteristics and applications of medical, dental, and nursing equipment ranging from simple sterilizing cabinets to complex surgical, laboratory and X-ray equipment and appliances. Also required is a full understanding of the scope, purpose, operating methods, and communication practices of the Ministry. Skill and ability are required to install, calibrate, adjust, service, repair, and recondition the wide range of appliances and equipment in use, to fabricate broken or missing parts and components and otherwise modify or adapt standard methods when repairing or rebuilding non-functioning equipment or appliances, to maintain current catalogues and other information related to the manufacture and supply of the equipment and appliances in use, to write correspondence and maintain records, and to use mathematics in calculating tolerances, adjustments, and capacities of the various instruments, appliances, and components or parts.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties involving different methods or procedures related to the operation and administration of an instrument workshop that serves all the hospitals, clinics, and institutions in a State. The employee is required to identify the exact nature of the malfunction and determine whether the instrument appliance can be repaired or reconditioned or must be replaced, or if parts or components can be replaced or fabricated in the workshop.

(*b*) *Scope and Effect*

The purpose of the work is to identify faults in defective medical appliances and equipment and rectify same. Failure to rectify the faults would render the appliances and equipment ineffective which would adversely affect the work in all sections of the hospital or institution involved.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee works with minimum supervision in completing assignments and reaching objectives set by the supervisor and is required to use initiative and judgement in resolving technical problems and in recommending changes in workshop facilities and services to accommodate a rapidly expanding and increasingly complex workload. Results are reviewed periodically for effectiveness, timeliness and cost.

(*b*) *Instructions Received*

The employee refers to workshop manuals and manufacturers specifications in locating and rectifying faults or malfunctions, and when calibrating or adjusting complex electrical or electronic equipment, and to government regulations and circulars for guidance in admnistrative matters.

Factor 4—RELATIONSHIP

(*a*) *Personal Contacts*

Employee maintains contacts with his subordinate staff, doctors, nurses and other hospital staff as well as scientific instrument manufacturers and dealers in spare parts for the appliances and equipment in use.

(*b*) *Purpose*

To teach or instruct staff in methods of locating and rectifying faults to discuss jobs to be performed with doctors and nurses and to show them how to avoid future faults, to procure scientific and workshop manuals and instrument components from manufacturers, and to purchase spare parts and materials from dealers.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires the lifting of heavy equipment such as theatre tables, autoclaves and sterilisers and standing or stooping while repairing or installing equipment, also searching for minute faults causes eye-strain.

(*b*) *Work Environment*

The work involves frequent exposure to injury from workshop equipment such as lathes and drill-presses, and to electric shocks from the various instruments serviced or repaired, and occasional exposure to infection when installing or servicing equipment in tuberculosis hospitals or clinics.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of routine, manual tasks performed by artisans (electricians and mechanics) who repair or overhaul the equipment and appliances in the workshop, by assigning and checking work and reporting on performances.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	80	40	100	1470

Bench-Mark Job No. *Level :* 07
Job Title : Dietician *Point Rating :* 1,490
Ministry/Department : Health
Branch/Unit : Hospital (Dietetic and Catering)
Occupational Code No.

SUMMARY

Under the direction of a Senior Medical Officer or Consultant, plans and organises the food service programme of a hospital, plans diets and menus for individuals or groups, supervises workers engaged in preparing and serving meals, and performs other related duties.

DUTIES

Plans the food service programme for a hospital to ensure the provision of balanced diets in accordance with the scientific principles of nutrition by preparing diet sheets used in providing meals, by consulting food tables to ascertain the chemical composition of different types of food and relating these to available foodstuffs, by recommending the purchase of suitable equipment, by advising catering staff on the supply and preparation of suitable foodstuffs and by writing reports.

Plans diets and menus to provide required foods and nutrients for individuals or groups in accordance with medical instructions provided, or with general dietary requirements, by interviewing patients to determine their meal patterns and scheduling a related diet or to ascertain their tolerance of a prescribed menu and making necessary adjustments ; by calculating individual dietary requirements to ensure that the required amounts of proteins carbohydrates, fats and vitamins are included ; by obtaining dietary supplements such as glucose, from the Pharmacists ; by advising patients referred by medical officers on the types and correct quantities of recipes and methods of preparing diet foods ; by interpreting diet prescriptions made by medical officers into simple terms for use by cooks, by advising special groups such as sportsmen, on the menus suitable for their activities ; by determining, on the basis of a medical officer's diagnosis the types and quantity of food which patients with specific health conditions such as diabetes, may take or may be precluded from taking, and advising the patients accordingly ; by discussing with medical officers details of prescribed therapeutic diets and recommending alternatives where necessary ; and by regularly recording the weight of patients to aid in determining the effect of the prescribed diet.

Supervises workers engaged in the preparation and serving of diet meals by assigning tasks, reviewing their progress, providing instruction and inspecting results for comformity with dietary, hygienic and other standards.

Performs other related duties such as inspection of food preparation and of work areas and facilities, demonstration of working procedures to catering staff.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the scientific principles of nutrition, the properties of the various foods, the elements necessary for a balanced diet, and the ability to relate these elements to specific ailments such as diabetes which have been identified through doctor's diagnosis. The work also requires ability to prepare diet sheets, interpret food tables, calculate the nutrient composition of various foods and advise in the preparation and serving of such food in a palatable form to improve or maintain good health, and to advise out-patients on correct dietary require-

ments. Skill is required to plan and organise a diet food programme for patients in a hospital, to make diet adjustments to suit individual or group requirements, and to supervise staff engaged in the preparation and service of diet meals.

Factor 2—DIFFICULTY

(*a*) *Complexity*

The work involves various duties having different processes such as planning individual and group diet programmes in accordance with medical prescription or sound dietary practice, calculating nutrient content of individual foodstuffs and the correct proportions to include in diets, supervising the preparation and serving of diet meals, and advising hospital staff on the procurement of the most suitable equipment and supplies. This requires the review and assessment of problems arising from incorrect or inadequate diets, and recommending alternate diets or other corrective action as required.

(*b*) *Scope and Effect*

The purpose of the work is to provide a complete dietary service for a hospital including the investigation and resolution of individual or group nutritional problems. Therefore, it forms an essential part of the overall medical and nursing services provided, and affects the well-being of the patients.

Facotr 3—RESPONSIBILITY

(*a*) *Supervision Received*

Incumbent independently plans work to overall objective of rendering an effective dietary service in accordance with established professional standards. Work results are reviewed occasionally for effectiveness and conformity with policy and approval is sought when recommending corrective action for nutritional problems.

(*b*) *Instructions Received*

In following the doctor's prescriptions or instructions, the employee is guided by texts, manuals, tables, journals relating to nutritional and dietary requirements. The administrative aspects of the work are guided by government regulations and circulars.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contacts with patients, catering staff, medical officers, and other hospital employees such as pharmacists.

(*b*) *Purpose*

The purpose of such contacts is to interrogate and motivate patients, to discuss and resolve work problems, and to advise on correct methods and procedures.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is performed mainly in an office but incumbent is required to do some walking and standing while visiting and interviewing patients and demonstrating correct procedures to cooks.

(*b*) *Work Environment*

Apart from occasional travel in a vehicle to visit and advise out-patients, incumbent is exposed to normal every-day risks associated with indoor work.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of cooks and other staff who perform such routine or manual tasks as the purchase, preparation, and serving of diet food. Such supervision consists of assigning work, reviewing and demonstrating correct methods and procedures, and inspecting completed work.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	130	10	100	1,490

Bench-mark Job No. *Level :* 07
Job Title : Catering Officer *Point Rating :* 1,515
Ministry/Department : Health
Branch/Unit : Park Lane Hospital
Occupational Code No.

SUMMARY

Under the general supervision of a Higher Dietician, organizes and directs activities related to providing meals for patients in an admission hospital. Plans substitutes when ordered food supplies are not available (in case of non-receipt or shortages of ordered food supplies) ; plans and schedules work activities of kitchen staff, and performs related duties.

DUTIES

Organizes and directs activities related to providing meals for patients in an in-patient hospital by planning menus to meet the special dietary requirements of patients, by calculating the amount and type of food supplies required to feed the patients and meet dietary requirements, by ordering food and kitchen supplies and ensuring receipt of all billed goods and ensuring that the quality of meals and other perishable items meet acceptable standards.

Plans substitutes for shortages of ordered food supplies.

Supervises the kitchen activities by inspecting kitchen operations periodically to ensure that cleanliness and quality standards are maintained, by reporting faulty kitchen equipment and other defects, such as lack of water and power failure.

Supervises the activities of cooks by planning the duty roster, by instructing the Head Cook on menu requirements, and by recommending leave, disciplinary action and other actions on personnel matters.

Performs related duties such as cooking and preparing food for patients when a shortage of staff occurs or when special skills are required.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of methods and techniques related to preparation and cooking of food for regular and therapeutic diets of hospital patients, and the methods and procedures for ordering and allocating food and kitchen supplies. The work also requires a good knowledge of the characteristics of various types of raw and cooked foods, in deciding what raw foods are fresh, various storage methods and judging the final kitchen product by its colour, odour and taste.

The work in addition requires the knowledge of regulatory procedures dealing with stores, contracts and finance.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The job involves the study and understanding of the stores and contract procedure in order to place orders for food stuff and arrange storage for such provisions. It also involves meal planning and the translation of patients dietary needs into acceptable meals. It involves the planning of the operation of a catering department as well as keeping records of all materials used and consumed.

(*b*) *Scope and Effect*

The work result affects the speed of recovery and well-being of patients admitted into hospital for treatment and recuperation. It also affects the standard and reputation of the hospital. Judgement is required in procurement of adequate supplies and ensuring timely production of the meals meeting dietary requirements in a manner acceptable to the patient and the hospital authorities.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Receives general supervision from Higher Dietician to ensure that work conforms with general policy directives and satisfies cost requirements and capital limitations as well as meeting acceptable dietary and quality standards. Otherwise, the work is performed on the incumbent's own initiation, his skill and experience being relied upon to work effectively Consequently work methods are not subject to close review.

(*b*) *Instructions Received*

Work is performed in accordance with prescribed therapeutic dietary requirements determined for the proper care of patients and in compliance with general directives and established practices. However the incumbent must use own judgement in interpreting and applying these instructions both with regard to specific patients' conditions and to meeting specific administration needs.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contacts*

The work requires contact with contractors, market women and patients within the hospital.

(*b*) *Purpose*

The purpose of the contacts is usually to obtain materials and information for patient needs and to resolve operating problems of the kitchen by ensuring sufficient supplies.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves moderate travel within the city and occasional standing in the kitchen.

(*b*) *Work Environment*

The work involves moderate and occasional exposure to heat, steam and smoke, during supervision.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires giving instructions to the Chief Cooks and Cooks who prepare the food according to the menu and standards laid down, and the stewards who serve. It also requires planning and scheduling of the activities of the kitchen staff.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	550	80	10	175	1,515

Bench-mark Job No. *Level :* 07
Job Title : Livestock Superintendent *Point Rating :* 1,520
Ministry/Department : Agriculture
Branch/Unit : Veterinary and Livestock
Occupational Code No.

SUMMARY

Under the general supervision of a Veterinary Officer, determines and treats diseases of domestic, pet, and zoo animals ; inspects animals prior to slaughter and performs autopsies on dead diseased animals to determine the cause of death ; breeds and rears livestock and poultry organises and implements anti-rabies campaigns ; and performs other related duties.

DUTIES

Treats diseases of domestic animals such as horses, cattle, sheep, pigs, goats and rabbits and pets, and zoo animals on the basis of preliminary diagnosis to cure or contain the spread of diseases, by examining them with the aid of stethoscopes, autoscopes and thermometers, and ordering laboratory tests of blood, urine, faeces and skin samples to determine and identify disease conditions ; by administering preventive drugs or medicines orally or by other means such as injections ; by rubbing medicinal creams, ointments and embrocations on infected areas or wounds as prescribed or directed ;

Inspects animals prior to slaughter to reject and detain sick animals for treatment and pass healthy ones for slaughter, by observing and palpating, and by branding the healthy ones for identification, with stamps.

Performs autopsies on dead diseased animals to determine the cause of death and to aid the cure of similar diseases in future by examining the muscles in details ; by making incisions and examining the internal organs and glands in detail to detect abnormalities.

Breeds and rears livestock and poultry to increase the quality and quantity of livestock available for consumption, by mating excellent exotic breeds with the local breeds ; by rearing the cross-breed ; by observing and recording their development ; by demonstrating modern breeding procedures ; and by exhibiting well-bred livestock during agricultural shows.

Organises and implements anti-rabies campaigns to contain the spread of the disease, by educating and advising local communities on the importance of submitting pets for vaccination ; by administering the vaccine, and by collecting the required fees and issuing certificates of immunisation.

Performs other related duties such as advising and instructing farmers at meetings and seminars on modern animal husbandry methods, organising and supervising the collection of cattle and horse taxes; operating local veterinary clinics, rendering financial returns to headquarters; and appearing in court as prosecution witness against vendors who violate meat regulations.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the varied methods, procedures, and techniques relating to the performance of general veterinary extension duties such as the diagnosis and treatment of diseases, pre-slaughter inspection, autopsies, artificial insemination, and rabies immunisation, and a full understanding of the organization's scope, purpose and operating methods. Skill and ability are required to advise and instruct on modern animal husbandry techniques and organise anti-rabies campaigns; to adapt or modify conventional methods in resolving unusual treatment, diagnostic, and immunization problems; to assess and collect fees and maintain records; and to supervise staff.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties involving different processes and methods and it requires the consideration of factors that differ with each assignment. The work also involves conditions that must be identified, reviewed and analysed to discern inter-relationships and deviations.

(*b*) *Scope and Effect*

The purpose of the work is to treat, analyse, and investigate a variety of conditions and problems relating to the provision of general veterinary extension services. The work results affect the rates of development and economic improvement of the livestock industry, and the health of domestic, pet, and zoo animals and of the consumers of meat products, in a given area.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is self-directed in meeting objectives set by the supervisor, and is required to determine how the objectives are to be met. Employee however refers unusual and difficult problems to the veterinary officer for decision or approval of proposed action.

(*b*) *Instructions Received*

The work routines are guided by established veterinary practice. Assistance is readily available from veterinary officer on unusual and difficult cases.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Work requires contact with divisional officer, chiefs, elders, community development officers, officers from the Ministry of Agriculture and Co-operative Societies, livestock farmers and pet owners.

(*b*) *Purpose*

To plan and educate the public on modern methods of livestock and poultry keeping and to treat and contain animal diseases.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work involves considerable physical exertion in inspecting, restraining, examining, treating and innoculating animals.

(*b*) *Work Enviroments*

The work involves the risks of injury from sick or wounded animals like horses, cattle, dogs and monkeys and the risk of contracting diseases like rabies and tuberculosis and of handling dangerous materials like vaccines and chemicals.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Employee supervises Assistant Livestock Superintendent, Livestock Assistants and Clinic Assistants, who perform routine and manual tasks, by assigning and checking work for completeness.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	130	40	100	1,520

Bench-mark Job No.
Job Title : Fisheries Superintendent
Ministry/Department: Agriculture and Natural Resources
Branch/Division : Fisheries
Occupational Code No.

Level : 07
Point Rating : 1,550

SUMMARY

Under the general supervision of the Fisheries Officer, supervises staff; designs and supervises construction of fishing nets and equipment; recommends sites for establishment of fish ponds; advises local fishermen on modern fishing techniques, use of new equipment and formation of cooperatives; conducts market surveys on production and sale of fish; and performs related duties.

DUTIES

Supervises a staff of Fisheries Assistants and skilled and unskilled labour located at various fishing sites and villages, by assigning duties and responsibilities, instructing in the use of new equipment and application of new fisheries methods and techniques, resolving work problems, assessing work performance, recommending action conscerning leave, promotion and disciplinary matters, carrying out periodic visits to the various sites to ensure conformance with instructions and to co-ordinate the activities of all the fishing teams, and paying wages to labourers.

Designs and supervises the construction of fishing nets and equipment.

Inspects and recommends favourable sites for location of fish ponds.

Advises local fishermen on modern fishing techniques, use of fishing equipment, season for catching various types of fish, and the formation of cooperatives.

Conducts market surveys on the production and sale of fish.

Performs related duties such as writing reports.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of fishing techniques ; of various types and functions of fishing equipments and the skill to design and construct some of them, e.g. fishing nets and gears. He must have the ability to impart such knowledge to local fishermen and his sub-ordinates so that they may work efficiently under his supervision. The ability to advise on the establishment of cooperative societies, new fish ponds, and market survey for production and sale of fish is also essential.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves various duties ranging from designing and construction of fishing nets and gears to supervision and coordination of the activities of subordinate staff and local fishermen. Judgement is required in determining suitable sites for fish ponds ; in deciding effective fishing techniques and grounds, and in interacting with local fishermen.

(*b*) *Scope and Effect*

The purpose of the work is to advise local fishermen on modern fishing techniques and to aid ministry's fishing research programme, as failure could lead to scarcity of fish and consequent protein deficiency.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee receives general supervision of a senior officer but is relied upon to use his own initiatives within the terms of established policies and practices. His work is checked periodically and evaluated for overall effectiveness and accomplishment on the basis of reports he submits.

(*b*) *Instructions Received*

The employee follows practices and procedures learnt in the course of training or guidelines laid down for his reference. Judgement is exercised as to the appropriateness or extent to which deviation may be in keeping with the policies of the department.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contact with employees of the Ministry and with the general public particularly local fishermen.

(*b*) *Purpose*

The purpose is to enlist the cooperation of local fishermen in accomplishing Ministry's project requirements.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves some physical exertion in the demonstration of the handling of fishing gear, in travelling at sea or on land to reach fishing grounds or locate fishing ponds in remote areas and to maintain contact with inhabitants of fishing villages.

(*b*) *Work Environment*

The work environment involves risks from exposure to physical attack by mob in the event of trespass on other peoples' fishing grounds. The danger of exposure to rough weather in the seas is also one of the hazards of the employment.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of such sub-ordinate staff as Assistant Fisheries Superintendent, Fisheries Assistant, Fisheries Station Assistant and some labourers.

Factors	1	2	3	4	5	6	*Total*
Points	550	225	400	130	70	175	1,550

Bench-mark Job No.

Job Title: Immigration Officer

Ministry/Department: Internal Affairs

Branch/Unit: Immigration Department

Occupational Code No.

Level : 07

Point Rating : 1,565

Summary

Under the general supervision of Higher Immigration Officer, maintains security at the arrival and departure halls to forestall attempts to evade immigration clearance; grants and refuses departure to travellers; cross-checks arrival and departure cards; supervises staff to ensure up-to-date rendition of returns.

DUTIES

Maintains security at the arrival and departure halls to prevent evasion by unscrupulous travellers, by arranging desks and clearing officers in the best position in the halls; posts officers to check on cleared passengers by keeping watch on the movement of passengers within immigration enclosure; by taking decisions on problem cases referred by sub-ordinates which include determining whether or not to admit or allow a traveller to travel or whether further enquiries be made to the head of the station for decision, by ordering detention of suspect and repatriatee pending removal or signing of removal order and ensures services of notices on Airlines, repatriatees and others concerned; by ensuring the welfare of detainees, that is that they are fed, taken to hospital when sick and that they do not stay too long in detention without adequate arrangement made to repatriate or deport them;

Supervises staff to ensure up-to-date rendition of returns, by checking through the returns control sheet on the board to see at a glance those returns that have not been submitted and to invite the attention of the head shift concerned to the outstanding returns and to ensure that action is taken; by maintaining discipline by ensuring that staff come to work in neatly maintained uniform; stay at the duty posts, attend to passengers with courtesy and give fair treatment to everybody.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of Immigration Act and regulations and internationally accepted practices to the examination of visas and working conditions relating to Expatriate Quota in industrial Establishments and other Enterprises to ensure the security of national manpower. Skill is required to modify and adapt methods, procedures to revolve specific immigration problems, writing of reports and the supervision of staff.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves undertaking variety of duties such as checking of passengers in and out of the country, ordering detention pending removal of immigrants from Nigeria, maintenance of security at the arrival and departure halls, supervision of subordinate staff as well as preparation of rendition of returns for use at the Headquarters.

(*b*) *Scope and Effect*

The work involves investigative functions in connection with the administration and enforcement of Immigration Laws and Regulations. Results of investigated cases of prohibited immigrant or unauthorised entry into the country serve as evidence for court cases.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent plans his work independently, follows leads, develops sources of information to detect regulatory violations. He makes decisions and recommends action on suspected and known violations. The supervisor may review work plans and usually accepts the incumbents recommendations as the basis for action in cases assigned.

(*b*) *Instruction Received*

The incumbent uses Immigration Act and Regulations during his investigation. There is room for interpretation as to detailed procedure involved, and judgement is required in solving problems which require immediate solutions. Supervisor is available for guidance and consultation.

Factor 4—RELATIONSHIPS

(*c*) *Personal Contact*

The work requires contacts with Government Officials at various levels, travellers and none travelling members of the public.

(*b*) *Purpose*

The purpose of the contact is to plan, coordinate or advise on work effects, or to resolve operating problems.

Factor 5—ENVIRONMENT

(*c*) *Physical Requirement*

The work requires sitting, walking and standing. No special physical requirements are required to perform the work.

(*d*) *Work Environment*

The work involves normal, every-day risks typical of such places as offices.

Factor 6.—SUPERVISORY AND RESPONSIBILITY

The work requires supervision of Assistant Immigration Officers and Immigration Assistants and Attendants who are required to exercise limited initiative and judgement within their schedule of duties.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	130	10	175	1,565

Bench-mark Job No.
Job Title : Hospital Secretary
Ministry/Department : Health
Branch/Unit : Hospital (Administration)
Occupational Code No.

Level : 07
Point Rating : 1,690

Summary

Under the direction of the Principal Medical Officer, acts as secretary for all hospital management and board meetings, supervises non-medical hospital staff, performs various administrative duties and acts as financial officer for the hospital.

Duties

Acts as Secretary for all meetings of the hospital management committee and of the medical and health boards ; by preparing the agenda for the meeting ; by advising committee members of the date and time of the meeting ; by recording the minutes of the meetings ; by interpreting various government regulations as they after the decisions taken by committees members ; by advising various units and members of the staff of the Committee decisions and by following up to ensure that action has been taken.

Supervises non-medical hospital staff such as clerks, typists, and labourers, by assigning duties, by organising on-the-job training programmes ; by evaluating performances against set standards, and by initiating disciplinary action and deploying staff as necessary.

Performs various administrative duties such as drafting and signing of correspondence, receiving, interviewing and advising visitors regarding information on the work of the hospital ; liaises with various ministries or other organisations for the general repairs and maintenance of supplies, arranges transportation for the various sections of the hopital ; oversees the keeping of personal records, prepares advertisements and issues internal circulars, writes annual reports and interprets Government circulars, rules and regulations.

Acts as financial officer for the hospital, by advising the Management Committee and Principal Medical Officer on the financial activities of the hospital ; by collecting expenditure proposals from various sections and preparing draft revenue and expenditure estimates for the Committee's consideration ; by negotiating contracts within a specified amount ; by preparing draft contract agreements for the Committee or Principal Medical Officer's signature ; by issuing local purchase orders for the supply of drugs, equipment and other stores ; and by directing the disbursement of an imprest account.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of a variety of regulations and standard practices relating to provision of administrative and related services for a hospital and a full understanding of the hospital's scope, purpose, operating methods and communication practices. Knowledge of ordinary accounting methods and systems is also required. Skill is required to modify standard methods and procedures in resolving problems related to the general management of essential support services, to collect and maintain business and medical records, to write reports, minutes and proceedings, and to calculate financial estimates and compile and analyze statistical data.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work of administering the financial, manpower, facilities, and equipment requirements and providing essential services to the Committees and Boards, of hospital consists of various duties involving different methods and procedures ; and pose a variety of problems and differing demands for identification, analyses and solution by the incumbent when judgement and ingenuity are relied upon in discharging the responsibility for the general management and operation of the hospital.

(*b*) *Scope and Effect*

The purpose of the work is to treat, analyse, and resolve a variety of problems relating to the provision of administrative support service for the medical and nursing services rendered, and therefore it has an impact on the efficient operation of the hospital as well as on the efficiency of the staff and the welfare of patients.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is self-directed in meeting objectives set by the Management Committee and the Medical Officer-in-charge of the hospital. Unusual problems or situations are referred to the above higher authorities for guidance or for approval of proposed or recommended action. Minutes or proceedings of meetings and annual reports are also submitted for approval.

(*b*) *Instructions Received*

The work is guided by Government orders, instructions, directives and circulars and the Committee's policy decisions; unusual problems and difficulties are referred to the Medical Officer-in-charge.

Factor 4—RELATIONSHIPS

The work requires regular contacts with medical, nursing and other hospital staff, and, externally, with officials of other ministries, e.g. engineers, architects, establishment officers, and contractors.

(*b*) *Purpose*

The purpose of such contacts is to explain administrative and facilities requirements, to gain the co-operation of officials necessary in attaining work objectives and negotiate contracts for construction or maintenance work.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is mainly sedentary but occasionally requires walking within the hospital grounds to check progress of contracted work, and the condition and location of vehicles.

(*b*) *Work Environment*

Work is mainly performed in an office.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of staff such as executive, secretarial and clerical workers, drivers and labourers, the first of which work on their own responsibility. This supervision consists of allocating duties, checking output, initiating disciplinary action and deploying staff of different sections as necessary.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	400	180	10	250	1,690

Bench-mark Job No. *Level :* 07

Job Title : Assistant Town Planning Officer, Grade I *Point Rating :* 1,690

Ministry/Department : Lands and Housing

Branch/Unit : Town Planning

Occupational Code No.

Summary

Under the general supervision of a Principal Town Planning Officer, coordinates and administers the activities of area planning authorities within his zone, plans, organises and supervises the work of the zonal office and performs other related activities.

DUTIES

Coordinates and administers the activities of the area planning authorities in the zone by interpreting and providing guidance on the application of Town and Country Planning Laws, other relevant government legislative and ministerial directives, by reviewing development proposals and approving or recommending these for the approval of higher authority, by preparing annual estimates, fees orders and other gazette notices, by controlling financial votes and authorising payment, by preparing acquisition notices and by investigating petitions and alleged contraventions of land laws and regulations lodged by members of the public, municipal or other authorities and recommending solutions.

Plans, organises and supervises the work of the zonal office by assigning projects to staff, by providing advice and guidance, by reviewing and approving projects proposals and implementation plans, by obtaining and evaluating field data, by completing confidential personnel reports and dealing with other aspects of personnel administration and by providing for the administration needs in accordance with General Order, Financial Instructions and other relevant directives.

Performs other related duties such as instructing Town Planning and Technical Assistants on town planning subjects at the Town Planning School, attending site Board Meetings held for the purpose of allocating state lands and by carrying out simple land surveys to determine boundaries or other factual data.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of the administrative and technical processes, including simple surveying, involved in administering a zonal town planning office. The work requires a full understanding of the purpose of the work and the organisational structure within which it is accomplished. There is also a requirement to be able to provide guidance on the interpretation of the various acts and regulations and the communication skill to be able to effectively deal with a variety of correspondence and to represent the zonal office at meetings.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties of coordinating the work of the area offices, planning and supervising the zonal office and providing administrative direction are varied, involve different processes and procedures depending on the subject matter, i.e. town planning, financial administration or personnel matters and there is a requirement to be able to analyse data to discern relationships affecting town planning as, for example, the extent commercial interests can be reconciled with residential requirements.

(*b*) *Scope and Effect*

The ability to investigate a variety of town planning problems and to review and analyse proposals submitted by area planning authorities is required for an adequate performance of the duties assigned. The effects of the work are such that the social, physical and economic well being of a number of private citizens and organisations is affected.

Factor 3—RESPONSIBILITY

(a) Supervision Received

Objectives and priorities are determined by the Principal Town Planning Officer. Established practices are followed in the various town planning, general and financial administration activities. Matters of policy and sensitive issues are usually referred to the superior officer. Work is reviewed for adequacy, soundness and conformity but methods are not usually reviewed.

(b) Instructions Received

The work is performed in accordance with legislation and a variety of regulations, including Town and Country Planning law, Land Development law, Building Lines Regulations and other administrative procedures such as General Orders, Financial Instructions and Treasury Circulars. There is need, however, to exercise judgement and discretion in the interpretation of these to meet specific situations where the circumstances do not conform to the normal and where knowledge of precedents already established is needed to avoid the further creation of unnecessary or ill advised deviation.

Factor 4—RELATIONSHIPS

(a) Personal Contact

The work requires contact with the surveyors, land officers and the Deeds Registrar in his organisation. Outside his organisation the incumbent has contacts with Divisional Engineers, Medical Officers of Health, N.E.P.A. Officials, and Area Water Engineers.

(b) Purpose

The purpose of these contacts is to coordinate plans, to resolve problems, to give advice and not infrequently, to influence and persuade towards acceptance of town planning proposals which may, initially, cause operating or other problems in their own particular spheres of interest.

Factor 5—ENVIRONMENT

(a) Physical Requirements

The work is sedentary, requiring the incumbent to work seated at a desk or occasionally stand at a drawing board, to occasionally walk and stand while conducting social surveys or land surveys. These activities impose no special physical requirements.

(b) Work Environment

While there is a requirement to be outdoors during survey and other duties, this exposure is intermitent. The remaining duties do not involve other than the normal risks or discomforts associated with sedentary office work.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of senior and town planning assistants and technical assistants and support staff, engaged in survey data collection, in preparing plans and drawings and record keeping, by assigning tasks, by establishing priorities and by checking work progress for adequacy and accuracy.

Factors	1	2	3	4	5	6	*Total*
Points	550	300	550	180	10	100	1,690

Bench-mark Job No.
Job Title : Higher Safety Inspector
Ministry/Department : Labour
Branch/Unit : Factory Inspectorate
Occupational Code No.

Level : 08
Point Rating: 1,720

Summary

Under the supervision of Senior Inspector of Factories, enforces the various provisions of the Factories Act and subsidiary legislation to ensure the safety, health and welfare of Industrial workers ; compiles Accident statistics ; and performs other related duties with the National Industrial Safety Council of Nigeria.

Duties

Enforces the various provisions of the Factories Act and subsidiary legislation to ensure the safety, health and welfare of Industrial workers. Inspects Factories to ensure that the buildings are built according to specification, by examining the plants and equipment, materials and process to ensure compliance with the requirements of the Factories Act : by investigating complaints and industrial accidents, by interrogating eye witnesses ; by searching and examining the machinery, equipment and conditions that might have contributed to the accident and by writing reports which are submitted to the superior officer and findings communicated to the Factory owners.

Compiles accident statistics by extracting information from statutory reports sent by Factory occupiers.

Performs other duties such as assisting in prosecutions of factory owners by cooperating with Legal Officers who draw up the charges preferred against defaulting Factory occupiers. Serves as Secretary of the Branch of National Industrial Safety Council of Nigeria or as General Secretary of the National Council.

