

1. Ministry: Ministry of Justice			
2. Position Title: Registration Clerk			
5. Reports To: Senior Registration clerk		3. Salary Level: L18-15/14-12	
6. Direct Reports: Registrar		4. Division: CRO	
7. Primary Objective of the Position: To ensure that the CRO delivers its statutory duties in a timely and promptly manner to citizens through registration and issuing out of birth & death certificate. Attend to customers' inquiries regarding retrieval of civil registration records and Custody of Births, Deaths, and Marriages records.			

8. Position Overview

9. Financial: nil

<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> CRO division, Ministry of Justice <p>To be referred to Manager:</p> <ul style="list-style-type: none"> Amendment of registration or errors and other advises Without referral to Manager: Issuing out births and deaths certificate Update databank of births, deaths and marriages into online database and waiting for verification prior issuing the copy of the certificate. 	<p>9. Legal: Cap 5 & 54 (Ordinance)</p> <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> MHIMS- Statistics, Pediatric ward, Physiotherapy AG's office Patient/ Mother National citizens Social Welfare division
<p>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</p>	

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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■ KDP/KPA: KPA 5 Governance
 ■ MOP Outcome: To enhance transparency, accountability equal opportunities including upholding the rule of law and access to justice inclusiveness in decision making process
 Divisional/Departmental/Unit Plan: To aim that all Civil Registration services are accessible and 100% of all vital events are recorded and submitted in a timely manner to produce accurate and quality data which provides correct legal identity and can be used by government for planning services for today and tomorrow

Key Results Area/Major Responsibilities	Major Activities/Duties	Performance measures/Outcomes
Customer Service on Birth, Death and Marriage Certificates.	<ul style="list-style-type: none"> Attend to customers' inquiries for Births, Deaths & Marriages registration Searching of the registration record in data bank for the vital event in question Issuing out copies of Births, Deaths, Marriages certificate free of charge. Make entries in the online database for births, deaths and marriages that happen outside hospital and in each respective religions. Make filing on copies of birth and death notification Printing of Births, Deaths, and Marriages certificates. Put up Marriage Notice for 21 days and enter information into the database. Uploading supporting evidence for Births, Deaths and Marriages into database. Prepare marriage certificate forms to marriage officers for the solemnization of marriages in the church. 	

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	<ul style="list-style-type: none"> Attend to any other duties as directed by the Registrar General 	
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10. Key Challenges	
<ul style="list-style-type: none"> Able to work after hours at times where services is needed by the government during Parliament session, census, or at times where assistance from public is needed Manage to be part of Ministry's delegation to rural areas Completing any other tasks assigned within office by supervisor(s). 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Form 6 OR Form 5 with 1 year relevant work experience or Form 7 certificate</p> <p>Education: Form 7</p> <p>Experience:</p> <p>Job Training: nil</p> <p>Prerequisite: nil</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> Computer literate Figure analyst Counselling <p>Skills:</p> <ul style="list-style-type: none"> Critical thinking Service Oriented Time management Speaking, writing, listening

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	<ul style="list-style-type: none">• System analysis
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