

**REVISED UNIFIED SCHEME OF SERVICE FOR JUNIOR STAFF OF THE
PUBLIC UNIVERSITIES IN GHANA**

CLERICAL AND SECRETARIAL STAFF	
POSITION	REGULATION
<p>SENIOR CLERK / SENIOR STENOGRAPHER</p> <p>JS.2</p>	<p><u>Duties</u> Duties requiring initiative; interpreting regulations: dealing with enquiries.</p> <p><u>Qualifications:</u> I. Must be confirmed officers and must have served in the Grade of Clerk Grade 1 for at least 3 years. and Must be able to type at the rate of 50 words per minute and take shorthand at 100 words per minute plus a minimum of 3 years' working experience. Or II. Must possess the School Cert/GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English Language and must be able to type at the rate of 50 w.p.m and take shorthand at 100 w.p.m plus a minimum of 3 years' working experience. Or III. Diploma in Business Studies (Secretarial Option) awarded by a Polytechnic plus 3 years' of post qualification experience. In either case, candidates must be computer literate.</p> <p><u>Entry:</u> Either by (i)</p> <p><u>Limited Competition</u> Vacancies shall be advertised internally and confirmed serving officers in the grade of Clerk Grade I with at least 3 years' satisfactory service shall be considered. Selection shall be by interview. Or by (ii)</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>

POSITION	REGULATION
<p>CLERK GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> Clerical duties including shorthand and typing. She/he may be required to conduct routine correspondence on her/his own initiative.</p> <p><u>Qualifications:</u></p> <p>I. Must be confirmed officers and must have served in the grade of Clerk Grade II for at least 3 years and</p> <p>II. Candidates must possess the School Certificate/GCE 'O' Level 5 credits/SSSCE 6 passes in subjects including English Language. Plus shorthand (100 wpm); typing (50 wpm) and must possess a certificate issued by a recognized institution. Or</p> <p>III. Diploma in Business Studies (Secretarial Option) awarded by a Polytechnic. Post-qualification experience is not required</p> <p>Candidates must be computer literate in either case</p> <p><u>Entry</u></p> <p>Either by (i) <u>Limited Competition:</u></p> <p>Vacancies shall be advertised internally, and open to confirmed staff in the University who have the required qualifications. Selection may be by interview.</p> <p>Or by (ii) <u>Open Competition:</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p>
<p>CLERK GRADE II/ STENO- GRAPHER</p> <p>JS.9</p>	<p><u>Duties:</u></p> <p>Routine clerical duties e.g. filing, typing of letters, minutes, reports etc. attending to specific assignments referred to.</p> <p><u>Qualifications:</u></p> <p>I. Candidates must possess the educational qualification of School Cert./GCE 'O' Level 5 credits/SSSCE 6 passes in subjects including English Language. Plus typing (40 wpm) and shorthand at the rate (80 wpm) and must possess a certificate to that effect issued by a recognized institution and</p> <p>II. Must be computer literate</p> <p><u>Entry:</u></p> <p>Either by <u>Limited Competition:</u></p> <p>Vacancies shall be filled by promotion of Senior Typist or Typist Gd. 1 with the requisite qualification.</p> <p>Or by (ii) <u>Open competition</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p>

ACCOUNTING STAFF

POSITION	REGULATION
<p>SENIOR ACCOUNTS CLERK</p> <p>JS.2</p>	<p><u>Duties</u> Staff of this grade shall be responsible for the supervision of subordinate staff. Duties include responsibility for personal accounts of officers, staff and outside personnel having accounts with the University. Reconciliation of accounts for superannuation, salary deductions, leave advance, etc.</p> <p><u>Qualifications:</u> Candidates must satisfy the following requirements: 1. Must have served satisfactorily as Accounts Clerk Grade I for a minimum of 3 years in the University or in a similar organization; and II. Must be holders of the Diploma in Business Studies (Accounting Option) awarded by a recognized institution such as the Polytechnic with minimum of 3 years' working experience. and III. Candidates must be computer literate.</p> <p><u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally. Selection shall be by interview. Confirmed officers in the grade of Accounts Clerk Grade I shall be considered.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview</p>
<p>ACCOUNTS CLERK GRADE I</p> <p>JS.7</p>	<p><u>Duties:</u> Duties include control of Personal Accounts, routine correspondence on his own initiative and interpretation of regulations. Exchange Control and Harbour Procedures, Import Licenses.</p> <p><u>Qualification:</u></p> <p>I. Must have served satisfactorily as Accounts Clerk Grade II for a minimum of 3 years in the University or a similar organization and must possess the School Cert/GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English language, Mathematics and Accounting. Or II. Diploma in Business Studies (Accounting Option) awarded by a Polytechnic. Post-qualification experience is not required. Or III. Ghana Commercial Exams Stage III. In either case candidates must be computer literate.</p> <p><u>Entry:</u> <u>Either by (I)</u> <u>Limited Competition</u></p> <p>Vacancies shall be advertised internally and serving University employees with requisite qualification shall apply. Selection will be by interview.</p>

	<p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>ACCOUNTS CLERK GRADE II</p> <p>JS.9</p>	<p><u>Duties</u> Routine accounting duties including the handling of particular cases in accordance with well-defined regulations, instruction or general practice; scrutinizing, checking and cross-checking straight-forward financial returns; etc. Preparation of financial returns; etc. Preparation of material under well-defined instructions for financial returns or prescribed forms. Simple drafting and precise work, collection of financial material on which judgment can be formed. Straightforward operation of machine and posting of ledger cards from prepared pre-listed entries.</p> <p><u>Qualification</u></p> <p>I. Must possess the GCE. ‘O’ level 5 credits/School Certificate/SSSCE 6 passes in subjects including English Language, Mathematics or Statistics and Accounting or its equivalent such as the RSA Stage II , or Ghana Commercial Examinations, Stage II and</p> <p>II. Candidates must be computer literate</p> <p>Relevant working experience will be an advantage</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally open to confirmed staff who have the requisite qualifications. Selection shall be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>SENIOR AUDIT CLERK</p> <p>JS.2</p>	<p style="text-align: center;"><u>AUDITING STAFF</u></p> <p><u>Duties</u> To be prescribed by the Internal Auditor. Generally to assist in the auditing of accounts and the verification of stores and equipment etc.</p> <p><u>Qualifications:</u></p> <p>1. Must have served satisfactorily as Audit Clerk Grade I for a minimum of 3 years in the University or in a similar organization. and</p> <p>II. Must be holders of the Diploma in Business Studies (Accounting Option) awarded by a recognized institution such as the Polytechnic with a minimum of 3 years’ working experience.</p> <p>III. Candidate must be computer literate.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving University employees with the requisite qualifications may be considered. Selection will be by interview.</p>

	<p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>AUDIT CLERK GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> To be prescribed by the Internal Auditor. Generally to assist in the auditing of accounts and the verification of stores, and equipment etc.</p> <p><u>Qualifications:</u> I. Must have served satisfactorily as Audit Clerk Grade II for a minimum of 3 years in the university or in a similar organization and must possess the School Cert/GCE 'O' levels 5 credits/SSSCE 6 passes in subjects including English language, Mathematics and Accounting. Or II. Diploma in Business Studies (Accounting Option) awarded by a Polytechnic. Post-qualification experience is not required. Or III. Ghana Commercial Stage III</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving University employees with the requisite qualifications may be considered. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>AUDIT CLERK GRADE II</p> <p>JS.9</p>	<p><u>Duties</u> To be prescribed by the Internal Auditor. Generally to assist in the auditing of accounts and the verification of stores and equipment etc.</p> <p><u>Qualification:</u> I. Candidates must possess SSSCE 6 passes/School Certificate/GCE 'O' Level 5 credits in subjects including Accounting, English Language and Mathematics or its equivalent. Or Ghana Commercial Examination II/ RSA II. and II. Must be Computer literate. Relevant working experience will be an advantage</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving University employees with the requisite qualifications may considered. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition</u> . Vacancies shall be advertised. Selection will be by interview.</p>

	STORES STAFF
<p>SENIOR STOREKEEPER</p> <p>JS.2</p>	<p><u>Duties:</u> The staff in this grade will be required to supervise more than one store and perform duties connected with book-keeping, buying, custody and maintenance of stores, will be expected to prepare estimates; to attend to correspondence and supervise work of subordinate staff.</p> <p><u>Qualifications:</u></p> <p>I. Must have served satisfactorily as Storekeeper Grade I for a minimum of 3 years in the University or in a similar organization and</p> <p>II. Must be holders of the Diploma in Business Studies (Accounting Option) awarded by a recognized institution such as the Polytechnic with a minimum of 3 years' working experience.</p> <p>III. Candidates must be computer literate.</p> <p><u>Entry:</u></p> <p>Either by (i)</p> <p><u>Limited Competition</u></p> <p>Vacancies shall be advertised internally and serving University employees in the grade of Storekeeper Grade I shall be considered. Selection may be by interview.</p> <p>Or by (ii)</p> <p><u>Open Competition</u></p> <p>Vacancies shall be advertised. Selection shall be by interview</p>
<p>STORE KEEPER GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> Responsible for keeping a store, keeping proper accounts of stores, buying, custody, control maintenance, issue and despatch of routine correspondence on his own initiative and interpret stores regulations.</p> <p><u>Qualifications:</u></p> <p>I. Must have served satisfactorily as Storekeeper Grade II for minimum of 3 years in the University or in a similar organization and must possess the School Cert/GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English Language, Mathematics and Accounting.</p> <p style="text-align: center;">Or</p> <p>II. Diploma in Business Studies (Accounting Option) awarded by a Polytechnic. Post-qualification experience is not required.</p> <p style="text-align: center;">Or</p> <p>III. Ghana Commercial Exams Stage III.</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u></p> <p>Either by (i)</p> <p><u>Limited Competition</u></p> <p>Vacancies shall be advertised internally and serving University employees in the grade of Storekeeper Grade II may be considered. Selection shall be by interview.</p> <p>Or by (ii)</p> <p><u>Open Competition</u></p>