FACTOR 1—KNOWLEDGE

The work requires knowledge of Factories Act and specialised training in Factories inspection duties. The incumbent must be able to interpret and apply regulations and standard procedures in several areas in conformity with Factories Act. He must have knowledge of different industrial materials, processes and chemicals, machinery and health conditions in Factories.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires independently solving different types of problems arising in Factories, determining whether the provisions of the Factories Act have been properly applied, examining a wide range of Factory procedure and practices and studying the implications of Factories. The work requires the incumbent to keep in constant touch with Factory owners in preparing his own report in case of accident or diseases.

(*b*) *Scope and Effect*

The work involves inspection of Factories and investigation of accidents, dangerous occurrences and working conditions in the Factories to ensure conformity with Factory Act, such as fire, health, processes and chemicals, different industrial materials. Results of investigations serve as evidence for court cases.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent is required to plan his work independently, follow leads, develop sources of information to detect regulatory violations. He makes decisions and recommends action on suspected and known violations. The supervisor may review work plans and usually accepts the incumbent's recommendations as the basis for action in cases assigned.

(*b*) *Instruction Received*

The incumbent uses the Factory Act and guidelines provided by the Chief Inspector of Factories, together with Instructions and Regulations during his inspection and investigation. He proceeds with investigation on his own initiative and his judgement is relied upon in recommending prosecution on the basis of the evidence adduced.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with Government Officials at various levels, Factories, Courts, workers' organisations, and Town Planning Authority.

(*b*) *Purpose*

The purpose is to conduct probing and subtle interrogations concerning violations of Factory Act. Also to improve the safety and health standards in Factory premises and thereby conserve the nation's manpower.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work involves exposure to dangerous machinery, chemicals, fumes and other hazardous conditions during inspection of Factories and Docks, and investigation of industrial accidents and dangerous occurrences.

(*b*) *Work Environment*

The work involves moderate risks, discomforts and unpleasantness such as dust, grease, noise and risk from moving parts of machines.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of safety Inspectors and Assistant Safety Inspectors who are required to exercise limited initiative and judgement within their schedule of duties.

Factors	1	2	3	4	5	6	*Total*
Points	550	375	400	180	40	175	1,720

Bench-mark No. *Level :* 08
Job Title: Land Officer, Grade II Point Rating : 1,735
Ministry/Department: Lands and Housing
Branch/Unit: Lands
Occupational Code No.

SUMMARY

Under the general supervision of the Principal Land Officer, controls and implements property acquisitions for various ministries of the Federal Government, carries out inspections and makes physical evaluation of properties to be acquired, searches information sources for previous records of titles and deeds, and performs related duties.

DUTIES

Controls and implements the processing of legal documents for the acquisition of properties for various ministries of the Federal Government, by informing the state government of the proposed acquisition, and publishing the intent of acquisition in the *Gazette*, by soliciting responses from claimants and by arranging for compensation to successful claimants ; by personally attesting to the accuracy, correctness and compliance of plans and documents with the various statutes and regulations under which they are to be registered.

Carries out inspections and physical evaluation of properties which are deemed suitable for government purchase or lease, by planning and conducting specific studies, by conferring with real estate agents and agencies, and by selecting adequate current data to determine the relative market value of the subject property.

Searches information sources on previous surveys of land parcels and on records of titles to such parcels to obtain and record data required for the planning and conduct of specific surveys and holdings, by visiting land Registry offices and by conferring with knowledgeable local people.

Performs other related duties such as attending court proceedings and meetings involving Federal land matters, and assisting in the training courses for junior staff members.

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of the principles, concepts, methods and techniques of land acquisition as regulated by the Federal Government. It also requires the ability to identify and evaluate the usefulness of data provided by physical inspections and by research into previous land surveys. Skill is required to organize and implement work activities and to modify or adapt conventional methods of land acquisition, and to communicate effectively and to calculate the market value of the property.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of various duties such as interpreting instructions and guidelines to carry out various assignments, in the property inspection and evaluation, research into previous deeds and land purchases. There are aspects of the work which must be analysed such as the market value of property to compare with actual purchase price.

(*b*) *Scope and Effect*

The investigative and data research work are used to prepare legal documents and to support land purchase transactions, which demands a high degree of accuracy and accountability. The decisions made affect the total cost to the state for the purchase of property and the consistency in which these are made affect a large number of people.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The supervision provides assignments and determines objectives and results required, the employee decides how the set objectives are met such as when to purchase the property and what to pay. Recommendations of proposed courses of action to fulfil given objectives are reviewed and approved by supervisor for soundness and conformity with policy and standards of practice.

(*b*) *Instructions Received*

The employee is guided by the accepted standards of his field of work and acts in compliance with supervisor's instructions. Non-routine situations require searching for precedents and he decides how the standard may be adapted or interpreted to meet particular conditions in the inspection and recording of parcels of land.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Frequent contacts are made with officials outside the government, and daily contacts with senior members of client ministries.

(*b*) *Purpose*

The work involves the exchange of information and dealings with real estate agents to resolve controversial issues and differing view points.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is normally conducted in an office but the officer is required occasionally to carry out on-site inspection tours of buildings and properties.

(*b*) *Work Environment*

The work occasionally requires the incumbent to use government or commercial vehicles for visiting government properties, but most of the work is done in the office.

Factor 6—SUPERVISORY RESPONSIBILITY

Nominal supervision over junior staff when searching for various deeds, etc. is required.

Factors	1	2	3	4	5	6	*Total*
Points	750	300	550	100	10	25	1,735

Bench-mark Job No. *Level* 08
Job Title : Surveyor, Grade II *Point Rating :* 1,790
Ministry Department : Lands and Housing
Branch/Unit : Survey Division
Occupational Code No.

Summary

Under the general supervision of the Principal Surveyor of a field office, plans, organises and carries out a variety of survey tasks, supervises subordinate staff, and performs other related duties.

Duties

Plans, organises and carries out a variety of survey tasks such as control topographical and cadastral surveys to provide the Survey Division with accurate survey data for map preparation and to satisfy legal requirements relating to proof of land ownership, using conventional survey techniques and methods, including triangulation, traversing, astronomical observations, technometry and grid levelling by completing an office assessment of the survey area to determine the control points required, by designing the survey scheme, by completing a field reconnaisance to verify the proposed scheme, by organising and supervising the survey party in competing the field operations including verification and computation checks and by preparing the requisite plans or maps to scale.

Supervises staff by assigning duties, training support staff and checking progress.

Performs other related duties such as checking field notes or computations of others and studying journals and texts to remain abreast of current developments in land surveying methods and techniques.

FACTOR 1—KNOWLEDGE

The duties consisting of preplanning the approximate location of control points, establishing the control net work on the ground and using astronomical and other survey methods require a basic knowledge of conventional land survey procedures and techniques as well as the very accurate use of a full range of surveying equipment and the mathematical ability to solve spherical trignometrical functions using logarithms. The work also requires the ability to supervise and guide the activities of survey assistants and small labour force.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The tasks such as those involved in the survey duties assigned are varied and require the application of different methods depending on differing factors such as conditions of terrain and availability and location of control points, each of which must be analysed to determine acceptable deviations.

(*b*) *Scope and Effect*

The product of the surveyor's work provides the basis for the completion of programmes to provide adequate coverage of land areas to appropriate scales for use by governments and public agencies and in the case of cadastral surveys, provides support for legal decision in cases of land transactions and ownership.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The survey assignments and priorities are generally provided by the Senior Surveyor, but the incumbent uses his own initiative and judgement in determining the individual methods of approach, in selecting from preliminary map surveys and field reconnaisance suitable control points, and in planning and executing the field survey work.

(*b*) *Instructions Received*

The work is performed by using established survey methodology and techniques to fix control networks and to perform other survey tasks but there is continuing need to adapt, modify or change standard procedures to suit individual project conditions. There is also need to exercise judgement in selecting control points appropriate to the size and scale of the survey when planning field locations and in dealing with emergencies in the field away from headquarters.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contact with surveyor and associates in other Federal Departments and contacts are often made with members of the general public such as landowners when land acquisition surveys are being carried out.

(*b*) *Purpose*

The purpose of the contacts is exchange information relating to the work or to clarify the need for access to land areas to complete survey tasks.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires considerable standing and walking, sometimes over rough terrain, when on field surveys. There is also some physical effort involved when lifting and carrying survey instruments.

(*b*) *Work Environment*

Much of the work involves exposure to weather, to insect and other bites, to moderate risks from sprains and falls when traversing rough ground and to irregular and sometimes long working hours due to the need to utilize periods of good weather or visibility at night for celestial observations.

Factor 6—SUPERVISION

The work requires the supervision of a small support staff during field survey observations only by assigning tasks, providing instructions as to what is required and checking progress.

Factors	1	2	3	4	5	6	*Total*
Points	750	300	550	50	40	100	1,790

Bench-mark Job No.
Job Title : Information Officer
Ministry/Dept. : Information
Branch/Unit : Information Division
Occupational Code No.

Level : 08
Point Rating : 1,915

Summary

Under the general supervision of the Senior Information Officer/Principal Information Officer communicates information on government activities by arranging and conducting press briefings and conferences and by preparing and editing copy for press releases and radio announcements, and performs related duties.

Duties

Writes and edits feature articles promoting and explaining government programmes and 'policies such as the introduction of free primary education, right-hand driving, currency decimilization and like government measures.

Searches for copy material by studying official publications and policy statements as well as other information sources and keeps abreast of current affairs by scouting for the content of domestic and foreign communication media. Searches for suitable illustrative materials such as photographs available from the photographic library.

Keeps superiors informed regarding newspaper and other public communication media considered to be inaccurately representing government pronouncements by monitoring such media and drafting correcting statements or copy directed towards ensuring that government policies and programmes are correctly interpreted by public.

Performs supervisory duties by assigning tasks to two Assistant Information Officers and two Cinema Commentators, by showing staff how to collect data for feature writing and organise press briefings and conferences and by reviewing their work to ensure that it conforms to required standards.

Performs related duties such as protocol when important personalities visit the state.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a basic professional knowledge of the techniques of "mass communication", combined with a well-developed copy-writing and editing skill, as well as a knowledge of the workings of the popular press and other communications media, such that press releases and feature articles will satisfy the highest editorial standards and effectively form public opinion. Also required is a sound appreciation of the organisation, nature and scope of government policies and programmes and of information sources in the range of government departments.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves an extensive and detailed search of information sources such as libraries, archives and museums for background material for feature articles, together with in-depth research of wide-ranging subject matter. It also requires originality of thought and self-expression such that complex issues can be accurately conveyed to the general reading public. Writing must satisfy exacting editorial dead-lines and space limitations.

(*b*) *Scope and Effect*

The work is aimed at keeping the public informed regarding a wide range of government aims and programmes and creating the necessary atmosphere for the understanding and acceptance of matters affecting public interest. Judgement is required to ensure that publications accurately reflect government views.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Plans for action are cleared with superior only when unusual or difficult situations arise; otherwise incumbent works mainly on his own initiative in planning and organising required output and solving problems that arise.

(*b*) *Instructions Received*

Detailed instructions affecting methods of research, information sources, choice of style, selection of appropriate media and other aspects of work are usually not provided and the incumbent is relied upon to use his own judgement in these respects.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with government officials at various levels, internally and externally, and with officials of the news media and members of the public.

(*b*) *Purpose*

The purpose of the contact is usually to plan and co-ordinate press briefings and conferences, remove errors of fact and interpretation of government policies and to collect data for feature writing.

(*a*) *Physical Requirements*

The work is mainly sedentary but involves walking, standing or stooping when covering publicity assignments outside the office such as airport press conferences.

(*b*) *Work Environment*

The work involves normal everyday risks but may require extensive travelling by car and frequent movement from place to place when covering press conferences.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of employees generally at level 07 and below, such as Assistant Information Officers and Cinema Commentators, to include direction of their duties, review and approval of their work results.

Factor	1	2	3	4	5	6	*Total*
Points	750	300	550	130	10	175	1,915

Bench-Mark No.
Job Title : Collector, Grade II
Ministry Department: Finance
Department/Unit : Board of Customs and Excise
Occupational Code No.

Level : 08
Point Rating : 1,925

SUMMARY

Under the general supervision of the Principal Collector, supervises the activities of his staff; re-examines and authorises release of Cargo; reviews and confirms values of duty on used vehicles and performs other duties as required.

DUTIES

Supervises the activities of his staff, by checking the processing of ships' manifests ensuring that all items reported are fully accounted for without loss of revenue to the Government, by issuing orders to subordinate staff, by ensuring the prompt and smooth examination of goods; by ensuring that the import and export bills of entry are properly documented and certified and by reporting the disposal of seized or long standing goods. Daily overseeing the disposal of goods sold by Public Auction at the Government Warehouse and by accounting for the proceeds from such sales.

Re-examines and authorizes release of cargo and reviews queries raised on bills of entry and other import documents referred to him by subordinates and takes necessary action to correct the situation or refers it to his supervisor with the proper recommendations.

Reviews and confirms values of duty on used vehicles by checking all the documents and ensuring that all declarations and calculations are accurate and that all trade regulations have been complied with.

Performs other duties such as computing periodically Departmental Books of Instruction to ensure they have been amended and kept up-to-date.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires the basic knowledge of the Customs and Excise Law, theories, concepts and practices employed by the Ministry. Knowledge of the organisation's scope, purpose and operating methods is also required. Skill is required to organize, implement work activities in the processing of ships' manifests, and the examination of goods imported into and exported out of the country. It also requires skill to modify and adapt conventional Customs and Excise methods and procedures or techniques and the ability to write clearly and to calculate the amount of duty to be charged.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires interpretation or providing guidance for interpretation of tariff classification and reviewing controversial cases on duty rating, and trade regulations relating to all types of goods coming into and going out of the country. It also involves the assessment of duty charges on incoming goods and variations in the approach of solving controversial cases on tariff classification.

(*b*) *Scope and Effect*

The work involves the scrutinization of import documents against import goods for any inaccuracies and irregularities. His work could affect the operation of the Unit as well as the amount of goods imported into the country.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent is required to plan his work independently, develop sources of information to detect regulatory violations. He is expected to make decisions and recommend action on suspected and known violations. The supervisor may review work plans and usually accepts the incumbent's recommendations as the basis for action provided they are within accepted principles.

(*b*) *Instructions Received*

The work follows routine procedures and practices as outlined in the departmental book of Instructions, Customs and Excise management Act, Brussel Tariff nomenclature; Judgement is required in determining practical solutions to difficult problems encountered; any deviations from this are discussed with immediate supervisor.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contacts with importers, exporters and Government officials within and outside the organisation.

(*b*) *Purpose*

The purpose of the contact is to examine their packages or to review queries on their documents on appeal or complaints.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves considerable physical exertion, standing, stooping and bending for considerable lengths of time to examine goods.

(*b*) *Work Environment*

The work involves normal everyday risks for discomforts typical of working in the office or on board of ships.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises the work of Assistant Collectors, Grade I and other Customs Officers, by assigning duties, reviewing and approving their work results.

Factors	1	2	3	4	5	6	*Total*
Points	750	375	550	50	25	175	1,925

Bench-Mark Job No.

Job Title : Meteorological Officer

Ministry/Department. Agriculture

Branch/Division : Meteorology (Forecasting)

Occupational Code No.

Level : 08

Point Rating : 1,940

SUMMARY

Under the direction of a senior meteorological officer, develops and writes weather forecasts for air navigation, provides weather information to industry, shipping, agriculture, and similar organisations or establishments, supervises technical staff, and performs other related duties.

DUTIES

Develops and writes weather forecasts to estimate the time of development, duration and intensity of weather conditions that may prevail in specified areas by obtaining data on the composition, structure and dynamics of surface and upper air such as the direction and speed of air movement, pressure, moisture, and temperature through the use of ballons, satellites

radar, or similar equipment ; by examining, analysing and interpreting such data and other information from pictures, maps and charts ; by making visual outdoor observations of the weather ; by examining and analysing the climatic conditions, topographic and geographical influencies and the meteorological observations made over extended periods in the relevant area.

Provides weather information by communicating with various meteorological stations within and outside the country to obtain or furnish information necessary for an accurates forecast through the operation of a teleprinter, radio telephone and similar equipment, by issuing storm warning ; and by expressing other meteorological information and technically worded forecasts in suitable terminology for use by appropriate persons and organisations such as the Navy, the National Electric Power Authority and the Nigeria Ports Authority ; by issuing routine weather forecasts to aircrafts pilot, airline representatives, broadcasting services and similar users to enable them determine the safety of scheduled operations and provide general weather information to the public.

Trains and supervises subordinate staff, by coordinating the work of superintendents and assistants engaged in the various activities on the shift ; by instructing them in the correct methods procedures and techniques related to forecasting work ; by providing technical guidance as required ; and by assessing performance.

Performs other related duties such as participating in a general review of forecasts of the preceding month to predict subsequent weather patterns, taking charge of the technical equipment in use during the shift, and writing weather summaries.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a basic knowledge of the theories, concepts, principles, and practices of the science of meteorology, and of the organizations scope, objectives, and operating methods to provide a weather forecast service for use in a wide range of human activities such as in aviation, navigation, agriculture, and forestry. Skill and ability are required to collect, organise and analyse weather data and information from numerous services, to modify or adapt conventional methods in making predictions in unsual conditions or for specific purposes ; to communicate successfully with other organisations or individuals in the network served ; to use advanced mathematics in solving meteorological problems ; and to supervise and coordinate the work of subordinates.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of an independent assignment with varying duties which comprises a portion of the functional field of meteorology. It involves identifying, analysing and evaluating variable weather factors to assess their collective impact on the weather pattern. It also requires the frequent review, assessment, and interpretation of various technical data for possible inaccuracies.

(*b*) *Scope and Effect*

The purpose of the work is to treat, analyse and investigate a variety of conditions relating to the prediction of weather conditions in specific areas during specific periods of time. Work results affect weather reports issued by the department upon which the safe operation of air craft depends ; results also affect shipping, industry, agriculture and power supply and therefore have a substantial impact on the activities of the population.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Receieved*

Work is self directed to meet objectives set by the supervisor. Employee determines best course of action to meet set objectives using prescribed standard procedures. Results are reviewed for consistency, appropriateness, and conformity with standard practice and unusual conditions are referred to the supervisor of guidance.

(*b*) *Instructions Received*

Instructions consist of technical publications, regulations and procedural manuals which outline steps to be followed in presenting various types of weather information, such as publications of the world Meteorological Organisation. Employee uses judgement to decide how standards may be adapted or interpreted to meet abnormal weather situations typically encountered.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires frequent contact with officials of various organisations such as aircraft pilots, airline representatives and with colleagues performing similar duties in meteorological station both within and outside the country.

(*b*) *Purpose*

The purpose of such contacts is to provide weather reports for the safe operation of aircraft and to exchange information required for making accurate and reliable forecasts.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work requires standing for considerable periods while analysing maps and charts, moderate eyestrain is experienced in the process of visual observation of weather, work also requires movement between different sections to operate various communications equipment.

(*b*) *Work Environment*

Work is performed in day or night shifts and employee is occasionally exposed to the elements while making visual weather observations.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Employee assigns, reviews, checks, and assesses the work of meteorological superintendents and assistants who perform the technical support duties essential to forecasting work.

Factors	1	2	3	4	5	6	*Total*
Points	750	375	550	80	10	175	7,940

Bench-mark Job No.
Job Title : State Counsel
Ministry : Justice
Department/Unit : Legal Opinion and Litigation
Occupational Code No.

Level : 08
Point Rating : 1,958

SUMMARY

Under the general supervision of the Principal State Counsel, gives legal opinion and advice to Government departments and Government agencies on matters referred for legal opinion and advice. Prosecutes and defends in criminal and civil actions or suits in which Government department and/or Government agencies are a party or in which the interest of the State is involved. Occasionally appears as Counsel to Commissions of Inquiry set up by Government or its agencies when detailed to do so.

DUTIES

Gives legal opinion and advice to Government departments and Government agencies including Statutory Corporations, Government-owned Companies and institutions on matters referred for such opinion and advice, by making a detailed study and having clear understanding of the fact of the particular matter, by consulting written relevant legal authorities including statutes, local and foreign law reports, text books and other legal publications on the matter with a view to eliciting the legal issues or problems involved ; by guiding the client agency on its actions.

Prosecutes and defends criminal and civil suits in which the Government and its agencie have interest by determining the nature of the action or matter and the nature of Government's interest or involvement in the matter ; by appearing in court, examining, crosse examining or re-examining witnesses or litigants during proceedings ; by summing up the case for the interest represented and addressing the court on the facts, the law and evidencs adduced before the court.

Performs other duties such as occasionally appearing as Counsel to Commission of Inquiry to represent the interest of Government and its agencies ; occasionally attending various meetings and conferences when assigned to do so by superior officer.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a professional knowledge of theories, principles and practices of law combined with sound appreciation of pertinent Government Acts, Statutes, Legislation, policies and regulations to analyse civil or criminal cases in which Government or its agencies may be involved ; and ability to appear in court to prosecute or defend Government or its Agencies' interests in the matter or give sound legal advice or opinion upon which Government's or its agencies' action can be advantageously based.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves defending actions or suing to recover company debts in case of liquidating Government owned Companies or in other matters where civil action against Government or its agencies are involved ; analysing and vetting files or civil or criminal issues to offer legal advice or opinion on which Government decision can be based.

(*b*) *Scope and Effect*

The work requires detailed analysis of cases referred and to provide legal advice or opinion in order to protect the agencies' interests such as recovery of funds, protection of fraud, violations of regulations; discrepancies found and corrective actions taken become parts of larger reports.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Under general supervision the work requires the receiving of briefs and supporting data to compromise adequacy of case to be made and strategies to be adopted in prosecution or defence. Counsel must prepare briefs and carry out investigations in support of briefs on his own initiative and must be depended upon to conduct himself in court without the benefit of superior advice or guidance.

(*b*) *Instructions Received*

Reference is made to legislation as contained in Statutes, and regulations, and to legal procedures, law reports and other Government legal documents that are relevant to the cases and which provide a factual basis for legal argument. Counsel may have to act on legal instructions from Principal State Counsel but otherwise is expected to proceed with defence of brief without detailed instruction.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work involves constant contact with colleagues and superior officers in the same organisation, and client officials of the Judiciary, Ministries and with other private legal practitioners.

(*b*) *Purpose*

To obtain information, clarify legal points, give legal opinion or advice or obtain assistance while dealing with difficult legal matters.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is mainly sedentary but also requires standing for long hours while prosecuting or arguing cases in court; it also requires sitting for a considerable time while preparing a case for litigation, prosecution or for giving legal opinion or advice.

(*b*) *Work Environment*

The employee works mainly in an office expect when appearing in court.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work does not involve any supervisory responsibility except a nominal one over a typist or stenographer who takes and transcribes notes or types manuscripts.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	550	100	10	—	1,958

Bench-mark Job No. *Level :* 08

Job Title : Produce Officer *Point Rating :* 1,970

Ministry/Department : Agriculture

Branch/Unit : Produce Inspection

Occupational Code No.

SUMMARY

Under the general supervision of the Senior Produce Officer/Principal Produce Officer, plans and co-ordinates work of staff within the produce inspection area, enforces produce inspection laws and regulations, renders returns periodically, inspects buildings and premises for registration for produce operations, organises extension and advisory services for the benefit of farmers and licensed buying agents, and performs related duties.

DUTIES

Plans and co-ordinates work within the produce inspection area by assigning work to staff, directing their activities, reviewing their results and performing related supervisory activities.

Undertakes fieldwork including check-testing and quality control duties by going on inspection tours of all the stations in the area to witness on-the-spot grading of produce by produce inspectors in produce check-posts, by drawing samples of graded produce such as palm kernel, cocoa, groundnut by means of scoop to ensure prescribed standard. Samples graded drums of palm oil to ensure that they are free from dirt and adulteration.

Enforces Produce Inspection Laws and Regulations by authorising the institution of court action against graders who expose inferior produce for sale, and by initiating and recommending disciplinary actions against produce inspectors who seal, for export or for domestic markets, produce which is not of standard quality.

Inspects and recommends buildings and premises for registration for produce operations.

Provides extension and advisory services by advising farmers, traders and licensed buying agents on preparation of good quality produce, pest control and safe storage.

Renders monthly, quarterly and annual reports to the zonal Senior Produce Officer showing the statistics of graded produce for the month, quarter or year. Progress Report also portrays trade statistics regarding increase or decrease in inspected produce, the quality of graded produce and other observations necessary to maintain efficient inspection and grading of produce.

Performs related duties such as attending meetings at the local level to co-ordinate inter-departmental activities.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a very good knowledge of produce inspection methods and procedures to detect evidence of pests that infest agricultural produce, assess conditions of produce and recognise the presence of toxic substances in produce. These methods and practices include grade standards laid down in Produce Inspection Laws and Regulations, for a wide variety of agricultural produce including cocoa, palm kernel, palm oil, groundnut, rubber and copra. It also requires familiarity with local production and marketing practices. The work demands skill to monitor and schedule agricultural produce inspection and related office activities, to supervise an inspection staff, and the ability to discuss and analyse problems such as grade and quality of produce with licensed agents.

Factor 2—DIFFICULTY

(*a*) *Complexity*

The work consists of independent assignments with varying duties such as check-testing to ensure that the quality of graded produce is at the level indicated and analysis and compilation of figures for annual reports. It also involves finding solutions to other problems such as discovery of obvious signs of tampering and adulteration in graded and sealed produce, and shortage of seals held by any grading Produce Inspector. Mental effort is involved in critically analysing the representations made by subordinates or licensed buying agents accused of wrong grading or exposure of produce of dubious standard for sale in order to ascertain the law or regulation governing each offence and arrive at a correct verdict on the issue.

(*b*) *Scope and Effect*

Problems of inaccurate grading and similar malpractices affect storage and handling costs to licensed buying agents. Work results ensure that only produce of the highest standard is passed for exportation to world markets. On the domestic markets, producers are encouraged and educated to improve quantity and quality of output.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The officer works to a great extent on his own but only occasionally clears programme of inspection with the Principal/Senior Produce Officer. Proven cases of wrong grading are referred to supervisor for final determination.

(*b*) *Instructions Received*

The work activities are carried out within the norms of government policies and directives and established procedures in the Produce Inspection Division, Produce Inspection Law, Produce Inspection Regulations, Departmental Standing Instructions, Technical Standing Instructions, Confidential Standing Instructions, Administrative Standing Instructions, Public Service Manual and Financial Instructions and Instructions laid down by the Marketing Board during each year's marketing scheme. Judgement is required to take decisions on typical problems, such as those arising from grading or inspection offences, by searching for precedents to use or adapting or interpreting the standard to meet the conditions, provided the decisions do not result in a major deviation from the norm.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work demands constant discussion with the various levels of produce officers, inspectors and field officers, internal and external to the organisation, and the accredited produce buying agents.

(*b*) *Purpose*

Encourages, motivates and controls government officials and licensed buying agents to ensure that quality produce is exported.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The duties require prolonged standing and stooping and manual dexterity when carrying out check tests. Good eyesight and colour discrimination are also needed to enable him to differentiate the bad from the good produce. It also involves extensive touring to field units in the area to superintend the work of subordinates and confer with the accredited produce buying agents.

(*b*) *Work Environment*

Work is generally carried out in produce stores where there is the risk of exposure to dust and hot weather particularly when inspection is carried out in the open air.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires giving guidelines to produce officials normally at level 07 and below on how to conduct experiments and carry out proper testing and grading of produce meant for export. Subordinates are allowed to exercise limited initiative and judgement within their schedule of duties.

Factors	1	2	3	4	5	6	*Total*
Points	750	375	550	80	40	175	1,970

Bench-mark Job No. *Level :* 08
Job Title : Town Planning Officer, Grade II *Point Rating :* 1,990
Ministry/Department : Lands and Housing
Branch/Division: Town Planning
Occupational Code No.

SUMMARY

Under the general supervision of a Senior Town Planning Officer, prepares physical development plans for towns and settlements, conducts physical planning research ; trains technical staff, provides advice to and co-ordinates the activities of Area Planning Authorities in the zone, supervises intermediate and junior staff and performs other related duties.

DUTIES

Prepares physical development plans for towns and settlements and lay out schemes for government and quasi-government institutions by preparing models, by conducting field investigations to collect data for planning purpose ; by conducting physical, economic and social surveys necessary for physical planning evaluations ; by collating, analysing and projecting data and by preparing and designing physical plans and schemes and writing reports.

Conducts physical planning research by collecting and analysing data and information on such topics as housing and evironmental planning.

Trains Technical staff by preparing and giving lectures in the Town Planning School of the Ministry.

Provides advice to and coordinates the activities of Area Planning Authorities of the zone by visits to projects and schemes under their jurisdiction.

Supervises Assistant Town Planning Officers and junior staff.

Performs other related duties such as site inspections, lecturing at the School of Hygiene and providing technical advice when required.

FACTOR 1—KNOWLEDGE

The work requires a knowledge of town planning theory and principles and experience in the application of these to prepare development plans, evaluate the quality and quantity of data such as that pertaining to housing, to prepare schemes for the acquisition of data which is lacking and to make recommendations concerning town planning matter. Skill is required in coordinating the activities of the Area Planning Authorities, in supervising staff and providing instructions for students at training schools. Knowledge is also required of the purpose and objectives of the Town Planning Division and the operating methods used to accomplish these.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The town planning duties require the interpretation of a wide variety of data, the identification of those areas where data is lacking and the ability to acquire sufficient data to make practical town planning recommendation, each of which may require variations in approach. The work is generally assigned on an independent basis although the provision of guidance to and the co-ordination of the work of Area Planning authorities is general in nature.

(*b*) *Scope and Effect*

The work requires the incumbent to assemble the necessary data before he embarks on the preparation of physical development plans for Towns. Reliable and accurate data on Town Planning, which are by-products of physical planning research, are basic for preparing good designs for the Planning Authorities. Preparation of good layout schemes for government institutions will also provide the infrastructure for orderly economic and social development. It is also important that the incumbent effectively guides and coordinates the activities of the Area Planning Authority to avoid unnecessary duplication in activities and to minimise the cost of these activities.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The priorities and objectives of projects are established by the supervisor who approves the general approach proposed by the incumbent. The latter is left free to acquire, develop and evaluate the required data and to develop the draft plans and proposals for review and approval by the supervisor. Contentious issues or policy matters arising, for example, from questions raised by Area Planning Authorities, if outside approved practices or guidelines, are referred by the incumbent to the supervisor with recommended solutions.

(*b*) *Instruction Received*

The work of development planning and the preparation of layout schemes is performed in accordance with a variety of regulations and land laws such as the Building and Development Control Regulations and the Land Use Manual. Because of the variety of problems, usually peculiar to each project, there is a continuing requirement for the incumbent to identify precedents which may have already been established or to seek novel but practical adaptions of existing practice to arrive at economical solutions.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contact with Lands Officers in the Lands Division, with Industrial Officers of the Ministry of Industries and with members of the public.

(*b*) *Purpose*

The purpose of these contact is to exchange information, to co-ordinate mutual work efforts and, particularly with the members of the public, to gain their acceptance of development plans which are in the planning stage.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Environment*

The work requires some standing while performing drafting operations such as those required in lay-out and town design work. There is also an occasional requirement to walk or stand while carrying out surveys. Usually, however, there are no abnormal pyhical demands.

