

1. Medical Specialist I (Radiologist). Job Group ‘Q’- 1 Post

Responsibilities

- Undertaking general diagnosis, care, treatment and rehabilitation of patients,
- Carrying out specialized clinical care, providing psycho-social interventions
- Providing clinical services to patients,
- Training consulting and performing surgeries in various health facilities
- Carrying out forensic and medico-legal services
- Coordinating disease surveillance, prevention and control
- Coordinating health education and promotion
- Implementing health projects and programs
- Maintaining up-to-date health information systems
- Monitoring provision of health treatment and care
- Undertaking health research
- Analyzing medical reports

For appointment to this grade, a candidate must: -

- Bachelor of medicine and Bachelor of surgery (M.C.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board
- Master’s degree in Radiology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board.
- Certificate of Registration by the Medical Practitioners and Dentist Board.
- Valid Practicing license from Medical Practitioners and Dentist Board.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- Certificate in computer application skills from a recognized institution
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

2. Community Health Officer II, Job Group ‘J’ - 3 Posts

(a) Duties and Responsibilities

- Identifying common ailments and minor Injuries at the community level for appropriate action;
- Identifying and referring health cases to the appropriate health facilities;
- Coordinating community health activities;
- Collating health data from household level for analysis;
- Sensitizing and disseminating health information to the community;
- Identifying defaulters of health interventions and referring them to appropriate health facilities;
- Convening meetings for dialogue and action days in collaboration with other stakeholders;

- Requisitioning refills for the community health workers kits.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- Bachelor's degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution; and
- Certificate in Computer Application Skills from a recognized institution.

3. Cooperative Officer II, Job Group 'J' - 3 Posts

(a) Duties and Responsibilities

- Enforcing the cooperative legislation
- Advising societies on proper conduct of meetings
- Implementing cooperative development policies

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- Bachelor's degree in any of the following disciplines: Cooperative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship, Management and Organizational Development or Economist (Lower 2nd) from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution.

4. Administration Officer III, Job Group 'H' - 3 Posts

Duties and Responsibilities

- Planning of office accommodation and layout;
- Facilitating transport and travelling services;
- Maintaining and updating furniture and office equipment inventory;
- Ensuring payment of utility bills;
- Facilitating movement of assets;
- Facilitating general maintenance of building and furniture;
- Facilitating logistics for meetings, conferences and other specific events;
- Collecting and collating data on developmental activities;
- Providing input in organizing public participation awareness at the local level.

Requirements for Appointment

- Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development, Supply chain, Trade, economics, Marketing, ICT or any other relevant qualification from a recognized Institution;
- Certificate in computer applications from a recognized Institution