	Vacancies shall be advertised. Selection will be by interview
STORE KEEPER GRADE II JS.9	<p><u>Duties:</u> Routine Stores accounting, issuing and despatching of stores in accordance with well-defined regulations, instructions or general practice; preparation of material under well-defined instructions for indenting on prescribed forms; collecting of stores or financial material in which judgment can be formed.</p> <p><u>Qualification</u> I. Must possess the SSSCE 6 passes/GCE /School Certificate 5 credits in subjects including Accounting, English Language, Mathematics or its equivalent; RSA II or Ghana Commercial Examinations II. and II. Must be computer literate.</p> <p>Relevant working experience will be an advantage.</p> <p><u>Entry:</u> Either by (i)</p> <p><u>Limited Competition</u> Vacancies shall be advertised internally and serving University staff with the above qualification may apply. Selection shall be by interview.</p> <p>Or by <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>

BOOKSHOP STAFF

POSITION	REGULATION
SENIOR BOOKSHOP ASSISTANT JS.2	<p><u>Duties</u> Customer sales and enquiry services. Information research, Classification and care of stocks, Clerical duties, Supervision of staff.</p> <p><u>Qualifications:</u> I. Must have served satisfactorily as Bookshop Assistant Grade I for a minimum of 3 years in the University or in a similar Organization and II. Must be holders of the Diploma in Business Studies (Accounting Option) awarded by a recognized institution such as the Polytechnic with a minimum of 3 years' working experience. and III. Must be computer literate.</p> <p><u>Entry:</u> Either by (i)</p> <p><u>Limited competition</u> Vacancies shall be advertised internally and serving University employees with the requisite qualifications may apply. Selection will be by interview.</p> <p>Or by (ii)</p>

TECHNICAL STAFF

POSITION	REGULATION
<p>ASSISTANT TECHNICIAN</p> <p>JS.2</p>	<p><u>Duties</u> Duties involve the application of highly specialized skill in advanced Laboratory Techniques, may be assigned supervisory and administrative responsibility in the laboratory.</p> <p><u>Qualifications:</u></p> <p>I. Must have served satisfactorily as Technical Assistant Grade I for a minimum of 3 years in the University or in a similar Organization. and</p> <p>II. Must possess the Science Laboratory Technician Certificate (Part I) with at least one year's experience. and</p> <p>III. Must be computer literate</p> <p><u>Entry:</u> Either by (i)</p> <p><u>Limited Competition</u></p> <p>A qualified Technical Assistant Grade I who must have or has demonstrated special competence will be eligible for promotion to the post of Assistant Technician. Selection shall be by interview.</p> <p>Or by (ii) <u>Open Competition</u></p> <p>Vacancies shall be advertised Selection will be by interview.</p>
<p>TECHNICAL ASSISTANT GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> Duties involve the application of detailed knowledge of some advanced laboratory techniques; may be assigned supervisory duties.</p> <p><u>Qualifications:</u></p> <p>I. Must have served satisfactorily as Technical Assistant Grade II for a minimum of 3 years' in the University or in a similar organization. And either</p> <p>II. Must hold the intermediate Certificate of City and Guilds of London Institute/Science Laboratory Technician Certificate. Or</p> <p>III. GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English Language, Mathematics and Science.</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry</u> Either by (i)</p> <p><u>Limited Competition</u> Subject to satisfactory work and conduct, a Technical Assistant Grade II who has passed the Special Technique Examination conducted by the university may be promoted to the post of Technical Assistant Grade I.</p>

LIBRARY STAFF

POSITION	REGULATION
<p>JUNIOR LIBRARY ASSISTANT</p> <p>JS.2</p>	<p><u>Duties:</u></p> <p><u>Acquisition and Orders:</u> Checking suggestion slips against various catalogues and adding bibliographical information, filing order slips, preparing desiderata lists.</p> <p><u>Placing Order:</u> Following up outstanding orders. Establishing of Order Information Files. Verifying invoices and checking incoming material. Accessioning, Returning unwanted material.</p> <p><u>Serials:</u> Entering all serial parts received. Sorting serials for direction to various parts of the Library. Maintaining Visible Indexes.</p> <p><u>Cataloguing ad Classification:</u> Filing catalogue cards. Collating books.</p> <p><u>Circulation and Assistance to Readers:</u> Setting up the desk. Registering borrowers and maintaining registration files: Issuing, reviewing and receiving books. Supervising Reserved Books collection, Recording Statistics. Answering elementary enquiries, explaining systems and rules. Stock-taking sections of the Library. Reserving Books.</p> <p><u>Qualifications:</u></p> <p>I. Must possess the GCE ‘O’ level 5 credits/School Certificate/SSSCE 6 passes in 5 subjects including English Language, and Mathematics. and</p> <p>II. Must have served satisfactorily as Junior Library Assistant Grade I for a minimum of 3 years in the University or a similar organization.</p> <p>III. Candidates must be computer literate.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> A Junior Library Assistant Grade I who attains the requisite qualification and experience may be promoted. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>JUNIOR LIBRARY ASSISTANT GRADE I</p> <p>JS.7</p>	<p><u>Duties</u></p> <p><u>Acquisition and Orders:</u> Checking suggestion slips against various catalogues and adding bibliographical information, filing order slips, preparing desiderata list.</p> <p><u>Placing Order:</u> Following up outstanding orders. Establishing of order information files. Verifying invoices and checking incoming material. Accessioning, Returning unwanted material.</p>

<p>JUNIOR LIBRARY ASSISTANT GRADE II</p> <p>JS.9</p> <p>JUNIOR LIBRARY ASSISTANT GRADE III</p> <p>JS 12</p>	<p><u>Serials:</u> Entering serial parts received. Sorting Serials for direction to various parts of the Library. Maintaining Visible Indexes.</p> <p><u>Cataloguing and Classification</u> Filing catalogue cards, collating books.</p> <p><u>Circulating and Assistance to Readers:</u> Setting up the desk. Registering borrowers and maintaining registration files: Issuing, reviewing and receiving books. Supervising Reserve books. Supervising Reserve Book collection. Recording statistics. Answering elementary enquiries, explaining systems and rules. Stocktaking sections of the Library. Reserving Books.</p> <p><u>Qualifications:</u> I. Must possess the GCE/'O' level 5 credits/SSSCE 6 passes in subjects including English Language and Mathematics. And II. Must have served satisfactorily as Junior Library Assistant Grade II for a minimum of 3 years in the University or a similar institution. III. Candidates must be computer literate.</p> <p><u>Entry</u> Either by (i) <u>Limited Competition</u> A Junior Library Assistant Grade II who attains the requisite qualification and experience may be promoted. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition</u></p> <p>Vacancies shall be advertised. Selection may be by interview</p> <p><u>Duties:</u> Similar to those of Junior Library Assistant Grade I but under supervision.</p> <p><u>Qualification</u> Must possess the GCE 'O' level 5 credits/School Certificate/SSSCE 6 passes in subjects including English Language, with at least 3 years' working experience.</p> <p><u>Entry</u> Vacancies shall be advertised. Selection will be by interview.</p> <p><u>Duties:</u> Similar to those of Junior Library Assistant Grade II but under supervision.</p> <p><u>Qualifications</u> I. Must possess GCE/'O' Level 5 credits/SSSCE 6 passes in subjects including English Language. and II. Must be computer literate.</p> <p><u>Entry</u> Vacancies shall be advertised. Selection will be by interview.</p>
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PRINTING STAFF

POSITION	REGULATION
<p>SENIOR PRINTING ASSISTANT</p> <p>JS.2</p>	<p><u>Duties</u> Responsibilities to be assigned may include hand setting or printing of jobs, making proofreaders, copy and printing half tone colour work. May supervise subordinate staff.</p> <p><u>Qualifications</u> I. Must have served satisfactorily as Printing Assistant Grade I for a minimum of three years in the University or a similar organization. and either ii. Must hold the Intermediate Certificate of City and Guilds of London Institute in Printing, Finishing and General Bookbinding plus 3 years' working experience. Or iii. Must possess the GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English and Mathematics</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service as Printing Assistant Grade I in the University or similar organization who attain the required qualification or pass an appropriate examination, may be promoted. Selection will be by interview</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>PRINTING ASSISTANT GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> To be assigned but may include setting or printing of jobs (including colour work) developing films, offset imposition, machine mending.</p> <p><u>Qualifications:</u> I. Must have served satisfactorily as Printing Assistant Grade II for a minimum of three years in the University or a similar organization. and either II. Must hold the Intermediate Certificate of City and Guild of London Institute in Printing, Finishing and Bookbinding. Plus 3 years working experience. Or III. Must possess the GCE 'O' level 5 Credits/SSSCE 6 passes in subjects including English Language and Mathematics.</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u></p>

<p>PRINTING ASSISTANT GRADE II</p> <p>JS.9</p>	<p>Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service as Printing Assistant Grade II in the University or similar organization who attain the required qualifications or pass an appropriate examination may be promoted.</p> <p>Or by (ii) <u>Open competition</u> Vacancies shall be advertised. Selection will be by interview.</p> <p><u>Duties</u> Similar to those performed by Printing Assistant Grade I but with less responsibility.</p> <p><u>Qualifications</u> I. Must have served satisfactorily as Printing Assistant Grade III for a minimum of one year in the University or a similar organization and either II. Must possess the GCE 'O' Level 5 credits/School Certificate/SSSCE 6 passes in subjects including English Language or its equivalent. Plus 3 years working experience. Or III. Must be holders of Certificate in Printing or Bookbinding from a recognized institution such as the NVTI or the Ghana Publishing Corporation Training Centre.</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u></p> <p>Either by (I) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service in the University or similar organization who attain the required qualifications or pass an appropriate examination may be considered. Selection will be by interview.</p> <p>Or by (i) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>PRINTING ASSISTANT GRADE III</p> <p>JS. 12</p>	<p><u>Duties:</u> Similar to those performed Printing Assistant Grade II but under Supervision.</p> <p><u>Qualifications:</u> I. Must possess the GCE 'O' level 5 credits/School Certificate/SSSCE 6 passes in subjects including English Language or its equivalent.</p> <p>II. Candidates must be computer literate</p> <p><u>Entry</u> Vacancies shall be advertised. Selection will be by interview.</p>