(*b*) *Work Environment*

The wo rk requires no continuous exposure to other than everyday risks.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of Assistant Town Planning Officers, Town Planning and Technical Assistants whom work is directed and whose assigned tasks are prescribed by the incumbent in detail.

Factors	1	2	3	4	5	6	*Total*
Points	750	375	550	130	10	175	1,990

Bench-mark Job No. *Level :* 08

Job Title : Structural Engineer, Grade II *Point Rating :* 2,005

Ministry/Department : Works and Housing

Branch Unit : Structural Engineering

Occupational Code No.

SUMMARY

Under the general supervision of a more experienced structural engineer, plans and designs the structural aspect of a variety of structures, prepares working drawings and specifications ; provides on site supervision during the building phase and performs other related duties.

DUTIES

Plans and designs the structural aspects of a variety of structures such as office blocks, stadia, bridges and towers by taking into account a variety of design features including the intended use to which the structure is to be put, weather conditions, particularly wind speeds, the sub-soil conditions, including drainage, and by applying his knowledge of structural engineering principles and practice.

Prepares working drawings and specifications for use by contractors and others for the purposes of submitting tender bids, reviewing tenders and for carrying out the building phase.

Provides on site supervision during the building phase to ensure that approved specifications are met and to advise on acceptable deviations caused by local conditions or original design omissions.

Performs other related duties such as reviewing contract documents during the tendering stage, prepares construction schedules, providing guidance to tracers and others engaged in the preparation and reproduction of working drawings and occasionally attending meetings and taking minutes.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The duties require a thorough knowledge of the theories, principles and methods employed in the design of structures using accepted standards of design practice. There is a requirement for a sufficient understanding of related disciplines such as architecture or civil engineering so as to be able to collaborate effectively on a design team. In addition, the duties call for the skill and ability required to supervise the work of the contractor while work is in progress to assess the completed work and make recommendations for its acceptance.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The varying duties of the structural engineering specialty form an important part of the overall design and construction of a wide variety of building and structures. Each design project has to be considered on its own merit ; the relevant data such as sub-soil and other local conditions are evaluated and recommendation made regarding variations in its design approach. The work also requires the ability to assess and authorise, or make recommendations for changes in approved specifications arising from unusual circumstances or conditions found during the building phase.

(*b*) *Scope and Effect*

The duties involve the analysis and assessment of a variety of problems such as sub-soil conditions and weather in design suitable structural features of a wide variety of buildings. The work results affect the overall design of the finished project and have an impact on the work of other professionals such as architects, mechanical and electrical engineers.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Design assignments are provided by the superior who also stipulates general design criteria and the priority. The incumbent is then required to use his knowledge and experience to follow generally accepted engineering practice to arrive at acceptable designs and finished working drawings. The supervisor is available to check on progress and to review the finished product in terms of technical soundness and conformity with requirements.

(*b*) *Instructions Received*

The detailed design requirements are unique to each structure. Although the normal standard of engineering practice, amplified by building codes, standard specifications and guideline are available, the incumbent is required to interpret and adapt these to meet the particular requirements of the individual project. His judgement is relied upon for him to be able to determine where deviations from accepted practice are such as to require the intervention or guidance of his supervisor.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work involves contacts with professional colleagues such as architects and other engineers and with non-professional staff such as tracers in a drawing office. There is also a need for contacts with the staff of contractors engaged in the building projects.

(*b*) *Purpose*

Contacts with professional colleagues are for the purpose of participating in the coordination of work efforts, to resolve unusual problems and to provide technical advise. Contacts with contractors are for the purpose of checking on the work and to advise or clarify specifications so that the finished product meets the approved standards.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

During design work in the office there is considerable standing at a drafting board and during site inspection there is requirement to climb ladders as, for example, when checking the positioning of re-inforcements at each level of multi-storied projects.

(*b*) *Work Environment*

The incumbent carries out his assignments in his office but has, on occasion, to visit construction sites to check contractors and assess progress of work generally.

Factor 6—SUPERVISORY RESPONSIBILITY

There is some technical supervision exercised on tracers assigned to the preparation and reproduction of working drawings but the incumbent has no formal responsibility for these persons.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	550	80	25	25	2,005

Bench-mark Job No. *Level* : 08

Job Title : Inspector of Factories, Grade II *Point Rating :* 2,020

Ministry/Department : Labour

Branch/Unit : Factory Inspectorate

Occupational Code No.

Summary

Under the general supervision of the Senior Inspector of Factories, enforces the provisions of the Factories Act, 1958, and gives advice to Factory owners in respect of safety, health and welfare conditions in the Factory. Investigates cases of accidents and occupational diseases in Factories ; prosecutes defaulting Factories.

DUTIES

Enforces the provisions of the Factories Act by visiting the Factories and inspecting the machinery and equipment in use to ensure that they are safe for the workers to operate, by ensuring that adequate lighting, ventilation, first aid facility and good drinking water are provided for the workers.

Investigates accident and occupational diseases by visiting the scene of the accident and/or interrogating eye-witnesses and examining the machinery, equipment and conditions.

Compiles Industrial statistics by extracting information from reports sent by the Factory occupiers. Assists in prosecutions by co-operation with law officers who draw up the charges preferred against a defaulting Factory.

Performs other duties such as serving as Secretary of a branch of National Industrial Safety Council of Nigeria which ensures compliance with the Factories Act and promotes better consciousness of Safety, Health and Welfare matters generally; organises lectures for management, trade unions, factory workers on working safely.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires the basic knowledge of Factories Act, different identical materials, processes, chemicals, machinery and health conditions required or used in Factories.

It also requires the skill to analyse cases, search for applicable precedents, and develop remedial solutions as recommendations for the review and approval of his superior officer.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires solving different types of problems arising in Factories, such as hazardous conditions, practices and chemicals used, determining whether the provisions of the Factories Act have been properly applied, examining a wide range of Factory Procedures and practices and studying the implications of Factories Act as applied to the specific circumstances of given Factories. The work requires the incumbent to keep in constant touch with Factory owners in preparing his own report in cases of accidents or diseases.

(*b*) *Scope and Effect*

The work involves inspection of Factories and investigation of accidents, dangerous occurrences and working conditions in the Factories to ensure conformity with Factories Act. Results of investigations serve as evidence for court cases and also could affect the operation of the factory.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Under assignments and objectives provided by the Senior Inspector of Factories, the incumbent is required to plan his work independently, follow leads, develop sources of information to detect regulatory violations. He makes decisions and recommends action on suspected and known violations. The supervisor may review work plans and usually accepts the incumbent's recommendations as the basis for action in cases assigned.

(*b*) *Instructions Received*

The incumbent is guided by the Factory Act, and guidelines, Instructions and Regulations during his inspection and investigation. He proceeds with investigation on his own initiative and his judgement is relied upon in recommending prosecution on the basis of the evidence adduced.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with government officials and with other officials at various levels in Factories, Court's workers' organisations and Town Planning Authorities.

(*b*) *Purpose*

The purpose of the contact is to enforce safety and health programmes on Factory premises for the benefit of the workers. Also to improve the safety and health standards in the Factory premises and thereby protect the nation's manpower as well as to promote industrial safety and hygiene.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires some physical exertion such as long periods of standing and walking while examining factory premises. It also involves crouching, stooping in the examination of machinery and structural condition of buildings.

(*b*) *Work Environment*

The work involves moderate risks, discomforts and unpleasantness such as dust, grease, noise and risk from moving parts of machines.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of Safety Inspectors and Assistant Safety Inspectors who are required to exercise limited initiative and judgement within their schedule of duties or as to the extent their knowledge and experience allows.

Factors	1	2	3	4	5	6	*Total*
Points	750	375	550	130	40	175	2,020

Bench-mark Job No.
Job Title : Archaeologist
Ministry/Department : Education
Branch/Unit : Antiquities
Occupational Code No.

Level : 08
Point Rating : 2,035

SUMMARY

Under the general supervision of the Principal Archaeologist, conducts archaeological surveys; reconstructs records of extinct cultures; purchases antiquities for the Museum; contributes to international journals on archaeology and anthropology; and performs related duties.

DUTIES

Conducts archaeological surveys by studying all available historical material and maps relating to areas of investigation, prospecting and excavating potential sites, carefully observing discovered material remains and collecting items that might have historic significance.

Reconstructs records of extinct cultures by sorting, analysing and classifying antiquities, establishing age of relics by applying C.14 test, determining their historic significance and relationship, and preparing reports on finishings.

Purchases antiquities for the Museum by evaluating their worth and negotiating an acceptable price.

Contributes to international journals on archaeology and anthropology and edits publications for the Department.

Performs related duties such as giving lectures and information to students, visitors and researchers visiting the Museum, and attending conferences on behalf of the Director.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires an advanced professional knowledge of History, Archaeology or Anthropology including a detailed understanding of research methods in tackling problems relating to storage and preservation of antiques. Requires well developed communication skills for writing reports and delivering lectures. The work also requires a basic knowledge of administrative procedure and practice and an appreciation of public relations to deal with visitors and users of the Museum.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work demands a great deal of analytical effort in attempting to reconstruct historical processes from collections of artifact fragments and other historical evidence removed from archaeological sites. The research must present an intelligent and logical picture of the past. It requires the use of specialised analysis in applying Test C.14 to determine the age of specimens. Constructing a working hypothesis from tentative conclusions requires judgement and discretion. From the available specimens of skeletal remains, including burial system and grave inventory, the Archaeologist must deduce relevant cultural and ritual information.

(*b*) *Scope and Effect*

The work covers a wide variety of antiquities ranging from wooden carvings to mud or clay materials, and contributes uniquely to research into the country's origins and historical heritage for the benefit of the Nation's sense of identity and the education of its people in their history and cultural inheritance.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is performed according to objectives set by the Senior/Principal Archaeologist, and requires a great deal of initiative and freedom being exercised to plan and execute projects. Proposed approach is subject to higher approval but details of how research is to be conducted are self-determined on the basis of the incumbent's expertise.

(*b*) *Instructions Received*

The Antiquities Ordinance forms the basis of written professional instructions while General Orders and Financial Instructions cover relevant administrative procedures ; otherwise, the Archaeologist's judgement is relied upon in taking decisions or drawing conclusions from his research.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Frequent contacts are made with the general public and occassionally with Lecturers, Government Officials, Historians and Journalists.

(*b*) *Purpose*

The purpose is mainly to obtain or give information, negotiate prices, arrange purchases and ensure deliveries of acquisitions for the Museum.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work demands physical exertion in travelling to and about excavation sites and in digging for relics.

(*b*) *Work Environment*

The work involves moderate risks of exposure to respiratory ailments, snake bite and over-exposure to the sun, coupled with the disadvantage of working in remote areas under conditions lacking ordinary amenities.

Factor 6—SUPERVISORY RESPONSIBILITY

Supervises the work of subordinates at level 07 and below. The supervision requires giving detailed and extensive instructions as in demonstrating the particular skills of archaeological digging, and directing on site activities as well as the maintenance of the camp site.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	550	20	40	100	2,035

Bench-mark Job No.
Job Title : Social Welfare Officer
Ministry/Department : Health and Social Welfare
Branch/Unit : Social Welfare Division
Occupational Code No.

Level : 08
Point Rating : 2,040

SUMMARY

Under the direction of the Chief Social Welfare Officer, implements Government's Social Welfare programmes in his zone ; coordinates and supervises the administration of the Social Welfare programmes in his zone ; writes progress reports and submits same to his supervisor ; performs related duties.

DUTIES

Implements Government's Social Welfare Programmes by planning and conducting Social Surveys to determine Social Welfare needs for his zone, by setting up and organising effective welfare Councils for the solution of social problems, by initiating Social Welfare case work services, setting up marital guidance for couples, and counselling for children and youths, by attending meetings of cultural organisations to educate members on the value of joining Welfare Councils and by addressing and lecturing members of the Community on Social Welfare subjects.

Coordinates and supervises the administration of on-going Social Welfare Programmes in his zone by assessing, investigating and making recommendations on various social programmes, by processing applications for the adoption of orphans and motherless babies by paying visits to and participating in various Youth Service Organisations and activities and educating them on the various Social Welfare programmes, by overseeing Remand Homes and Motherless Babies Homes and paying visits to find out their problems and recommending solutions to them where possible ; by forwarding difficult problems to the Headquarters for solution along with recommendations, by giving advice and guidance in intricate Juvenile and matrimonial cases ; by organising Home Improvement lessons for Women.

Provides guidance counselling for inmates of Remand Homes by advising them on the choice of careers and by liaising with voluntary organisations to find them employment.

Performs related duties such addressing various workshops ; lecturing and advising members of the Public and supervising case work being dealt with by subordinates, writing and submitting monthly, quarterly and annual reports on zonal operations and attending probation courts to give evidence when necessary.

FACTOR 1—KNOWLEDGE

SPECIFICATIONS

The work requires a sound knowledge and understanding of Government Social Welfare policies, purpose and objectives, Children and Young Persons Laws, Adoption Laws and Rules and other related laws and Regulations. It requires the ability to modify and adapt procedures in resolving social problems and initiatives in interpreting Social Welfare policies as related to social work.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves conducting research into social needs of the area covered, investigating and analysing social problems on Juvenile and matrimonial cases ; inmates of Remand Homes,

orphans and motherless babies, finding solutions to such problems and making recommendations where necessary for the approval of a superior officer where such problems exceed employee's area of jurisdiction.

(*b*) *Scope and Effect*

Results of these operations and recommendations are measured by their rehabilitation effect such as the reduction in the rate of juvenile delinquencies with the community and their overall benefit to the social welfare programmes for the area covered.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee receives general supervision and performs task on own initiative within the terms of established policies and practices. Work is checked periodically and evaluated at intervals for overall effectiveness and accomplishment on the basis of reports submitted or in discussion with supervisor. He is expected to make recommendations regarding general Social Welfare problems in the zone to which he is assigned and to have his proposed actions approved when they indicate a departure from established procedure.

(*b*) *Instructions Received*

The employee under generalised instructions uses departmental Social Welfare objectives and procedural policies in the supervision of an operational area. He identifies problem areas, analyses such problems, and chooses from alternatives solutions available for recommendation of policy and procedural improvements or the handling of specific cases of unusual difficulty.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

Employee maintains close contact with local leaders of Voluntary organisations, Church organisations, Divisional Officers and Youth leaders, as well as staff within his organisation.

(*b*) *Purpose*

The purpose of contact is to plan, co-ordinate, advise and resolve Social Welfare problems within his area of responsibility.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The employee undertakes tours of Social Welfare operating areas within his zone.

(*b*) *Work Environment*

Employee is exposed to normal everyday risks of accidents while driving.

FACTOR 6—SUPERVISORY RESPONSIBILITY

He directs, supervises and co-ordinates the activities of support staff underneath him such as Social Welfare Workers, Assistant Social Welfare Worker, Social Welfare Assistants.

Factors	1	2	3	4	5	6	*Total*
Points	550	375	725	205	10	175	2,040

Bench-mark Job No.

Job Title : Senior Radiographer

Level : 08

Point Rating : 2,050

Ministry/Department : Health

Branch/Division : Radiography

Occupational Code No.

SUMMARY

Under the general supervision of a Principal Radiographer, provides a complete radiographic service in an X-ray unit by taking and procuring radiographs, supervising and instructing staff and performing other related duties.

DUTIES

Radiographs portions of the human body with an X-ray machine as directed or ordered by a doctor to provide pictures (films) used in diagnosing diseases or determining the extent of injuries, by interpreting written instructions to ensure that only affected parts of the body are exposed to X-rays and viewed from different angles as required ; by administering injections or oral doses of contrast media such as chemical dyes and emulsions as appropriate ; by instructing, reassuring, and positioning the patient, and using straps or bindings to hold the body in position and shields to protect vital or sensitive organs, by determining or calculating required time and intensity of exposure for safe dosages, and setting and adjusting the Controls accordingly ; by loading and exposing the film, and processing or arranging the processing of same, to obtain the pictures as promptly as possible.

Supervises and instructs support staff who assist in taking the X-ray pictures or take routine ones, mix photographic solutions and process films, maintain film and record files, and receive and register patients, by organising the work and assigning and checking duties, by demonstrating or teaching advanced techniques to junior operators, and by assessing and reporting on performance and recommending postings or assignments.

Performs other duties such as advising supervisor on the facilities, equipment, modifications, and manpower required to improve services ; maintaining and servicing X-ray equipment and making minor routine adjustments and repairs ; consulting colleagues and reading appropriate literature to maintain a current knowledge of changes and advances in the field of radiography ; and writing related reports and correspondence.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a basic knowledge of the theories, principles and practices of radiography to ensure that accurate X-ray films are produced as required by a medical officer to aid in the diagnosis of diseases or conditions and of the scope, purpose, objectives and operating methods of the radiography unit. Skill is required to organise, implement, and analyse various activities in the unit, to modify or adapt existing procedures or techniques, and to communicate effectively.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of independent assignments with varying duties such as interpreting X-ray film requests from doctors, deciding the length and intensity of exposures, determining the correct dosage of radiation to which body tissues are exposed and training and supervising staff. Such duties comprise a portion of the diagnostic processes employed in a hospital.

(*b*) *Scope and Effect*

The purpose of the work is to treat, analyse and investigate a variety of conditions that cannot ordinarily be revealed by clinical diagnosis. The work affects the accuracy of the medical officer's prescription and thereby has a direct impact on the patients and on the other medical and nursing services provided in the hospital.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The supervisor or medical officer provides assignments, determines objectives or results required and assigns priorities. Employee determines a recommended course of action to satisfy the set objectives in accordance with prescribed standards and professional practices of radiography. Results are reviewed for effectiveness and conformity with policy and standards of practice.

(*b*) *Instructions Received*

Administrative work is guided by Government regulations and circulars. Instructions on technical duties consist of policy and procedural statements, tests, manuals, and journals relating to the practice of radiography. In following routine procedures or standard practices ; employee typically encounters non-routine situations such as taking difficult or complicated X-ray pictures or in attending to patients with a variety of conditions, which may necessitate the adaptation or modification of standard procedures. Employee's judgement is relied upon so long as such decisions do not result in a major deviation from the norm.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Incumbent has regular contacts with patients and doctors and occasionally with suppliers of X-ray equipment and spare parts.

(*b*) *Purpose*

The purpose of such contacts is to take advice, reassure and position patients when taking their X-ray pictures, to explain or discuss work results with medical officers, and to negotiate the supply or replacement of equipment and materials.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work demands constant standing and bending when taking X-ray pictures and testing equipment. Some eye strain is involved in the process of examining developed films.

(*b*) *Work Environment*

The work exposes employee to radiation hazards and to the risks of electrocution, burns from chemicals and infection from contagious diseases.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The employee supervises the work of radiographers and X-ray technicians who perform semi-routine technical duties and exercise limited initiative and judgement within their schedule of duties. Supervision consists of assigning tasks, assessing performance and evaluating results.

Factors	1	2	3	4	5	6	*Total*
Points	750	375	550	130	70	175	2,050

Bench-mark Job No.
Job Title : Agricultural Officer, Grade II
Ministry/Department : Agriculture
Branch/Unit : Extension Services
Occupational Code No.

Level : 08
Point Rating : 2,145

SUMMARY

Under the direction of the Principal Agricultural Officer develops, directs and evaluates agricultural extension projects ; organises crop enumeration exercises ; trains staff and performs other related duties.

DUTIES

Develops, organises, and directs agricultural extension projects for the purpose of introducing greater variety, higher yields and improved quality of food and cash crops by developing improved seeds of crops such as rubber, cocoa, cashew, and various vegetables, and improved yields of food crops like yam, maize and cassava ; by distributing the improved seeds or seedlings to farmers ; by demonstrating to farmers and subordinate staff appropriate planting, culturing and plant protection techniques including the application and use of fertilizers and pesticides ; and by assigning work to field staff and assessing their performance.

Evaluates each project to assess the degree of success or failure of the new techniques and performance of the improved seeds and seedlings, by inspecting selected farms to determine the practical results of experimental plantings including the impact of insects and diseases and other natural factors on growth rates and yields ; by reading reports submitted by subordinate staff ; by visiting agricultural extension work stations, crop demonstration centres, and other similar places to learn of agricultural extension problems and to provide information and advice on the resolution of these problems to individual farmers or groups ; and by writing reports on the conclusions reached from the various activities and submitting them to the supervisor with recommendations or proposals for appropriate action.

Organises enumeration of crops and trees on farmlands acquired by government or firms to determine appropriate compensation payable to the owners by briefing subordinate staff on correct procedures and assigning duties to them.

Organises and supervises essential administrative support services and related activities, by supervising clerical and secretarial staff, by writing correspondence, and controlling financial transactions.

Performs other related duties such as instructing and training field staff ; organising and participating in agricultural shows and festivals ; and attending departmental meetings.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a basic knowledge of the theories, principles, and practices of agricultural science, and of the administrative and managerial practices and policies of the Ministry to develop, organise, and direct agricultural extension projects for encouraging the use of improved materials and methods which will increase the quality and quantity of a wide range of food and cash crops in an assigned geographic area. Skill and ability are required to organise, implement, analyse, and assess projects for each of the crops or problems involved ; to develop and distribute improved seeds or seedlings to farmers and to demonstrate or instruct on the

most appropriate methods and techniques ; to organize agricultural shows and festivals, and the enumeration of crops and trees on acquired property ; to supervise and train field and administrative support staff ; and to write and edit reports related to the work.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves a variety of duties ranging over the initiation of experimental methods and products, organization and management of projects, evaluation of project results, control of expenditures, and instruction of farmers and field staff. It requires the assessment of unusual conditions, the analysis and correction of deviations from expected results, and the accurate interpretation of data reported from the field to take appropriate corrective action or to provide a sound basis for financial control as, for example, in compensating farmers for property acquired by the government.

(*b*) *Scope and Effect*

The purpose of the work is to develop and introduce new techniques for producing greater variety, higher yields and improved quality of food and cash crops. Work affects the agricultural extension programme of the ministry and has an impact on the well being of a substantial number of farmers and the economy of the assigned rural area.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The overall objectives of the agricultural extension programme are set by the ministry and employee is required to exercise initiative and judgement in developing and assessing the various projects in his area of responsibility. Unusual situations requiring changes in approved projects are referred to supervisor for decision or for approval of recommended action.

(*b*) *Instruction Received*

The technical aspects of the work are guided by standard texts, manuals and journals and administrative aspects by Government regulations and circulars. Unusual problems are often encountered while developing and assessing projects, whose resolution requires the adaptation and improvement of current methods and practices.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Employee makes frequent contacts with farmers and with officers of own and other ministries concerned with rural economic and social activities, e.g. Cooperative, Rural Development and Social Welfare Officers.

(*b*) *Purpose*

The purpose of such contacts is to advise and motivate farmers to adopt improved agricultural practices, to participate in developing projects and to solicit the cooperation of other agencies to accomplish these objectives.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work requires long periods of walking over rough terrain in farmlands and constant touring in the rural areas in the course of inspection and demonstration.

(*b*) *Work Environment*

Work is typically performed outdoors, resulting in continuous exposure to inclement weather and insects.

Factor 6—SUPERVISORY RESPONSIBILITY

Supervises a work force including Agricultural Superintendents and Assistants, by assigning and checking project work and assessing work performance.

Factors	1	2	3	4	5	6	*Total*
Points	750	450	550	180	40	175	2,145

Bench-mark Job No.
Job Title : Signal Officer, Grade II
Ministry/Department : Transport
Branch/Unit :
Occupational Code No.

Level : 08
Point Rating : 2,190

Summary

Under the general supervision of the Senior Signal Officer, plans and coordinates the maintenance and installation of communication and air navigation equipment on airports and aviation radio centres, controls the procurement, storage and distribution of spare parts and equipment, and performs other related duties.

Duties

Plans and coordinates the maintenance and installation of communication and air navigation equipment in airports and aviation radio centres by developing schedules for maintenance and installation projects in accordance with specified priorities, to ensure that essential services and facilities are not interrupted; by discussing requirements with technical officers assigned to specific projects; by selecting technical personnel for project teams as required; by reviewing the progress of projects and making on-site inspections of work; by reporting on projects to higher authority, according to established reporting procedures; by visiting outstations to observe "first hand" the conditions of buildings and performance of equipment and to determine maintenance requirements.

Controlling the procurement, storage and distribution of spare parts and equipment for maintenance and installation projects, by determining component and parts requirements based on actual utilization experience and installation schedules, by developing and reviewing lists of materials for procurement; by investigating various sources of supply; by initiating procurement action and by making periodic stock checks.

Performs other duties such as preparing staff duty and leave rosters, replacement schedules, liaison with out-stations, calling tenders for minor work projects and preparing regular project reports.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of electrical engineering theories and principles as applied to communications and air navigation systems. A thorough knowledge of maintenance and installation methods and practices ; and a good knowledge of the operational requirements of the user organisation is required in planning, coordinating and controlling the progress of projects. A knowledge of contractual and other administrative procedures is required when dealing with contractors and in organising the work schedules of support staff. There is also need for those supervisory skills necessary to ensure that satisfactory installation and servicing standards are maintained.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves planning and coordinating the installation and maintenance of communication and navigation equipment, recommending assignments of personnel, inspecting varied technical equipment at operational centres, reviewing projects in progress and controlling the procurement and distribution of spare parts and support store.

These various duties, involving different processes require the identification and analysis of problems particularly those associated with the maintenance aspects of the work and the determination of acceptable deviations which will improve equipment reliability or reduce costs.

(*b*) *Scope and Effect*

The duties are performed in accordance with accepted engineering practice and maintenance and other procedural instructions are provided. There is need however, to continually review and amend maintenance criteria, after assessing the effectiveness of existing methods. Ineffective planning, co-ordination or supervision of the work affects a wide range of the Ministry's activities which include responsibility for the uninterrupted and safe operation of air ports and air traffic control facilities.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Objectives, priorities and deadlines are provided by the superior officer. Although the work is reviewed for overall adequacy and appropriateness, details of the day today operations are not subject to scrutiny but are left to the discretion of the incumbent.

(*b*) *Instructions Received*

Instructions for conduct of various projects and for the standards of equipment performance are contained in technical manuals, installation instructions and in International Civil Aviation Organisation regulations. Initiative and judgement are required in adapting normal practices to meet unusual circumstances, priorities or emergencies which require urgent action.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contact with other employees, military and civilian officers of other ministries, contractors and agents of the national airlines.

(*b*) *Purpose*

These contacts are for the purpose of reporting on the progress of projects, to plan and coordinate projects and maintenance requirements and to identify and resolve maintenance problems.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is normally conducted at a desk in an office and is sedentary in nature. It does not usually demand other than normal physical exertion although some climbing and bending is required when carrying out site installations or inspections.

(*b*) *Work Environment*

There are no continuing special risks or hazards involved in the work which is essentially administrative. There is, however, some exposure to a number of risks such as electric shock, falls and travel hazards on site inspection.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the direct supervision of a number of technical officers and indirect or noncontinuous supervision of equipment maintenance personnel located at outstations. Supervisory duties include scheduling of duties, assigning staff to projects, reviewing the work of subordinates and providing guidance to Technical Officers on specific projects which require professional knowledge outside their normal area of competence.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	550	130	10	175	2,190

Bench-mark Job No.
Job Title : Pharmacists, Grade II (Manufacturing)
Ministry/Department : Health
Brnach/Unit : Pharmacy
Occupational Code No.

Level : 08
Point Rating : 2,315

SUMMARY

Under the general supervision of a Senior Pharmacist ; develops formulae for a variety of drugs and pharmaceutical products manufactured ; controls the manufacture of drugs and pharmaceutical products ; analyses and evaluates manufactured products for conformance to standards ; ensures proper packaging and storing of drugs ; supervises staff ; and performs related duties.

DUTIES

Develops formulae for a variety of drugs and pharmaceutical products, such as tablets, pills, capsules, injections, ear and eye drops, ointments, creams, liniments, solutions, syrups, suspensions and powders, by selecting chemicals which work together to form an acceptable product which gives the expected curing effect, and preparing instructions on the quantities of ingredients required in each product and the methods of preparation.

Controls the manufacture of drugs and pharmaceutical products by ensuring that the correct technical processes and formulae are used, by making adjustments during manufacture to compensate for such things as variation in moisture content of the air or ingredients and by ensuring that the ingredients meet quality standards and are used according to the formulae.

Analyses and evaluates manufactured drugs and other products to ensure conformance with quality standards.

Ensures that manufactured pharmaceutical products are properly packaged and stored.

Supervises a staff of about 10 employees including manufacturing technicians, storeman, and other helpers by assigning duties, instructing on work methods, resolving work problems, ensuring work performance and recommending action concerning leave, promotion and disciplinary matters.

Performs related duties such as keeping records of manufactured products.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of pharmacy and its application to development of formulae for drugs and other pharmaceutical products. It also requires a thorough knowledge of drug manufacturing processes, drug analysis and evaluation techniques and drug packaging and storage methods. The ability to supervise staff is also required.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves selecting the proper chemicals and combining them in the proper ratios to produce a wide variety of pharmaceutical products that will give the desired therapeutic effects. It also involves analysing manufactured products to ensure conformance with standards.

(*b*) *Scope and Effect*

The purpose is to produce a wide range of high quality pharmaceutical products. Failure to achieve objectives could result in products that do not produce desired effects as well as an overall shortage of drugs and medicines.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is performed within set objective but includes responsibility for organising the work and methods of producing the desired results, overcoming all problems of wider scope would generally be discussed with colleagues and referred to superior for advice.

(*b*) *Instruction Received*

The employee is guided by the established standards of his profession within the Ministry's policy. Judgement is exercised in determining the quantity and quality of raw materials required for the manufacture of drugs.

FACTOR 4—RELATIONSHIPS

(a) Personal Contact

Contact is made with co-workers within the Ministry/Department. Contacts are to co-ordinate activities related to the manufacturing of pharmaceutical products.

(b) Purpose

Contacts are to coordinate activities related to the manufacturing of pharmaceutical products.

FACTOR 5—ENVIRONMENT

(a) Physical Requirement

The work requires some physical exertion such as long standing while working.

(b) Work Environment

The work involves risks of electric shock from electrically controlled instruments and exposure to irritant chemicals.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The employee supervises manufacturing technicians and storekeepers who exercise limited initiative and judgement within their schedule of duties.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	725	50	40	175	2,315

Bench-mark Job No.
Job Title : Marine Officer
Ministry /Department : Transport
Branch/Unit : Inland Waterways
Occupational Code No.

Level : 08
Point Rating : 1,835

SUMMARY

Under the general direction of the Assistant Director, conducts and plans the siting and maintenance of navigational aids, supervises and administers the activities of a navigation division and performs related duties.

DUTIES

Conducts and plans the siting and maintenance of navigational aids by initiating field investigations to determine the suitability of existing navigational aids and the immediate and future navigation needs, by directing the placement of buoys and other navigation aids and by arranging for regular inspections and maintenance of buoys and markers to ensure continued and effective operation.

