

CHAPTER THREE

3.0 APPOINTMENTS AND STAFF DEVELOPMENT

3.1 Employment Policy

The Commission's employment policy is to recruit, train, motivate and retain a crop of staff that are well qualified and have high potentials in meeting the challenges and the unique responsibilities of the Commission's facilitation role.

Whenever necessary, vacancies existing for the purpose of employment into the Commission on NIPC/SS/08 and above shall be advertised externally in a daily newspaper(s) and or internally by the established means of communication in the Commission.

3.2 Classification and Grading of Employees

The employees of the Commission shall come under the following broad classifications, based on the possession of relevant qualifications and experience:

Junior Staff:	Grade Level NIPC/SS/10 - 15
Senior Staff:	Grade Level NIPC/SS/04 - 09
Management Staff:	Grade Level NIPC/SS/01 - 03

3.3 Appointments

It is mandatory that all employees possess the minimum requisite qualifications (educational and experience), applicable to the position for which the individual is appointed. It is the sole prerogative of the Commission to determine whether or not candidates have the prerequisite qualification and experience for a particular position.

3.4 Eligibility for Appointment

To be eligible for appointment with the Commission, a candidate must:

- a) Be at least 18 years of age and not above the age of 45
- b) Possess such minimum educational qualification and experience

as follows:

i) **Junior Staff:**

Minimum of senior Secondary school leaving Certificate with three credits and a pass in English Language obtained at not more than 2 sittings. However, Technicians/ Drivers must, in addition, possess a minimum of trade test or a current driving license.

ii) **Senior staff:**

The entry qualification to the senior staff cadre shall be a minimum of a good honors degree (not below Second Class) or its equivalent from recognized institutions of higher learning. In addition, such candidates must possess a discharge/exemption certificate from the National Youth Service Corps (NYSC) scheme, and must not have criminal records and must have a very reliable referee.

iii) **Management Staff:**

In filling vacancies into positions at directorate levels (Assistant Directors – Directors) the Commission shall give preference to, but not be limited to, serving staff.

The entry qualification to the directorate cadre shall be a minimum of a good honors degree (not below Second Class) or its equivalent from recognized institutions of higher learning. In addition, such candidates must possess a specified cognate years of experience as shall be determined by Council from time to time.

- c) Be certified as physically and mentally fit by a recognized medical practitioner and have no criminal records.

3.5 Probation and Confirmation of Permanent appointment

All new employees will go through a period of probation for one (1) year. However, staff on transfer of service will not need to be confirmed.

Such employee's appointment would either be confirmed, have his period of probation extended, or terminated at the end of the probation period based on performance. When the probation period is extended, it cannot be for more than three months, after which the appointment can either be confirmed or terminated.

A confirmed member of staff who is transferred or seconded from any other public service of the federation shall go through certificate verification before he/she shall be deemed to have been confirmed for the purpose of this regulation.