BINDERY STAFF

POSITION	REGULATION
<p>SENIOR BINDERY ASSISTANT</p> <p>JS.2</p>	<p><u>Duties</u> Responsibilities to be assigned may include library and semi-case binding. Forwarding, i.e. all processes from gluing, rounding and backing, etc., whole leather, half, one-quarter bindings, re-back and more difficult repairs.</p> <p><u>Qualifications:</u> I. Must have served satisfactorily as Bindery Assistant Grade I for a minimum of 3 years in the University or a similar organization and either II. Must hold the Intermediate Certificate of City and Guilds of London Institute in Printing Finishing or General Bookbinding, plus 6 years' working experience. Or III. Must possess the GCE 'O' level 5 credits/6SSSCE passes in subjects including English Language and Mathematics</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service as Bindery Assistant Grade I in the University or similar organization who attain the required qualifications or pass an appropriate examination may be promoted. Selection shall be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>BINDERY ASSISTANT GRADE I</p> <p>JS.7</p>	<p><u>Duties:</u> Similar to those performed by a Senior Bindery Assistant but with less responsibility.</p> <p><u>Qualifications:</u> I. Must have served satisfactorily as Bindery Assistant Grade II for a minimum of 3 years in the University or a similar organization. and either II. Must hold the Intermediate Certificate of City and Guilds of London Institute in Printing, Finishing and General Bookbinding plus 3 years' working experience. Or III. Must possess the GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English Language and Mathematics.</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry</u> Either by (i) <u>Limited competition</u> Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service as Bindery Assistant Grade II in the University or similar organization who attain the required qualifications or pass an appropriate examination may be promoted. Selection shall be by interview.</p>

NURSING STAFF

POSITION	REGULATION
<p>SENIOR STAFF NURSE/SENIOR STAFF NURSE MIDWIFE</p> <p>JS.1</p>	<p><u>Duties</u></p> <p>Responsible for the proper treatment in the wards and Out-patients Department, as ordered by the Medical Officer, emergency treatment, where first aid is necessary. Senior Staff Nurse/Senior Staff Midwife will be expected to take over the duties of Nursing Sister in the latter's absence. Will be required to undertake night duties.</p> <p><u>Qualifications</u></p> <p>I. Must have served satisfactorily as Staff Nurse/Staff Nurse Midwife for a minimum of three years in the University or a similar organization. and</p> <p>II. Must in addition have successfully taken a course(s) as may be considered relevant.</p> <p><u>Entry:</u></p> <p>Either by (i) <u>Limited Competition</u> Vacancies shall be filled by the promotion of confirmed Staff Nurse/Midwives who have the requisite qualifications as indicated above. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview</p>
<p>STAFF NURSE/STAFF NURSE MIDWIFE</p> <p>JS.3</p>	<p><u>Duties</u></p> <p>Similar to those performed by Senior Staff Nurses but with less responsibility.</p> <p><u>Qualifications:</u></p> <p>Must be holders of SRN and SCM with a minimum of one year's working experience. Candidates without the full qualifications may be considered but at a lower starting point on the scale thus:</p> <p>a) SRN only b) SRN with SCM but without School certificate.</p> <p><u>Entry:</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p>
<p>STAFF MID-WIFE (S.C.M. OR G.C.M.)</p> <p>JS.4</p>	<p><u>Duties:</u></p> <p>Similar to those performed by the Senior Staff Midwife but with less responsibility, primarily engaged on Midwifery duties in the Hospital.</p> <p><u>Qualifications</u></p> <p>Candidates must possess the SCM Certificate.</p> <p><u>Entry:</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p>

**SENIOR
ENROLLED
NURSE/SENIOR
COMMUNITY
HEALTH
NURSE**

JS.2

Duties

To work under and assist staff nurse in the performance of their duties like contact tracing of infectious diseases, family planning, reproductive & child health education.

Qualification

Candidates must possess the Enrolled Nurse Certificate or the Community Health Nurse certificate awarded by a recognized institution_and must have served satisfactorily as Enrolled Nurse/Community Health Nurse for a minimum of three years in the University or a similar institution.

Entry:

Vacancies shall be advertised.
Selection will be by interview.

<p>COMMUNITY HEALTH NURSE/ ENROLLED NURSE</p> <p>JS.7</p>	<p><u>Duties</u> To work under and assist staff nurse in the performance of their duties in the area of public and preventive health but with less responsibilities. These include reproductive and child health, family planning, contact tracing of infectious diseases etc.</p> <p><u>Qualifications:</u> Candidates must possess the Community Health Nursing Certificate or the Enrolled Nurse Certificate awarded by a recognized institution and must be computer literate.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>SENIOR WARD ASSISTANT.</p> <p>JS.7</p>	<p><u>Duties</u> To be assigned by the Chief Nursing Officer</p> <p><u>Qualifications</u> Must be a serving Ward Assistant with not less than 3years' continuous and satisfactory service as Ward Assistant and must possess the GCE 'O' Level 5 credits/SSSCE 6 passes in subjects including English Language</p> <p><u>Entry:</u> Vacancies shall be filled by promotion of confirmed Ward Assistants who have the requisite qualifications as indicated above. Selection will be by interview.</p>
<p>WARD ASSISTANT</p> <p>JS.9</p>	<p><u>Duties:</u> To be assigned by the Chief Nursing Officer</p> <p><u>Qualifications:</u> Candidates must possess 5 credits in GCE 'O' level/ 6 passes in SSSCE including English Language.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection will be by interview.</p>

HOSPITAL LABORATORY STAFF	
POSITION	REGULATION
<p>SENIOR HOSPITAL LABORATORY ASSISTANT</p> <p>JS.2</p>	<p><u>Duties</u> As prescribed by the Technologist in charge of the University Hospital.</p> <p><u>Qualifications</u></p> <ol style="list-style-type: none"> 1. Must have served satisfactorily as Hospital Laboratory Assistant Grade I for a minimum of 3years in the university or a similar organization and 2. Must possess the Hospital Laboratory Technician’s certificate issued by the Ministry of Health or other recognized institution <p style="text-align: center;">And</p> <ol style="list-style-type: none"> 3. Must be computer literate <p><u>Entry</u> Either by (i) <u>Limited by competition</u> A qualified Hospital Laboratory Assistant Grade I may be promoted to this grade. Selection shall be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview</p>
<p>HOSPITAL LABORATORY ASSISTANT GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> As prescribed by the Technologist in-charge of the University Hospital.</p> <p><u>Qualification</u></p> <ol style="list-style-type: none"> 1. Must have served as Hospital Laboratory Assistant Grade II for a minimum of 3 years in the University or a similar organization and 2. Must possess the Hospital Laboratory Technician’s certificate issued by any other recognized institution and 3. Must be computer literate <p><u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed Hospital Laboratory Assistant Grade II may be promoted. Selection shall be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>

POSITION	PROPOSED REGULATION
HOSPITAL LABORATORY ASSISTANT GRADE II JS.9	<p><u>Duties</u> As prescribed by the Technologist-in-charge of the Hospital.</p> <p><u>Qualification:</u> Candidates must possess the Hospital Laboratory Technician Certificate issued by the Ministry of Health or any other recognized institution, in addition to the GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English Language.</p> <p><u>Entry:</u> <u>Open Competition</u> Vacancies will be advertised. Selection shall be by interview.</p>
HOSPITAL LABORATORY ASSISTANT GRADE III JS 12	<p><u>Duties:</u> As prescribed by the Technologist in-charge.</p> <p><u>Qualification:</u> Candidates must possess GCE/ 'O' level 5 credits/SSSCE 6 passes in subjects including English language and a relevant science subject.</p> <p>Also candidate must be computer literate</p> <p><u>Entry</u> <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>

DISPENSARY STAFF

POSITION	REGULATION
SENIOR DISPENSING ASSISTANTS JS.2	<p><u>Duties:</u></p> <p>I. Simple dispensing of drugs under supervision i.e. dilution of concentrated stock mixtures.</p> <p>II. Preparation of Ointments, Pastes and Creams and other simple dispensing routine work as directed by the Pharmacist.</p> <p>III. Issue of medicines and writing of labels.</p> <p>IV. Keeping of records.</p> <p><u>Qualification:</u> Must have served satisfactorily as Dispensing Assistant Grade I for a minimum of 3 years in the University or a similar organization and must be computer literate.</p> <p><u>Entry:</u> Either by (i)</p>

DENTAL LABORATORY STAFF

POSITION	REGULATION
<p>ASSISTANT DENTAL TECHNICIAN</p> <p>JS.2</p>	<p><u>Duties</u> Duties include casting of impressions, polishing of dentures, flasking of dentures, flowing of acrylic for orthodontic appliances. Duplicating and casting of models, articulation of models, repair of simple broken dentures and any other duties that could be assigned to him/her.</p> <p><u>Qualification:</u> I. Must be confirmed officers with not less than 3 years' continuous and satisfactory service as a Dental Technical Assistant Grade I. and II. Must have passed a competence test to be conducted by the Department of Restorative Dentistry. Or III. Such relevant experience or skills as may be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications.</p> <p><u>Entry</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Dental Technical Assistant Grade I who have had at least 3 years' continuous and satisfactory service in the grade may be considered for promotion.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised Selection shall be by interview.</p>
<p>DENTAL TECHNICAL ASSISTANT GRADE I</p> <p>JS.7</p>	<p><u>Duties:</u> Duties include casting of impressions, polishing of dentures flasking of dentures, flowing of acrylic for orthodontic appliance, duplication of models and any other duties that may be assigned to him/her.</p> <p><u>Qualification:</u> I. Must be confirmed officers with not less than 3 years' continuous and satisfactory service as a Dental Technical Assistant Grade II in training. and II. Must have passed a competency test to be conducted by the Department of Restorative Dentistry. Or III. Such relevant experience or skills be judged by the Appointments/Promotions Committee to be equivalent to the above qualifications.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Dental Technical Assistant Grade II who have had at least 3 years' continuous and satisfactory service may be considered for promotion. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>