Supervises and administers the activities of a navigation division by arranging for the maintenance of craft attached to the division, by monitoring work progress to ensure that costs are kept in line with authorized expenditures and by estimating the annual budget for personal emoluments, capital and operating costs.

Supervises a group of administrative, clerical and marine staff by assigning work, issuing instructions and reviewing work in progress and on completion to ensure a high standard of quality is maintained, by appraising work performance, taking action on promotions, discipline and other matters and by hearing and dealing with employee grievances.

Performs other related duties such as preparing periodic reports and attending liaison meetings.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a good knowledge of the requirements, principles and practices of inland waterways navigation and of departmental administrative and financial procedures. In addition, the work requires experience and knowledge of the operation and maintenance of small craft.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of directing and controlling the activities of an outstation office engaged in the patrolling of navigation aids on various rivers and streams in his area. There is a requirement to assign duties to staff and to deploy craft to various areas ; to control the budget and negotiate with unions on staff grievances.

(*b*) *Scope and Effect*

The work involves the patrolling of various waterways to ensure that all navigational aids and markers are in their proper locations. This affects the safety of all types of Marine transportation using the inland waterways, of human life and property.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Objectives, priorities and dead lines are determined by a superior officer but methods are not usually reviewed. The incumbent is responsible for deciding areas to be patrolled, the assignment of staff and the overall administration of the station. Periodic reports on the progress of work are submitted to a superior officer and the work is reviewed for effectiveness, timeliness and cost.

(*b*) *Instruction Received*

Departmental and financial instructions, Civil Service Rules and government Circulas provide guidelines for the handling of standard situation. Typical problems are frequently encountered and require the ability to develop and apply standard procedures and precedents to meet unusual navigational and administrative situations.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contacts*

Contact is required with superior officers in the departmental headquarters and with division employees and their labour association representatives.

(*b*) *Purpose*

Contacts are for the purpose of obtaining facts, clarifying or giving instructions on work activities; and dealing with grievances and appeals.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mainly sedentary with no special physical requirements.

(*b*) *Work Environment*

The work is performed in an office, although there are occasional requirements to travel in division craft.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises, through subordinates, the activities of a work force engaged in semi-routine clerical and technical duties. Subordinates exercise initiative and judgement in carrying out assigned projects. The results of work are reviewed to ensure the accuracy and completeness.

Factors	1	2	3	4	5	6	*Total*
Points	750	300	550	50	10	175	1,835

Bench-mark Job No. *Level :* 09
Job Title : Architect, Grade II *Point Rating :* 2,205
Ministry /Department: Works and Survey
Branch/Unit : Building
Occupational Code No.

SUMMARY

Under the supervison of a Principal Architect, designs buildings and building projects in keeping with broad requirements specified by client ministries, participates in the construction phase, supervises a group of draughtsmen and architectural assistants assigned on a project basis and performs other related duties.

DUTIES

Designs buildings and building projects in keeping with broad requirements specified by client ministries which include capital cost restraints, by participating with the client department, surveyors and town planners in developing site proposals and making recommendations on site selection, by preparing sketch designs and design proposals for the building for approval of the client ministry, by coordinating the development of the approved general design into detailed working drawings by consultation and collaboration with other professionals such as structural, electrical and mechanical engineers and, by developing the work of draughtsmen and architectural assistants.

Participates in the construction phase by providing guidance and professional advice on those matters affecting the architectural design to the work superintendent or by consultation with engineers or other specialists, by checking on quality of workmanship either personally by inspecting on site or through subordinates, by reviewing and approving variation orders, covering changes in the plans needed to meet unforseen local condition, by reviewing bills of quantities and approving payment, by reviewing the progress of construction for the purpose of recommending progress payments which are to be made to the contractors and by inspecting the completed project with the client ministry and other specialists to ensure the building completion certificate accurately reflects any omissions.

Supervises a small group of draughtsmen and architectural assistants which may be assigned on a project basis by allocating work, by providing guidance and by reviewing progress and results.

Performs other related duties such as preparing designs and working drawings for additions or alteration to existing buildings and for renovations, by writing progress and other reports and studying professional journals and literature to maintain current knowledge of the profession.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a full working professional knowledge of architecture including the design and construction phases and a sufficient understanding of related discipline such as structural and civil engineering or quantity surveying to be able to work effectively accomplishing building projects.

There is need to demonstrate innovative and imaginative approaches to design problems while at the same time all solutions proposed must be technically sound, based on current state of the art construction capabilities and be capable of implementation with approved financial authorities.

The work also requires the ability to communicate effectively with client ministries to gain a full appreciation and understanding of their requirements and to explain the consequences of any limitation or constraints imposed by them.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

In the functional area of architecture the various duties of site selection, development of design concepts and the translation of these into detailed work drawings and the subsequent supervision of construction require the ability to assess the effects of a number of divergent factors. For example, the aesthetic merit of a particular design must be balanced with the construction costs and those required to maintain a wholesome environment, e.g. air conditioning the savings in capital costs of a particular type of construction must be balanced with the projections of long term maintenance costs. The work thus requires the judgemental interpretation and assessment of a variety of data.

(*b*) *Scope and Effect*

Well prepared building designs are necessary to satisfy the needs of the client ministry. The projects formulated must combine aesthetic qualities with economy and an important purpose of the work is to ensure that projects proposed are within the financial resources allocated by the client. The work product has an important financial effect in terms of capital and maintenance costs and also affects the work and social environment of large numbers of people.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent is self directed in developing proposals for designs which meet the general objectives and requirements given by the supervisor. Final design concepts are the result of consultation with the supervisor and other specialists. The incumbent is directed in the preparation of working drawings which are carried forward by him for later approval by the supervisor as to soundness and conformity with architectural standard of practice. Much of the work therefore relies on the ability of incumbent to work as to his own initiative, using the normal codes of building practice and professional standards as his guides.

(*b*) *Instructions Received*

The work is performed in conformity with appropriate architectural handbooks and technical publications, with ministerial guidelines and codes of building practice. The architect is required to use his professional knowledge to adapt, interpret and apply these codes and guides to the work at hand being sure that such modifications do not depart from the normal standards of professional practice.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contact with senior officials of client ministries, and other such as engineers of contact organisations.

(*b*) *Purpose*

The purpose of these contacts is to reach agreement on design proposals, to plan construction programmes, to give advice and to resolve difficulties such as those arising during the construction phase.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Although much of the work is conducted in an office environment there is a requirement to stand for a considerable time using drafting equipment while inspecting building sites there is considerable standing and climbing to check various phases of progress.

(*b*) *Work Environment*

There are no unusual risks involved except when travelling by road and occasionaly at construction sites.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a small group of draughtsmen and architectural assistants assigned on a project basis by assigning work on a task basis, by setting priorities and by checking work in progress for quality and output.

Factors	1	2	3	4	5	6	*Total*
Points	950	450	550	130	25	100	2,205

Bench-mark Job No.
Job Title : Petroleum Engineer, Grade I
Ministry/Department: Mines and Power
Division/Branch : Petroleum Resources
Occupational Code No.

Level : 09
Point Rating : 2,225

SUMMARY

Under the general supervision of the Chief Engineer, reviews and oversees oil measurement methods and production figures used by oil companies, reviews and makes recommendations on applications from oil companies to carry out surveys; and performs other related duties.

DUTIES

Reviews and oversees oil measurement methods and production figures used by oil companies to ensure that accurate statistics are compiled so that royalty assessments, taxes, estimates of future production and other essential information can be deduced or calculated from a reliable data base by reviewing methods and systems employed by the companies to measure production, by studying reports on oil proving examinations conducted by field staff, by advising on methods and systems employed in oil quantity measurement and by reconciling oil production and export statistical returns.

Reviews and makes recommendations on the merit or otherwise of applications received from oil companies for permits to survey proposed pipeline routes, to survey production sites and to export oil samples.

Performs related duties such as preparing reports on oil field or installation accidents and blow-outs, investigates whether the mineral oil safety Regulations are being complied with and reviews and makes recommendations on petitions received from the public.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The duties require a thorough understanding of the production operations of the oil industry and of the principles, practices and systems used in establishing production rates and quantities. An intimate knowledge of meter and other measurement systems used is necessary so that the incumbent can effectively oversee these aspects by review and analysis of production data submitted by companies and by on site verifications or checks. There is also need for the incumbent to thoroughly understand and be able to interpret and apply the relevant portions of a variety of acts and regulations such as the Petroleum Decree No. 5 1969 as amended, Mineral Oil Safety Regulations and other ministry regulations, using his knowledge of current oil industry practices. The duties require the ability to analyse production data and prepare reports.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties comprise a functional area of the overall regulation of the oil industry. The work requires the assessment of varying methods or approaches such as those which may be employed by individual companies in their production measurement operations and the reconciliation of data gathered from a number of different sources to arrive at consistent and accurate statistics. In determining the merit or otherwise of pipeline survey applications, for

example, there is need to assess a variety of different factors which may have an important influence on matters such as environment, and be in conflict with economic interests of those concerned.

(*b*) *Scope and Effect*

The purpose of the work is to analyse and reconcile oil production data, to analyse and evaluate the design and operation of meter and other oil production measurement systems and to investigate proposals for oil pipeline and other surveys which have an influence on the economic well-being of an important industry. There is also a requirement to review the application of safety regulations to oil company operations and recommendations made may also have an important influence on daily operations.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The supervisor determines objectives and priorities and directs the work along accepted methods. The detailed examination and evaluation of oil production figures, oil measurement methods and systems is such, however, that the results can usually only be reviewed by supervision for adequacy, appropriateness and conformity with the intent of the regulations and not in detail.

(*b*) *Instructions Received*

The work is carried out within a regulatory framework established by the government. The incumbent, using his knowledge of general oil industry operations, is expected to exercise discretion in ensuring that proposals submitted by oil companies for pipeline surveys, for changes in production measurement methods, or in safety arrangements and practices, are in keeping with the regulations. This requires the ability to adapt normal practices to meet unusual situations and to make appropriate recommendations.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires frequent contact with managers and engineering staff of oil companies.

(*b*) *Purpose*

The contacts are for the purpose of providing advice on project proposals put forward informally by oil companies, to discuss operating problems and to exchange information.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

There are no unusual physical demands made on the incumbent by the work.

(*b*) *Work Environment*

Other than a requirement for helicopter and car travel, the work environment does not present any continuous or unusual exposure to risk.

FACTOR 6—SUPERVISORY RESPONSIBILITY

There is a requirement to supervise petroleum engineers in training, technical and assistant technical officers engaged in the collection, assembly and verification of production and other data and in providing assistance in the survey and examination of the oil measurement systems.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	550	130	25	175	2,225

Bench-mark Job No.
Job Title : Dental Surgeon
Ministry/Department : Health
Branch/Unit : Dental Services
Occupational Code No.

Level : 09
Point Rating : 2,320

SUMMARY

Under the general supervision of the Superintendent Dental Surgeon, diagnosis and treats diseases, injuries and malformations of teeth, gums and related oral structures, prescribes and administers curative and preventive procedures, supervises a technical staff and performs related duties.

DUTIES

Examines teeth, gums and other supporting structures to determine conditions, using mouth mirror, explorer, X-ray and other diagnostic equipments and plans treatments.

Administers general or local anaesthetics as required, performs oral surgery ranging from extraction of errupted or impacted teeth to fractured jaw fixation using special instruments and appliances.

Takes impression of dental arch designs, and gets dental technologists to construct bridge work and partial or complete dentures to specifications, replaces portion of tooth crown by inlay or artificial crown.

Cleans teeth, prepares and fills cavities with materials such as silver alloy, gold, porcelain and plastic using rotary and other instruments.

Conducts preventive dentistry by instructing patients on oral hygiene and giving demonstrations and talks on dental health to school children and other people.

Supervises the activities of such subordinate staff as the Dental Technologist, Dental Hygienist, Dental Technician, etc. by assigning duties and providing instructions in paramedical techniques and evaluating work performance.

Performs related duties such as preparation of dental health statistics, giving lectures to school children or taking part in radio and television discussions on dental health.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires ability to understand and apply knowledge and techniques required to restore and preserve oral health. This knowledge is required to recognise abnormalities in physical structures of teeth, jaws and other dental-facial structure that might indicate disease, to design and fit dental protheses from mould of teeth, gums and jaws, to discriminate colours to match dentures, crowns or inlays to the natural colour of the patients' teeth and to analyse X-ray to aid diagnosis. The work also requires manual dexterity to manipulate dental and surgical instruments skilfully and accurately while working in the confined area of the oral cavity. Verbal ability to communicate with others at all levels is also necessary.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves evaluation of information against measurable or verifiable criteria as when using diagnostic equipment such as X-ray to assist in determining disease or abnormality. Initiative and judgement are required when fabricating and fitting oral appliances or dental protheses, when performing surgery and when administering anaesthesia. Tact and discretion must be exercised when discussing treatments with medical and surgical specialists as well as with patients.

(*b*) *Scope and Effect*

The aim of the work is to diagnose and treat various diseases or abnormal facil-dental structures. Employee's decisions and actions have an effect of promoting the physical well-being of people.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Incumbent's expertise and experience is relied upon to diagnose and treat various diseases related to oral structures. Results of work are appraised by higher authority in terms of advice given to superior medical and surgical specialists.

(*b*) *Instructions Received*

Incumbent is guided by the accepted standards of his profession and acts in compliance with the findings of medical diagnosis. He relies on his own judgement to discover treatment limitations implicit in the diagnosis.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contacts with patients, with incumbents' colleagues in the hospital and with medical and surgical specialists.

(*b*) *Purpose*

The purpose of the contacts is to effect treatment of patients and to discuss treatments with specialists.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires prolonged periods of standing, bending, crouching and stooping while attending to patients.

(*b*) *Work Environment*

The work requires contact with patients who may be suffering from contagious diseases. It also requires working with surgical instruments and electrical equipments with an attendant risk of injury and electrical shock or electrocution.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervising dental technologists and surgery assistants, establishing priorities and scheduling work, advising and guiding staff in work procedures, and reporting on work performance of subordinate staff.

Factors	1	2	3	4	5	6	*Total*
Points	950	300	725	130	40	175	2,320

Bench-mark Job No.
Job Title : Higher Art Production Officer
Ministry/Department : Ministry of Information
Branch/Unit : Art Division
Occupational Code No.

Level: 09
Point Rating: 2,345

SUMMARY

Under the general supervision of the Senior Art Production Officer, plans, organizes and coordinates the activities of an Art Production Unit responsible for producing posters, book illustrations, press advertisements, cards, calendar, emblem and symbol designs, paintings, motion picture cartoons and related art work; finishes difficult art work; supervises a staff, researches and adapts new art production techniques; and performs related duties.

DUTIES

Plans, organizes and coordinates the activities of an art Production Unit, consisting of Fine Art, Design, and Typographic sub-units, responsible for production of posters, book illustrations, press advertisements, cards, calendar designs, symbol and emblem designs, landscape and portrait paintings, cartons for motion pictures, and related art work, by meeting with the supervisor of clients to determine what form a design project will take, visualizing and producing an on-the-spot drawing, planning the concept and the medium best suited to produce desired visual effect, assigning the job to the sub-units concerned with detailed instructions, submitting art work to client or supervisor for approval and returning it to the sub-units with instructions for final revision.

Finishes art work by doing final retouching on difficult jobs.

Supervises a staff of 16 employees by establishing work schedules and priorities allocating work according to technical capability of employees, providing guidance and resolving work problems, appraising employee performance and recommending promotion, leave, training and other personnel actions.

Reviews technical texts and publications and adapts new techniques to the work of the unit.

Performs related duties such as captioning film titles and photographs.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of the methods and techniques related to production of graphic and illustrative material, landscape and portrait painting, cartons and typography. The work requires skill and experience in the use of the various techniques and in effective graphic presentation, and in supervising the work of the unit.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires determining effective themes or motifs, subject matter and art forms and techniques that best convey the desired message or impression.

The work requires the use of a variety of methods and techniques related to graphic art, landscape and portrait painting, typography, and supervision of an art production unit.

(*b*) *Scope and Effect*

The work includes responsibility for designing and producing high quality art work covering a broad range of subjects. Art is a form of communication which effectively crosses language and social boundaries and plays an important role in conveying information about government programmes and policies. Production of high quality graphic art and paintings for such things as publications, illustrations and portraits reflect favourably on the government.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Overall work objectives are set by the supervisor but as the nature of the work requires creativity as well as technical experties the employee is responsible for the art work design and execution. The finished work is presented to the supervisor for approval.

(*b*) *Instructions Received*

The work is performed in accordance with methods, procedures and techniques related to the production of art in the various forms, but creativity and judgement is required in determining the theme, subject matter, art form and technique that will most effectively convey the desired message or impression.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contact with senior officials of other Federal Ministries, State Ministries and volunteer organisations.

(*b*) *Purpose*

Contacts are to discuss requirements for art work, advice on art form and secure agreement on finished work.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires considerable standing when working on complex drawings and supervising the work of empolyees. It also requires manual dexterity, good eyesight and colour discrimination.

(*b*) *Work Environment*

The work is performed under office conditions but there is exposure to paint fumes.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervising employees at level 08 and below, such as Art Production Officer and other supporting art production staff.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	725	130	40	325	2,345

Bench-mark Job No.
Job Title : Assistant Secretary I
Ministry/Department : Agriculture and Natural Resources
Branch/Unit :
Occupational Code No.

Level : 09
Point Rating : 2,365

SUMMARY

Under general direction of the Under-Secretary, provides link between Research Institutes and Departments with the Ministry of Agriculture and Natural Resources, ensures compliances with Research objectives stated in legal instruments establishing these Institutes, comments and makes recommendations on matters related to Nigeria accession to external treaties and appraising technical assistance requests before such requests are transmitted to the donor countries. Performs related duties.

DUTIES

Serves as the link between the Research Institutes and Department such as Cocoa Research Institute of Nigeria with the M.A.N.R. by studying policy decisions of the Governing Board of the Institutes, spot-lighting issues of importance and commenting on them thus inviting appropriate ministerial action, by providing advice on the needs of such institutes and by communicating government policies and interpreting such policies to such institutes.

Processes applications from Research Institutes requiring experts and training for specific project coming under technical assistance by assembling applications, appraising them, determining needs and making recommendations, which if supported, are transmitted to the donor country through Ministry of Economic Development and Reconstruction.

Performs related duties such as representing the Ministry at inter-ministerial meetings, and at the Governing Board of the West African Rice Development Association to watch the interest of Nigeria on behalf of the Permanent Secretary.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The job involves the performance of administrative duties, interpretation of Government policies and the appraisal of Governing Boards' resolutions, and plans for the implementation of Research objectives and making recommendations which will aid the achievement of Research policies. It also involves the demonstration of the understanding of development of economic principles and the knowledge of Governmental machinery and decision making processes which are required in sensuring that the Research Instuitutes are given Government financial backing and administrative guidance.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The job involves interpreting policy decisions of Government to Research Institutes and requiring compliance, as well as interpreting policies formulated by Governing Boards and ensuring that such Institutes are constantly given guidance. It also involves interpreting policies of Government to Foreign interests who are desirous of backing our Agricultural Research efforts in the interest of the entire world.

(*b*) *Scope and Effect*

The job involves analysing the problems of the Research Institute and relating them to the policies of Government while at the same time enforcing government policies through administrative machinery, and monitoring performance of the Research Institutes by analysing their progress report, and operational plans.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work involves the use of initiative in ensuring compliance with Government policies, interpreting such policies, and ensuring that the interpretation which Research Institutes place on such policies are not a departure. It also calls for judgement in getting Governmental action whenever required by the Research Institutes and other Bodies.

(*b*) *Instructions Received*

The job involves guidance by accepted standards of administrative procedure and management. Reliance on the expertise of the incumbent is required in data assembly, analysis of data and projecting causes and effect for further action by the Under-Secretary.

Factor 4—RELATIONSHIP

(*a*) *Personal Contact*

The job requires personal contact with Executives of Research Institutes as well as 1st Secretaries of Foreign Embassies in Nigeria.

(*b*) *Purpose*

The purpose is to plan and coordinate programmes of Technical Assistance with Embassies as well as coordinate action of Institutes with those of the Ministry of Agriculture and Natural Resources.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The job involves sitting in the office and undertaking occasional travels.

(*b*) *Work Environment*

The work involves normal everyday risks typical of working in an office.

Factor 6—SUPERVISORY RESPONSIBILITY

The post involves supervising the duties of subordinate staff who process Technical Assistance papers and who initiate appraisal of policy matters raised by the Institutes.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	725	130	10	175	2,365

Bench-mark Job No.
Job Title : Auditor
Ministry/Department : Audit Department
Branch Unit : Central
Occupational Code No.

Level : 09
Point Rating : 2,410

SUMMARY

Under the general supervision of the Senior Auditor, audits Accounts of Government Departments including subsidiary Accounts and/or Government Agencies such as a Local Government Council or a School, Verifies assets and liabilities shown in the books of Accounts, writes comments and reports for final Auditor's report and other related duties.

DUTIES

Audits Accounts of Government Departments or Government Agencies by examining all the financial records to test the proprietary of all the entries thereon, by ensuring correct classification in the books of Accounts, by tracing the entries into the books and summarising all the entries in the books, to ensure that the final accounts are indeed a true and fair representation of all financial transactions.

Verifies all assets and liabilities shown in the books to ensure that they actually exist.

Writes comments and reports which suggest rectifications required and which provides guidance against future occurence of defects in the methods of book keeping.

Recommends surcharge in cases where officials who have misused public funds are liable to surcharge.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The duty requires a professional knowledge of accountancy and relevant regulatory practices which have to be applied to the solution of accounting problems arising during the auditing of a departmental Account and while preparing comments on such final accounts. It also requires a thorough knowledge of the Financial Instructions and the Civil Service Rules.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves the auditing of large departmental accounts which incorporate subsidiary accounts requiring thorough examination as well as detailed verification.

(*b*) *Scope and Effect*

The work requires examination of portions of a Ministry's accounting systems for adequacy, appropriateness of transactions and supporting documentation. Discrepancies found may result in prosecution and corrective actions taken are integrated into the final Audit report.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee uses his initiative and professional expertise to examine financial records, ascertain the propriety of authorisation. He determines the classification of expenditure,

verifies accuracy of the statements contained in financial records and books of accounts. He writes reports on annual accounts, points out irregularities and suggests ways of rectifying them as a guide against future occurrence.

(*b*) *Instructions Received*

The work requires the use of procedural manuals such as financial instructions and circulars. The incumbent depends on professional guidelines in dealing with problems not covered by the procedural manual. The bulk of his duties are performed strictly according to specialised auditing practices and he uses the procedural manuals, regulations and circulars just as a practical basis for taking decisions.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

The work involves personal contacts with officials, of other ministries and organisations who are authorising officers or accounting officers.

(*b*) *Purpose*

The purpose of the contact is to obtain, clarify or give information directly related to the accounts being audited.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work requires long hours of sitting, bending of the head and neck and may cause eye strain.

(*b*) *Work Environment*

Normal every day risks and discomforts associated with working indoors.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The employee supervises Executive Officers and Clerical Officers, who examine financial records and books of accounts.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	725	100	10	250	2,410

Bench-mark Job No.
Job Title: Scientific Officer (Chemist), Grade I
Level: 09
Point Rating: 2,420
Ministry/Deparment : Health
Branch/Unit: Chemistry
Occupational Code No.

SUMMARY

Under the general supervision of the Senior Scientific Officer, provides advisory service to clients concerning water analysis problems, post mortem specimens, and chemical investigations in respect of imports and domestically manufactured goods ; determines suitability, for local use, of pesticides and examines pesticide residues in foodstuff ; inspects ships ; lectures members of the Police Force and of the Customs Preventive Service ; administers the laboratory ; supervises subordinate staff and performs other related duties.

DUTIES

Provides consulting and advisory service to clients concerning public water supply, post mortem specimens, chemical investigations of court exhibits, chemical toxicology, chemical evaluation and examination of materials for customs and excise duties, chemical examination of food for quality and suitability for human consumption, and chemical evaluation of animal feeds, by applying standard scientific methods and procedures and by the use of such modern equipments as spectrophotometers, microscopes, refractometers or polarimeters.

Determines suitability of pesticides for local use and also assesses pesticide residues in foodstuffs to establish the safety of such foodstuffs for human consumption.

Interpretes the results of analysis to give the correct identity of samples ;

Inspects tanks in ships to test for presence of inflammable or asyphyxiating (suffocating) gases ;

Lectures members of the Police Force and of the Customs Preventive Service on dangerous drugs and the handling of exhibits ;

Supervises the work of such subordinate staff as Pupil Scientific Officers (Chemist) Laboratory Technologists and below, to ensure that correct procedures and rules and regulation concerning safety and security are adhered to and quality and standards are maintained.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires professional knowledge of chemistry and analytical proficiency for the analysis and treatment of water for domestic and industrial use, for the analysis of foods and drugs to ensure conformity with quality and health standards, and for the analysis of biological and other material for the presence of impurities or toxic substances. Also required is a thorough knowledge of the methods, procedures, techniques, materials and equipment used in such chemical analysis and related standard chemical research work, combined with the skill in these respects to train chemists and technical support staff in the methods, procedures and techniques employed and to instil an awareness of the care and accuracy required in performing analytical work.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

Inconsistencies in results of analyses require review of sampling methods used by others and of the methodologies used in the laboratory ; the work is discussed with colleagues and

other scientists to exchange information about the operation and laboratory processes, and to resolve mutual problems. Resolution of problems, concerned with the management of the laboratory also contributes to the difficulty of the work. Approaches to the work are, however, developed and problems are resolved by applying a thorough knowledge of the theories, principles and practices of chemical analysis and the use of automatic analyses, and other analytical instrumentation, together with a practical knowledge of investigation techniques.

(*b*) *Scope and Effect*

The work involves chemical analysis of various matters to produce factual information and data used in evaluating and establishing evaluative criteria. Inadequate or imprecise results obtained from analysis can adversely affect human health through impure water or food; government revenue through underpaid customs and excise duties, and miscarriage of justice through incorrect findings about court exhibits and post-mortem specimens.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent works largely on his own initiative in organising and planning required output and solving problems that arise. Supervision is very limited, but is available for guidance when unusual or difficult situations arise.

(*b*) *Instructions Received*

The work is performed in accordance with established theories, policies, and procedures but requires judgement in their application during analysis of a wide variety of foods, drugs specimens, exhibits, water, chemicals and any other materials.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires consultative contact with other Scientific Officers (Chemists) within the Division or externally with fellow professionals in universities or research institutions, as well as officers of the Police Force and the Preventive Service.

(*b*) *Purpose*

The purpose is to exchange information with associates within the organisation or those in external bodies or agencies in order to obtain factual evidence aiding investigation, to corroborate scientific conclusions, to offer evidence and to resolve conflicting opinions or particular analytical problems.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves some physical exertion, such as long periods of standing, manual dexterity, good eyesight and colour discrimination.

(*b*) *Work Environment*

The work entails moderate risks, discomforts or unpleasantness such as exposure to dangerous or poisonous chemicals, inflamable chemicals, corrosive liquids, and suffocating gases. Special safety precautions are required and the employees may use protective clothing such as gowns, goggles or shields.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The incumbent exercises supervision over such subordinate staff as Pupil Scientific Officers, Laboratory Technologists and below. The work force supervised operate largely on their own initiatives and judgement but in accordance with priorities and overall aschedule of work set by the supervisor, who coordinates the work, provides guidance and problem solving assistance, and accounts to a higher authority on progress.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	725	80	40	250	2,420

Bench-mark Job No.
Job Title : Veterinary Officer II
Ministry/Department : Agriculture
Branch/Division : Veterinary
Occupational Code No.

Level : 09
Point Rating : 2,445

SUMMARY

Under the general supervision of a senior veterinary officer, diagnoses and treats diseases of livestock, pets and poultry, performs post-mortem examination and inspection, supervises ante-mortem inspection and examination of animals to be slaughtered, directs and supervises the breeding and rearing of livestock and administers the veterinary clinic.

DUTIES

Diagnoses and treats diseases of livestock, pets and poultry by ordering quarantine and other restricting measures to cure and, contains the spread of diseases to other animals and to man by performing a physical examination to investigate the health condition of animals with the aid of equipment such as stethoscopes, autoscopes, thermometers ; by ordering laboratory examination of the blood, urine, faecal samples and skin scrappings of the animals as necessary ; by administering injections, medication orally and by other means, rubbing medicinal creams ointments and embrocations on the animals' bodies ; by performing surgical operations on the diseased parts or organs of the animals through using standard surgical techniques.

Performs post-mortem examinations and inspection of animals to determine the cause of death which may have eluded accurate diagnosis during life, by conducting a detailed physical examination of the muscles, making incisions and examining in detail the internal organs for abnormalities.

Supervises ante-mortem inspection and examination of animals to be slaughtered for human consumption to ensure that livestock superintendents and assistants perform their duties according to specified standards, by visiting the abattoirs and instructing and directing the staff on various work procedures and techniques as necessary.

Directs and supervises the breeding and rearing of livestock and poultry in government demonstration livestock/poultry farms to promote modern methods and techniques of cross-breeding, feeding and caring for animals, by touring, inspecting the farms directing the workers and resolving operational problems ; by collecting data and compiling related reports.

Plans and directs innoculation campaigns to stop or contain the spread of animal diseases and epidemics by deploying and instructing veterinary staff and by visiting and inspecting affected areas of animal epidemics and ordering quarantine or other constraining measures.

Performs related duties such as the supervision and control of the services provided in a veterinary clinic and sub-clinics, writing and attending to correspondence, supervising the work of clerical and accounting support staff; controlling finances allocated for the assigned programme and preparing submissions to headquarters of relevant reports and statistics.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of the principles and practice of veterinary medicine. It also requires skill to diagnose specific diseases in animals by physical examination, laboratory tests and X-ray techniques as well as skill to prescribe and administer medical and surgical treatment to animals. The work also requires skill to perform autopsies on animals whose disease eluded accurate diagnosis while alive, to determine the cause of death.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves the investigation, clinical and laboratory diagnosis of all animal diseases, prescription of the appropriate type of treatment and the administration of such treatment through medical or surgical processes. The work also involves post-mortem examination of dead animals, supervision of ante-mortem inspection of animals prior to slaughter and the control of a veterinary clinic and the supervision of the work of livestock superintendents and assistants in charge of sub-clinics in the assigned area. It involves the administration of a divisional veterinary office, the control of subordinate professional and clerical staff, the control of the vote for the division, the purchase of drugs, vaccines and equipment for the division, the supervision of veterinary control posts and of veterinary/livestock/poultry demonstration farms.

(*b*) *Scope and Effect*

The purpose of the work is to ensure the health of livestock, pets and poultry. The work has an impact on overall animal health and multiplication programme and therefore affects the public in providing increased quantities of high quality meat and dairy products for human consumption. It also provides a public service in the care of pets.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is self-directed to meet objectives set by the supervisor ; he determines a recommended course of action in the diagnosis and treatment of animals which he executes on his own initiative. Recommendations of proposed course of action to implement veterinary programmes such as innoculation programmes are reviewed by supervisor and results are reviewed for effectiveness, timeliness and cost.

