



NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY

JOB ADVERT

The National Identification and Registration Authority (NIRA) was established by the Registration of Persons Act (ROPA), 2015 and is mandated to establish and maintain the National Identification Register (NIR). The Authority is also charged with among other things; the registration of citizens and legally resident aliens; assigning National Identification / Alien Identification Numbers (NINs/AINs) to qualifying persons and issuing Identification Cards to those 16 years and above; registration of births, deaths and adoption orders and issuance of the relevant certificates.

In order to adequately fulfill its mandate, the Authority seeks to fill the following vacant positions.

SN	Department/Directorate	Job Title	No. of Vacancies
1	Human Resource	Head Human Resource	1
2	Finance and Administration	Manager Finance	1
3	Finance and Administration	Senior Accountant	1

APPLICATION PROCEDURE:

Interested and qualified persons should submit their applications clearly indicating the position applied for to the Executive Director by email: careers@nira.go.ug. Applications should include detailed up-to-date curriculum vitae (CV), copies of academic and professional certificates/ testimonials and a copy of a National Identity Card of the applicant. The deadline for submission is 18th December, 2020 5: PM. Applications received after the deadline will not be considered.

Note: *Only short listed candidates will be contacted. Any form of canvassing or lobbying shall lead to disqualification.*

DETAILED JOB DESCRIPTIONS AND PERSON SPECIFICATONS

DEPARTMENT OF HUMAN RESOURCE

Job title: Head, Human Resource

Scale: NIR 3

Reports to: Executive Director

Overall Job Purpose

To provide professional leadership in the management and development of the human resource of the Authority to ensure commitment, high morale and performance for the achievement of NIRA's strategic goals and objectives at all levels. All this shall be done in accordance with the

Employment Act and the Authority's established policies and guidelines

Key Responsibilities & Duties:

1. Advises management on human resource issues and spearheads in the development and implementation of a human resource management and development strategy
2. Develops human resource management and administrative services policies, procedures and manuals for management's approval, and provides guidance in their implementation and review
3. Leads his/her staff in developing departmental annual operating plans
4. Guides his staff and other directors and heads in the recruitment, selection and placement of qualified and competent staff
5. Ensures that employment appointment letters and contracts have been designed with the input of the Legal Officer
6. Participates in the annual operating plans and budgets of NIRA and ensures implementation of the same for HR and administrative services
7. Ensures that the performance management system is implemented in all departments and staff performance appraisal carried out according to existing policy and guidelines
8. Provides guidance to both management and staff on all matters pertaining to welfare, industrial and employee relations including terms and conditions of service.
9. Advises management on issues of institutional/organization development and participates actively in developing strategic and long range plans
10. Plays a leading role re-organization and restructuring of NIRA
11. Provides effective supervision to staff in the department modeling behavior and carrying out performance appraisal for them as set out in the HR policy manual procedures and regulations

12. Advises management on the need to review staff salaries and benefits
13. Performs any other duties assigned from time to time by the Executive Director

Person Specifications

- a. A Bachelor's Degree with Honours in Social Sciences or a related field from a recognized institution
- b. A Master's degree in Human Resource Management or Organizational Psychology or Business Administration or a related field from a recognized institution.
- c. At least 10 years of experience in a HR managerial position in a reputable Public or Private organization 5 of which must have been at senior management level.
- d. Membership to the Human Resource Managers' Association is a must
- e. High level of integrity.
- f. Ability to effectively priorities and execute tasks in a high-pressure environment to drive results.
- g. Knowledge of relevant statutory and regulatory requirements.
- h. Flexibility to react effectively to unforeseen circumstances
- i. Critical thinking and problem solving skills
- j. Excellent written and verbal communication skills
- k. Ability to multi-task
- l. Analytical skills
- m. Negotiation skills
- n. Ability to lead and motivate co-workers
- o. Ability to meet tight deadlines
- p. IT literacy
- q. **Age:** Not more than 55 years

DIRECTORATE OF FINANCE AND ADMINISTRATION

Job title: Manager Finance

Scale: NIR 4

Reports to: Director, Finance and Administration

Overall Job Purpose

To oversee the implementation of the day-to-day operations in accounts, ensuring that they are in compliance with the International financial reporting standards, Public Finance Management Act, 2015, National accounting standards and tax and other statutory requirements, and the Authority's finance policies and guidelines.