<p>DENTAL TECHNICAL ASSISTANT GRADE II</p> <p>JS.9</p>	<p><u>Duties:</u> Duties include receiving and documentation of impressions from the surgery, casting of impressions, polishing of dentures. Any other duty that would be assigned to him/her.</p> <p><u>Qualifications:</u> Must possess the GCE 'O' level 5 credits/SSSCE 6 passes in subjects including English Language, Mathematics, Chemistry and any other relevant science subjects.</p> <p><u>Entry:</u> <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>JUNIOR DENTAL ASSISTANT GRADE I</p> <p>JS.2</p>	<p><u>Duties:</u> Check the stock of dental materials and drugs e.g. local anaesthesia cartridges, medication etc. Ensure that emergency drugs, equipment and instruments are readily available and in working order. Ensure that all used instruments are sterilized according to prescribed standards. Check to ensure that all patient records have been correctly written up by the Dental Surgeon before all notes, forms and X-ray files are transferred to the Records Office for processing. Ensure that patients pay the appropriate fee for service provided to the cashier. Take X-rays for dental diagnosis. Ensure that the surgeries are always clean and tidy. Assist the dental surgeon at the chair side. Help supervise the work of his/her subordinate. Assist the Superintendent DSA. Perform any other duties that may be assigned to him/her.</p> <p><u>Qualification:</u> I. Must have served satisfactorily as Junior Dental Assistant Grade II for a minimum of 3 years' in the University or a similar organization. and II. Must hold a Dental Surgery Assistant Certificate or an equivalent qualification with at least 6 years' post-qualification experience.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and Junior Dental Assistant Grade II who must have or has demonstrated special competence and have had at least 3 years' continuous and satisfactory service in their grades will be eligible for promotion. Selection will be interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised Selection shall be by interview.</p>
<p>JUNIOR DENTAL ASSISTANT GRADE II</p> <p>JS.7</p>	<p><u>Duties:</u> Prepare the dental surgery for work. Ensure that all impressions etc. are correctly labeled before transferring them to the laboratory. Ensure that all instruments are sterilized for every patient. Ensure that all hand pieces are well lubricated before sterilization. Correctly store away all sterile instruments and hand pieces. Assist in taking X-rays for diagnosis. Clean and tidy up the surgeries at the close of the day. Assist the Dental Surgeon at the chair side. Help supervise the work of his/her subordinates. Perform any other duties that may be assigned to him/her.</p>

	<p><u>Qualification:</u> I. Must have served satisfactorily as Junior Dental Assistant Grade III for a number of 3 years in the University or in a similar organization. and II. Must hold a Dental Surgery Assistant Certificate or its equivalent, with at least 3 years' post-qualification experience.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and subject to satisfactory work and conduct, a Junior Dental Assistant Grade III who has passed the Special Technique Examinations conducted by the Universities may be promoted to the post of Junior Dental Assistant Grade II. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>JUNIOR DENTAL ASSISTANT GRADE III</p> <p>JS.9</p>	<p><u>Duties</u> Prepare the dental surgery for work. Switch on all appliances and dental surgery apparatuses and check that they are in good working order. Provide clean hand towels. Check soap dispensers, protective gloves, facemasks and eye wear for use by staff in the surgery. Ensure that the notes, records and correct radiographs of all patients are properly kept. Provide bibs, mouthwash, tissues and protective eye wear for patients. Decontaminate, clean autoclave weekly. Clean and tidy up the surgery at the close of the day. To assist the dental surgeon at the chair side. Perform any other duties that may be assigned to him/her.</p> <p><u>Qualification:</u> I. Must possess the GCE/ O' level 5 credits, School Certificate/SSSCE 6 passes in subjects including English Language, Mathematics and a relevant science subject.</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>

HEALTH SERVICES STAFF

POSITION	REGULATION
<p>SENIOR HEALTH INSPECTOR</p> <p>JS.2</p>	<p><u>Duties:</u></p> <p>Will cover the general and environmental sanitation of the University including:</p> <ol style="list-style-type: none"> I. Sewerage disposal; II. Drainage systems; III. Proper methods of collecting and disposal of refuse and night soil; IV. Food Hygiene - including sanitation of kitchens and markets for workers. V. Mosquitoes, Vermins and other insects control measure; VI. Supervision of labourers VII. Health Education; VIII. Control of Communicable diseases <p><u>Qualification:</u></p> <ol style="list-style-type: none"> I. Must have served satisfactorily as Health Inspector Grade I for a minimum of 3 years in the University or a similar organization <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> II. Must possess the GCE/O"level with credits in 5 subjects/School Certificate/SSSCE with passes in 6 subjects including English Language and a Science Subject plus a Health Inspector's Certificate awarded by the Ministry of Health or a recognized institution with 6 years' relevant working experience. <p><u>Entry:</u></p> <p>Either by (i)</p> <p><u>Limited Competition:</u> Vacancies shall be advertised internally and confirmed Health Inspectors Grade I with at least three years' experience may be promoted. Selection will be by interview.</p> <p>Or by (ii)</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>

HEALTH SERVICES STAFF

POSITION	REGULATION
<p>HEALTH INSPECTOR GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> As for Senior Health Inspector but with less responsibility.</p> <p><u>Qualifications:</u></p> <p>Must have served satisfactorily as Health Inspector Grade II for a minimum of 3 years in the University or a similar organization.</p> <p><u>Entry:</u></p> <p><u>Limited Competition</u> Vacancies shall be advertised internally and confirmed Health Inspectors Grade II may be promoted. Selection shall be by interview.</p>
<p>HEALTH INSPECTOR GRADE II</p> <p>JS.9</p>	<p><u>Duties</u> Will cover the general sanitation, inspection of houses and fields, supervision of removal of refuse and night soil. Control of rodents and insects pests. Spraying and oiling, etc. Food hygiene, control of communicable diseases.</p> <p><u>Qualifications:</u> Candidates must have 5 GCE 'O' level credits/SSSCE 6 passes including English Language and a Science subject plus the Health Inspector's Certificate issued by a recognized institution plus one year's experience.</p> <p><u>Entry:</u></p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>

PORTERS

POSITION	REGULATION
<p>ASSISTANT PORTER</p> <p>JS.2</p>	<p><u>Duties:</u></p> <p>I. Preparing registers for students to sign when coming in or out of residence at the beginning and the end of term/semester. Preparing daily returns of students and guests in residence for the information of Master/Warden. Senior Tutor, Domestic Bursar and Hall Bursar.</p> <p>II. Maintaining records of students on exeat or admission to hospital and informing their respective Tutors. Reporting incidents of damage to furniture or Hall equipment on loan to students.</p> <p>III. Ensuring that no hall property is taken out of the Hall without authority, checking of persons entering Hall, locking and unlocking the gates of the Hall at specified times and controlling of all door keys.</p> <p>IV. Giving first aid to students and rushing those with serious cases to hospital.</p> <p>V. Being in charge of incoming and outgoing mails in the Halls and ensuring that they are safely delivered.</p> <p>VI. Directing visitors to students and showing those on excursion round.</p> <p>VII. Locking the Senior and Junior Common Rooms, the Hall Library and other offices in the Halls as and when necessary.</p> <p>VIII. To supervise cleaners in the Halls where applicable.</p>
<p>ASSISTANT PORTER GRADE I</p> <p>JS.7</p>	<p><u>Qualifications</u></p> <p>I Must have served as Assistant Head Porter Grade I for a minimum of 3 years in the University or a similar organization.</p> <p>II. Must not be less than 36 years of age.</p> <p>III. Candidates must be computer literate.</p> <p><u>Entry</u></p> <p>Either by (i)</p> <p><u>Limited Competition</u></p> <p>Vacancies shall be advertised internally and staff with not less than 3 years' service as Assistant Porter Grade I in the University or in a similar organization may be promoted or appointed. Selection will be by interview.</p> <p>Or by (ii)</p> <p><u>Open Competition</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p> <p><u>Duties</u></p> <p>Similar to those performed by Assistant Porter but under supervision.</p> <p><u>Qualifications</u></p> <p>Must have served as Assistant Porter Grade II for a minimum of 3 years in the University or a similar organization.</p>

	<p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed Assistant Porters Grade II with at least 3 years' experience in the grade who attain the required qualification may be promoted. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>ASSISTANT PORTER GRADE II</p> <p>JS. 9</p>	<p><u>Duties</u> Identical to those performed by Assistant Porter Grade I, but under closer supervision</p> <p><u>Qualifications</u></p> <p>I. Must possess the GCE 'O' level with credits in 5 subjects/School Certificate/SSSCE with passes in 6 subjects including English Language or its equivalent. Eg. RSA II, Ghana Commercial Examination Stage II plus 2 years' minimum working experience.</p> <p>II. Must not be less than 30 years of age.</p> <p>III. Candidates must be computer literate</p> <p><u>Entry</u> Either by (i) <u>Open/Limited Competition</u> Vacancies shall be advertised and confirmed staff with the requisite qualifications may apply. Selection will be by interview.</p>

CATERING STAFF

POSITION	REGULATION
<p>SENIOR DOMESTIC ASSISTANT</p> <p>JS.2</p>	<p><u>Duties</u></p> <p>To deputize in the absence of the Domestic Bursar and to be responsible to her for general staff organization and allocation of duties. e.g.</p> <p>a) Preparation, cooking and the service of all meals according to the planned menu .</p> <p>b) Requisitioning of stores for ensuing day.</p> <p>c) Control and discipline of subordinate staff.</p> <p>d) Costing of meals and the keeping of simple accounts may be required.</p> <p>e) Compilation of statistical returns as may be required.</p> <p>f) House-keeping, proper custody, cleaning, maintenance and repair of all linen, cutlery, crockery and glass</p> <p>g) Maintenance of high standard of cleanliness and hygiene in her department.</p> <p>h) Ensuring that all operations of the Department are carried out efficiently, economically and as prescribed.</p> <p>i) Delegating work to the Domestic Assistants and training of cooks etc., in all aspects of Hall catering and house-keeping.</p> <p>j) Authorization of staff overtime.</p> <p>k) Regular defrosting and cleaning of refrigerated chambers and cabinets.</p> <p>l) Ensuring proper and regular maintenance of all catering equipment</p> <p>m) Regular inspection of all types of accommodation for staff and students, and the arrangements of periodic cleaning of furnishings and bedding,</p>