(*b*) *Instructions Received*

Generalized instructions to incumbent are verbal or written and consist of the laws and ethics of the profession of veterinary medicine. There is a wide latitude for interpretation as to the specifics of application and employee uses a high degree of initiative and resourcefulness to resolve uncertainties and meet uncrecedented situations. Administrative work is guided by Government regulations and circulars.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires frequent contacts with officials in other ministries, local government councils and health officials, butchers associations, market authorities and colleagues.

(*b*) *Purpose*

The purpose of such contacts is to co-ordinate the work of other related units of the department, and of local and urban authorities whose activities have a bearing on pet rearing and on livestock/poultry keeping and slaughter.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves a lot of standing and walking and assuming awkward postures especially when restraining, inspecting, examining and treating animals. It also involves walking over rough and uneven terrain in livestock farms and constant touring by motor vehicles to inspect farms and clinics.

(*b*) *Work Environment*

The work involves the high risk of injury from animals under treatment of contracting animal diseases transmissible to man like rabies, tuberculosis and anthrax and the danger of handling dangerous vaccines and chemicals.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of livestock superintendents and assistants who are in charge of sub-clinics or who perform poultry and meat inspection duties. Supervision consists of assigning tasks, assessing performance and demonstrating correct procedures and techniques.

Factors	1	2	3	4	5	6	*Total*
Points	950	375	725	180	40	175	2,445

Bench-mark Job No. *Level :* 09
Job Title : Agricultural Engineer, Grade 1 *Point Rating :* 2,545
Ministry/Department : Agriculture
Branch Division : Engineering (field services)
Occupational Code No.

SUMMARY

Under the direction of a Senior Agricultural Engineer, plans, organises and controls the development and maintenance of farm and agricultural machinery; trains and supervises subordinate staff; promotes agricultural mechanisation practices and performs other related duties.

DUTIES

Plans, organises and controls the development and maintenance of farm and agricultural machinery; by providing instruction and direction on the operation, care and maintenance of agricultural machinery introduced in assigned area; by calibrating, adjusting or modifying agricultural machinery or equipment such as seed-drills, planters, ploughs and harrows as necessary; by procuring and provising tools and equipment necessary for the repair and servicing of machinery; by estimating replacements or additional equipment; by directing the repair, servicing and other maintenance operations necessary for the efficient functioning of machines or equipment; by operating repaired or serviced machinery or equipment to test for satisfactory performance; by arrangging adequate shelter and storage facilities for for machines and equipment by allocating machinery, and equipment to projects or farms as required.

Trains and supervises staff by organising on-the-job training programmes for machine operators; by scheduling demonstration and instruction sessions; by procuring the services of engineers, technical officers, suppliers of machinery and other competent instructors; by instructing and demonstrating correct techniques and procedures for the repairs and maintenance of a variety of machinery and equipment.

Promotes agricultural mechanisation practices, by addressing meetings of farmers' cooperative societies; by arranging demonstrations of the uses and advantages of farm equipment and machinery; by organising projects requiring the use of mechanical equipment such as the construction of dams, terraces and silos; by analysing soil characteristics and recommending suitable machinery or equipment required for tilling; by conducting local investigations of farm mechanisation and agricultural engineering practices and recommending modifications of available equipment or purchase of new ones as necessary.

Performs other related duties such as attending meetings to plan and execute special projects, participating in agricultural show arrangements and carrying out routine administrative duties.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of the theories, concepts, principles and practices typically employed in the full range of agricultural engineering services, and experience in applying them to the organisation in controlling a programme for the development and maintenance of agricultural machinery and equipment. Incumbent must possess a full knowledge of the

scope and objectives of the agricultural engineering division and must be familiar with the operational or managerial methods employed. A basic knowledge of related fields such as irrigation and extension services is required. The work also requires skill to organise, implement and analyse the activities involved in the area of work, to modify or adapt conventional methods, procedures, techniques or equipment to suit prevailing conditions, to communicate effectively with colleagues and other staff within the division and the Ministry; and to apply advanced mathematical or statistical analysis techniques.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of independent assignments with varying duties which comprise a portion of the agricultural engineering programme. The assessment of unusual conditions, variations in approach, incomplete or conflicting data are characteristic of the work. The work also requires the interpretation of a variety of data and processes in the field of agricultural engineering.

(*b*) *Scope and Effect*

The purpose of the work is to establish criteria, formulate projects and assess the effectiveness of the unit's operations. The work affects a wide range of the Ministry's research and operational activities and has an impact on the effectiveness of mechanised agricultural practices.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Employee is relied upon to use professional expertise and experience to develop proposals specifying how broadly defined objectives may be met, resources deployed, and projects implemented. After supervisor's approval, employee executes projects within field of competence. Work is reviewed on the basis of periodic progress reports or in the course of consultations with supervisor to discuss difficulties or policy issues which are outside incumbent's jurisdiction or field of competence. Decisions based on employees expertise and experience do not require review on technical grounds.

(*b*) *Instructions Received*

Instructions consist of technical manuals and procedural statements as well as norms established by precedent. Administrative guidelines consists of Government regulations and circulars. Employee uses own judgement to adapt standards to meet unusual or non-standard situations.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Work requires frequent contact with farmers, suppliers of machinery and equipment, colleagues, and other officials of the Ministry.

(*b*) *Purpose*

The purpose of such contacts is to instruct and encourage farmers to adopt mechanised agricultural practices, to negotiate the supply of new machinery or replacements with dealers and enlist their services in instructing subordinates on the maintenance of equipment purchased and to discuss and resolve operational problems with officials.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work requires long periods of standing, bending, crouching and stooping to calibrate, modify and adjust agricultural machines and equipments, and while operating machines or driving tractors. Soil conservation activities also involve walking, over rough terrain under varying weather conditions.

(*b*) *Working Conditions*

Incumbent is subjected to discomforts and unpleasantness from dust, grease and noise, and is exposed to the risk of injury from moving parts of machines.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Employee supervises the work of a number of technincal staff such as Mechanisation and Technical Officers who assist in calibration, adjustment and maintenance of machines and equipment; by instructing, directing and providing guidance to solve operational problems and by assessing performance.

Factors	1	2	3	4	5	6	*Total*
Points	950	450	735	130	40	250	2,545

Bench-mark Job No. *Level :* 10

Job Titles : Superintendent of Prisons *Point Rating :* 2,705

Ministry/Department : Internal Affairs

Branch/Unit : Prisons

Occupational Code No.

SUMMARY

Under the general supervision of the Assistant Director of Prisons, administers and supervises the activities of a Prison, is responsible for the admission and discharge of prisoners and submits estimates on future construction projects required.

DUTIES

Administers and supervises the activities of a Prison by ensuring that the security of the prison is adequate and strictly maintained; by inspecting the Barracks, yard, workshops and garage to ensure that everything is in proper working order; by inspecting the prison's rations to ensure that the correct quantity and quality of food is supplied; by directing and controlling the activities of the staff and allocating areas of responsibility, by adjudicating personal problems of staff and prisoners through interviews and resolves such problems and institues remedial action; by overseeing the running of various social activities and facilities such as staff clubs, library, and other activities affecting the physical and spiritual well being of inmates; by granting passes for staff leave and for prison visiting by families of inmates; by upholding discipline among erring prisoners and staff and awarding appropriate punishment or making recommendations for action by higher authorities.

Responsible for the admission and discharge of prisoners; by bringing the prisoners before the Reception Board to examine the correctness of the warrant and to place personal effects in safekeeping; by acquainting the prisoner of his rights and privileges while in the

prison and, on discharge, by outlining the reasons for discharge; and by ensuring that all discharge records are in order.

Submits estimates on future projects required for the prison such as buildings, equipment, additional staff, etc. to superior officers for approval.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a knowledge of Prison Laws, rules and regulations and administrative principles and practices. It also requires a knowledge of the organisation's scope and the purpose of government policies and regulations concerning the security and administration of prisons. Administrative ability is required for prison administration and the ability to keep prisoners actively engaged in useful or developmental pursuits to include ensuring that their morale and discipline is maintained.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of independently undertaken assignments such as the coordination of various sections of the prison to ensure an effective and efficient operation. Problems encountered include providing for adequate security to prevent the escape of dangerous criminals and their segregation where they are a danger to themselves and other prisoners, taking disciplinary measures respecting prisoners and prison staff to prevent disorderly behaviour, instituting effective measures for the prevention of riots and disturbances and creating conditions favouring the material and spiritual well being of prisoners and prison staff in an environment which is by its nature emotionally stressful and where human behaviour is typically unpredictable.

(*b*) *Scope and Effect*

The work involves solving a variety of problems related to the security of prisoners, the administration of the prisons, etc. and developing new criteria for the training and rehabilitation of prisoners. Decisions made by the incumbent have an impact on a substantial number of prisoners and staff and set an example for the maintenance of law and order and determine public confidence in security measures.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is self-directed under broad objectives to administer the prison; he develops proposals for handling given cases, discusses them with supervisor and, with approval to proceed, takes the necessary action to bring the case to a satisfactory conclusion on his own initiative. Unexpected or difficult problems are discussed with supervisor and progress reviewed at that time.

(*b*) *Instructions Received*

The incumbent is guided by Prison Standing Orders, Regulations and Laws of Nigeria. He uses his own judgement to interpret and apply these guidelines to a variety of cases as they arise.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contact*

The work requires contact with prisoners, members of the Public and Government functionaries—Hospital, Police and Courts; contacts are also maintained with other colleagues within and outside the organisation.

(*b*) *Purpose*

The purpose is to establish relationships to gain the trust and confidence of the inmates and the staff ; also to ensure that both the spiritual and physical needs of prisoners are served. It is also to obtain and clarify information directly related to the work such as the particular case histories of prisoners or prevailing conditions of morale.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work exposes one to the risk of being attacked by recalcitrant prisoners or lunatics. The incumbent must be physical capable of restraining or subduing such prisoners.

(*b*) *Work Environment*

The work involves high degree of risks from exposure to dangerous situations such as physical attack or mob violence.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of subordinates operating on their own responsibility but in accordance with schedules of duties set by the incumbent. The incumbent makes recommendations to higher authority as required bases on information supplied by the subordinates.

Factors	1	2	3	4	5	6	*Total*
Points	950	550	725	130	100	250	2,705

Bench-mark Job No. *Level :* 10

Job Title : Principal Superintendent of Press *Point Rating :* 2,740

Ministry/Department : Information

Branch/Unit : Printing Press Division

Occupational Code No.

Summary

Under the general direction of the Government Printer/Deputy Government Printer, coordinates all production and service units of the Printing Press Division to provide printing services and advice to Ministries/Departments, provides production control, inventory control, plant maintenance and replacement, organises security printing, indents or purchasing, and performs related duties.

Duties

Coordinates production and printing services of copmosing, printing, binding and stores by reviewing in-coming requisitions to ensure completeness of specifications and by allocating production priorities and assigning personnel and equipment.

Provides production control by inspecting work periodically to ensure adherence to production standards, customer specifications and work schedules.

Prepares production reports by reviewing production date analysing results for volume and cost effectiveness and by recommending corrective action.

Provides inventory control by instituting control system by calling for reports of inventory usage and approving purchase orders for stock.

Determines the need for repair or replacement of existing equipment or acquisition of new equipment by reviewing equipment reports, by keeping informed of new equipment reports, and technological developments by reading of trade journals and attending conferences and by recommending action to Government Printer/Deputy Government Printer.

Organises security printing by taking custody of the security numbering boxes used in printing and by conducting regular checks on progress of work through the subordinate supervisor in charge.

Supervises staff by ensuring adherence to unit rules and regulations and taking or recommending disciplinary action when necessary. Establishes training programmes, explains work performance standards and appraises performance of staff. Draws up annual leave shedules and approves leave and keeps attendance and other personnel records.

Performs related duties such as contacting commercial printing firms occasionally to sub-contract jobs and attends Selection Committee Meetings for the selection of new staff.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires high level training in one or more of the printing trades such as an advance working knowledge of bindery, typography and reproduction by the offset and letterpress methods and a thorough knowledge of planning and estimating and production control. Skill is required in planning and scheduling of a large volume of incoming work according to the type of printing requested, the priority attached to the order, the availability of personnel and equipment, and in inspecting equipment and methods and in recommending alternative methods where high standards are not maintained.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

Duties are highly varied, ranging across the entire spectrum of production activities but also including functions concerned with ordering, the demand for supply and services on production and the delivery of finished product to clients. The work requires a detailed scrutiny of orders placed on the printing house to determine what special requirements are to be met and how best to accommodate them by the application of printing processes of which he has intimate and specialised knowledge. The work demands a constant assessment of variations in incoming orders in order to balance work load and optimize machine utilization. Incumbent must be familiar with changes in technology in order to recommend their adoption in the interest of providing up-to-date production facilities.

(*b*) *Scope and Effect*

Decisions affect the co-ordination of work between the layout, hand compositoin, plate making and press sections and the total production of the Printing Press both in quantity and quality. Errors in judgement result in additional costs and delays in production of a large volume of recurring and special publications that are scheduled for release to the public on specific dates. Poor advice to client Ministries/Departments on planning and laying out jobs could also cause delays in production and client dissatisfaction.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work requires the planning, organisation and direction of printing services in accordance with broad policy and production objectives set by the Government Printer/Deputy Government Printer. Prior approval of supervisor is needed on proposed plans and programmes such as the repair or replacement of existing equipment or new acquisitions. Overall results are reviewed on completion of special or large programmes or at regular intervals.

(*b*) *Instructions Received*

Guidelines, rules and regulations are available in the form of "Style of the House", a handbook of instructions for the Printing Press, production procedures and technical manuals, but judgement is required in drawing from such sources for the purpose of giving advice to client Ministries/Departments and planning and laying out jobs.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires meeting with officials of client Ministries/Departments and attending meetings related to work area.

(*b*) *Purposes*

Giving or obtaining information about such matters as the processing of work to be undertaken, to resolve operating problems by proposing alternative production methods or clients' specifications, or a change in delivery dates.

FACTOR 5—WORK ENVIRONMENT

(*a*) *Physical Requirements*

Work is sedentary but may require some walking or standing during inspection of work in the units of the printing press.

(*b*) *Work Environment*

Work is performed in an office but requires movement to Printing Press Workshops to inspect work in progress in units including type-setting where contact is made with lead and other chemicals.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Work requires supervision of a work force including officers at level 09 and below such as Senior Superintendent of Press, by evaluating performance, advising on alternative methods, staff training and development, and regular staff matters of leave and promotion. Frontline subordinates act largely on their own initiatives and judgement but in accordance with priorities and overall schedule of work set by the incumbent.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	550	130	10	250	2,740

Bench-mark Job No.
Job Title : Senior Fisheries Officer
Ministry/Department : Agriculture
Branch/Division : Fisheries
Occupational Code No.

Level : 10
Point Rating : 2,745

SUMMARY

Under the direction of a Principal Fisheries Officer; organises and controls fisheries projects, supervises fisheries staff, and performs related administrative duties.

DUTIES

Organises, coordinates, and controls sea fishing projects by analyzing project objectives to determine priorities and resource requirements and recommending suitable alternatives to supervisor; by sub-allocating funds to project officers and scrutinising expenditure returns; by scheduling implementation targets in accordance with approved programme; by assessing available resources and making necessary adjustments; by visiting and inspecting various projects sites to ascertain progress.

Supervises staff, by posting junior members and advising the head of division on the deployment of senior members to appropriate work areas; by inspecting the work to assess quality and output; by advising, instructing and demonstrating to staff, correct methods, procedures and techniques of improved performance and increased output.

Performs other related administrative duties, by attending departmental meetings; by deputising for the supervisor; by preparing financial and manpower estimates, and by writing required reports.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the theories, concepts, principles and practices of fisheries development, and experience to organise, coordinate and control a variety of projects such as fish culture, breeding, propagation, farming, and cropping. A knowledge of the scope and purpose of the fisheries division is also required. Incumbent must possess the ability to analyse and implement related activities, to modify or adapt conventional methods, procedures or techniques, and to communicate effectively with colleagues in own or associated organisations such as the agricultural extension, veterinary and forestry divisions of the Ministry. Skill is required to apply appropriate management practices and techniques, to co-ordinate the activities of staff performing a variety of duties in different fisheries projects, and to perform related administrative duties.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of independent assignments with varying duties relating to the development and expansion of fisheries projects which comprise a portion of the overall fishery activiteis in a State, and require the review and interpretation of a variety of data and processes. Factors to be considered involve the assessment of unusual circumstances and variations in approach in organizing, coordinating, and controlling fishing projects, and in recommending adjustments in project priorities and resources.

(*b*) *Scope and Effect*

The purpose of the work is to formulate and assess the effectiveness of fisheries projects and to advise on related operations. The work reflects a wide range of the Ministry's food production programme and affects the well being of the population in general.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is self-directed to meet broad objectives established by higher authority, and the employee's expertise and experience are relied upon to determine the priorities and deadlines necessary to meet these objectives. The work is subject to review by supervisor on the basis of periodic progress reports and consultations to discuss and obtain advice or direction on matters of policy implications beyond employee's jurisdiction or field of competence. Employee's decisions need not, otherwise, be subject to review on technical grounds.

(*b*) *Instructions Received*

Instrucions are in the form of fisheries development policy and procedural statements and norms established by established precedent. Employee uses own judgement and initative to decide how routine standards may be adapted or interpreted to meet non-routine or non-standard situations. Guidelines consist of procedural manuals while the administrative aspects of the work are guided by Government regulations and circulars.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires frequent contacts at meetings with senior officers of the Ministries of Industries, Establishments and Economic Development and of government-owned fishing companies.

(*b*) *Purpose*

The purpose of such contacts is to settle important policy issues related to the projects to justify proposals for resource allocation, and to negotiate issues related to current projects.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work equires constant touring in motor launches and speed boats and walking in marshy terrain while inspecting projects.

(*b*) *Work Environment*

The work involves exposure to various weather conditions while touring in launches and speed boats.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Employee supervises the work of fisheries officers in charge of circles or zones, who are independently responsible for research, training, statistics, fishing gear technology, and related activities, by reviewing results and assessing performance.

Factors	1	2	3	4	5	6	*Total*
Points	950	450	725	330	40	250	2,745

Bench-mark Job No. *Level:* 10
Job Title: Principal Nursing Officer *Point Rating:* 2,765
Ministry/Department: Health
Branch/Division: General Nursing
Occupational Code No.

SUMMARY

Under the direction of the Chief Nursing Officer, assists in the formulation and implementation of nursing policy, plans and organises training programmes for nursing staff, participates in the selection of candidates for nursing training, and performs other related duties.

DUTIES

Assists in the formulation and implementation of nursing policy to ensure that high standards are maintained in accordance with the professional ethics of nursing, by writing job specifications for all levels of nursing in the State ; by assessing and reviewing the work load assigned to nurses ; by giving advice on the deployment of nursing staff ; and by maintaining statistics of various categories of nursing personnel.

Plans and organises training programmes for nursing staff, by attending interviews for the recruitment of student nurses and pupil midwives ; by scheduling in-service training courses for nursing staff ; by visiting hospitals and health centres to inspect and assess the standard of nursing practice and to make appropriate recommendations ; by convening and participating in meetings with senior nursing staff to evaluate the effectiveness of nursing services provided and to make appropriate recommendations ; by assessing the performance of nursing staff and writing appropriate confidential reports ; by instructing and demonstrating correct procedures, methods, and techniques of accepted nursing practices.

Performs other related duties such as attending meetings and conferences, and writing correspondence and reports.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires knowledge of the theories, concepts, principles and practices of professional nursing and of administrative practices employed in nursing management as well as extensive experience in applying such knowledge to plan and organise a nursing programme, to assist in formulating nursing policy to ensure that high professional standards are maintained. The work also requires a knowledge of the scope, objectives and operations of hospital and clinical services as they affect the management of nursing staff and a basic knowledge of related fields of curative and preventive medicine and of professional medical practice. Skill is required to organise, implement and analyse the activities of the work area, to modify or adapt conventional methods, procedures or techniques to particular circumstances, to communicate effectively in own and associated organisations.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of a variety of duties involving a broad range of activities or depth of analysis in planning and organising nursing activities including the scheduling of training programmes. Factors to be considered involve major areas of uncertainty in the interpretation.

and evaluation of needs for nursing care arising from such considerations as the need to constantly improve standards, keep abreast of technological developments and balancing their needs against the resources available to meet them in the development of the nursing programme. This requires mature judgement and originality of thought in resolving conflicting priorities, introducing new techniques and devising commensurate training as well as responding to changing demands for nursing and medical services.

(*b*) *Scope and Effect*

The purpose of the work is to isolate and define unknown conditions, to resolve critical problems, and to develop new methods relating to the planning and execution of a nursing programme in a State. The work products affect the work of other experts in the medical and para-medical fields, the development of major aspects of administrative and professional programmes in the nursing field and has an impact on the effectiveness of the nursing staff to support the medical professional staff and the well being of substantial numbers of patients dependent on the services provided.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work is self-directed to meet the broad and generalised objectives of providing a high standard of nursing services, set by higher authority ; to effect policy changes or introduce new or improved programmes with allocated resources. The employee's expertise and experience is relied upon to develop proposals specifying how overall objectives may be concretely met, resources deployed and action projects undertaken. When higher authority approves recommendations, employee is responsible for execution in all respects within own jurisdiction or field of competence. Work is reviewed on the basis of periodic progress reports or in the process of consultation with the supervisor on matters relating to difficulties encountered or policy implications beyond employee's authority or competence to resolve. Otherwise, employee's expertise and experience in planning and organising the work is such that there is no need for the supervisor to review decisions on technical grounds.

(*b*) *Instructions Received*

Instructions are in the form of policy or procedural statements, referring to standard or routine situations and include hospital departmental orders, nursing journals and regulations. In the course of following routine procedures or standard practices, employee typically encounters non-routine or non-standard situations which require a search for precedents to determine how a standard may be adapted or interpreted to meet existing situations. Employee uses own judgement but may not make decisions resulting in a major deviation from the norm. Guidelines for administrative duties consist of Government regulations and circulars.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires regular contacts with colleagues and officials, professionals, managers, or administrators of other Ministries such as Education, Social Welfare and local government.

(*b*) *Purpose*

The purpose of such contacts is to offer advice on the development of nursing programmes, to participate in planning and coordinating training programmes, and to solicit the cooperation of other organisations in the execution of plans for improved nursing services.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mostly sedentary but incumbent is occasionally required to travel by car to attend meetings. Employee is also required to walk and stand for considerable periods while inspecting hospitals and clinics to assess the standard of nursing care being provided.

(*b*) *Work Environment*

The work is normally performed in an office.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Employee supervises the work of nursing officers who are usually in charge of nursing units in hospitals and health centres and who work largely on their own initiative and judgement but in accordance with priorities and overall schedules of duty set by the supervisor. Supervision consists of setting goals, stipulating results expected, coordinating work and assessing performance. Employee makes recommendations to higher authorities on the basis of information supplied by subordinates.

Factors	1	2	3	4	5	6	*Total*
Points	950	650	725	180	10	250	2,765

Bench-mark Job No.

Level : 10

Job Title : Principal Aerodrome Fire Officer

Point Rating : 2,865

Ministry/Department : Transport

Branch/Unit : Aviation

Occupational Code No.

SUMMARY

Under the general supervision of the Director of Civil Aviation, ensures that fire fighting facilities conform with International Civil Aviation Organisation ; categorizes airports throughout the country ; arranges the control and supervision of all mobile appliances belonging to the Aviation Division ; arranges for the modifications and procurement of fire fighting equipment and performs other related duties.

DUTIES

Ensures that fire fighting facilities conform with International Civil Aviation Organization and administers Aerodrome fire/security service by arranging for adequate water supply for fire fighting and by examining building plans in relation to means of escape.

Categorizes Airports throughout the country by arranging provision of relevant Fire Fighting Equipment in accordance with accepted international and national standards.

Arranges the control and supervision of all mobile appliances in the Aviation Division by directing the appropriate deployment, use, and operation of these appliances.

Arranges for the modification of existing fire fighting equipment, and for the procurement of new replacements by consultations with International Civil Aviation organization to ensure that they conform with international standards.

Performs other related duties such as advising on the suitability of personnel to be recruited for fire fighting services and general administration of existing Fire Fighting Service staff.

Factor 1—KNOWLEDGE

Specifications

The work requires an extensive knowledge of the use and operations of fire prevention services at an airport. It also requires a knowledge of the use and operations of Fire Fighting equipment. A knowledge of the methods and operations relating to safety and crash rescue facilities at airports and a thorough understanding of the maintenance and control of all mobile appliances belonging to the Aviation Division. Skill is required to organize and implement the activities of the work area involved and to modify and adapt conventional methods of fire fighting to meet unusual circumstances at airports.

Factor 2—DIFFICULTY OF WORK

(*a*) *Complexity*

The duties involve organization, administration and development of Aerodrome Fire/Security Service, advising the Director of Civil Aviation on technical matters relating to safety and crash rescue facilities at airport/aerodromes throughout the country. The incumbent also sees to the designing and procuring of Fire Fighting equipment and ensures that fire fighting facilities conform with International Civil Aviation Organisation.

(*b*) *Scope and Effect*

The work requires the incumbent to take overall responsibility for all activities relating to the maintenance, control and supervision of all mobile appliances in the Aviation Division. The incumbent also liaises with Heads of all emergency services on matters relating to crash rescue and fire fighting facilities. Decisions and actions affect the safety of passengers on all Local and International flights into Nigeria.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent is subject to administrative direction from the Director of Civil Aviation and is required to take full responsibility for the standards and methods of training of Fire staff, categorizing of aerodromes and procurement of fire equipment. In carrying out the duties the incumbent's consultation with his superior is on a general basis.

(*b*) *Instruction Received*

The incumbent performs his work in line with the standards set in the Aerodrome Manual of the International Civil Aviation Organization and other related documents. He independently arranges the deployment and administration of fire equipment in the aerodromes and resolves unusual problems arising from the work without consultation.

Factor 4—RELATIONSHIP

(*a*) *Personal Contacts*

The work involves contact of the incumbent with the Chief Aerodrome Engineer in matters affecting building plans, the Principal Signals Officer on communication matters and

the Principal Operation Officer and the Administrative Officer on issues affecting Fire Service Personnel. There are contacts with the International Association of Fire Chiefs. The work requires the incumbent also to keep in touch with the Head of any local Fire Service at cities where aerodromes are situated for mutual aid assistance, the St. John Ambulance Brigade, the Police and the Fire Prevention Committee of the International Civil Aviation Organization. In addition to these contacts, the incumbent also maintains close relations with the International Association of Fire Chiefs.

(*b*) *Purpose*

The purpose of contacts with aerodrome officials is to ensure that the planning and maintenance of airport facilities make proper provision for fire prevention and public protection in accordance with established standards and to maintain such standards. The purpose of external contacts is to ensure that fire-fighting facilities and medical of first aid services can be readily brought to bear in a fire emergency in the event that local services are inadequate. International contacts are for the purpose of ensuring access to the latest developments in fire fighting techniques and to international standards.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The incumbent plans the operation of aerodrome Fire Service from an office. From time to time he undertakes local inspection tours and overseas tours to attend conferences.

(*b*) *Work Environment*

The officer works mostly indoors except on inspections when he is exposed to the normal risks of air travel.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work involves supervision of Senior Aerodrome Fire Officer and Aerodrome Fire Officers in their operational and administrative control of service units throughout the aerodromes in the country. Such officers work largely independently subject to the incumbent's overall direction.

Factors	1	2	3	4	5	6	*Total*
Points	950	550	900	205	10	250	2,865

Bench-mark Job No.

Job Title : Principal Physiotherapist

Level : 10

Point Rating : 2,945

Ministry/Department : Health

Branch/Unit : Medical (Physiotherapy)

Occupational Code No.

SUMMARY

Under the direction of the Chief Consultant, plans, organises, and directs the activities of the physiotherapy department of a large hospital, ; supervises officers in charge of small physiotherapy units in other hospitals in a State ; treats patients requiring special attention ; and performs other related duties.

DUTIES

Plans, organises and directs the activities of the physiotherapy department of a large hospital by submitting recommendations to the Chief Consultant for changes in accommodation and services and to obtain authorization for expenditures ; by ensuring that all machines and equipment are kept in efficient and safe working condition and arranging for repairs when necessary ; by evaluating, adapting and implementing techniques developed in other hospitals and by evaluating and recommending the acquisition of new equipment ; by making ward rounds, participating in clinics and conferences, and working with other departments in the hospital to provide integrated treatment for patients ; by reviewing journals and other publications and attending meetings to obtain information on new developments in physiotherapy ; and by keeping records, writing reports, conducting correspondence and answering quarries from other departments.

Supervises physiotherapists in the smaller hospitals to ensure standards and practices are maintained at high levels and to assist in resolving problems ; by selecting or approving treatment for difficult cases and demonstrating new techniques and procedures; by establishing, explaining, and instructing on performance standards, explaining and implementing changes in personnel procedures, and appraising staff ; and by participating in the selection and promotion of employees.

Treats patients requiring special physiotherapy attention or handling, by establishing rapport with patients and assessing their emotional, mental, and physical capabilities ; by selecting the equipment and planning the techniques to meet patients' needs, interests and abilities to fulfil the requirements of the treatment requisition ; by assessing the progress of the patient to determine necessity for termination, extension or change of programme ; by discussing progress with the patient's family to allay their anxieties and provide encouragement ; and by keeping a case history of each patient.

Provides a teaching service for physiotherapy assistants, technicians, and interns, by selecting the patients to be used in training exercises ; by demonstrating the handling of patients to encourage the development of uniform, effective methods ; by lecturing on and demonstrating body mechanics and basic body movements, and by appraising physiotherapy intern, assistants, and attendants, and reporting on their performance.

Performs related duties such as making comparative studies of patients' response to various treatments, conducting tours for students and other interested groups, keeping an up-to-date list of available physiotherapy services within the State, and arranging for lectures and demonstrations.

FACTOR 1—KNOWLEDGE

The work requires an advanced knowledge of the theories, principles and practices of physiotherapy and of the scope, purpose, objectives, and management methods of the Ministry, and a full understanding of associated medical and nursing practices, relating to the provision of complete physiotherapy services in the large and small hospitals of a State. Skill and ability are required to plan, arrange, coordinate, direct, and analyse the various activities, to modify and adapt methods, techniques, and equipment in improving services in general and in developing specific treatment programmes for patient requiring special attention ; to recommend improvements and expansion of services as required to meet increasing workloads ; to supervise and evaluate the performance of officers in charge of smaller units ; and to provide and participate in a teaching service for technical support staffs.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of an independent assignment with varying duties which comprise a portion of the functional field of medicine. The employee is required to review and assess unusual problems, variations in approach, and incompatible results, and to analyse and interprete a variety of situations relating to the provision of physiotherapy services in a State.