Key Responsibilities & Duties

1. Provides support in the corporate budget preparation process and assists with budgetary control
2. Checks payments/receipts to ensure that they are on a correct charge and that all transactions are properly recorded in the cash book.
3. Reviews and signs off bank reconciliations and reports to immediate supervisor of any unresolved banking issues.
4. Manages debtors' portfolio through efficient and effective execution of credit control procedures, and the credit portfolio by ensuring that the defined creditors' terms are respected.
5. Manages pre-payments for insurance, suppliers, capital expenditure and Reviews appropriate journals before posting
6. Ensures proper management of tax and statutory deductions (e.g. PAYE, VAT, NSSF etc) and ensures correct monthly provision for staff gratuity.
7. Liaises with procurement department and ensures product costing and pricing is effective
8. Manages the pricing and invoicing of third party stock.
9. Verifies and signs off payments in line with NIRA finance policies and procedures
10. Takes charge of the strong room, manages Cash In-Transit arrangements and Cashiers' imprest
11. Participates in the development, implementation and review of operational plan activities for the section
12. Preparation of Periodic Financial statement

Person Specifications

- a. A Bachelor's Degree with Honours in commerce or relevant field with a bias in accounting from a recognized institution
- b. Professional qualifications in any of the following: ACCA, CPA , CIMA
- c. Membership of ICPAU is a must.
- d. At least 7 years of relevant work experience in a reputable organization, three (3) of which should have been at supervisory level in the Public Sector.
- e. Mentor and train staff in financial management system.
- f. Team player.
- g. Practical experience in using computerized financial accounting packages
- h. Ability to effectively prioritize and execute tasks in a high-pressure environment to drive results.
- i. Knowledge of relevant statutory and regulatory requirements.
- j. Flexibility to react effectively to unforeseen circumstances
- k. Critical thinking and problem solving skills
- l. Excellent written and verbal communication skills
- m. Ability to multi-task

- n. Analytical skills
- o. Negotiation skills
- p. Ability to lead and motivate co-workers
- q. Ability to meet tight deadlines
- r. IT literacy
- s. **Age:** Not more than 55 years

Job title: Senior Accountant

Scale: NIR 5

Reports to: Manager Finance

Overall Job Purpose

To assist the Manager Accounts in writing the books of accounts to enable necessary accountabilities to be made.

Key Responsibilities & Duties

1. Writes the books of accounts as instructed by the Manager, Accounts
2. Ensures accurate and timely bank reconciliations
3. Prepares timely periodic financial statements
4. Follows-up on debtors and brings to the attention of the Manager Finance any outstanding debts of more than 90 days
5. Prepares timely management accounts and accountability reports
6. Coordinates the cash flow in line with work plans and advises the Manager Accounts of any cash flow shortages
7. Vote control maintenance – receipting and reviewing accountabilities
8. Approves payment vouchers and ensures budget expenditure votes are not over spent
9. Maintains and updates the fixed assets and investment registers.
10. Analyzing and reviewing general ledger transactions and ensuring timely and accurate reporting
11. Maintaining subsidiary, control and general ledger accounts
12. Ensures the daily positing in accounting system and review all postings.
13. Ensures travel and other advances are fully accounted for in a timely manner
14. Performs any other duties as may be assigned by the Manager Accounts

Person Specifications

- a. A Bachelor's Degree with Honors in Commerce, Accounting or Business Administration from a recognized institution
- b. Membership of ICPAU is a must.
- c. Knowledge of Finance or Accounting packages.

- d. The candidate must have at least five (5) years working experience as an accountant with a reputable Public or Private organization, two (2) of which should have been at supervisory level
- e. Flexibility to react effectively to unforeseen circumstances
- f. Critical thinking and problem solving skills
- g. Excellent written and verbal communication skills
- h. Ability to effectively prioritize and execute tasks in a high-pressure environment to drive results.
- i. Knowledge of relevant statutory and regulatory requirements
- j. Ability to multi-task
- k. Analytical skills
- l. Negotiation skills
- m. Ability to lead and motivate co-workers
- n. Ability to meet tight deadlines
- o. IT literacy
- p. **Age:** Not more than 55 years