	<p>etc. n) Control over issue of all cleaning material, equipment and electric light bulbs, etc o) Periodic inspection of all perishable and non- perishable foodstuffs</p>
<p>DOMESTIC ASSISTANT</p> <p>JS.7</p>	<p><u>Qualification</u> I Must have served satisfactorily as Domestic Assistant for a minimum of 3 years in the University or a similar organization, and II. Possess the GCE ‘O’ level with 5 credits/SSSCE 6 passes and III Must possess the City and Guilds of London 812/2 Advanced Cookery Certificate. IV Must be computer literate <u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed Domestic Assistants with the requisite qualifications may apply. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview</p> <p><u>Duties:</u> The Domestic Assistant will normally work directly with the Senior Domestic Assistant and deputize in her absence. Her duties will include:</p> <ol style="list-style-type: none"> a) Preparation of meals. b) Portion control c) Costing and simple accounting d) Fuel Economy e) Planning of simple specimen menus f) Supervision of meals service. g) Upkeep of staff time sheets. h) Maintenance of operational efficiency of Kitchen equipment and hygiene practices i) Housekeeping proper care, cleanliness and custody of all bedding, linen, cutlery, crockery and glass etc. and the maintenance of proper stock cards for such items. j) Proper attention to all residential accommodation including toilets, bathrooms, and ensuring that a standard of scrupulous cleanliness is maintained at all times. <p><u>Qualifications:</u> Must be holders of City and Guilds Certificate 812/1 Basic Cookery Certificate or its equivalent with a minimum of 3 years’ working experience plus 5 credits in GCE ‘O’ level /SSSCE 6 passes including English Language and. Must be computer literate.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection will be by interview</p>

COOKS

POSITION	REGULATION
<p>CHIEF COOK/ BAKER JS8</p>	<p><u>Duties</u> Should work under the Domestic Assistant/Bursar and assist in cooking/ baking. May also be assigned some responsibilities of supervising the work of Cooks/ Bakers or Senior Cook/Senior Bakers</p> <p><u>Qualification</u> Must have worked satisfactorily as Senior Cook/Baker for a minimum of three years in the University or a similar organization.</p> <p><u>Entry :</u> Vacancies shall be advertised and serving Senior Cook/Senior Baker may be considered for promotion. Selection shall be by interview.</p>
<p>SENIOR COOK/ SENIOR BAKER JS10</p>	<p><u>Duties:</u> Will assist the Chief Cook/Baker in performing his duties.</p> <p><u>Qualification:</u> I. Must be holders of City and Guilds Certificate 706/1 or its equivalent. Or II. Must have NVTI Trade Test Gd. I certificate with a minimum of 3 years' work experience.</p> <p><u>Entry:</u> Vacancies shall be advertised and serving cooks may apply. Selection will be by interview.</p>
<p>COOK/ BAKER JS.13</p>	<p><u>Duties:</u> Identical to those performed by Senior Cook but under close supervision.</p> <p><u>Qualification</u> I. Must possess the NVTI, Trade Test GD II certificate with one-year experience. Or II. 3 years' previous working experience as Cook/Baker in a hotel or Catering Unit.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection shall be by interview.</p>

	<u>STEWARDS</u>
<u>Position</u>	<u>REGULATION</u>
CHIEF STEWARD	<p><u>Duties</u> Should work under Domestic Bursar/Assistant and directly supervise serving of meals.</p>
JS.8	<p><u>Qualification</u> I. Must have served satisfactorily for a minimum of 3 years as a Senior Steward in the University or a similar organization.</p> <p><u>Entry</u> Vacancies shall be advertised and staff who has worked as Senior Steward for a minimum of three years may apply. Selection shall be by interview.</p>
SENIOR STEWARD	<p><u>Duties</u> To be assigned by the Domestic Bursar but will include serving meals and keeping the dining hall tidy.</p>
JS.10	<p><u>Qualification:</u> I. Must have served satisfactorily for a minimum of 3years as a Steward, and must possess II. the NVTI Trade Test Gd. I certificate in the relevant area.</p> <p><u>Entry:</u> Vacancies shall be advertised and serving Stewards, may apply. Selection shall be by interview</p>
STEWARD	<p><u>Duties:</u> Identical to those performed by Senior Steward but under close supervision.</p>
JS.14	<p><u>Qualification</u> I. Must possess the NVTI, Trade Test GD II certificate with one year's experience, or Or II. 4 years' previous working experience as Steward in a hotel or Catering Unit.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection shall be by interview.</p>

HORTICULTURE STAFF

POSITION	REGULATION
<p>OVERSEER JS.2</p>	<p><u>Duties</u> Responsible for all aspects of Horticulture, including maintenance of records and supervision of subordinate staff.</p> <p><u>Qualifications</u> Must have served satisfactorily as Assistant Overseer Grade I for a minimum of 3 years in the University or a similar organization.</p> <p><u>Entry</u> Either by (i)</p> <p><u>Limited competition</u> Vacancies shall be advertised internally and qualified Assistant Overseer Grade I with not less than 3 years' experience in their grades may be promoted. Selection will be by interview.</p> <p>Or by (ii)</p> <p><u>Open competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>ASSISTANT OVERSEER GRADE I JS 7</p>	<p><u>Duties</u> Similar to those performed by the Overseer but with lesser responsibility.</p> <p><u>Qualifications</u> I. Must possess the Part I Certificate of the City and Guilds of London Institute or an equivalent qualification plus one year experience. OrII. Must have served satisfactorily as Assistant Overseer Grade II in the University or a similar organization, for at least 3 years.</p> <p><u>Entry</u> Either by (i)</p> <p><u>Limited Competition</u> Vacancies shall be advertised internally and qualified Assistant Overseer Grade II with not less than three years experience in their grade may be promoted. Selection will be by interview.</p> <p>Or by (ii)</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>ASSISTANT OVERSEER GRADE II JS 9</p>	<p><u>Duties:</u> Landscaping and maintenance of residential areas, propagation by seeds, cutting, budding, layering and grafting. Maintenance of records etc.</p> <p><u>Qualifications</u> Must be I. Confirmed officers who have served as Assistant Overseers Gd. III for at least 3 years in the Univ. or similar Institution and II. Must be holders of the Certificate in Horticulture from a recognized institution.</p> <p><u>Entry:</u></p>

**ASSISTANT
OVERSEER
GRADE III**

JS 12

Either by (I)

Limited Competition:

Vacancies shall be advertised internally and qualified Assistant Overseer Grade III with not less than 3 years' satisfactory service may be considered. Selection will be by interview.

Or by (ii)

Open Competition:

Vacancies shall be advertised. Selection will be by interview.

Duties:

To be prescribed by the Curator.

Qualifications:

Must possess GCE "O" level 5 credits/School Certificate/SSSCE with passes in 6 subjects including English Language and a science subject.

Entry:

by (i)

Open Competition:

Vacancies shall be advertised. Selection will be by interview

TELEPHONE EXCHANGE STAFF

POSITION	REGULATION
<p>TELEPHONE EXCHANGE SUPERVISOR JS 2</p>	<p><u>Duties</u> Control and supervision of subordinate staff in the exchange; maintenance of correct records and returns; dealing with members of the public and investigating their complaints. Training of subordinate staff.</p> <p><u>Qualification</u> Must have served satisfactorily as Senior Telephonist for a minimum of 3 years' in the University or a similar organization.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and qualified serving Senior Telephonists with not less than 3 years satisfactory service in the grade may be promoted. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition:</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>SENIOR TELEPHONIST JS 7</p>	<p><u>Duties:</u> As for the Telephone Exchange supervisor but under supervision.</p> <p><u>Qualification:</u> Must have served satisfactorily as Telephonist for a minimum of 3 years in the University or a similar Organization.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition:</u> Vacancies shall be advertised internally and qualified serving Telephonists in the Universities with not less than 3 years' satisfactory service in the grade may be promoted. Selection will be by interview.</p> <p>Or by (ii) <u>Open Competition:</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>TELEPHONIST JS 9</p>	<p><u>Duties</u> Operating all kinds of switchboards used by the University i.e. magneto, Cordless and Automatic Boards. These include the setting and control of local, trunk and emergency calls, checking and pricing of tickets, enquiry and monitorial duties and also exchange and clerical duties such as preparation of traffic returns, telephone directory, amendments, etc.</p> <p><u>Qualifications:</u> I. Must possess the GCE./ 'O' Level with credits in 5 subjects/SSSCE 6 passes including English Language plus a certificate awarded by the Ghana Telecommunication Training School or a similar organization.</p> <p><u>Entry:</u> Candidates must have satisfactorily completed an approved course of training at the Training School of Ghana Telecommunications Company and must have demonstrated an aptitude for</p>

	the duties. Preference will be given to those with post-qualification relevant working experience. Selection shall be by interview.
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TEACHING STAFF

POSITION	REGULATION
<p>SENIOR NURSERY ASSISTANT</p> <p>JS .7</p>	<p><u>Duties</u> To assist the Nursery Teacher in keeping the pupils clean and safe.</p> <p><u>Qualifications:</u> Must possess the Basic Certificate issued by the Ghana Education Service or the Department of Social Welfare plus 6 years' experience.</p> <p><u>Entry:</u> Either by <u>Limited Competition:</u> Confirmed Nursery Assistants with 3 years' experience may be promoted.</p> <p>Or by <u>Open competition:</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p>
<p>NURSERY ASSISTANT</p> <p>JS.17</p>	<p><u>Duties</u> To assist the Nursery Teacher</p> <p><u>Qualifications:</u> Must have the basic certificate issued by the GES or the Dept. of Social Welfare. Preference will be given to holders of GCE 'O' level / SSSCE with 3 credits including English Language.</p> <p><u>Entry:</u> <u>Open competition:</u> Vacancies shall be advertised. Selection will be by interview.</p>

FARM STAFF

POSITION	REGULATION
<p>ASSISTANT FARM SUPERVISOR JS. 2</p>	<p><u>Duties</u> To assist the Farm Supervisor in the general supervision of field staff and the day-to-day work on the station/farm; to allocate duties to field staff: take roll and record days of work. He will generally deputize for the Farm Supervisor in his absence and assist in planning the farm programme.</p> <p><u>Qualification:</u> I. Must have served in the University or similar organization as Farm Overseer Gd. I for 3 years. and II. Must possess a diploma from a recognized Agricultural Training College such as the Kwadaso, Ohawu, Ejura, Damango, Pong-Tamale Agric Colleges with at least 3 years' post qualification experience.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition:</u> Vacancies shall be advertised internally and qualified serving Farm Overseer Grade I or staff in analogous grades on the Farm/ Station who have had at least 3 years' continuous and satisfactory service in their grades may be considered for promotion. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>FARM OVERSEER GRADE I JS.7</p>	<p><u>Duties:</u> Similar to those of Assistant Farm Supervisor, the difference between their grades being a matter of experience, skill and ability.</p> <p><u>Qualification:</u> i. Must have served satisfactorily as Farm Overseer Grade II for a minimum of 3 years. and ii. Must possess a Diploma from a recognized Agricultural Training College such as the Kwadso, Ohawu, Ejura, Damango, Pong-Tamale Agricultural Training College.</p> <p><u>Entry:</u> <u>Either by Open:</u> Vacancies shall be advertised. Selection shall be by interview Or by (i) <u>Limited Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>