(*b*) *Scope and Effect*

The purpose of the work is to treat and analyse the variety of conditions related to the provision of physiotherapy services throughout a State, and the work products affect the organizational and operational aspects of the overall medical and nursing services and the well-being of the patients served.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is self-directed to meet the broad objectives set in providing efficient physiotherapy services in a large hospital and coordinating the services provided in a number of smaller hospitals. Incumbent's expertise and experience is relied upon to determine the specifics of objectives to be met to include priorities, deadlines, and like performance criteria. The approval of the consultant is required on implications of proposed action outside the incumbent's control. Work is reviewed on the basis of periodic progress reports or in the course of consultation with the consultant respecting difficulties or policy implications beyond his jurisdiction or field of competence to resolve.

(*b*) *Instructions Received*

Incumbent receives generalized instructions regarding the planning of physiotherapy programmes, applies the techniques of his profession and uses departmental physiotherapy objectives and procedural policies in the supervision of the physiotherapy service in a large hospital in the State. Incumbent must use judgement in applying policies and standards established by the consultant and the practice of the profession.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The personal contacts are with employees in the hospital outside the immediate physiotherapy department like the Chief Consultant, Controller of Medical Services, Principal Limbfitter, Orthopaedic Surgeon and with the patients.

(*b*) *Purpose*

The purpose of the contacts is usually to persuade the employees outside the immediate department to accept incumbent's proposals and to influence the patients by reassuring them on the efficacy of the treatment they are receiving so as to dispel fear of permanent disability.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires some physical exertion such as long periods of standing or bending or crouching in the course of massaging or manipulating patients.

(*b*) *Work Environment*

The work exposes incumbent to the risk of infection from communicable diseases while treating infected patients and electrocution from high voltage electrical equipment.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The incumbent supervises various grades of physiotherapists who are in charge of the physiotherapy units in smaller hospitals or who may work under him in the same hospital. These subordinates work largely on their own initiatives and judgement but in accordance with priorities and an overall schedule of work set by the incumbent.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	375	900	130	40	250	2,945

Bench-mark Job No. *Level :* 10

Job Title: Principal Trade Testing Officer *Point Rating:* 2,990

Ministry/Department : Labour

Branch/Unit: Trade Testing

Occupational Code No.

SUMMARY

Under the general direction of the Assistant Director of Labour (Employment), formulates policies and procedures for Trade Testing through out the Federation ; plans and administers the activities of the Trade Testing Unit of the Federal Ministry of Labour ; designs various government general and security forms and performs other duties.

DUTIES

Formulates policies and procedures for trade testing throughout the Federation to include provision for the grading of test results, preparation of Certificates, revenue collection, store maintenance, rendering of returns of tests conducted, maintenance of test standards and of uniformity of testing methods and evaluation, by reviewing the status of trade testing in each State of the Federation and by reviewing and drafting standard syllabi for some 30 trades to be tested.

Plans, and administers the activities of the Trade Testing Unit of the Ministry of Labour by planning and organising a training programme for new trade testing officers, by ensuring that proper testing facilities are available, by appointing qualified officers in Trade Testing Centres as specialist testers, by reviewing the design of 30 different trade tests submitted by subordinate officers, by overseeing all trade test centres in the Federation through regular tours ; by up-dating various trade tests to meet technological changes ; by ensuring the compilation of periodical returns of Security forms used as graded Certificates of Competence, by authenticating technical certificates issued by other bodies and presented to the Ministry of Labour to support employment applications, by comparing them with the manual of signature specimens or writing to issuing bodies for authentication.

Designs various government general and security forms such as "Certificates of Competence", to include the special embossing stamp used to seal Certificates and places orders to the Security Printing and Minting therefore and arranges for their production and distribution to the various trade testing centres in the Federation.

Performs other related duties such as giving evidence in Court on cases of forgery of Certificates of Competence, represents the Ministry of Labour and the Federal Public Service Commission on selection standards for technical staff.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires advanced knowledge of administrative theories, concepts, principles and practices as they apply to the supervisor of a large organization acting throughout the Federation. It also requires a knowledge of the range of trades requiring certification and the standards applicable to each which are acceptable domestically and/or internationally. Skill is required in the planning, organizing of training programmes, overseeing all trade test centres in the Federation and ensuring consistency in the application of various Trade Tests throughout the Federation.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves the interpretation of policies and procedures for trade testing throughout the Federation; it also requires the introduction of new Trade Test compatible with new techniques and processes resulting from technological change. The work also requires the ability to anticipate the possibility of fraud and to devise security systems of protecting against the misappropriation and counterfeiting of "Certificates of Competence".

(*b*) *Scope and Effect*

Trade Testing policies and procedures are formulated taking account of the differing needs and conditions throughout the Federation and apply to Trade Testing Centres in all States. The work also involves the planning and administration of the activities of the Trade Testing Unit of the Ministry of Labour which oversees the legitimate issuance of "Certificates of Competence" for some 30 different trades. This certification has a significant impact on the maintenance of adequate standards of trades employment throughout the country.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is self-directed but works under general administrative direction from the Assistant Director of Labour (Employment). The employee's expertise is relied upon in determining what changes are to be made in trade testing and in setting overall objectives and policies for Trade Testing in the country.

(*b*) *Instruction Received*

The work requires following highly generalised Administrative procedures and directives, and the incumbent is given a wide latitude in the formulation of policies and procedures. There is requirement to use initiative and resourcefulness in the Administration of Trade Testing and to ensure the uniformity of application of trade test standards and the design of systems to avoid the possibility of fraud.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contacts*

The work involves frequent contacts with subordinate staff in the Unit. There are also contacts with officials of other States in the Federation and with those of technical institutions and agencies.

(*b*) *Purpose*

The purpose of contacts is to resolve operating problems in the various states to ensure uniformity of trade testing throughout the Federation, and to coordinate trade testing in each State and to keep Technical institutions abreast of vocational training needs.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is sedentary—mostly confined to the office. There are occasional on-site inspection tours of Trade Test Centres throughout the Federation.

(*b*) *Work Environment*

The work involves the normal everyday risks or discomforts of working in an office. It also requires the use of commercial transportation to visit Trade Test Centres.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work involves supervising Senior Trade Testing Officers, Higher Trade Testing Officers and Trade Testing Officers who are engaged in interviewing candidates, overseeing examinations and marking examination papers.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	450	900	130	10	250	2,990

Bench-mark Job No. *Level :* 10
Job Title : Senior Planning Officer *Point Rating :* 3040
Ministry/Department : Ministry of Economic Development
Branch/Unit : Planning
Occupational Code No.

SUMMARY

Under the general direction of the Principal Planning Officer, reviews education and manpower plans for the State, initiates and organises the collection of data for manpower surveys and forecasting needs of the State, reviews development plan timings, drafts progress reports on Education and town planning sections of the Development Plan. Negotiates with External Aid donors through the Federal Ministry of Economic Development and Reconstruction for technical assistance and performs related duties.

DUTIES

Initiates and organises periodic manpower surveys with a view to preparing necessary forecasts on manpower needs by designing questionnaires or other data collecting machinery, by despatching questionnaires to various organisations needing manpower and producing manpower for the economy, by analysing the data collected and making projections for incorporation into the State Development Plan.

Integrates and rates projects to be incorporated into the State's development plan, by assembling projects of each sector, by reviewing the manpower components and determining the priorities in the manpower plans using the priorities in the Development Plan.

Advises government departments on mode and time of implementation of planned projects and ensures liaison with State's Ministry of Finance.

Drafts progress report of Educational and Town planning projects incorporated within the State's Development plan by assembling drafts made by ministries and reviewing the performance and explaining variances.

Negotiates Technical Assistance on behalf of the State ministries through the Federal Ministry of Economic Development and Reconstruction by assembling Departmental needs, reviewing such needs using the State's manpower situation as a guide.

Analyses and appraises projects in the State Development Plan in order to determine its overall benefit to the economy.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires the application of an extensive knowledge of economics and public finance, in the assessment and determination of returns on investments and the analysis of social-economic projects which are designed to solve the economic problems of the State. It also requires extensive knowledge of the effect of various governmental programmes on all the sectors of the economy and the ability to calculate and project from available data, the resultant effects of various governmental programmes.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves the assessment of returns from economic projects, determination of projects priorities as well as sensitivity—analysis within the public and private sectors of the economy. It also involves balancing economic factors with political and social factors within the State.

(*b*) *Scope and Effect*

The work involves providing advice on manpower needs of economic projects to client departments as well as to suppliers and users of manpower within the State, analysis of economic projects and planning Technical Assistance programmes of the State Government. The effectiveness of the State's economic Planning programmes depends on the incumbent's ability to analyse trends, quantify problems, forecast eventualities and coordinate interrelated activities.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work involves planning, collecting, analysing manpower data and making projection for the economic projects of the State. There is freedom of action as long as results are within clearly stated objectives of the state Government and are consistent with economic principln and guidelines laid down by the Federal Ministry of Economic Development and Recoes nstruction.

(*b*) *Instructions Received*

The job involves the application of the established techniques of developmental economics and administration in the planning and evaluation of economic projects submitted by the various departments but otherwise work is performed without detailed instructions.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work involves personal contact with officials of the Federal Ministry of Economic Development and Reconstruction and other ministries.

(*b*) *Purpose*

The purpose of the contact is to seek information and plan and coordinate work on development plans.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The job involves sitting in an office and occasional journeys to attend meetings.

(*b*) *Work Environment*

The job involves working in a normal office environment with little or no risks.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of subordinates such as Planning Officers who act largely on their own and make decisions based on stated objectives and priorities of Government.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	650	900	80	10	250	3,040

Bench-mark Job No.
Job Title : Principal Photographer
Ministry/Department : Information
Branch/Unit : Photographic
Occupational Code No.

Level : 10
Point Rating : 3,095

SUMMARY

Under the general supervision of the Deputy Director of Information, plans, organises, and administers the work of a photographic unit engaged in official photography for government publications ; provides consultative and advisory service to publishers and editors on colour reproduction, the selection and use of colour transparencies of works of art ; conducts investigation into the use of photographic materials, techniques and equipment ; supervises a large work force and performs related duties.

DUTIES

Plans, organises and administers the work of photographic unit engaged in the photography of paintings, drawings and other works of art, by discussing photographic requirements and projects with officers of curatorial, conservation, public relations, exhibitions and publications staff by determining priorities and preparing work schedules; by assessing the need for photographic work to be done on contract; by authorising invoices for payment; by determining requirements for materials supplies and equipment with user sections and submits estimates to the administrator; by checking stocks periodically and re-ordering materials; by setting up and overseeing the maintenance of files, records of work orders, work completed, data indices and correspondence.

Takes or directs the taking of photographs of high Government officials like the Head of State or of visiting Heads of State for record, or illustrative purposes by allocating photographic work to subordinates; by selecting lighting, cameras, lenses, accessories, film materials and techniques suitable to the subject and prevailing conditions; by examining completed and processed work and assessing their adequacy for the intended purpose.

Provides a consultative and advisory service to publishers, and editors on matters concerning colour reproduction of art subjects for the National Arts Centre and on the use of colour photography for books, magazines and television by comparing proofs with colour transparencies and with original works of art under standard lighting conditions and, by making corrections on proofs to indicate desirable colour contrast and other corrections.

Investigates the applicability and use of new techniques, materials and accessories, by testing these in a studio or dark room and, by gaining the advice of curators and other professional staff, and by attending demonstrations.

Supervises a large work force by assigning duties by checking the work of subordinates such as Senior Photographer, Higher Photographer and all employees engaged in photographic work, darkroom processing and printing, by evaluating the performance of subordinates and recommending promotion and disciplinary action, by ensuring that allocation of work offers opportunity for training and development of skills.

Performs other related duties such as attending to routine correspondence and other general administrative matters and advising the Public Service Commission on recruitment standards for photographers.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a through knowledge of the materials, processes, techniques and equipments used in black and white and colour photography. Knowledge of sensitometric and densitometric techniques is required to produce desired photographic results. Knowledge of administrative practices and procedures is required to plan and organise the work of the Unit, schedule and allocate work to subordinates, prepare estimate of future requirement of materials equipment, staff and facilities. Skill is required in choosing materials, arranging lights and equipments, selecting contrast and/or making exposure that will give the required range of tonal values or close colour fidelity to the original work.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of a variety of duties such as the planning, organising, co-ordinating and scheduling of duties to meet desired output. Mental alertness and dexterity are required in the production of prints where mistakes in exposures, wrong temperature of chemicals in

development voltage fluctuations and colour balancing affect the quality of the production. Factors to be considered involve the assessment of unusual circumstance, variations in approach, interpretation of a variety of data and processes such as colour differentiation in photo printing and monochromatic rendition.

(*b*) *Scope and Effect*

The work covers a wide range of administration duties and photographic techniques such as production of slides for teaching purpose, galvanography, glamour photography, montage, printing by flash and airbrush retouching. The purpose of the work is to establish criteria, formulate projects, and assess effectiveness. The work affects a wide range of the Government and Inter-governmental activities and the overall effectiveness of government information programmes and activities.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Work is subject only to administrative direction on the implementation of high policy directives. Plans and executes major activities on his own authority especially in purely technical areas which are beyond the competence of the supervisor.

(*b*) *Instructions Received*

Work is performed in accordance with professional practice and its administrative aspects are regulated by written instructions in form of Civil Service Rules and Financial Instructions. High policy matters, are referred to the Deputy Director of Information for direction.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

Frequent contacts are made with foreign Diplomats, high Government Officials, Journalists, Businessmen and important public figures as well as publishers, editors and officials of museums of art.

(*b*) *Purpose*

The purpose of contacts is to arrange for official photographic sessions and to portray important officials in the most favourable light as well as to advise publishers, editors and officials of museum of art regarding affection, portrayal and illustrations of art subjects or illustrative material for publication.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

Work is not totally sedentary. While covering press conferences and government campaigns, incumbent is subject to the physical exertion of walking, standing and must have the agility and dexterity to be able to handle cameras and equipment.

(*b*) *Work Environment*

Work involves moderate risks and discomfort such as touring with Government officials or Ministers into rural areas lacking ordinary amenities. Exposure to poisonous chemicals such as sulphuric and boric acid are experienced when developing negatives in the darkroom.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Plans and carries out major programmes and projects within the Photographic Unit. Supervises a work force generally at level 09 and below, such as Senior and Higher Photographer. They are experts in photography and work without detailed instructions for meeting desired production or output. Major proposals may be reviewed by supervisor prior to initiation of action and results are reviewed against set objectives.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	725	205	40	325	3,095

Bench-mark Job No.
Job Title : Senior Town Planning Officer
Ministry Department : Lands and Housing
Branch/Unit : Planning Housing and Training
Occupational Code No.

Level: 10
Point Rating: 3,140

SUMMARY

Under general supervision of the Principal Town Planning Officer, prepares plans and proposals for the solution of town planning problems, prepares for review and approval by higher authority policy proposals, guidelines, draft regulations and standards, carries out social and economic surveys on problems of urban growth, prepares draft advance project proposals, supervises a staff of five Town Planning Officers and support staff and performs other related duties.

DUTIES

Prepares plans and proposals, including layout designs and maps, for the solution of identical problems, or in response to requests from Government or other organisations seeking advice on the acquisition of land and the uses to which it should be put, by analysing data, assessing the implications of various alternatives in terms of cost, environmental effects, social and economic consequences and other possible side-effects and by arranging with survey staff for the production and printing of master plans and maps.

Prepares, for review and approval of higher authority, policy proposals, guidelines, draft regulations and standards on town planning matters, to provide guidance to Government agencies and the public on matters relating to land acquisition, use and development, by studying local problems, by conducting enquiries and studying references and texts, by evaluating needs and by devising practical solutions.

Carries out social and economic surveys to assess the nature and extent of problems of urban growth such as housing, traffic and environment, by preparing questionnaires and other modes of data collection and by arranging for teams to acquire the desired data, by discussions with professionals of other disciplines and by personal observation at the site.

Prepares draft advance project proposals for annual implementation under the Four Year National Development Plan by evaluating community needs and matching these with forcast financial resources in orders of priority.

Supervises a staff of five Town Planning Officers, seven assistant town planning officers and a small support staff by assigning task and priorities, by reviewing completed work or phases of projects, by providing advice and guidance on technical or other problems, arranging for training of technical staff and, as required, by reporting on staff appointments and appraisals and disciplinary matters to higher authority.

Performs other related duties, such as the control of vote for certain projects under the National Development Plans, Town and County Planning Project Implementation ; supervision of town planning consultants and of their reports, attending inter-ministry meetings, serving on committees and taking part in field inspections to determine the merit or otherwise of petitions submitted by aggrieved parties.

FACTOR 1—KNOWLEDGE

The work requires a thorough appreciation of and the ability to apply the theory and practice of the principles of town planning as applied, primarily, to land use but also to the solution of problems of urban growth and requirements for satisfying housing, transportation and social needs within a healthy environment. The work requires experience in devising, planning and supervising surveys designed to acquire appropriate town planning data of a diverse nature as well as those communication skills necessary to write reports, and draft complex proposal with clarity and precision.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties require the solution of a wide range problems which have first to be recognised, analysed to determine their nature and scope and a variety of alternative solutions then examined in the light of economic, social and other factors to arrive at that which can be recommended with supportable data. Their actions require the acquisition of a variety of information, some of which is not readily available but which must be obtained through the cooperation of others by means determined either by the incumbent or in collaboration with others such as lands officers, surveyors, engineers and medical officers. Because of the long term nature of town planning, many of the consequences are not readily apparent but there is a requirement to anticipate these, so far as is possible, in order to avoid or reduce those of a potentially harmful character. Thus, for example, rapid economic development of a small community, while admirable from one aspect, may cause social and environmental problem arising from overcrowding, shortages of land for housing and community needs and polution problems all of which tend to become intractable unless foreseen and proper provision made in the early stages of developments.

(*b*) *Scope and Effect*

The work requires the preparation of criteria, standards and guidelines, for approval of higher authority, which are significant in terms of town planning developments. Layout designs and proposals for land use or urban development prepared under the direction of the incumbent may have, when approved, substantial impact on the local economy and members of the community.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work requires the independent development of reports and proposals, for use by Government agencies, on the solution of problems of urbanization, on land use and on housing. These duties involve the acquisition and analysis of a variety of data, some of which must be obtained by surveys or other method chosen by the incumbent and carried forward under his direction. Major town planning plans and proposals, including draft amendments to policy, are subject to review and approval by higher authority, but the methods used and supporting data are considered to be professionally authoritative.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires frequent and continuing contact with other professionals, such as engineers, surveyors and medical officers of own and other Ministries. There is also a requirement to participate as a member of committees such as the National Council on Housing and occasionally to attend inter-ministry meetings involving town planning.

(*b*) *Purpose*

While for the most part, the purpose of these contacts is to provide advice and information, there is also a requirement to influence or persuade others to the acceptance of long term town planning proposal which may cause them temporary difficulty, inconvenience or the sacrifice of individual goals.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is generally performed in an office setting although occasionally, when conducting site investigations, there is a requirement to drive along poor roads and travel on foot.

(*b*) *Work Environment*

There are the everyday risks attendant upon office work. Exceptionally, there is some hazard when conducting site investigation or inspections such as snake bite or injury by aggrieved persons.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervision is exercised over five Town Planning Officers by giving assignments and reviewing progress, by providing coordination and technical guidance on joint projects, by approving proposal not within the authority of individual and by providing training opportunities in keeping with organizational needs.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	900	180	10	250	3,140
			262				

Bench-mark Job No.
Job Title : Principal Textile Officer
Ministry/Department : Industries
Branch/Unit : Industries Division
Occupational Code No.

Level : 10
Point Rating : 3,195

SUMMARY

Under the general supervision of a Chief Industrial Officer, plans and develops programmes for the broadloom weaving industry, directs and provides guidance on research in designs and techniques, supervises the activities of training centres and weaving production units, determines the suitability of materials and equipment, and performs related duties.

DUTIES

Plans and develops programmes for the broadloom weaving industry, by organizing Textile training centres, negotiating for new land and buildings, reviewing the achievements of weaving production units and making proposals which will enhance the production and efficiency of the industry.

Directs, participates and provides guidance in research on new designs and techniques in broadloom weaving by collecting data on textile technology, and by carrying out studies on new yarns, dyestuffs and advanced equipment and machinery, and presents reports and recommendations.

Supervises the activities of three Textile Training Centres and a large number of weaving production units by periodically visiting the areas, promoting understanding of project objectives, advising on various technical matters, and in general by stimulating an atmosphere of cooperation and providing technical guidance.

Determines the suitability of various yarns, dyestuffs, looms and textile accessories for the various training centres and weaving units, by studying and experimenting with new equipment and technology and authorises bulk purchases of materials, both local and overseas to satisfy the demands.

Performs related duties such as attending the meeting of the Scholarship Board to advise on the suitability of the candidates wishing to pursue courses in textile technology, attending meetings on establishment matters affecting existing textile staff and conducting interviews for new ones to be appointed.

FACTOR 1—SPECIFICATIONS—KNOWLEDGE

The work requires an advanced knowledge of textile technology, specialized in cotton weaving, cotton dyeing, and textile designing combined with a significant number of years of practical experience. The work also requires administrative ability and a sound knowledge of management principles and practices for planning, estimating and production control. Basic communication skills are utilized in directing research, supervising staff and presenting reports.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves the planning, negotiation and administration of all phases of the industry, where solutions to local problems must be found to establish criteria which are defensible and to promote programmes which will justify the expansion of the industry throughout the state.

(*b*) *Scope and Effect*

The work includes a wide range of activities, involving training centres, operational units, advice to industrial concerns and local government councils. The effectiveness of the programme in providing job opportunities to school leavers is assessed, and recommendations are made to the Chief Industrial Officer. The work improves the overall efficiency and product marketing of the textile industry.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

In planning the development of weaving units, broad objectives are determined by the Chief Industrial Officer, but the employee's expertise, initiative and experience is relied upon to develop and meet overall objectives.

(*b*) *Instructions Received*

Instructions are general, but include guidance from White Paper on Integrated Rural Development, Industrial Factories Act, Government Circulars and regulations, and Textiles Journals.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Makes frequent contacts with textile mill managers and with council managers of local governments.

(*b*) *Purpose*

Exchanges information on materials and equipment, discusses recruitment of trainees and negotiates the provision of land and buildings for operational units.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

Inspection of various operating units requires periods of extensive walking and standing. Also needed is the agility and dexterity to inspect various types of equipment and to accurately distinguish shades of colours and fabric texture.

(*b*) *Work Environment*

The work involves moderate risks and discomforts on field trips, where exposure to injury and dirt are often prevalent.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervising employees at level 09 and below, such as Senior Textile Officer, by setting goals, indicating priorities, coordinating work, providing guidance and problem solving assistance. Subordinates act largely on their own initiatives and judgement but in accordance with priorities and overall schedule.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	900	130	40	325	3,195

Bench-mark Job No.

Job Title : Producer (Films)

Level : 11

Point Rating: 3,215

Ministry/Department : Information and Home Affairs

Branch/Unit : Film

Occupational Code No.

SUMMARY

Under the general direction of the Permanent Secretary, Ministry of Information, advises the government on film production ; plans organises and coordinates the work of the film unit to produce documentary films for public enlightenment on government policies and programmes ; and performs other related duties.

DUTIES

Advises the government on film production by consulting with senior officials of ministries and departments to discuss policies, programmes and activities which have been chosen for public enlightenment.

Plans film production by determining scope and treatment of film production, selecting key personnel such as director, cameramen, sound writers and location business manager.

Organises production by establishing schedules, conducting auditions, selecting case in consultation with director, reviewing films and ordering retakes in cases of technical shortcomings or artistic deviations.

Coordinates production by working closely and continuously with the director to ensure quality of production and adherence to schedules, by conducting meetings with director, writers and other staff members to discuss and resolve production problems, to evaluate progress and to obtain optimum results. Approves final editing of film productions.

Supervises a highly technically skilled staff by ensuring adherence to unit rules and regulations and taking or recommending disciplinary action when necessary. Establishes training programmes, explains work performance standards and appraises performance of staff. Draws up annual leave schedules and approves leave and keeps attendance and other personnel records.

Performs other related duties such as authorising expenditure under the financial provisions for the film unit, directing motion pictures, and advising Film Censor Board on suitability of imported commercial films.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires an advanced and professional knowledge of the theories, concepts, principles and practices typically employed in the fill range of film production. These include the technical requirements of the film crew in the script writing, editing, camera, sound and laboratory section. The incumbent's knowledge and experience are required to judge the artistic merits of the produced film and assess the success with which it conveys the intended impression of the policies and programmes it deals with. Such knowledge and ability is also required to undertake the administrative aspects of the work and combines a comprehensive appreciation of government activities and their significance in order to interpret them effectively through the film medium.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work comprises a variety of duties involving a broad range of activities for the highly specialised field of film production to include editing, script writing, camera and laboratory

work. It also involves assuring the provision, distribution, effective utilization and maintenance of film equipment. Work in film production is by nature original and creative and involves the generation and exchange of ideas for the most effective treatment of subject matter.

(*b*) *Scope and Effects*

The work requires finding solutions to administrative and technical problems involved in treating film productions as projects the success or failure of which impacts heavily on the public image of sponsoring agencies and public receptivity to government intention on a national scale.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent utilizes his expertise and experience to develop proposals meeting generally set objectives and plans their execution within the framework of overall policies and directives. Proposals for the production of films are submitted for approval of client ministries and higher authority.

(*b*) *Instructions Received*

Instructions, verbal or written are highly generalized and leave wide latitude for interpretation as to specifics of application in film production. The incumbent identifies problem areas and applies knowledge, initiative and experience to developing new methods and techniques to resolve operational problems such as in script writing, editing, film laboratory work or acquisition of new filming equipment.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The incumbent contacts other film professionals and executives of other related organisations such as television stations, heads and senior officials of government ministries and departments, and cinema houses to discuss and resolve operating problems. Contacts are also maintained with foreign groups and agencies supplying films and equipment.

(*b*) *Purpose*

The purpose is to plan and develop major filming productions contributing significantly through the visual media to the ministry's role of communicating government intentions and promoting public receptivity to government objectives and programmes.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is mostly sedentary and makes no special physical demands other than occasionally when performed on location outdoors.

(*b*) *Work Environment*

The work is mainly performed in an office and is subject to the normal risks thereof.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises a work force, normally at level 10 and below, such as Senior Cameraman, and Scriptwriter, all of whom have reliable expertise to work under general supervision using their own initiatives. The incumbent reviews major projects with the staff prior to initiation and reviews results in the course of production, and effectiveness and on completion.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	900	180	10	325	3,215

Bench-mark Job No. *Level :* 11
Job Title : Principal Livestock Planning Officer *Point Rating :* 3,240
Ministry/Department : Agriculture
Branch/Unit : Veterinary (Planning and Statistics)
Occupational Code No.

SUMMARY

Under the general direction of the Chief Veterinary Officer, plans state livestock programmes ; reviews field reports ; keeps the Chief Veterinary Officer informed of policy issues raised in correspondence ; serves on the editorial board of the Agricultural Newsletter ; occasionally inspects field activities ; participates in recruitment and development of staff ; supervises two employees ; and performs related duties.

DUTIES

Plans livestock development by determining the species and number of livestock that should be bred in the State and the probable costs involved, and presenting recommendations for study and approval by the Government.

Plans implementation of programmes and resolves problems related to implementation.

Reviews monthly progress reports, departmental reports and annual reports received from the field and prepares comments and recommendations for consideration by the Chief Veterinary Officer or the Permanent Secretary.

Keeps the Chief Veterinary Officer informed by drawing his attention to matters raised in correspondence requiring policy decision or action at the higher level.

Serves on the Editorial Board of the Agricultural Newsletter by editing scripts submitted by contributors for publication.

Occasionally inspects the field activities of Livestock Officers and Livestock Superintendents.

Participates in the recruitment and development of staff by representing the Division at interviews where Livestock Assistants and Clinic Assistants are recruited, and recommending attendance at in-service training courses.

Supervises a Senior Livestock Superintendent and a Recorder by assigning responsibilities, providing guidance on work problems, and taking action or making recommendations relating to leave, promotion, discipline and training.

Performs related duties such as attending to general correspondence, issuing contract forms to tenderers, and requesting release of funds.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of advanced animal husbandry methods and related matters to include the selection, breeding, feeding, management and marketing of dairy-beef, and dual-purpose cattle, horses, poultry, sheep, and goats. Knowledge is also required in bringing about controlled breeding to produce improved strains in terms of fertility rate, efficiency of growth and greater resistance to disease. Knowledge to determine the feed requirements of animals and nutritive value of feed materials is also essential. Knowledge

and above average communication skill is required to advise on improved methods or developments in housing and sanitation, animal parasite and disease control, meat slaughtering, product preparation and storage. General administrative and managerial knowledge and skill is required to plan, organise and direct the work of others, compile reports, estimate and account for revenue.

Factor 2—DIFFICULTY

(*a*) *Complexity*

The work consists of a variety of duties involving a broad range of activities of a highly specialised nature such as studying the feasibility of livestock farming; planning livestock programmes and securing a comprehensive collection of data from farmers, resolving problems associated with the implementation of projects hampered either by late release of funds or inadequate funds; re-adjustment of planned targets and re-scheduling of programmes; obtaining vacancies in training institutions to train newly recruited Clinic and Livestock Assistants as well as effective deployment of untrained and other supporting staff.

(*b*) *Scope and Effect*

The purpose of the work is to plan for the breeding and husbandry of all species of livestock in order to maximize the benefits to this sector of the agricultural economy and secure a supply of meat and dairy products satisfying consumer demand at reasonable prices. Failure to meet objectives may result in lack of healthy animals for human consumption as well as animal resources to meet consumer demand.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee's expertise is relied upon for determining ways of achieving broad objectives set at the higher level, although some administrative and professional directives are obtained from the Chief Veterinary Officer when necessary.

(*b*) *Instructions Received*

The work is performed in accordance with the established theories and practices of the profession and in compliance with policy and administrative directives but requires considerable judgement on the part of the incumbent to take initiatives at his own discretion to satisfy set objectives without seeking guidance except on matters beyond his jurisdiction.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The work requires contacts with other officials of the Ministry such as Senior Livestock Officer, Project Managers, Principal Livestock Superintendent and Livestock Officers.

(*b*) *Purpose*

Contacts are to discuss progress of the development plans, to assess achievement from time to time and also to identify and solve problems or resolve controversial issues.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mainly sedentary although the employee may do some walking, standing, stooping and light lifting, especially during his occasional tours of inspection.

(*b*) *Work Environment*

The work involves the ordinary every day risks of office work except on occasion during the course of field inspections when there is a risk of injury from animals.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a work force made up of one Senior Livestock Superintendent who assists with statistical matters and one Recorder who is also attached to the Planning and Statistics Section. He coordinates their work and provides guidance and problem-solving assistance.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	650	900	180	10	250	3,240

Bench-mark Job No.

Level : 11

Job Title : Principal Petroleum Engineer

Point Rating : 3,245

Ministry/Department : Mines and Power

Branch/Unit : Petroleum Resources (Field Office)

Occupational Code No.

SUMMARY

Under the direction of the Deputy Director Petroleum Resources, plans, organises and supervises a field office responsible for inspection of commercial oil operations, ensures that adequate arrangements are made for the determination and payment of oil royalties, makes recommendations for the issue of permits and performs other related duties.

