

<b>1. Ministry:</b> Ministry of Justice		
<b>2. Position Title:</b> National Identity Registration Card Officer	<b>3. Salary Level:</b> L18-15	<b>4. Division:</b> IT Division
<b>5. Reports To:</b> IT Assistant	<b>6. Direct Reports:</b> Nil	
<b>7. Primary Objective of the Position:</b> To ensure that the Ministry delivers National Identity Registration Card in a timely and promptly manner to the citizens.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> nil	<b>9. Legal:</b>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• IT Division</li> <li>• Office of Registrar General.</li> <li>• MOJ Staffs.</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Amendment of errors and other advises.</li> </ul> <p>Without referral to Manager:</p> <ul style="list-style-type: none"> <li>• Issuing and reissuing of National ID Card</li> </ul>	<b>12. External Stakeholders:</b>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ KDP/KPA: KPA 5 Governance</li> </ul>	

*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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<p>▪ <b>MOP Outcome:</b> <i>Divisional/Departmental/Unit Plan:</i></p>		
<ul style="list-style-type: none"> <li>• Entering and making of National ID Cards</li> </ul>	<ul style="list-style-type: none"> <li>• Create secure digital identity for each card holder</li> <li>• Attend to customers' inquiries for national ID cards</li> <li>• Issue out National ID card to the public.</li> <li>• Reissuance of National Id card</li> <li>• Attend to any other duties as directed by immediate supervisors.</li> </ul>	

<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Able to work after hours at times where services is needed</li> <li>• Manage to be part of Ministry's delegation to rural areas.</li> </ul>		<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b> Form 6 OR Form 5 with 1 year relevant work experience/ Form 7 certificate</p> <p><b>Education:</b> Form 7</p> <p><b>Experience:</b></p> <p><b>Job Training:</b> National Registration Identity.</p> <p><b>Prerequisite:</b> nil</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer literate</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Computing skills</li> <li>• Time Management,</li> </ul>
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	<ul style="list-style-type: none"> <li>• Speaking, Writing, Listening</li> <li>• Customer Service.</li> </ul> <p>Attributes</p>
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