<p>FARM OVERSEER GRADE II</p> <p>JS.9</p>	<p><u>Duties</u> General duties on the farm including supervision of subordinate staff.</p> <p><u>Qualifications:</u> I. Candidates must possess the GCE with credits in 5 subjects/School Certificate/SSSCE 6 passes including English and a Science subject preferably Agricultural Science. Or II. Must be holders of certificate in Agriculture from a recognized Agric Farm Institute such as Wenchi/Asuansi/Adidome plus one year's experience.</p> <p><u>Entry:</u> By <u>Open Competition:</u> Vacancies shall be advertised. Selection will be by interview.</p>
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WORKS AND MAINTENANCE STAFF

POSITION	REGULATION
<p>FOREMAN</p> <p>JS.2</p>	<p><u>Duties:</u> Will be partly responsible for the supervision of tradesmen plus any other duties assigned to him by the Head of Section/Unit</p> <p><u>Qualifications:</u> i. Must have satisfactorily served as Artisan for a minimum of 3 years in the University or a similar organization. And either</p> <p>ii. Possess Advanced Craft Certificate.</p> <p style="text-align: center;">Or</p> <p>iii. The certificate in general course in construction, e.g. the National Craftsman Certificate plus 3 years' working experience in all cases.</p> <p><u>Entry:</u> Vacancies shall be advertised internally and serving artisans with the requisite qualifications and experience may be considered for promotion.</p>
<p>ARTISAN</p> <p>JS.7</p>	<p><u>Duties</u> The duties may vary depending on the Trade concerned but an Artisan will be assigned a wide range of responsibilities including the supervision of tradesmen in the absence of the Foreman.</p> <p><u>Qualifications:</u> I. Candidates must have served satisfactorily for a minimum of 3 years as Tradesman Grade I in the University or a similar organization, and either</p> <p>II. Must be holders of the Intermediate Certificate of the City and Guilds of London Institute or its equivalent, plus 1 year working experience, or</p> <p>III. Must possess the National Craftsman Certificate with one year's experience.</p> <p><u>Entry</u> Vacancies shall be advertised both internally and externally. Selection will be by interview.</p>
<p>TRADESMAN GRADE I/ MECHANIC GRADE I</p> <p>JS.9</p>	<p><u>Duties:</u> The duties may vary depending upon the category of trade concerned.</p> <p><u>Qualifications:</u> Must possess the Trade Test Grade I certificate issued by the NVTI or any other recognized institution plus at least one year working experience..</p> <p><u>Entry</u> Vacancies shall be advertised both internally and externally. Selection will be by interview plus practical test.</p>
<p>TRADESMAN GRADE II/ MECHANIC GRADE II</p> <p>JS.12</p>	<p><u>Duties</u> The duties may vary depending upon the category of the Trade concerned. Will work under close supervision.</p> <p><u>Qualifications:</u> Must possess the Trade Test Grade II certificate issued by the NVTI or any other recognized institution.</p>

	<p><u>Entry:</u></p> <p><u>Open competition</u> Vacancies shall be advertised. Selection will be by interview plus practical test.</p>
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DRAUGHTSMEN

POSITION	REGULATION
<p>ASSISTANT DRAUGHTSMAN GRADE I</p> <p>JS.2</p>	<p><u>Duties:</u> Tracing of complicated drawings, tracing of drawings against freehand sketches, and doing some drawings on his own accord under guidance and supervision.</p> <p><u>Qualification:</u> i. Must normally have served at least three years as Assistant Draughtsman Grade II in the University or a similar organization. Or ii. Certificate in Draughtsmanship awarded by ITE KNUST, or Weija plus 3 years' post qualification experience.</p> <p>In either case, candidates must be computer literate.</p> <p><u>Entry:</u></p> <p>Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Assistant Draughtsman Grade II with at least 3 years' satisfactory service in the grade may be considered for promotion. Selection shall be by interview.</p> <p>Or by (ii) <u>Open competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>ASSISTANT DRAUGHTSMAN GRADE II</p> <p>JS.7</p>	<p><u>Duties</u> Tracing of complicated drawings, tracing of drawings against freehand sketches, and doing some drawings on his own accord under guidance and supervision.</p> <p><u>Qualification:</u> Must have served satisfactorily as Assistant Draughtsman Grade III for a minimum of 3 years in the University or a similar organization. Experience in Auto Cad software will be an advantage.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection will be by interview.</p>

**ASSISTANT
DRAUGHTSMAN
GRADE III**

JS.9

Duties:

Reproduction of drawing, tracing of some very simple drawing against sketches.

Qualification:

Candidates must have GCE 'O' Level 5 credits/School Certificate/ SSSCE with at least 6 passes in relevant subjects including English Language and must have successfully completed an approved course of training in draughtsmanship.

Candidates must be computer literate.

Entry:

Vacancies shall be advertised.

Selection will be by interview.

TRANSPORT STAFF

POSITION	REGULATION
<p>SENIOR DRIVER MECHANIC/ TRAFFIC SUPERVISOR</p> <p>JS.2</p>	<p><u>Duties</u> Will be assigned driving and/or supervisory duties by the Transport Officer.</p> <p><u>Qualification:</u> I. Must have served satisfactorily as Driver Grade I for a minimum of 3 years in the University or a similar organization. Or</p> <p>II. Must possess a valid Driving License F and must have at least the BECE/GCE 'O' Level /SSSCE Certificate will be an advantage plus accident free record for at least 20 years.</p> <p><u>Entry:</u> Vacancies shall be advertised internally and qualified serving Drive Grade I who have had at least 3 years' continuous and satisfactory service in their grades may be considered for promotion. Selection will be by interview.</p>
<p>DRIVER MECHANIC GRADE I</p> <p>JS.7</p>	<p><u>Duties</u></p> <p>Will be responsible for driving University vehicles and such other duties as may be assigned by the Transport Officer.</p> <p><u>Qualification:</u> I. Must have served satisfactorily as Driver Grade II for a minimum of 3 years in the University or a similar organization, and</p> <p>II. Must possess a valid Driving License 'F'" with, at least, 8 years' accident free driving experience.</p> <p>III. Candidates must possess at least the BECE Certificate.</p> <p><u>Entry:</u></p> <p>Either by (i) <u>Limited Competition</u> Subject to satisfactory work and conduct, serving Driver Grade II with at least 3 years' service in the University may be considered for promotion.</p> <p>Or by (ii) <u>Open competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>DRIVER MECHANIC GRADE II</p> <p>JS.9</p>	<p><u>Duties</u> As under Driver Grade I but with lesser responsibility.</p> <p><u>Qualification:</u> Must possess at least the BECE Certificate and must be in possession of a valid Driving License F; with accident free record for 5 years. Candidates must be able to read and write English.</p>

	<p>Knowledge of mechanics will be an advantage.</p> <p><u>Age Limit</u> Not less than 25 years and must be medically certified to be fit to drive.</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
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SECURITY STAFF

POSITION	REGULATION
<p>ASSISTANT SECURITY OFFICER</p> <p>JS.2</p>	<p><u>Duties</u> To assist in the day-to-day administration of the Section, and be responsible for the maintenance of discipline amongst the Guards.</p> <p><u>Qualification:</u> I. Must have served satisfactorily as Senior Guard for a minimum of 3 years in the University. Or II. Must have attained the rank of Inspector in the Police Service or equivalent in the Armed Forces e.g. W.O. II Status with a clean record.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed serving officers in the Grade of Senior Guard may apply. Selection will be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>SENIOR GUARD</p> <p>JS.7</p>	<p><u>Duties</u> Will be responsible for co-ordinating the work of Guards and assist in the discharge of their duties. He will act in the absence of the Assistant Security Officer.</p> <p><u>Qualification:</u> I. Must have served satisfactorily as Guard Grade I for a minimum of 3 years in the University. Or II. Must have attained the rank of Sergeant in the Police Service or equivalent status in the Armed Forces. (e.g. Sergeant) with a clean record.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and confirmed serving officers in the grade of Guard Grade I may apply. Selection shall be by interview. Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>GUARD GRADE I</p> <p>JS.9</p>	<p><u>Duties</u> Staff of this category will be responsible for safe-guarding life and property in the campus and will be expected to be tactful and show a reasonable degree of initiative</p> <p><u>Qualification</u> I. Must have served satisfactorily as a Guard Grade II for a minimum of 3 years in the University or a similar institution.</p>

**GUARD
GRADE II**

JS.12

Or
II. Must have attained the rank of Corporal in the Police Service or equivalent status in the Armed Forces with a clean record.

Or
III. Candidates must have a minimum of 5 years' experience with a recognized private security organization.

Entry:

Either by (i)

Limited Competition

Vacancies shall be advertised internally and confirmed serving officers in the Guard Grade II may be considered. Selection shall be by interview.

Or by (ii)

Open competition

Vacancies shall be advertised. Selection shall be by interview.

Duties:

Staff of this category will be responsible for safe-guarding life and property in the campus and will be expected to be tactful and show have a reasonable degree of initiative.

Qualification

I. Must possess the School Cert./GCE 'O' Level 5 credits/SSSCE 6 passes in subjects including English Language.

Or
II. Must have attained the rank of Constable in the Police Service or equivalent status in the Armed Forces (i.e. Lance Corporal) with a clean record.

Or
III. Must have served for not less than 3 years in a recognized private security organization and not less than 25 years old.

In addition, candidates must have the following height requirements:

Men: 5'8"

Women: 5'6"

Entry:

by (i)

Open Competition

Vacancies shall be advertised. Selection shall be by interview.