DUTIES

Plans, organises and supervises a field office responsible for the inspection of oil rigs and flow stations to ensure that they are duly licensed and operated according to safety requirements and ensuring that oil wells are not prematurely abandoned and that effluent disposal pits provide adequate safeguards against pollutions, by interpreting policy directives and legislation, by providing guidance to inspecting staff, by personally carrying out on site inspections and by exercising administrative control of the field staff and financial control of the office.

Ensures that adequate arrangements are made for the determination and payment of oil royalties, by planning meter proving and gauging programmes to ensure that effective records are kept of the volume and specific gravities of oil exports from which royalty payments are determined.

Makes recommendations regarding the issue of permits and licences for oil pipeline surveys and construction, the construction and operation of flow stations and oil terminals and the closure of oil wells which he considers no longer economical to operate, by conducting interviews and holding consultations with oil Company representatives and by examining proposals and carrying out on-site field inspections.

Performs other related duties such as lecturing and examining Assistant Technical Officers in Training and setting and marking examination papers for the advancement of oil Gaugers.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires an advanced professional knowledge of petroleum engineering and managerial skill to direct a division responsible for the inspection of, and recommendations for the issue of licences to oil prospecting and producting companies, to authorise abandonment of wells, to ensure conformity with good oil field practices and the payment of royalties through adequate meter-providing and gravity determination programmes. His knowledge of pipeline routes and of the construction and operation of flow stations and oil terminals is also called upon when making effective recommendations leading to the authorisation of such projects.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The position requires the execution of a wide range of professional engineering duties such as the planning and supervision of crude oil gravity surveys, safety inspection schedules, and meter proving arrangements. In addition, there are the administrative and financial responsibilities attaching to the supervision of the field office and staff. There is also a requirement to exercise skill and judgement in the analysis of a wide range of highly variable and uncertain factors such as those which lead to decisions to abandon oil wells, to expend substantial capital sums to extend drilling operations to greater depths when oil prospecting, and to make authoritative recommendations respecting the issue of permits for pipeline routes and construction of flow stations and oil terminals.

(*b*) *Scope and Effect*

The work requires the organisation and supervision of inspections of oil companies to ensure that operations are carried out in accordance with Government regulations governing the operation of the oil Industry. Recommendations made on pipeline applications and routes, on the construction of flow stations and oil terminals and their operations have a significant impact on the oil producers and on revenues accruing to the country from the oil industry.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work involves operations under general instructions of his superior based at the headquarters, in organising and directing the activities of a field station in order to ensure that oil companies operate in accordance with Government rules and regulations. The incumbent has discretion in the field and writes periodic reports for the headquarters to show the effectiveness of operational policies and makes recommendations for the amendment of such policies in the light of experience.

(*b*) *Instructions Received*

A high degree of professional initiative and judgement is required when applying policies such as those in Decree 51 and Mineral Oils (Safety) Regulations 1963 to commercial oil operations. The incumbent determines and approves the closure of oil wells and ensures that meters are approved and gravity is properly determined for the purpose of royalty payments. The duties also require making recommendations to remedy deficiencies in existing policies governing the operation of oil companies.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts are made with officials of other Ministries such as Finance, Works and Communications and with Managers of oil prospecting and producing companies.

(*b*) *Purpose*

The purpose of the contacts is to influence the oil companies to operate in compliance with existing Government approved policies and to provide information and advice to the ministries concerned.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves some physical exertion when climbing ladders and inspecting oil rigs, oil terminals and travelling in small boats.

(*b*) *Work Environment*

There is a degree of discomfort and risk involved in travelling by helicopter and small boat during inspection trips. There is also the danger of blow-outs occurring during the inspection of operations conducted from drilling barges and at land rigs.

Factor 6—SUPERVISORY RESPONSIBILITY

Relying on broad statements of objectives and of policies from the headquarters the incumbent carries out inspections and control of oil companies in the field and plans and supervises the work of the field staff. These staff of forty-five personnel include a number of professional engineers and technical officers engaged in investigations of pollution, oil spillage, safety and operational inspections and in addition an administrative staff responsible for the financial and support functions including the operation and maintenance of marine and land transport services.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	900	180	40	325	3,245

Bench-mark Job No. *Level :* 11

Job Title : Principal Labour Officer *Point Rating :* 3,265
Ministry/Department : Federal Ministry of Labour
Branch/Unit : Labour Division
Occupational Code No.

SUMMARY

Under the direction of the Assistant Director of Labour, organises research into wages and incomes policy ; provides advice and guidance to Boards and Councils dealing with the formulation of wages and incomes policies ; controls and directs the wages inspectorate unit ; initiates action on policy issues ; advices employers and Trade Unions on conditions of employment and performs other related duties.

DUTIES

Organises research into wages and incomes policy by collecting data on wages and earnings in industry for use by the National Wages Advisory Council, by collaborating with research-oriented institutions such as Universities in organising periodical surveys of movements in earnings of employed labour force, wages and salaries structure in the public and private sectors, prices and cost of living affecting income and by examining balance sheets of companies and extracting relevant date on levels of profit, dividends and re-investment of profits.

Provides advice and guidance in an expert capacity to the National Wages Advisory Council, National Wages Board and Industrial Wages Boards in the formulation of wages and incomes policies and the fixing of minimum wages and conditions of employment.

Controls and directs the Wages Inspectorate Unit by constant review of inspection reports, by analysing the reports on detection of possible infringements of Labour Laws and suggesting remedies and by initiating action to correct errors, omissions and anomalies ; and where necessary directs and advises the Legal Section on possible infractions of related law for appropriate legal action.

Initiates action on policy issues such as by drafting Federal Executive Council Memorandum on applications for Wages increases by Employees and making recommendations thereon for the consideration of the Federal Commissioner for Labour, and organising tripartite consultative meetings for the continuous review of wages and salaries, the establishment of permanent reviewing machinery and forwarding recommendations to government for consideration.

Advises employers and Trade Unions on wages and conditions of employment in industries, trade disputes on wages and other personnel management advisory services which relate to wage trends in industry and control of wage increases by reviewing collective agreements filed with the Ministry in compliance with the regulatory Decrees.

Performs other related duties such as planning and coordinating the activities of the Wage Section, and preparing annual Estimates and Advance Proposals for the Section.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The work requires extensive knowledge of the theory, principles and practice of labour economics and personnel management in Nigeria, wage administration, industrial relations,

with particular reference to industries in Nigeria and Labour statistics. The incumbent is expected to have a thorough understanding of the procedures for conducting social research and the ability to conduct negotiations during a trade dispute.

Factor 2—DIFFICULTY

(a) Complexity

The work involves a variety of duties such as planning research programmes, organising negotiation between Employers and employees, and acting as an arbitrator, evaluating reports and analysing various elements dealing with wages and incomes policy to make projections and give matters of policy or highly problematic areas of concern and advice on possible causes as effect of decisions based on in-depth analysis of comprehensive researched or reported data.

(b) Scope and Effect

The job involves isolating and defining through the planning and organization of socio-economic research programmes and surveys, factors and conditions determining the adequacy of national wage policies and of legislation regulating industrial working conditions. It contributes significantly through involvement in the settlement of industrial disputes to improved management-labour relations and consequently to the promotion and maintenance of industrial harmony and of improved working conditions. It thus has a pronounced effect on the national economy and the well-being of the industrial work force.

Factor 3—RESPONSIBILITY

(a) Supervision Received

Supervision is of a general nature. The employee's expertise and experience is relied upon to develop policy recommendations specifying how the overall objectives on Wages and Incomes policy may be met. The employee has responsibility for the execution of action programmes, or specific research projects within his jurisdiction once such are approved.

(b) Instructions Received

Instructions received by the incumbent are highly generalised. The job requires him to use his initiative to interprete the intentions of Government and translate such intentions into meaningful proposals using a resourceful approach to tackle and solve unprecedented situations especially in the field of arbitration relating to trade disputes over wages.

Factor 4—RELATIONSHIPS

(a) Personal Contacts

The work requires frequent contact with Government Departments, managers of industrial organisations, university faculty members and officials of Trade Unions.

(b) Purpose

The purpose of the contact is to plan, organise and coordinate socio-economic research activities and surveys relating to Wages and Income, negotiate or resolve conflicts relating to industrial disputes, give guidance in and secure conformity with official labour policy.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mainly sedentary and makes the normal physical demands of office work.

(*b*) *Work Environment*

Normal everyday risks and discomforts typical of working indoors.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the administration and direction of the unit's Senior Labour Officer and other subordinate staff in planning and executing programmes and projects assigned to them by the incumbent.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	650	900	130	10	325	3,265

Bench-mark Job No.

Job Title : Principal Inspector of Mines

Ministry/Department : Mines and Power

Division : Mines

Occupational Code No.

Level : 11

Point Rating : 3,290

Summary

Under the direction of the Deputy Director, Mineral Resources, controls mining activities in a number of States ; plans and checks the activities of the Northern Inspectorate ; makes recommendations and advises State governments on mining land transactions and other mining matters ; directs, through subordinate supervisors a large professional, technical and administrative support staff, and performs other duties such as attending board meetings and mining labour disputes.

Duties

Controls mining activities and related matters, including quarrying operations in a number of states, by planning and directing the activities of Northern Inspectorate ; by maintaining a general surveillance of mining operations and of the storage and use of explosives ; by authorising the purchase of explosives ; by enforcing the provisions of the Mineral Act and subsidiary legislation ; by directing the investigation into causes of accidents and proposing preventive measures ; by issuing licences for the operation of underground mines, by assessing the validity of applications for prospecting and mining land transactions, and drawing up Title Deeds and Deeds of Surrender and Assignment for signature by State Government ; by making recommendations to his superior on granting or refusing applications for loans on the Revolving Loan Scheme for mining equipment or on applications for government loans to buy mining operations ; and by maintaining contacts and cooperative working relationships with colleagues in the Ministry, in State Ministries and with owners of Mining Companies, representatives of unions, etc.

Provides professional advice and makes recommendations to the governments of the six Northern States on mining and related land matters; by making recommendations to grant or refuse prospecting mining land applications and on assignment or surrender of mining titles; by rendering technical reports and recommendations on the viability of a mining concern; by carrying out investigations and reports on malpractices such as illegal buying and trafficking of minerals by a mining operation.

Directs, through subordinate supervisors, a large professional, technical and clerical staff engaged in conducting inspections, processing mining land applications, providing technical mining advice, etc. by selecting senior staff, by planning the division of work to achieve optimal results, and by providing an in-service training programme.

Performs other related duties such as interviewing mining operators; attending board and other meetings, conducting mining inspections and attending mining labour disputes.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The duties require an advanced knowledge of mining engineering, including quarrying operations and a very thorough knowledge and understanding of the objectives of Mining Legislation and the organisational processes involved in the implementation of this in terms of good mining practice. As well, the duties require the administrative skill and experience necessary to effectively plan, organise and control the work of a large staff to ensure that organisational objectives are met in a harmonious atmosphere with the industry which will, over the long term, encourage orderly growth and development in safe working conditions. There is a continuing need to review, adapt and develop methods and procedures for the inspection and evaluation of mining methods in the light of improving technology.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The professional duties of planning, organising and directing the application of a variety of mining and quarrying regulations in an industry comprising a number of commercial companies are varied and cover a broad range of activities in a highly specialised field of work. In addition, there are the complexities involved in the administration of a large professional and technical staff. The evaluation and assessment of mining applications, safety practices in both above and below ground operations, the precedent interpretation of legislation required to meet the widely different circumstances found in individual mining operations all involve major areas of uncertainty. These must be resolved by developing new techniques to evaluate and assess changing technology employed in the industry.

(*b*) *Scope and Effect*

The purpose of the mining legislation is to regulate and exercise control over mining activities. The precedent enforcement of this legislation and associated ministerial orders thus require the need for continuing assessment of effectiveness. The products of the work have a substantial impact on the economic well-being of the mining industry and the safety of the work force.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Although the supervisor is available for consultation, the work of the Inspectorate is carried forward by the incumbent who accounts for his action by means of periodic progress reports. The incumbent is thus expected to use his knowledge, experience and judgement, employing the resources made available, to assign priorities, to organize and direct his staff and to make such decisions and policy interpretations as are required to accomplish organisational objectives.

(*b*) *Instructions Received*

The mining legislation, as amplified by Ministry directives and guidelines and appropriate financial and administration acts provide the framework within which the duties are performed. The incumbent is required to exercise a high degree of initiative and judgement as, for example, when assessing the merit or otherwise of mining applications, of safety arrangements and practices or the economic viability of proposed mining activities. These judgements must be made on data provided or acquired under his direction, on the basis of his own conclusions or his evaluation of recommendations made to him by senior staff members.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts are required with senior officials of a variety of other ministries, both Federal and State, with agencies and private companies and with industrial association such as the Chamber of Mines.

(*b*) *Purpose*

In addition to the need to coordinate work efforts and resolve operating problems, there is need to continuously influence and motivate all sections of the industry to acceptance of ethical mining practices, safer operational methods and achievement of long term, rather than short term economic goals.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mainly sedentary although there are occasions such as those occurring during site inspections when some walking or circling is required.

(*b*) *Work Environment*

The duties are generally conducted in an office environment. There are some risks and discomforts involved during the site inspections but these are not a frequent occurrence.

Factor 6—SUPERVISORY RESPONSIBILITY

The work is performed under administrative direction, employing a senior professional staff who are assigned major areas of responsibility and who submit reports and findings based on their own professional knowledge and experience.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	900	255	10	325	3,290

Bench-mark Job No.
Job Title : Principal Education Officer
Ministry/Department : Education
Branch/Unit : Inspectorate
Occupational Code No.

Level : 11
Point Ratings : 3,315

SUMMARY

Under the general direction of the Deputy Chief Inspector of Education, plans, organises and directs the activities of the Inspectorate Division, provides professional advice and guidance to principals/headmasters and teaching staff of secondary schools, teacher training colleges, primary and nursery schools, and performs related duties.

DUTIES

Directs inspection of educational institutions such as secondary grammar, secondary modern, teacher training, primary and nursery schools by conducting full inspections to examine the principals/headmasters' administration, financial management, catering, board of governors, syllabus, schemes of work, staffing, quality and quantity of work being done, quantity of pupils' written work, library and other facilities available, amount and adequacy of time given to each subject taught, accommodation and recreational facilities. Holds pre- and post-inspection meetings with principal/headmaster and staff by discussing objectives prior to inspection and findings of inspectors after inspection, by listening to teachers' views so as to make criticism positive and acceptable. Undertakes follow-up and routine visits to ensure that the recommendations providing advice to teachers on ways and means of implementing recommendations are carried out ; also performs special inspection for accreditation of schools.

Plans and directs orientation and in-service training programmes for all principals and teachers and other staff in the educational system by arranging orientation courses in the district and zonal headquarters to prepare new staff such as holders of WASC, who have had no teaching experience, for service in the zone. Oversees the organisation of workshops at the zonal level for principals, teachers and other staff and arranges special courses and conferences for inspectors of schools.

Plans and directs the implementation of educational programmes and policies. Recommend types of schools to serve the needs of the children in the area, by making proposals on expansion of educational facilities on the basis of knowledge of the area, staff available and financial resources of government.

Attends conferences, seminars and meetings such as those for the preparation of examination syllabi, the West African Examinations Council Subject, International Panels and conducts practical teaching tests for students in Teacher Training Colleges.

Ensures that educational laws and regulations are observed by principals, teachers and their assistants and serves as a channel of communication and feed back between an area and the government.

Performs related duties such as carrying out special investigations on subjects like riots in school, expulsion of students, professional misconduct, misappropriation of funds, parents' complaints, illegal collection of funds and fake registration of pupils.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE, SKILL AND EXPERIENCE

The work requires a thorough knowledge of educational theory and practice, complete familiarity with educational facilities in the State/Federation and with the various laws, policies

and regulations concerning the training and education of school children and with the social economic and cultural characteristics of the area. The work also requires a knowledge of government's financial and personnel practices. Also needed is skill and experience in planning organising, implementing and coordinating educational programmes to advise and counsel teaching staff and to organise training programmes.

FACTOR 2—DIFFICULTY OF WORK

(a) Complexity

The work requires the identification and solution of a broad range of problems experienced by teachers in specific classroom situations such as the relevance of the education provided to the community and job opportunities available. The work also requires the setting of objective for the development and organisation of training programmes for principals and teachers. It involves making recommendations for expansion of school facilities based on careful study of socio-economic factors, curriculum development in the light of changing conditions and new education processes and ensuring the adequacy of school supplies and educational materials and equipment.

(b) Scope and Effect

The work requires disrecting and implementing school inspection programmes designed to ensure the maintenance of high educational standards and that the investment produces the maximum returns possible. The activities relate directly to the effectiveness and morale of the teaching staff and the quality of education being given to school children.

FACTOR 3—RESPONSIBILITY

(a) Supervision Received

Planning and programming for inspection of schools, and organisation of in-service training for teachers are self-directed to meet broad objectives of the Inspectorate Division. Incumbent is free to use his own discretion in implementing programmes after initial approval to proceed is obtained from supervisor who is kept periodically informed of progress and consulted when difficulties arise or when they affect policy implications beyond the area of work.

(b) Instructions Received

Instructions regarding inspection of schools, organisation of in-service training for teachers are highly generalised. Knowledge, initiative and experience are required in preparing detailed plans and programmes, in the light of the provisions of the Education Laws, Regulations and Circulars from the Ministry of Education. Judgement and tact are required in giving professional advice to teaching staff on irregularities discovered during inspection and in making recommendations.

FACTOR 4—RELATIONSHIPS

(a) Personal Contacts

Work requires contacts with colleagues in the Ministry Principals/Headmasters, teaching and non-teaching staff of secondary schools. Teacher Training Colleges, Primary and Nursery Schools, and parent/teachers organisations.

(*b*) *Purposes*

The purpose of the contacts is mainly consultative, to hold pre-and post-inspection meetings to discuss findings, to listen to teachers' views on recommendations, and to make criticism positive and acceptable.

FACOTR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is conducted mainly in an office or classroom but demands walking or standing when carrying out school inspection.

(*b*) *Work Environment*

Work is undertaken in an office or school building but requires travelling on rugged roads to inspect schools.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires supervising employees at level 10 and below, such as Senior Education Officers, by setting goals, indicating priorities, coordinating their work, providing guidance and problem-solving assistance. Subordinates act largely on their own initiatives and judgement but in accordance with priorities and overall schedule set by incumbent.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	775	900	130	10	250	3,315

Bench-mark Job No.
Job Title : Principal Inspector of Taxes
Ministry/Department : Finance
Branch/Unit : Inland
Occupational Code No.

Level : 11
Point Rating : 3,315

SUMMARY

Under the general supervision of Chief Inspector of Taxes determines tax chargeable on re-cumputed adjusted profits from audited accounts and tax returns submitted by limited liability companies, forecasts tax revenue estimates ; provides guidelines and assistance to a Senior Inspector and performs related duties.

DUTIES

Determines tax chargeable on re-computed profits of limited liability companies, by examining in depth audited accounts and tax returns submitted by such companies, by settling with Company Auditors queries raised thereon, by re-computing adjusted profits and capital allowances, by determining tax payable thereon and by causing Assessment Notice to be made and served on tax payers.

Forecasts tax revenue estimates, by estimating amount of revenue to be derived from the particular group of tax payers being dealt with and by checking Assessment Notices served on tax payers.

Provides guidelines and assistance to a Senior Inspector of Taxes, by reviewing his assessment programmes, by checking and approving monthly return of assessment made by the subordinate and by providing solutions to problems which are referred.

Performs related duties such as giving evidence in court or before the Appeal Commissioners to prove assessment and tax payable reviewing letters written by subordinates and administering the office in the absence of the Chief Inspector of Taxes.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires the knowledge of a wide range of theories, principles and practices of Accountancy, Income Tax Law, Company Law and other relevant Laws. The work also, requires the understanding of the norms of all business within the group being dealth with. It also requires a full understanding of the related areas or fields and the skills to plan, analyse, modify or adapt relevant procedures to resolve problems or recommend solutions.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves negotiating with professional Accountants and Auditors using Accounting and Income tax principles and practices, it also involves forecasting revenue estimates, studying of the local norms in a particular trade and interpreting tax laws, legislation relating to trade, exchange control and other regulatory financial laws to support the view of the officer making the decisions.

(*b*) *Scope and Effect*

The work involves resolving tax liability of companies and raising revenue on which government expenditures, and consequently, the development of the national economy will be based without necessarily cripling the companies involved.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The work involves applying one's professional knowledge to the resolution of individual cases as instructions cannot be given to fit each case. Difficult problems that are not resolved are referred to supervisor for financial decision or occasionally to court or Appeal Commissioners for precedents.

(*b*) *Instructions Received*

The work involves reliance on the objectives set by income tax law and general government policies on taxation of companies. The employee draws such conclusion from the analysis and readily available information and chooses among several alternatives.

FACTOR 4—RELATIONSHIP

(*a*) *Personal Contacts*

The work requires contact with managers of Limited Liability Companies and professional Accountants and Auditors.

(*b*) *Purpose*

The purpose of the contact is to seek more information and clasification, negotiate and resolve areas of disagreement before tax liability is finally determined.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work involves sitting in the office most of the time.

(*b*) *Work Environment*

The work involves normal everyday risk and very little discomforts.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of a Senior Inspector of Taxes who examines audited Accounts of smaller Limited Liability Companies, solving difficult problems that are referred for verification and consultation to ensure departmental consistency.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	650	900	255	10	250	3,315

Bench-mark Job No. *Level :* 11
Job Title : Assistant Preventive Commandant *Point Rating :* 3,380
Ministry/Department : Finance
Branch/Unit : Board of Customs
Occupational Code No.

SUMMARY

Under the general supervision of the Deputy Commandant, plans, organises and co-ordinates Preventive Service activities, formulates policies for the suppression, prevention and detection of smuggling; controls the activities of the Senior and Junior Staff. Takes charge of various patrols and performs other duties.

DUTIES

Plans, organises and coordinates anti-smuggling activities in his division, by collecting information from the officers in charge of field operations at the Area and Federal Level, about smuggling problems in their areas, by conducting inspection tours of his areas, by formulating propaganda programme for the suppression of smugglers, by submitting procedural returns on anti-smuggling activities to the Preventive Commandant for necessary action.

Controls the activities of the Senior and Junior staff, by dealing with staff matters relating to discipline and welfare of officers such as transfers, leave and movement of officers by recommendations to the Commandant or Deputy Commandant in appropriate case for approval.

Formulates policy for the suppression, prevention and detection of smuggling by reviewing and checking what action taken on smuggling cases, by examining cases and issuing instructions as to disposal of seizures both at the area and Federal levels.

Takes charge of mounted troops, arms and ammunitions, equipment such as vehicles, launches, aircraft, patrol and camping materials.

Performs other duties such as contacting the Ministry of Works officials for carrying out repairs to buildings or the construction of new ones; coordinates prosecution activities with the Legal Adviser or his officials.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of Customs and Excise regulations and pertinent Government policies on Preventive Service Regulations and Tariff. The incumbent provides comprehensive information or recommendations for consideration at a superior level to meet administrative needs or condition. He is responsible for the administration of one or two Area Commands and he applies his sound knowledge of Government Regulations to plan and organise the operations in these areas. He must also modify, adapt or develop new operational methods or procedures to combat smuggling.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires interpreting the Brussels nomenclature Tariff, determining its application when disputes arise, planning the custom operations in a custom area or a major port and resolving all operational problems.

(*b*) *Scope and Effect*

The incumbent is responsible for investigative functions in connection with the administration and enforcement of Customs and Excise statutes and regulations. Results of investigations on smuggling cases serve as evidence for court cases. Also devises new methods of combating smuggling in an area of command.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The incumbent is under the general supervision of the Deputy Commandant. He is responsible for planning and implementing Custom Status and regulations and for the administration of Preventive Services policies to include budgeting, supervision and development of Preventive Staff and like administrative duties. He is subject to administrative direction from high authorities in the execution of his duties.

(*b*) *Instruction Received*

Under generalised instructions regarding planning of Preventive Service programmes, applies the techniques of anti-smuggling operations and uses departmental Customs and Excise objectives and procedural policies in the supervision of an operational area. The incumbent identifies problem areas. Analyses the problems and chooses from alternative solutions available for recommendation of policy and procedural improvements, or the handling of specific smuggling cases of unusual difficulty.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work involves personal contact with traditional rulers, legal representatives, foreign ministry officials and officials within and outside the organisation.

(*b*) *Purpose*

The work involves coordinating training and anti-smuggling operations and prosecution activities. It involves acquisition of land, and carrying out repairs on vehicles, launches and aircraft.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work requires sitting and standing long hours when on inspection tour or of parades.

(*b*) *Work Environment*

The work involves discomforts and exposure to all kinds of weather, rough and prolonged hours.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Supervises work force of employees such as, Chief Preventive Superintendent, Preventive Superintendent, Deputy Preventive Superintendent, Assistant Preventive Superintendent.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	475	1,100	205	25	325	3,380

Bench-mark Job No. *Level:* 11

Job Title : Principal Agricultural Planning Officer *Point Rating :* 3,390

Ministry/Department : Agriculture and Natural Resources

Branch/Unit : Planning

Occupational Code No.

SUMMARY

Under the direction of the Chief Agricultural Planning Officer, plans, organises and directs the work of a staff of about 240 employees engaged in conducting economic studies to evaluate and plan agricultural projects throughout Nigeria ; prepares reports and forecasts ; advises on agricultural plans and programmes ; directs the publication and distribution of pamphlets on agriculture ; prepares food balance sheet of Nigeria ; liaises with foreign organisations interested in agricultural development of Nigeria ; and performs related duties.

DUTIES

Plans, organises and directs the work of a staff of about 40 professional employees and about 200 technical and support staff engaged in conducting economic studies to evaluate and plan agricultural projects throughout the 12 States and provide information to assist in formulation of national agricultural programmes and policies ; by reviewing data and information, deciding what economic studies will be undertaken by the staff, developing procedural outlines for each study, assigning projects, ensuring that objectives are met, providing guidance in the methods and techniques to be used, reviewing, editing and commenting on the more important reports and studies prepared by the staff, appraising the work performance of staff, and recommending disciplinary action, promotions and training courses ;

Prepares reports and forecasts based on studying economic trends in agriculture ;

Provides advice and recommendations relating to establishment, revision, and coordination of agricultural projects and programmes throughout Nigeria ;

Directs the publication and distribution of pamphlets on agriculture for the information and guidance of State Governments, farmers and interested members of the public ;

Prepares food balance sheet of Nigeria to determine the nutritional level of the country ;

Liaises with foreign organisations such as F.A.O., U.N.D.P., U.S.A.I.D., E.C.A., and the Ford Foundation, which are interested in the economic development of Nigeria ;

Performs related duties such as attending overseas seminars, and inter-state or ministerial meetings.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of economic theory and the methods, procedures and techniques related to economic analysis. It also requires a comprehensive knowledge of agriculture. Skill and experience is required in applying economic theory and analysis techniques to evaluation of trends and problems in the agricultural field, development of plans for new projects, and development of forecasts, reports and recommendations relating to agricultural programmes. The work requires the ability to direct and coordinate the activities of a large staff including about 40 professional employees.

Factor 2—DIFFICULTY

(a) Complexity

The work requires application of economic theory and a variety of analytical methods and techniques to the analysis of trends and developments in the agricultural field, analysis of problems, evaluation of existing or proposed programmes, planning of new projects and development of forecasts and recommendations to enable development of improved agricultural programmes. The work also requires coordinating the work of a staff of about 240 employees engaged in gathering and analysing data and planning agricultural projects.

(b) Scope and Effect

The work includes planning agricultural projects for implementation in the twelve states, conducting economic analyses of agricultural trends and problems and making recommendations and providing reports and data which have a direct impact on the overall Nigerian programmes and policies. The work also directly affects the nature and efficiency of the economic analysis and project planning activities conducted by professional staff of the Division.

Factor 3—RESPONSIBILITY

(a) Supervision Received

The employee's expertise or experience in formulating agricultural policies is relied upon but while details may be discussed with his superior officer, the approval of recommended projects and order of execution of such projects is determined by the National Agricultural Development Committee.

(b) Instructions Received

The employee is guided by the National Agricultural Policy. He applies his professional knowledge, initiative and experience to develop and evaluate new agricultural methods and projects.

Factor 4—RELATIONSHIPS

(a) Personal Contacts

The employee maintains personal contacts with high-ranking officials within and outside the Ministry, such as other State Government officials during meetings of National Agricultural Development Committee and with representatives of foreign organisations like F.A.O., U.N.D.P., and the Ford Foundation, at seminars and international conferences.

(b) Purpose

The purpose is to discuss, justify and defend agricul ural projects submitted in order to arrive at a compromise solution.

Factor 5—ENVIRONMENT

(a) Physical Requirements

The work is mainly sedentary and involves no special physical requirements.

(b) Work Environment

The work environment involves normal, everyday risks or discomforts typical in offices and in travelling in cars or aircraft.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The employee directs the administration of the Division by assigning duties, supervising, coordinating the activities of about 40 professional staff engaged in planning both in Lagos and in the States and about 200 junior, technical and general support staff.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	650	900	330	10	250	3,390

Bench-mark Job No. *Level* : 11

Job Title : Principal Statistician *Point Rating* : 3,440

Ministry/Department : Economic Development and Reconstruction

Branch/Unit : Statistics

Occupational Code No.

SUMMARY

Under direction of the Chief Statistician, designs and executes sample censuses and surveys plans, organises and directs the compilation of statistical data for implementation of Government programmes ; plans, directs and coordinates the work of sub-ordinate support staff ; and performs related duties.

DUTIES

Designs and executes periodic, specific and *ad hoc* census and surveys to meet government and departmental objectives by specifying sample areas to be covered ; by developing a survey questionnaire for completion by holdings in the sector to be covered ; by drawing up a manual of instructions to serve as guide for the field staff ; by training field staff on how the data can best be obtained and by organising and launching a publicity campaign to enlist the cooperation of the community in the area to be covered.

Plans, organises, coordinates and directs the implementation of statistical surveys, by organising work programme, establishing goals and priorities of work to be carried out, ensuring that objectives are met ; by guiding the method and techniques to be used in analytical and survey works ; by interpreting and clarifying the directives of the Unit and government policies, by establishing work teams and reviewing field reports.

Analyses results and findings by initiating review of the available statistical data, initiating and maintaining discussions with appropriate officials to determine the suitability of the collected survey data and compiling and processing them for publication.

Performs related duties such as participating in International Seminars, participating in statistical projects jointly executed by the Federal and State Governments such as the population census ; and editing statistical reports for publication.

SPECIFICATION

FACTOR 1—KNOWLEDGE

The work requires a full understanding of Governments policies and objectives and they affect the planning, directing, co-ordinating and conducting of statistical surveys and censuses. It requires the ability to take decisions, initiate projects, studies, surveys, and to devise methods to be employed. It also requires a professional knowledge of statistical theories, principles, methods and techniques in order to adapt, modify and develop techniques for gathering, evaluating and presenting statistical data as a basis for policy decisions and of administrative procedures to adequately supervise subordinate staff.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work involves a wide variety of subject matter, which requires development and application of statistical techniques and the development of new approaches when conventional methods are ineffective. Work also requires originating critical criteria for the analysis of data and the drawing of original conclusions from such data as well as the development of new information pertinent to previously unstudied fields.

