

GOVERNMENT OF AKWA IBOM STATE OF NIGERIA

Office of the Head of Civil Service

Governor's Office

Akwa Ibom State

19th April, 2010

Our Ref: HCS/AKS/S/256/ Vol.V/311

PUBLIC NOTICE

Applications are invited from suitably qualified candidates of Akwa Ibom State Origin for employment into the State Civil Service as follows:

1.0 **POSTS**

- 1.1 Cleaner, GL.01
- 1.2 Watchman II, GL.01
- 1.3 Gardener, GL.02
- 1.4 Messenger, GL.02
- 1.5 Fisheries Attendant II, GL.02
- 1.6 Forest Attendant, GL.02
- 1.7 Health Attendant, GL.02

- 1.8 Security Guard II, GL.03
- 1.9 Motor Driver, GL.03
- 1.10 Clerical Assistant, GL.03
- 1.11 Boundary man, GL.03
- 1.12 Chainman, GL.03
- 1.13 Assistant Craftsman, GL.03
- 1.14 Data Processing Assistant II, GL.03
- 1.15 Fireman I, GL.04
- 1.16 Store – Keeper, GL.04
- 1.17 Motor Driver Mechanic, GL.04
- 1.18 Clerical Officer II, GL.04
- 1.19 Craftsman, GL.04
- 1.20 Health Assistant(Hospital Services), GL.04
- 1.21 Health Assistant(Laboratory Services), GL.04
- 1.22 Data Processing Assistant I, GL.04
- 1.23 Secretarial Assistant III, GL.04
- 1.24 Photographic Assistant I, GL.04
- 1.25 Printing Assistant II, GL.04
- 1.26 Statistical Assistant, GL.04
- 1.27 Town Planning Assistant I, GL.04
- 1.28 Survey Draughtsman, GL.04
- 1.29 Lands Assistant, GL.04
- 1.30 Air Mapping Assistant, GL.04

- 1.31 Cartographic Draughtsman, GL.04
- 1.32 Assistant Forest Superintendent- in-Training, GL.04
- 1.33 Assistant Agricultural Superintendent- in-Training, GL.04
- 1.34 Social Welfare Assistant, GL.04
- 1.35 Secretarial Assistant II, GL.05
- 1.36 Assistant Data Processing Officer, GL.06

- 1.37 Assistant Stores Officer, GL.06
- 1.38 Secretarial Assistant I, GL.06
- 1.39 Confidential Secretary III, GL.06
- 1.40 Assistant Executive Officer (General Duties), GL.06
- 1.41 Assistant Executive Officer (Accounts), GL.06
- 1.42 Assistant Executive Officer (Revenue), GL.06
- 1.43 Assistant Executive Officer (Audit), GL.06
- 1.44 Assistant Cameraman, GL.06
- 1.45 Assistant Technical Officer (Electrical) , GL.06
- 1.46 Assistant Technical Officer (Civil),GL.06
- 1.47 Assistant Technical Officer (Architecture) ,GL.06
- 1.48 Assistant Technical Officer (Water Resources), GL.06
- 1.49 Assistant Technical Officer (Mechanical) , GL.06
- 1.50 Assistant Labour Inspector, GL.06
- 1.51 Assistant Safety Inspector, GL.06
- 1.52 Assistant Estate Officer, GL.06
- 1.53 Assistant Agricultural Superintendent, GL.06

- 1.54 Assistant Statistical Officer, GL.06
- 1.55 Assistant Co-operative Inspector, GL. 06
- 1.56 Assistant Social Welfare Officer II, GL.06
- 1.57 Assistant Library Officer, GL.06
- 1.58 Assistant Forest Superintendent, GL.06

2.0 **ENTRY QUALIFICATIONS**

2.1 **Cleaner, GL.01**

Applicants must be suitably able bodied persons.

2.2 **Watchman II, GL.01**

Applicants must be mentally and physically fit and possess the ability to read and write.

2.3 **Gardener, GL.02**

Applicants must be suitably able bodied persons.