METER READERS

POSITION	REGULATION
<p>SENIOR METER READER</p> <p>JS 2</p>	<p><u>Duties:</u> Duties involve the supervision of subordinate staff, compilation of readings of electricity consumption recorded from various houses and department buildings and the preparation of bills relating thereto.</p> <p><u>Qualification:</u> Must have served satisfactorily as Meter Reader Grade I for a minimum of 3 years in the University or a similar institution.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Meter Reader Grade I with the requisite qualification may be promoted.</p> <p>Or by (ii) <u>Open Competition:</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>METER READER GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> Duties involve the compilation of readings of electricity consumption recorded from various houses and department buildings and the preparation of bills relating thereto.</p> <p><u>Qualification:</u> Must have served satisfactorily as Meter Reader Grade II for a minimum of 3 years in the University or a similar institution.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Vacancies shall be advertised internally and serving Meter Reader Grade II with the requisite qualification may be promoted.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>METER READER GRADE II</p> <p>JS.9</p>	<p><u>Duties:</u> Duties involve visits to houses and department buildings for the purpose of reading and recording electricity consumption for the preparation of bills.</p> <p><u>Qualification:</u> Must possess the GCE 5 credits/School Certificate /SSSCE 6 passes in subjects including English Language or its equivalent.</p> <p><u>Entry:</u> <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>

	<p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview</p>
<p>SENIOR LAUNDRY MAN</p> <p>JS.12</p>	<p><u>Duties</u> Similar to those of Head Laundryman. The difference in grade being mainly in responsibility.</p> <p><u>Qualification:</u> i. Candidates must possess the GCE 'O' Level Certificate/SSSCE with credits in at least 3 subjects. <p style="text-align: center;">Or</p> ii. Must have such relevant training skills and working experience as may be considered appropriate in the absence of the GCE 'O' level or SSSCE qualification.</p> <p><u>Entry:</u> Either by (i) <u>Limited competition</u> Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service as Laundryman in the Universities or in a similar organization may be considered for promotion.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection will be by interview.</p>
<p>LAUNDRYMAN</p> <p>JS.14</p>	<p><u>Duties</u> Similar to those of Senior Laundryman but under supervision.</p> <p><u>Qualification:</u> Similar to those under Senior Laundryman but with less experience.</p> <p>Must have training and experience in Laundry work.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection will be by interview</p>

DATA STAFF

POSITION	REGULATION
<p>SENIOR I.C.T. CLERK</p> <p>JS.2</p>	<p><u>Duties</u></p> <p>i. To assist System Analysis, programmers, Network Administrators and System Administrators in the performance of their duties.</p> <p>ii. Supervise data preparation, entry into Computer, Information, systems the validation of data and retrieval.</p> <p><u>Qualification</u></p> <p>I. Must have served satisfactorily as ICT Clerk Grade I for a minimum of 3 years in the University or a similar organization, and</p> <p>II. Must possess a diploma in ICT awarded by a recognized professional training Institute eg. IMIS plus 3 years' of post qualification experience.</p> <p>III. Candidate must be computer literate and must have a clean record.</p> <p><u>Entry:</u></p> <p>Vacancies shall be advertised and staff who have worked as ICT Grade I for a minimum of 3 years may apply. Selection shall be by interview.</p>
<p>ICT CLERK GD. 1</p> <p>JS.7</p>	<p><u>Duties</u></p> <p>i. To prepare and enter data into computer information systems</p> <p>ii. Validate, verify data with a higher level of responsibility.</p> <p><u>Qualification:</u></p> <p>I. Must have served satisfactorily as ICT Clerk Grade II for a minimum of 3 years in the University or a similar organization, and</p> <p>II. Must possess a diploma in ICT awarded by a recognized professional training Institute eg. IMIS without any post-qualification experience.</p> <p>In addition, candidates must have a clean record.</p> <p><u>Entry:</u></p> <p>Vacancies shall be advertised and staff who has worked as ICT Clerks Grade II for a minimum of 3 years may apply. Selection shall be by interview.</p>
<p>ICT CLERK GRADE II</p> <p>JS.9</p>	<p><u>Duties</u></p> <p>i. To prepare and enter data into computer information systems.</p> <p>ii. Validate, verify data.</p> <p><u>Qualification:</u></p> <p>Must possess School Certificate/GCE with credits in 5 subjects including English Language and Mathematics or SSSCE with 6 passes including English and Mathematics. In addition candidates must have Certificate of Proficiency in Computing or data entry programme plus one year's experience. In addition, candidates must have a clean record.</p> <p><u>Entry</u></p> <p>Vacancies shall be advertised. Selection will be by interview.</p>

MEDICAL PHOTOGRAPHER

POSITION	REGULATION
<p>ASSISTANT MEDICAL PHOTO- GRAPHER GRADE I</p> <p>JS.2</p>	<p><u>Duties</u> Duties involve the application of highly specialized skill in Medical/Clinical Photography and supervision of subordinate staff.</p> <p><u>Qualification</u> I. Must have served as Assistant Photographer Grade II for a minimum of 3 years in the University or a similar organization, and</p> <p>II. must have the minimum educational qualification of School Certificate/GCE 'O' Level with credits in 5 subjects including a Science subject and Mathematics <u>Plus</u> Certificate in General Photography issued by the Ghana Education Service or any accredited examining body or an equivalent qualification.</p> <p>III. Candidates must be computer literate.</p> <p><u>Entry</u> Either by (i) <u>Limited Competition</u> A qualified Assistant Medical Photographer Grade II who has considerable experiences or has demonstrated special competence to the post of Assistant Medical Photographer Grade I.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>ASSISTANT MEDICAL PHOTO- GRAPHER GRADE II</p> <p>JS.7</p>	<p><u>Duties</u> Duties involve the application of detailed knowledge of Medical Photography in clinical research work.</p> <p><u>Qualifications</u> Must have served as Assistant Medical Photographer Grade III for a minimum of 3 years in the university or a similar organization.</p> <p><u>Entry</u> Either by (i) <u>Limited Competition</u> Subject to satisfactory work and conduct, an Assistant Medical Photographer Grade III who obtains the relevant qualifications will be considered for upgrading to the post of Assistant Medical Photographer Grade II.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised Selection shall be by interview.</p>
<p>ASSISTANT MEDICAL PHOTO- GRAPHER GRADE III</p>	<p><u>Duties</u> General practices in Medical Photography as prescribed by the Head of Department.</p> <p><u>Qualifications</u> Candidates must possess:</p>

<p>JS.9</p>	<p>The minimum educational qualification of School Certificate. GCE 'O' Level 5 credits/ SSSCE with 6 passes including English Language and a science subject plus a certificate in General Photography issued by a recognized institution or an equivalent such as Tema Technical Institute. Candidates must also be computer literate.</p>
	<p><u>MEDICAL ARTISTS</u></p>
<p>ASSISTANT MEDICAL ARTIST GRADE I</p> <p>JS.2</p>	<p><u>Duties</u> Will work under the Medical Artist and duties will include general lettering, inking, retouching and simple line work.</p> <p><u>Qualification:</u> Must have served satisfactorily as Assistant Medical Artist Grade II for a minimum of 3 years in the University or a similar organization. Candidates must be computer literate.</p> <p>Entry: Either by (i)</p> <p><u>Limited Competition:</u></p>

<p>ASSISTANT MEDICAL ARTIST GRADE II</p> <p>JS.7</p>	<p>Vacancies shall be advertised internally and confirmed staff with not less than 3 years' service as Assistant Medical Artist Grade II in the Universities or similar organizations may be considered for the post of Assistant Medical Artist Grade I.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selections shall be by interview.</p> <p><u>Duties</u> As under Assistant Medical Artist Grade I the difference between their grades being a matter of experience, skill and responsibility.</p> <p><u>Qualification</u> Must have served satisfactorily as an Assistant Medical Artist Grade. III for a minimum of 3 years in the University or a similar organization and must be computer literate.</p> <p>Entry: Either by (i)</p> <p><u>Limited Competition</u> Subject to satisfactory work an Assistant Medical Artist Grade III who has served in the grade for a minimum of 3 years may be promoted to the post of Assistant Medical Artist Grade II.</p> <p>Or by (ii) Open Competition: Vacancies shall be advertised Selection shall be by interview.</p>
<p>ASSISTANT MEDICAL ARTIST GRADE III</p> <p>JS.9</p>	<p><u>Duties</u> As under Assistant Medical Artist Grade II but with less responsibility.</p> <p><u>Qualification</u> Must possess GCE 5 credits/School Certificate/SSSCE 6 passes in subjects including English Language and Art.</p> <p><u>Entry:</u> <u>Open competition</u> Vacancies shall be advertised. Selection shall be by interview</p>

DANCERS

POSITION	REGULATION
<p>SENIOR DANCER</p> <p>JS.2</p>	<p><u>Duties</u> General performance with other members of the Dance Company. Would assist in teaching and supervising dancers in the repertoire of the Company. To take charge of rehearsals.</p> <p><u>Qualifications:</u> Must have served as a Dancer Grade I for a minimum of 3 years in the University or a similar organization.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Subject to satisfactory work and conduct, confirmed Dancer Grade I who attains the required qualifications may be promoted.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>DANCER GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> Would perform with other members in the repertoire of the Dance Company. Would assist at rehearsals. Help teach dancers in the repertoire of the Company.</p> <p><u>Qualifications:</u></p> <ol style="list-style-type: none"> 1. Must have served satisfactorily as Dancer Grade II for a minimum of 3 years in the University or a similar organization. <p style="text-align: center;">Or</p> 2. Must possess GCE 'O' Level with 5 credits or the SSSCE 6 passes including English Language plus 3 years' performing experience. <p style="text-align: center;">Or</p> 3. Relevant experience as may be judged by the panel of auditioners to be equivalent to the above qualifications. <p><u>Entry:</u> Either by(i) <u>Limited Competition</u> Subject to satisfactory work and conduct, confirmed Dancer Grade II who attains the required qualifications may be promoted.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview</p>