(*b*) *Scope and Effect*

The work presents comprehensive data as a basis for policy decisions in a major area of government activity such as agricultural development and requires sound technical judgement in the analysis and interpretation of such data which can be relied upon to support conclusion having significant, social and economic impact.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Under the administrative direction of the Chief Statistician, the employee plans, designs and carries out work projects within his jurisdiction on his own authority. Employee's expertise is relied upon in meeting stated objectives, co-ordinating work programmes within his professional capacity ; and problem areas are resolved in discussion with supervisor.

(*b*) *Instruction Received*

The employee's instructions and guidelines consist of a broad definition of the department's objectives as they affect his field of work. He applies his knowledge, initiative and experience to developing new method and techniques to resolve operational problems.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contact*

Employee maintains contact with colleagues in the Federal Office of Statistics ; participates in International Conference and Seminars by giving talks and lectures on Statistical subjects.

(*b*) *Purpose*

The purpose is to discuss the execution of joint projects, and to assist in the planning of statistical studies and providing information and advice needed to develop or improve major government policies and programmes.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is sedentary.

(*b*) *Work Environment*

Employee is exposed to normal everyday risks typical of working indoors.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Employee supervises the activities of Senior Statistician and Statisticians, statistical Officers, etc. who assist in the planning and execution of the programmes for the collection of statistical data in the field, and in making detailed analysis and projections of statistical data.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	1,100	205	10	325	3,440

Bench-mark Job No. *Level*: 11

Job Title: Principal Executive Engineer *Point Ratings*: 3,455

Ministry/Department: Works

Branch/Unit: Engineering

Occupational Code No.

SUMMARY

Under the direction of the Chief Resident Engineer, supervises a group of Engineers and Technical Officers engaged in the design of new roads, the changing of routes or the rebuilding of existing roads and the design of associated facilities; oversees the work of contractors to ensure that contract specifications are met and performs other related duties.

DUTIES

Supervises a group of Engineers and Technical Officers engaged in the design of new roads, changed roadways or the rebuilding of existing roads and the design of associated facilities such as concrete retaining walls, culverts and drain sets; arranges for the necessary road site surveys to determine the road profiles, to ascertain the extent and type of obstructions and the feasibility of rebuilding on existing sites or the use of alternate routes by the design of road geometrics by making design calculations, by assigning projects to subordinate staff and providing technical guidance, by conducting on site surveys and by making cost estimates.

Oversees the work of contractors to ensure that the contract specifications are met by sampling materials, by checking the operation of plants and equipment to ensure that the correct methods of construction is adopted, by arranging removal of obstructions/obstacles such as NEPA and P. & T. poles and cables and cash crops and by checking bills of quantities, certifying progress payments and preparing monthly progress reports.

Performs other related duties such as advising on street lighting and investigating contractors' complaints.

FACTOR 1—KNOWLEDGE

The work requires an advanced knowledge of the principals and methods involved in the design of roads and associated concrete structures and calls for the ability to acquire, interpret and adapt the necessary data on which to base design proposals in accordance with accepted engineering practices. The incumbent must have a thorough knowledge of engineering drawings and should be able to convey instructions to contractors with the aid of such drawings. The work also calls for a sound knowledge of the uses of road survey instruments such as theodolite, levels and other survey instruments, as well as the professional and administrative ability to oversee the work of a large contract engineering group.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The duties encompass a broad range of activities varying from the supervision of contractors to the selection of new road routes. The latter duty, including the design of road geometries which is a highly specialized field, involves the consideration and analysis of a wide range of very diverse factors such as forecasts of traffic density, the uses to which the road may ultimately be put and changing land values which have a significant impact on capital costs.

(*b*) *Scope and Effect*

The duties require the assessment of a variety of factors which influence and affect the selection of new road routes, the establishment of the criteria for the design and construction of the roads and modification of existing roads. The projects involved have a significant impact on local communities and use of land.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The position requires the incumbent to utilize his expertise to organize road surveys, to carry out geometric design of roads and to prepare working drawing for the projects. Once the detailed project proposals are submitted and approved, implementation is the responsibility of the incumbent through the work of contractors.

(*b*) *Instructions Received*

The incumbent makes reference to a highway manual prepared by the Ministry which is supplemented by engineering codes of practice and standard specifications. A high degree of independent judgement is required when adapting the general standards and codes to a wide variety of situations such as difference in terrain, subsoil conditions and other local features.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

The incumbent makes contact both within and outside his Ministry. He is in touch with the Chief Engineer in his Ministry as well as, for instance, the Director of Surveys, officials of the NEPA, P. & T. and the contractors undertaking road works.

(*b*) *Purpose*

The purpose of the contacts is to negotiate with the officials of the NEPA and P. & T. on a number of difficult and contentious issues such as the resiting of poles and cables and the relocation of water mains. Contacts with the other government officials are for the purpose of justifying and defending proposals made regarding the selection of road sites and routes which may be highly controversial.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work makes no unusual physical demands on the incumbent who is, however, required to do some walking and standing during site inspections.

(*b*) *Work Environment*

The incumbent generally works in the office, but is required to travel outdoors during site inspections.

Factor 6—SUPERVISORY RESPONSIBILITY

The officer supervises professional engineers and supporting Technical staff, by assigning tasks and reviewing and approving project proposals.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	1,100	205	25	325	3,455

Bench-mark Job No. *Level :* 11

Job Title : Principal Surveyor, Field Headquarters, (Officer-in-Charge, Area Survey Headquarters)

Point Rating : 3,490

Ministry/Department : Works and Housing

Branch/Unit : Field Headquarters

Occupational Code No.

SUMMARY

Under the direction of the Surveyor-General, plans, organises and conducts the survey programmes assigned his area, directs and supervises the staff and performs related duties.

DUTIES

Plans, organises and conducts the survey programmes of the Field Headquarters to meet survey tasks in an economical and timely manner, by analysing the work load of the headquarters staff, by identifying priorities and assigning tasks, by making and reviewing cost estimates and ensuring suitable budgetary provision is made, by interpreting policy and reviewing and approving project plans of subordinate staff. Directs and supervises the Field Headquarters staff, including Senior Surveyors, supporting junior staff and daily paid workers, by reviewing progress with supervisors, by re-allocating manpower and resources to meet priority needs, by providing guidance and technical advice on problem areas, by approving project plans for implementation by subordinate staff, by undertaking field inspection trips to ensure that assignments are being conducted and completed in accordance with approved specifications and good surveying practice, by making performance appraisals and by assessing training needs, by taking or recommending disciplinary action as appropriate and attending to matters affecting staff welfare. Carries out field assignments of a technically unsual or difficult nature to ensure their timely completion and to provide opportunities for the instruction of staff by identifying the problems involved, by planning the survey and supervising the survey while in progress.

Performs related duties such as writing reports and submissions for the advice, information or action of the Departmental Headquarters unit, reviewing requests from staff members on

personal matters, conducting correspondence and consulting with officials of State Survey Department, providing information to the public and representing the Survey Departments at conferences and meetings as required.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of the principles and practices of surveying including the use and application of electronic instruments, such as distance measuring equipment, and the application of this knowledge to the planning, supervision and execution of a variety of survey projects. Knowledge is also required of management principles and practices to effectively administer the Field Headquarters in conformity with Financial Instructions, Civil Service Rules and other relevant administrative instructions. Experience is required in the analysis of technical problems, in developing project proposals for the approvalof Departmental Headquarters, in the personnel management of the staff and in maintaining effective liaison with State Survey authorities and when dealing with members of the public.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work covers a broad range of activities of bot h a technical and administrative nature. The former includes planning, organising, supervising and conducting survey programmes of a diverse nature. In this highly specialised field there is a requirement for the continuous appraisal of a range of survey projects to approve technical approaches proposed by Senior Surveyors, to assess progress and to adjust and redeploy manpower and physical resources to ensure achievement of survey programmes within financial limitations in the face of continuing changes. There are also the many administrative tasks and personnel functions associated wth the field headquarters to be guided and supervised.

(*b*) *Scope and Effect*

The work requires assessing and approving specific project proposals submitted by subordinate staff and assessment of resource allocations in terms of manpower and physical requirements. Projects which are loosely planned, in-adequately supported or improperly executed lead to a need for repetition of the work causing delays and waste or to the possibility of inaccuracies which are unacceptable in survey work. There is a need to maintain adequate standards of administration to properly support the operational role of the Field Headquarters.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Assignments to the Field Headquarters are by overall tasks leaving the detailed planning, methodology, timing and administrative arrangements to be decided by the officer-in-charge who is also responsible for seeing each project through to completion. The survey results produced are expected to be technically sound and in conformity with recognised professional standards of practice while the administrative and support arrangements must be in keeping with good management practice and departmental procedures.

(*b*) *Instructions Received*

The professional work is performed within the broad framework of generally accepted surveying practices and standards amplified by Departmental technical instructions and, administratively, in conformity with Financial Instructions, Civil Service Rules and relevant

circulars. There is a requirement to use a high degree of initiative and judgement when deciding on the allocation of resources, when seeking solutions to difficult technical problems and when dealing with a wide range of administrative matters at the Field Headquarters.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contact*

Contacts are established with Surveyors-General of States within the operational area and with senior officials of other Ministries as well as colleagues in other field headquarters and sections of the Department and members of the public.

(*b*) *Purpose*

The purpose of the contacts is to give and exchange information, to co-ordinate survey activities of mutual interest and occasionally, to favourably influence decisions taken by senior state officials respecting projects or priorities which have impact on the work of the Field Headquarters.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirement*

The work is predominantly performed in an office although there is a requirement to undertake field inspection trips and, occasionally, to participate in field surveys.

(*b*) *Work Environment*

The main duties do not involve other than normal risks inherent in office work although there are discomforts and some hazards involved when engaged in field activities.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of senior surveyors and subordinate staff. Projects are assigned and outline implementation proposals by subordinates are approved for execution by them. While the detailed implementation of survey projects rests with individual surveyors, the surveyor in charge of the Field Headquarters is responsible for overall technical results, for compliance with administrative procedures and has also the financial accountability.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	550	1,100	255	10	325	3,490

Bench-mark Job No.

Job Title : Conservator of Forests

Level : 11

Point Rating : 3,495

Ministry/Department : Natural Resources and Agricultural Extension

Branch/Unit : Forestry Division

Occupational Code No.

SUMMARY

Under the direction of the Chief Conservator of Forests, directs the development and preservation of forest resources within the Division ; provides advice and guidance on forestry matters ; controls special projects ; directs the administration of the Division ; organises forestry shows and conferences, and performs related duties.

DUTIES

Directs the development and preservation of forest resources in the Division by reviewing Acts and Ministry policies and programmes, developing plans, regulations and instructions for their implementation, ensuring that reforestation, controlled cutting and methods are implemented, studying observations of Forestry field staff and planning action to counteract detected plant diseases or other problems, ensuring that adequate patrols are maintained to prevent unauthorised cutting or other damage to the forest ; obtaining ruling on application of forestry laws to problem cases ; issuing timber, sawmill, burning and hunting permits ; ensuring that up-to-date forest inventories are kept, and carrying out periodic inspection tours.

Provides advice and guidance on forestry matters by determining the effectiveness of existing programmes, laws and directives and developing recommendations for change ; evaluating the feasibility of proposals from individuals and public and private organizations ; determining ways in which forest resources can be developed to meet the needs of proposed new industries such as paper mills, and advising on landscaping problems.

Controls the Gum Arabic project and other developmental plans within the Division.

Directs the administration of the Division by giving instructions through subordinate supervisors to a staff of professional, technical and general support staff ; guiding preparation of estimates, purchasing vehicles, parts and equipment and allocating them to the sections, controlling expenditure of funds, controlling deployment of staff, taking or recommending action concerning leave, promotion, discipline and other personnel matters ; determining training needs of staff and arranging for the necessary instruction.

Organises forestry shows and conferences in the Division and gives talks on forestry matters at schools and on radio.

Performs related duties such as preparing reports and correspondence.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

The work requires a thorough knowledge of the theories and principles of forestry management andthe associated laws and regulations. The work also requires a thorough knowledge of the methods and techniques related to re-forestation and conservation. The work also requires a

detailed knowledge of forestry inventory control techniques and skill and experience in controlling a considerable quantity of vehicles, machinery, equipment and staff distributed throughout the Division. The ability to train new staff is also required.

Factor 2—DIFFICULTY

(*a*) *Complexity*

The work consists of a variety of duties involving a broad range of activities or depth of analysis such as determining suitable sites for government projects or plantations; resolving problems associated with acquisition and development of land; preparation of legal drafts for approval by the Attorney-General of the State; co-ordination of the activities of subordinate staff and interacting with the local villagers.

(*b*) *Scope and Effect*

The purpose of the work is to develop forests that will maximize the economic and environmental benefits to the people of the State and to protect existing forest resources, wildlife and water resources. Failure to meet objective may result in lack of forest resources to meet requirements for products such as timber and pulp, lowering of water levels, further encroachment of the desert and extermination of wildlife.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is an authority in his field and acts within a broadly defined mandate, subject only to some administrative and professional directions from the Chief Conservator of Forests.

(*b*) *Instructions Received*

The employee follows practices and procedures learnt in the course of training as well as the Forestry Ordinance and Forestry regulations. He applies his knowledge, initiative and experience to develop new methods and techniques to resolve operational problems such as finding new or improved methods of developing and conserving forest resources to maximize economic and environmental benefits to the people.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contact*

The work requires contacts with other officials and co-professionals as well as managers and administrators of other ministries or organisations as well as local villagers. There is close contact also with the Director of the Federal Department of Forestry and Research and the Universities.

(*b*) *Purpose*

Contacts are to discuss problems aimed at streamlining the programmes of the Division, to discuss such matters as unauthorised depletion of forests and infringements of related findings and new developments in the forestry management field.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work requires some physical exertion such as long period of standing, walking over rough terrain and rocky surfaces; recurring bending, crouching, stooping or other similar activities.

(b) Work Environment

The work involves moderate risks, discomforts or unpleasantness such as risk from moving parts of machines ; working out-doors most of the time and with exposure to all kinds of weather and working for prolonged hours.

FACTOR 6—SUPERVISORY RESPONSIBILITY

The work requires the supervision of such subordinate staff as Senior Assistant Conservator of Forests, Assistant Conservators of Forests, Grades I and II, and Senior, Higher and Forest Superintendents, and below. The workforce contains employees with reliable expertise in their professional areas, and, in the main, work to given objectives in a manner of their own choosing but senior staff submit major proposals for approval before action is initiated.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	650	1,100	130	40	325	3,495

Bench-mark Job No.

Job Title: Principal Assistant Registrar of Co-operative Societies

Level : 11

Point Rating : 3,515

Ministry/Department : Co-operative

Branch/Unit: Co-operative Societies Division

Occupational Code No.

SUMMARY

Under the general direction of the Registrar of Co-operative Societies, plans, organises directs and controls through subordinate supervisors the operations of the headquarters and field units of the Co-operative Societies Division which is responsible for the promotion of co-operative ideals and management of a wide variety of co-operative organisations ; represents the Division at meetings held to secure inter-departmental co-operation and co-ordination during the formulation, alteration and implementation of co-operative programmes and projects, and performs related duties.

DUTIES

Plans and organises the operations of the headquarters and field units of the Co-operative Societies Division by assisting in the formulation of new or modifying existing co-operative programmes when development and trade opportunities are identified, by conducting a continuing review of existing programmes to assess their effectiveness and determine the necessity for modification to meet changing conditions, by studying modern business trends, developments and opportunities in Co-operative Societies and in business and industry, nationally and internationally, and by making policy recommendations to the Registrar.

Directs the implementation of the approved programmes of the Division by giving specific and clearly defined objectives and duties to field officers regarding such matters as the registration of Co-operative Societies, audit, annual accounts, arbitrations, inspections, liquidations and draft bye-laws, by promoting business enterprises such as Civil Service employees cooperative Thrift and Credit Societies and by organising women traders and businessmen into groups to enable them to recognise business, market potential and financial opportunities for investment and income.

Controls the activities of the headquarters and field staff by reviewing instructions to ensure compliance, by examining staff productivity, appraising employee performance and recommending appropriate personnel action by preparing and examinnig annual reports, progress reports, feasibility and other special studies of the Registrar and making recommendations.

Performs related duties such as attending meetings held to secure inter-departmental co-operation during the formulation, alteration and implementation of co-operative programmes and meetings of important Co-operative organisation. Deputises for the Registrar in his absence.

SPECIFICATIONS

FACTOR 1—KNOWLEDGE

An advanced working knowledge of administrative parctices is required, along with a thorough knowledge of the principles and practices of economics, accounting, auditing, and law, especially as these apply to Co-operative Societies. Skill is needed to plan, organise, implement, co-ordinate, analyse, and control typically new programmes and acitivities, such as opportunities for new services and produce resulting from the Indigenisation Decree.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work requires considerable judgement and discretion in determining the scope and nature of education and public enlightenment in fields such as agricultural and industrial credit cooperative societies. Mature judgement is needed to identify a variety of economic, social, financial and legal problems and recommend solutions, and in assisting supervisor to control and co-ordinate the activities of the co-operative division. Decisions are required on problems encountered by field officials and when advising delegations of co-operative societies. The work also requires the review of policies and programmes with a view to making and implementing recommendations for change in Co-operative Societies' laws, regulations and procedures.

(*b*) *Scope and Effect*

The work requires consideration of major policy issues and a wide appreciation of socio-economic factors determining the need for and development of co-operative programmes of considerable importance to community welfare in terms of education, social development and material well-being. Self-help programmes reflecting the principles of the co-operative movement need the incumbent's continuous encouragement and resourcefulness in overcoming financial problems and the limitations of human and material resources and the agency's objectives rely heavily on the incumbent's effectiveness.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

Only generalized direction is received and incumbent must organise and direct development programmes for the achievement of the objectives of the Division and field operations. Complex or unusual problems arising from important facets of field operations are discussed with superior during which recommendations on alternative solutions are put forward.

(*b*) *Instructions Received*

Co-operative Societies Law and Rules, Guidelines from the accounting and legal profession, General Orders, Financial Instructions, Public Service Commisssion Circulars, Schemes of Service, and Registrar's Circulars form the basis of instructions and guidance. Initiative and judgement must be exercised to see that these guidelines are properly utilised in the overall function of co-ordination and control of co-operative activities.

FACTOR 4—RELATIONSHIPS

(*a*) *Personal Contacts*

Contacts must be made with branch heads in the headquarters, zonal heads in the field and with officials in other ministries, departments, or agencies having a major role to play in the social, economic and cultural development of the State such as Agriculture and Natural Resources, Economic Planning and Reconstruction, Co-operative Bank, routinely and through the medium of inter-departmental committees.

(*b*) *Purposes*

Contacts are made to promote, to give advice, and to obtain agreement or approval for changes in programmes. The work also requires contacts with officials of other Ministries and government agencies in the interest of Co-operative and Community Development where decisions are taken on pressing and vital issues dealing with the welfare of the people in general and the Co-operatives in particular.

FACTOR 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is conducted mainly in an office but it requires some walking and standing while visiting or inspecting field operations or activities.

(*b*) *Work Environment*

The work requires considerable travelling in cars to visit or inspect field operations or activities, and does not expose the incumbent to discomfort or risk other than the hazards of road travel and the inclemency of weather.

FACTOR 6—SUPERVISORY RESPONSIBILITY

It involves the supervision of a work force in which key subordinate employees generally at level 10 and below, such as Senior Assistant Registrar and Assistant Registrar of Co-operatives, have reliable expertise in professional and administrative areas and can work to given objectives on their own. Reviews proposals from his subordinates and checks final output for appropriateness and effectiveness.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	900	900	130	10	325	3,515

Bench-mark Job No. *Level :* 11

Job Title : Principal Pharmacist *Point Rating :* 3,640

Ministry/Department : Health

Branch/Unit : Pharmacy

Occupational Code No.

SUMMARY

Under the general direction of the Chief Pharmacist plans, co-ordinates, and directs all pharmaceutical and associated medical stores and inspection activities throughout a State ; controls the procurement, distribution, and storage of pharmaceuticals and associated medical supplies, and performs other related duties.

DUTIES

Plans, co-ordinates, and direct pharmaceutical and associated medical stores and inspection activities in hospitals throughout the State to ensure the provision of adequate dispensing services, the enforcement of associated laws and regulations, and the maintenance of high ethical and professional standards, by regularly receiving and analysing activities in the various units to determine and resolve current problems and to identify future requirements ; by administering the internship programme for pharmacists under the tutelage of senior pharmacists ; and by directing and co-ordinating the work of the officers-in-charge of the pharmacies and medical stores, and of the pharmaceutical inspectorate (federal and state employees) and assessing or reporting on their work performance ; and by managing the financial, facilities, and manpower services of the unit which includes the control of funds, the maintenance of texts, manuals, and equipment alloted to each of the pharmacies, the writing of reports, estimate, and budgets, and the supervision of the administrative support staff.

Controls the procurement, distributions, and storage of pharmaceuticals and associated medical supplies for all units to ensure the provision of adequate supplies and the safe and secure handling of drugs, medicines, vaccines, and related medical supplies, by obtaining and collating lists and requests from all units to determine bulk and special requirements throughout the year ; by inviting, receiving, and reviewing tenders from manufacturers and supplies ; by writing briefs to the Ministry responsible for approving contracts on the quality and price of products offered and on the reliability of the suppliers ; and by organising and coordinating delivery of supplies directly or through the central medical stores.

Performs other duties such as advising the Ministry on all matters concerning the use and regulation of drugs and medicines including recommendations on the letting of tenders and the provision of adequate funds, facilities, and personnel ; representing the State at meetings of the Pharmacists Board of Nigeria, and the Ministry at selection and promotion board meetings and as an expert writers in courts, of law ; deputising for the Chief Pharmacist as required ; and ensuring that commercial pharmacies and drug houses are inspected regularly to enforce practices consistent with the Pharmacy and Poisons Acts.

SPECIFICATIONS :

FACTOR 1—KNOWLEDGE

The work requires an advanced knowledge of the theories, principles and practices relating to the manufacture, use and dispensing of drugs, medicines, and associated medical supplies and of the Ministry's scope, purpose, and managerial methods. It also requires a full understanding of related biological, biochemical, medical, nursing, and raciological fields. Skill and ability are required to plan, organize, implement, coordinate, and analyse the various activities of the pharmacies, medical stores, and inspectorates involved throughout the State ; to modify and adapt operational methods in coping with logistical and supply problems, and to develop new approaches to cope with rapidly changing technological advances in medicine and related fields ; and in managing and administering the affairs of the units or in resolving or recommending solutions to problems and difficulties.

Factor 2—DIFFICULTY

(*a*) Complexity

The employee is responsible for the provision of complete pharmaceutical and medical stores and associated inspection services in a State as well as for administering the training of Intermediate Pharmacists. He is expected to modify and adapt operational methods and procedures to meet rapid technological advances in pharmacy and related medicial fields.

The work demands versatility and the ability to solve different types of problems, and continuous literature research for data and modern technological practices. It also requires the ability to resolve policy, management and operational problems, to study current situations on terms of future requirements and to formulate plans to meet such development in the field of pharmacy.

(*b*) *Scope and Effect*

The purpose of the work is to plan and carry out vital pharmaceutical programmes for the State Divisions made and action taken affect the entire medical profession, quality of drugs provided and the well-being of patients throughout the State.

Factor 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee is subject only to administrative direction from the Chief Pharmacist in the implementation of pharmaceutical training, and quality of drugs and medicine used by the State. The employee plans and executes pharmaceutical activities in the State on his own authority. Higher authority approval is required or proposed actions outside the sphere of employee jurisdiction results are received annually in conclusion of programmes.

(*b*) *Instruction Received*

Verbal or written instruction are highly generalised and allows a certain degree of latitude on the type of training for instructing pharmacists and the supply of drugs and medicine required for the State. The employee must use a high degree of initiative and resourcefulness to resolve various operational problems on the basis of conclusions to draw for himself.

Factor 4—RELATIONSHIPS

(*a*) *Personnel Contacts*

There are contacts with doctors, senior members of the Ministry of Health, members of the tenders Board and Senior representatives of pharmaceutical manufacturing firms.

(*b*) *Purpose*

To discuss the shortage, new types of drugs and medicines available and to negotiate the purpose and supply of certain drugs. There is also the discussion on the effectiveness of certain drugs and medicine on specific disease applicable to Nigeria which requires such negotiation with manufacturing firms.

Factor 5—WORKING CONDITIONS

(*a*) *Physical Effort*

The work demands very little or no physical effort, except during official tours of the various pharmacies and medical stores in the State.

(*b*) *Work Environment*

Normal discomforts typical of working in an office and during occasional travel by car or plane.

FACTOR 6—SUPERVISORY RESPONSIBILITY

Emlpoyee supervises senior pharmacists who exercise initiative and judgement in controlling the supply and dispensing of drugs and providing practical training to the interested pharmacists.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	900	900	330	10	250	3,640

Bench-mark Job No.
Job Title : Chief Nursing Officer
Ministry/Department : Health
Branch/Unit : Nursing
Occupational Code No.

Level : 11
Point Rating : 3,690

SUMMARY

Under the general direction of the Chief Medical Officer, plans, co-ordinates, and directs all nursing, midwifery, and nurses training activities in the State ; formulates, reviews and implements policies relating to nursing and training services ; and performs other related duties.

DUTIES

Plans, co-ordinates, directs all nursing, midwifery, and nurses training activities in the various hospitals, maternities, nursing homes, health centres, and nurses training institutions throughout the State to ensure the continuing provision and improvement of nursing services and training, by visiting the various establishments to inspect facilities and services and consult with the responsible nursing, medical, and teaching staffs ; by developing and writing curricular for the nursing and midwifery training courses in consultation with the senior tutors ; by directing the work of the nursing supervisors (matrons) at hospitals and training establishments and assessing their work performance ; and by determining problems, omissions, and deficiencies from visits, reports, and correspondence, and taking or recommending appropriate corrective action.

Formulates, reviews, and implements policies relating to the provision of nursing and nurses training services to maintain ethical and operational standards at high levels, particularly in view of rapidly changing nursing and medical technology and of demands for public health services, by maintaining a current knowledge of technical advances and changes through literature reviews, attendance at meeting, conferences, and seminars where nursing and midwifery problems are discussed, and through consultations and discussions with own and other nursing and medical staffs ; by advising the Ministry and senior medical and administrative staff on current financial, equipment, facilities, and manpower requirements, and recommending approval of proposed estimates and budgets and of other related proposals, and by ensuring that approved policy decisions and new or changed regulations are implemented by the responsible nursing, midwefy, teaching, and administrative staff.

Performs other duties such as ensuring the provision of continuing practical training of nurses and nursing support staff ; development or improving lines of communication with the public in general and with that in rural areas in particular, attending meetings of the Nursing council of Nigeria and of other related councils or boards, and administering the work of the headquarters office, including the supervision of support staff and the writing of reports, correspondence, budgets and estimates.

FACTOR 1—KNOWLEDGE

The work requires an advanced knowledge of the theories, principles and practices of the nursing profession and of related administrative and management practices in co-ordinating the provision of curative and preventive nursing services throughout the state and in advising the appropriate Ministry on all matters relating to nursing, including required alterations and additions to hospitals and training institutions. Skill is required in preparing, reviewing and implementing nursing practices and training programmes in consultation with other nursing and medical officials to ensure the maintenance of high standards in inspecting hospitals, maternities, nursing homes, health centres and training institutions and proposing corrective action where necessary, in analysing statistical and financial data to assess or appraise operating conditions and in arriving at sound conclusions.

FACTOR 2—DIFFICULTY

(*a*) *Complexity*

The work consists of broad functions and processes of an extensive programme related to the decision and co-ordination of nursing services and training throughout the state, to include such diverse subject matter as nursing practice, financial control and facilities management in consultation with senior medical and nursing staff. This requires extensive probing and analysis to determine the nature and scope of problems or of needs to be met.

(*b*) *Scope and Effect*

The incumbent formulates, plans, and implements essential and broad-based administrative and professional programmes for the provision of nursing services on a state-wide scale. These are major components of the Ministry of Health aims and functions and affect the effective operation of hospital and clinical services, the efficiency of supporting staff and the well-being of patients on a continuing basis.

FACTOR 3—RESPONSIBILITY

(*a*) *Supervision Received*

The employee's expertise and experience are relied upon to develop proposals specifying how overall objectives of the nursing profession in the State may be concretely met, resources deployed and action programmes or projects undertaken. If the proposals are approved, the employee has the responsibility of using his initiative to execute them in all respects within his jurisdiction or field or competence. Supervision is therefore minimal, and only those problems involving policy or financial dicisions are referred to the Controller of Medical Services/Chief Medical Adviser for direction or approval.

(*b*) *Instructions Received*

Employee makes use of instructions verbal or written, which are highly generalised and leave wide latitude for interpretation as to the specifics of application. He would be required to utilise his knowledge, initiative and experience in applying relevant Nursing Council Regulations, Midwives Board Regulations, Nurses Act/Decree, Midwives Act/Decree, Medical Handbook, Civil Service Rules and other relevant Nursing Regulations.

Factor 4—RELATIONSHIPS

(*a*) *Personal Contact*

As the officer responsible for co-ordinating the provision of nursing services and training programmes in the State, he maintains close and continuing contact with senior administrators, managers, medical and health officials in the State. He also has periodic contacts with members of the Nursing Council of Nigeria and of the Midwives Board of Nigeria by attending the meetings of the Council and of the Board whenever they are held. He is also accessible to the general public for consultations.

(*b*) *Purpose*

The purpose of such contacts is to justify and defend policy recommendations made to the Ministry that affect the provision of nursing services and associated training programmes and the maintenance of adequate nursing facilities of a high standard throughout the State. Participation in meeting of the Nursing Council and of the Midwives Board offer opportunities for resolving federal problems or issues of considerable importance, arriving at compromise solutions or suitable alternatives. His contact with the general public affords opportunities for advice and clarification on any question or topic of public interest concerning the nursing profession.

Factor 5—ENVIRONMENT

(*a*) *Physical Requirements*

The work is mainly sedentary but the incumbent may be required to walk and/or stand for considerable periods of time during inspections of hospitals and health centres.

(*b*) *Work Environment*

The work environment involves normal everyday risks or discomforts typical of offices meeting rooms, hospitals, maternities, and health centres ; as well as frequent travel by commercial vehicles or aircraft.

Factor 6—SUPERVISORY RESPONSIBILITY

The work requires supervision of such subordinate staff as Principal Nursing Officers, Nursing Officers, Nursing Superintendents and below. The work force supervised operate, largely on their own initiative and judgement, but in accordance with the priorities and overall schedule of work set by the supervisor, who co-ordinates the work, provides guidance and problem-solving assistance and accounts to the Controller of Medical Services/Permanent Secretary on progress.

Factors	1	2	3	4	5	6	*Total*
Points	1,250	900	900	330	10	250	3,690

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