2.4 **Messenger, GL.02**

Applicants must possess First School Leaving Certificate.

2.5 **Fisheries Attendant II, GL.02**

Applicants must possess First School Leaving Certificate.

2.6 **Forest Attendant II, GL.02**

Applicants must possess First School Leaving Certificate.

2.7 **Health Attendant, GL.02**

Applicants must possess First School Leaving Certificate.

2.8 **Security Guard II, GL.03**

Candidates must possess First School Leaving Certificate plus evidence of training in either the Nigerian Police or any of the disciplined services.

2.9 Motor Driver, GL.03

Applicants must possess First School Leaving Certificate plus a valid Class 'C' Driver's License.

2.10 Clerical Assistant, GL.03

Candidates must possess any of the following:

2.10.1 Junior Secondary School Certificate

2.10.2 General Certificate of Education(Ordinary Level) with three credits obtained at one sitting or four credits at two sittings

2.10.3 Evidence of completion of a full course in a Government approved Secondary School or S.75

2.10.4 Royal Society of Arts School Commercial Certificate.

2.11 Boundaryman, GL.03

Candidates must possess any of the following:

2.11.1 Evidence of completion of a full course in a Government approved Secondary School or S.75

2.11.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings.

2.12 Chainman, GL.03

Candidates must possess any of the following:

2.12.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School .

2.12.2 First School Leaving Certificate plus at least three years' post-qualification cognate experience.

2.13 Assistant Craftsman, GL.03

Candidates must possess any of the following:

2.13.1 First School Leaving Certificate plus a pass in the Federal Ministry of Labour Trade Test Class III in the appropriate trade.

2.13.2 The Craft Certificate of the City of Guilds of London

2.14 **Data Processing Assistant II, GL.03**

Applicants must possess any of the following:

2.14.1 Evidence of completion of a full course in a Government approved Secondary School or S.75. Proficiency in Data Processing will be an added advantage.

2.14.2 Junior Secondary School Certificate. Proficiency in Data Processing will be an added advantage.

2.14.3 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings. Proficiency in Data Processing will be an added advantage.

2.15 **Fireman I, GL.04**

Applicants must possess any of the following:

2.15.1 General Certificate Education (Ordinary Level) in four subjects passed at one sitting or five subjects passed at two sittings including English Language, Mathematics and Chemistry.

2.15.2 West African School Certificate or Senior Secondary School Certificate including English Language, Mathematics, Chemistry and one other Science subjects.

2.16 **Store-Keeper, GL.04**

Applicants must possess any of the following:

2.16.1 West African School Certificate or Senior Secondary School Certificate.

2.16.2 General Certificate Education (Ordinary Level) in four subjects passed at one sitting or five subjects passed at two sittings.

2.17 **Motor Driver-Mechanic, GL.04**

Applicants must possess Class III Trade Test Certificate for Motor Mechanic Work plus First School Leaving Certificate and a valid Professional Driver's Licence.

2.18 **Clerical Officer II, GL.04**

Candidate must possess any of the following:

2.18.1 West African School Certificate or Senior Secondary School Certificate.

2.18.2 General Certificate Education (Ordinary Level) with four credits at one sitting or five credits at two sittings.

2.19 **Craftsman, GL.04**

Candidates must possess any of the following:

2.19.1 Government Craft Certificate obtained from a Government Trade Centre or any approved Institution.

2.19.2 A pass Certificate of Government Trade Test Class II who has spent at least two years in the trade.

2.20 **Health Assistant (Hospital Services), GL.04**

Candidates must possess S.75 or Junior Secondary School Certificate or General Certificate of Education (Ordinary Level) obtained with three credits at one sitting or four credits at two sittings, and has successfully completed the two-year training programme in the School of Health Technology or any other approved Health Institution and obtained the National Certificate for Health Assistant.

2.21 **Health Assistant (Laboratory Services), GL.04**

Same as 2.19

2.22 **Data Processing Assistant I, GL.04**

Applicants must possess any of the following:

2.22.1 West African School Certificate or Senior Secondary School Certificate preferably with a pass in Mathematics. Proficiency in Data Processing will be an added advantage.