<p>DANCER GRADE II</p> <p>JS.9</p>	<p><u>Duties</u> Would perform dances in the repertoire of the Company.</p> <p><u>Qualifications:</u> I. Must possess GCE 'O' Level 5 credits/School Certificate/SSSCE passes in 6 subjects including English with 1 year's experience in dancing. Or II. Must have served satisfactorily for a minimum of 3 years as Dancer Grade III in the University or similar organization.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Subject to satisfactory work and conduct, confirmed Dancer Grade III who attains the required qualifications may be promoted.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>DANCER GRADE III</p> <p>JS 12</p>	<p><u>Duties:</u> Would perform dances in the repertoire of the Dance Company.</p> <p><u>Qualifications:</u> Must have training and experience in dancing as may be judged by the panel of auditioners to be satisfactory and must have, at least, the BECE.</p> <p><u>Entry:</u> <u>Open Competition:</u> Vacancies shall be advertised. Selection shall be by interview.</p>

DRUMMERS

POSITION	REGULATION
<p>SENIOR DRUMMER</p> <p>JS.2</p>	<p><u>Duties:</u> Would perform with other members of the Dance Company. Assist at rehearsals and workshops etc. organized by the Company. Supervise subordinate staff. Would be responsible for the maintenance and repairs of all drums.</p> <p><u>Qualification:</u> 1. Must be a Drummer Grade I with the company for a period of at least three years and must be able to play all the instruments which provide the music for all the dances in the repertoire. Or 2. Must possess GCE 'O' Level 5 credits/SSSCE 6 passes including English Language, English Literature and /or a Ghanaian Language plus a minimum of 9 years' experience with a reputable dance Company Or 3. Such relevant experience as may be judged by the panel of auditioners to be equivalent to the above qualifications.</p> <p><u>Entry:</u> Either by (i) <u>Limited Competition</u> Subject to satisfactory work and conduct, confirmed Dancer Grade I who attains the required qualifications may be promoted.</p> <p>Or by (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview</p>
<p>DRUMMER GRADE I</p> <p>JS.7</p>	<p><u>Duties</u> Would perform with other members of the company in the repertoire of the Dance Company. Would also assist at rehearsals and help teach the drumming.</p> <p><u>Qualification:</u> 1. Must be a Drummer Grade II for a minimum period of at least three years. Or 2. Must possess GCE 'O' Level 5 credits/SSSCE 6 passes including English Language, English Literature and/or a Ghanaian Language plus a minimum of 6 years' performing experience in a reputable dance company. Or 3. Such relevant experience as may be judged by the panel of auditioners to be equivalent to the above qualifications.</p> <p><u>Entry:</u> Either by (I) <u>Limited Competition</u> Subject to satisfactory work and conduct, confirmed Dancer Grade II who attains the required qualifications may be promoted.</p> <p>Or (ii) <u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>

<p>DRUMMER GRADE II</p> <p>JS.9</p>	<p><u>Duties:</u> Would provide drumming for the dancers in the repertoire of the Dance Company.</p> <p><u>Qualification:</u> I. Must possess GCE O' level 5 credits/School Certificate/SSSCE 6 passes including English with a year's experience in drumming. Or II. Must have served satisfactorily for a minimum of 3 years as Drummer Grade III in the University or similar organization.</p> <p><u>Entry</u> <u>Open competition:</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>DRUMMER GRADE III</p> <p>JS 12</p>	<p><u>Duties:</u> Would provide drumming for the dancers in the repertoire of the Dance Company.</p> <p><u>Qualifications:</u> Must have training and experience in drumming as may be judged by the panel of auditioners as satisfactory plus, at least, the BECE.</p> <p><u>Entry:</u> Vacancies shall be advertised. Selection shall be by interview.</p>

DESIGNERS

POSITION	REGULATION
<p>ASSISTANT DESIGNER GRADE I</p> <p>JS.2</p>	<p><u>Duties</u> Must be able to design, make and organize the use of traditional and contemporary dance costumes for the company, and would be the custodian of the company.</p> <p><u>Qualification</u></p> <ol style="list-style-type: none"> 1. Must have the requisite skills and/or training in the design and making of traditional and contemporary dance costumes, experience in the area of costumes making plus 6 years' experience as a designer with reputable Dance Company. <p>and</p> <ol style="list-style-type: none"> 2. Must possess 5 credits at the GCE 'O' level/6 passes at the SSSCE. <p align="center">Or</p> <ol style="list-style-type: none"> 3. Such relevant experience as may be judged by the panel of auditioners to be equivalent to the above qualifications. <p><u>Entry:</u> Either by</p> <p><u>Limited Competition</u> Subject to satisfactory work and conduct, confirmed Assistant Designer Grade II who acquires the required qualifications may be promoted.</p> <p>Or by</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>ASSISTANT DESIGNER GRADE II</p> <p>JS.7</p>	<p><u>Duties</u> Assist in designing and making of traditional dance costumes for the company. Would dance with the Company as and when necessary.</p> <p><u>Qualification</u></p> <ol style="list-style-type: none"> 1. Should hold at least 5 credits at GCE 'O' Level / 6 passes at the SSSCE and have the requisite training in designing and dressmaking NVTI Grade I in Sewing. In addition applicants should be able to dance at least two traditional dances and be able to teach them. <p align="center">Or</p> <ol style="list-style-type: none"> 2. Such relevant experience as may be judged by the Appointments Committee to be equivalent to the above qualifications. <p><u>Entry:</u> Either by (i)</p> <p><u>Limited Competition</u> Confirmed Assistant Designer Grade III with the requisite qualifications and experience may be considered. Selection shall be by interview.</p> <p>Or by (ii)</p> <p><u>Open Competition</u> Vacancies shall be advertised. Selection shall be by interview.</p>
<p>ASSISTANT DESIGNER GRADE III</p> <p>JS 9</p>	<p><u>Duties:</u> As under Assistant Designer Grade II</p> <p><u>Qualifications:</u></p>

	<p>I. Candidates must possess, at least 5 credits including English Language at GCE 'O' level/6 passes at SSSCE plus requisite training in designing and dress making (NVTI Grade II in sewing) or</p> <p>II. Such experience as may be judged by the Appointments Committee to be equivalent to the above qualifications.</p> <p>Entry: <u>Open Competition:</u> Vacancies shall be advertised. Selection shall be by interview.</p>
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LABOURERS/GARDENERS/MESSENGER/CLEANERS

POSITION	REGULATION
<p>LABOURERS/ GARDNERS MESSENGER CLEANER</p> <p>JS.13/14</p>	<p><u>Qualification</u> Preference will be given to those in possession of GCE 'O' Level/SSSCE passes and they will be engaged for short term contracts not exceeding ten years.</p>

**REMARKS THAT GO WITH THE POSITIONS BEGINNING WITH THE
GENERAL REMARKS AFFECTING ALL GRADES**

GENERAL REMARKS

1. In all cases candidates must be computer literate.

PARTICULAR REMARKS

Senior Clerk/Senior Stenographer: Shorthand is not essential but an advantage.

Senior Typist, Typist Grade I, Typist Grade II: to be phased out

Senior Accounts Clerk: If anyone wants to be in accounting, he/she must have a qualification in Mathematics. The job market has changed and we must change accordingly, hence 5 credits instead of 3. Those already in the system will not be affected. Staff without DBS in the appropriate subject area cannot rise above Accounting Assistant.

Senior Audit Clerk: Staff without DBS cannot go above Audit Assistant.

Senior Storekeeper: Staff without DBS cannot go beyond Stores Superintendent.

Bookshop Assistant Grade I: Staff without DBS cannot go above Assistant Bookshop Manager. Computer literacy will be preferable.

Assistant Technician: Those without HND or 1st Degree cannot rise beyond Senior Technician.

Technical Assistant: For Technical Assistant without experience, the initial appointment should be Grade III after which candidates may be upgraded to Technical Assistant Grade II after 3 years' service.

Junior Library Assistant Grade I: The certificate course has been abolished by the University of Ghana and has been replaced with a Diploma, which qualifies people for Senior Staff position.

Junior Library Assistant Grade III: To be placed on salary scale JS 12 for an initial period of three years.

Junior Library Assistants: For those without experience, the initial appointment should be Grade III (JS12) after which the candidate may be upgraded after one year to Grade II.

Bindery Assistant Grade III: Initial appointment should be Bindery Assistant Grade III (JS12) for 3 years after which staff can be upgraded to Bindery Assistant Grade II.

Printing Assistant Grade III: Proposed grade.

Enrolled Nurses: Phased out.

Hospital Laboratory Assistant Grade III: Hospital Laboratory Assistant Grade III without appropriate Hospital Laboratory Tech. Certificate issued by the Ministry of Health will not rise to Hospital Laboratory Assistant Grade II

Junior Research Assistants: To be phased out. Preference to be given to Diplomates for appointment to Senior Staff positions

Cooks/ Bakers: NVTI Trade Test Certificate is now a requirement for the appointment of Cooks.

Stewards: NVTI Trade Test Certificate in the relevant area is now a requirement for Stewards.

Overseer: Assistant Overseers without the basic certificate in Horticulture cannot rise beyond Overseer grade.

Assistant Overseer Grade III: Those without experience will enter on Grade III level for 3 years after which staff may be upgraded to Grade II.

Assistant Farm Supervisor: Recognized Agric. Colleges: Kwadaso, Ohawu, Ejura, Damongo, Pong-Tamale.

Foreman: Staff who do not possess the City and Guilds or the National Craftman Certificate cannot rise beyond Foreman.

Senior Driver Mechanic/Traffic Supervisor: Senior Drivers without HND or MVCT certificate cannot rise beyond Assistant Transport Officer.

Driver Mechanic Gd I: In all cases candidates must be able to read and write English.

Guard Grade I: Watchman already in the employment of the Universities will not be promoted beyond Guard Grade I.

Guard Grade III: Guard Grade III should be reserved for watchmen and should be gradually phased out.

Leading Fireman: Recommended to be phased out. Univ. of Ghana does not have; KNUST has a skeleton staff. Fire Service to set up fire post and train them. To be phased out.

Fireman: To be phased out.

Meter Reader Grade I: Meter readers to be phased out gradually as pre-paid meters are introduced. Senior Meter Reader will remain the terminal grade.

Senior ICT Clerk: Data Processing Operator should be replaced with ICT Clerk.

Store Assistants: To be phased out.

Messengers/Cleaners: Messengers/Cleaners who have served for not less than 10 years may be placed on the JS 12 salary scale 4th pt. Their positions as Messenger/Cleaners will be reaffirmed.