2.22.2 General Certificate Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings, preferably with a pass in Mathematics. Proficiency in Data Processing will be an added advantage.

2.23 **Secretarial Assistant III, GL.04**

Candidates must possess a minimum of S.75 or Junior Secondary School Certificate plus any of the recognized Certificates in Typewriting at 25 words per minutes. Proficiency in computer operation will be an added advantage.

2.24 Photographic Assistant I, GL.04

Candidates must possess any of the following:

2.24.1 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate plus at least two years' post – qualification cognate experience.

2.24.2 General Certificate of Education (Ordinary Level) with three credits obtained at one sitting or four credits at two sittings plus at least two years' post–qualification cognate experience.

2.24.3 First School Leaving Certificate plus at least five years' cognate experience or training in photography in a reputable firm.

2.25 Printing Assistant II, GL.04

Candidates must possess any of the following:

2.25.1 West African School Certificate or Secondary School Certificate or General Certificate of Education (Ordinary Level) with four credit passes at one sitting or five credit passes at two sittings.

2.25.2 Certificate of successful completion of a four years' course in printing at a Government Trade centre or any other approved Technical School .

2.26 Statistical Assistant, GL.04

Candidates must possess any of the following including a pass in Mathematics:

2.26.1 West African School Certificate or Secondary School Certificate

2.26.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.

2.27 Town Planning Assistant I, GL.04

Candidates must possess any of the following:

2.27.1 West African School Certificate or Secondary School Certificate.

2.27.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings including at least two of the following: Mathematics, Geography, Economics, Fine arts, Physics and Technical Drawing.

2.27.3 Evidence of completion of a full course in a Government approved Secondary School or S.75 or Junior Secondary School Certificate plus a Proficiency Certificate in Draughtsmanship from a recognized Institution or a reputable firm.

2.28 Survey Draughtsman, GL.04

Candidates must possess any of the following:

2.28.1 West African School Certificate or Secondary School Certificate preferably, including Geography, Mathematics, Physics, Fine Art or Technical Drawing.

2.28.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings preferably including Geography, Mathematics, Physics, Fine Art or Technical Drawing.

2.29 Lands Assistant, GL.04

Candidates must possess any of the following:

2.29.1 West African School Certificate or Secondary School Certificate.

2.29.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.

2.30 Air Mapping Assistant, GL.04

Candidates must possess any of the following:

2.30.1 West African School Certificate or Secondary School Certificate preferably including passes in Geography, Physics, Mathematics or Chemistry.

2.30.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings preferably including Geography, Physics, Mathematics or Chemistry.

2.31 Cartographic Draughtsman, GL.04

Candidates must possess any of the following:

2.31.1 West African School Certificate or Secondary School Certificate.

2.31.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.

2.32 Assistant Forest Superintendent- in-Training, GL.04

Candidates must possess any of the following:

2.32.1 West African School Certificate or Secondary School Certificate preferably, including Botany, Biology, Agricultural science or Geography.

2.32.2 General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or five subjects at two sitting preferably including Botany, Biology, Agricultural Science or Geography.

2.33 Assistant Agricultural Superintendent- in-Training, GL.04

Candidates must possess any of the following:

2.33.1 West African School Certificate or Secondary School Certificate preferably with a pass in Botany, Biology, Agricultural science or Chemistry.

2.33.2 General Certificate of Education (Ordinary Level) in four subjects obtained at one sitting or five subjects at two sitting preferably including Botany, Biology, Agricultural Science or Chemistry.

2.34 Social Welfare Assistant, GL.04

Candidates must possess any of the following:

2.34.1 West African School Certificate or Secondary School Certificate.

2.34.2 General Certificate of Education (Ordinary Level) with four credits obtained at one sitting or five credits at two sittings.

2.35 Secretarial Assistant II, GL.05

Candidates must possess any of the following:

2.35.1 First School Leaving Certificate plus certificate in Typewriting at a 35 Words per minutes from a recognized Institution i.e Royal Society of Arts, West African Examination Council, Federal Service Training Centre or any State owned Secretarial Institution. Proficiency in computer operation will be an added advantage.

2.35.2 A pass in Typewriting at the West African School Certificate or Secondary School Certificate. Proficiency in computer operation will be an added advantage.

2.36 Assistant Data Processing Officer, GL.06

Candidates must possess Ordinary National Diploma in Computer Studies or Data Processing from a recognized Institution.

2.37 Assistant Stores Officer, GL.06

Candidates must possess any of the following:

2.37.1 General Certificate of Education (Ordinary Level) in two subjects obtained at one sitting or three subjects at two sittings.

2.37.2 Ordinary National Diploma in Business Studies from a recognized Institution.

2.37.3 Intermediate Certificate of the Institute of Purchasing and Supplies, London .

2.38 Secretarial Assistant I, GL.06

Candidate must possess FSLC plus a recognized Certificate in Typewriting at a speed of 50 words per minutes. Proficiency in computer operation will be an added advantage.

2.39 Confidential Secretary III, GL.06

Candidates must possess any of the following:

2.39.1 Ordinary National Diploma in Secretarial Studies including passes in Shorthand and Typewriting at 100 and 50 words per minutes respectively from a recognized Secretarial or Technical Institution.

2.39.2 West African School Certificate or Secondary School Certificate plus Royal Society of Arts or Civil Service Training School Certificate in Shorthand and Typewriting at 100 and 50 words per minutes respectively, plus a recognized Certificate in English Language, Office Practice, Secretarial Practice and any of the optional subjects, including Social Studies, Civil Service Rules, Economics or Book-keeping.

2.40 Assistant Executive Officer (General Duties), GL.06

Candidates must possess OND in Business Administration/ Studies or Public Administration from a recognized Institution.

2.41 Assistant Executive Officer (Accounts), GL.06

Candidates must possess any of the following:

2.41.1 A pass in Section 1 & II (Intermediate) of the Association of Certified and Corporate Accountants.

2.41.2 Intermediate Certificate of the Institute of Chartered Secretaries and Administrators.

2.41.3 Ordinary National Diploma in Accountancy or Business Administration obtained from a recognized Institution.

2.42 Assistant Executive Officer (Revenue), GL.06

Candidates must possess any of the following:

2.42.1 Intermediate Certificate of the Institute of Chartered Secretaries and Administrators.

2.42.2 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or three subjects at two sittings preferably including Economics, Accountancy or Mathematics.

2.42.3 Ordinary National Diploma in Business Studies or Accountancy obtained from a recognized Institution.

2.42.4 Royal Society of Arts Stage III (Advanced) in Accounts and related subjects.

2.43 Assistant Executive Officer (Audit), GL.06

Same as in **2.41**

2.44 Assistant Cameraman, GL.06

Candidates must possess Ordinary National Diploma in Cinematography or Mass Communication from a recognized Institution.

2.45 Assistant Technical Officer (Electrical) GL.06

Candidates must possess any of the following:

2.45.1 Full Technological Certificate (Craft) of the City and Guilds Institute of London in Electrical Engineering or related subject.

2.45.2 Ordinary National Diploma in Electrical Engineering or related subject from a recognized Institution

2.46 Assistant Technical Officer (Civil), GL.06

Candidates must possess any of the following:

2.46.1 General Certificate of Education (Advanced Level) in two subjects pass at one sitting or three subjects at two at sittings, preferably including Mathematics and Physics.

2.46.2 Full Technological Certificate (Craft) of the City and Guilds Institute of London in a relevant Subject.

2.46.3 Ordinary National Diploma in a relevant subject from a recognised Institution.

2.47 Assistant Technical Officer (Architecture), GL.06

Candidates must possess any of the following:

2.47.1 General Certificate of Education (Advanced Level) in two relevant subjects passed at one Sitting or three subjects at two sittings.

2.47.2 Intermediate Royal Institute of British Architects.

2.47.3 Ordinary National Diploma in Architectural Technology from a recognized Institution.

2.47.4 Full Technological Certificate (Craft) of the City and Guilds Institute of London in a relevant Subject.

2.48 Assistant Technical Officer (Water Resources), GL.06

Candidates must possess Ordinary National Diploma in Engineering or Allied subjects from a recognized Institution.

2.49 Assistant Technical Officer (Mechanical), GL.06

Same as **2.46**

2.50 Assistant Labour Inspector, GL.06

Candidates must possess any of the following:

2.50.1 General Certificate of Education (Advanced Level) in two subjects obtained at one Sitting or three subjects at two sittings.

2.50.2 Ordinary National Diploma in Business Studies or Administration from a recognized Institution.

2.51 Assistant Safety Inspector, GL.06

Candidates must possess any of the following:

2.51.1 General Certificate of Education (Advanced Level) in two related science subjects obtained at one sitting or three Subjects at two sittings.

2.51.2 Ordinary National Diploma in Engineering from a recognized Institution.

2.52 Assistant Estate Officer, GL.06

Candidates must possess any of the following:

2.52.1 A pass in the First Examination of the Nigerian Institute of Chartered Surveyors and Valuers.

2.52.2 A pass in the First Examination of the Royal Institute of Chartered Surveyors.

2.52.3 Ordinary National Diploma in Estate Management from a recognised Institution.

2.52.4 General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings preferably including Geography, Economics or Mathematics.

2.53 Assistant Agricultural Superintendent, GL.06

Candidates must have successfully completed a two-year training course for Assistant Agricultural Superintendents or obtained a recognised Ordinary National Diploma in the same field.

2.54 Assistant Statistical Officer, GL.06

Candidates must possess any of the following:

2.54.1 Stage I Certificate of the Institute of Statisticians , London .

2.54.2 General Certificate of Education (Advanced Level) in two subjects passed at one sitting or three subjects at two sittings preferably including Mathematics.

2.54.3 Ordinary National Diploma in Statistics obtained from a recognised institution.

2.55 Assistant Co-operative Inspector, GL.06

Candidates must possess and of the following:

2.55.1 Intermediate Certificate of the Chartered Institute of Secretaries .

2.55.2 Diploma in Co-operative of the Loughborough Co-operative College or any other recognised Co-operative College .

2.55.3 Ordinary National Diploma in Co-operative Studies from a recognized Institution.

2.56 Assistant Social Welfare Officer II, GL.06

Candidates must possess any of the following:

2.56.1 Ordinary National Diploma in Social Work obtained from a recognized Institution.

2.56.2 West African School Certificate or Secondary School Certificate plus a Diploma in Social Work from a recognized Institution.

2.56.3 Teacher Grade II Certificate plus a (two-year course) Certificate in Social Work from a recognized Institution or Teacher Grade I Certificate with specialization in Social Studies.

2.57 Assistant Library Officer, GL.06

Candidates must possess any of the following:

2.57.1 General Certificate of Education (Advanced Level) in two subjects obtained at one sitting or in three subjects obtained at two sittings.

2.57.2 A pass in the Professional Examination of the Library Association.

2.57.3 Certificate in Library Studies obtained from a recognized Institution plus at least two years' post-qualification cognate experience.

2.58 Assistant Forest Superintendent, GL.06

Candidates must have successfully completed the two-year training course for Assistant Forest superintendents at a recognized School of Forestry or obtained a recognized Ordinary National Diploma in the same field.

3.0 METHOD OF APPLICATION

Interested applicants should submit handwritten application together with photocopies of Educational Qualifications, Birth Certificate or Age Declaration, Certificate of Local Government of Origin, Change of Name (where applicable) to the Permanent Secretary, General Services Office within two weeks of the date of this publication.

sgd

Mary B. Inyang

(Deputy Director of Administration)

for: Head of Civil Service

Essien Ndueso
Special Assistant(Media)
To Hon Commissioner For Information
Akwa Ibom State
+2348039529226