



NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY

CAREER OPPORTUNITIES

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 requires staff who are skilled, competent and with high levels of integrity to fill the following vacant positions:

Reference: NIRA/HR/DICT/01-06-20

Position: Director ICT

Reports to: Executive Director

Job Overview:

The Director ICT is responsible for designing, developing and implementing IT initiatives and systems that enable the Authority to deliver its mandate and meet the needs and expectations of its clients.

Responsibilities:

- Developing and implementing the Authority's ICT strategy, plans and systems
- Influencing and directing the Authority's ICT infrastructure and applications
- Ensuring that ICT infrastructure is reliable, secure and cost effective; strategically sound, reflective of operational needs and best practice to deliver value for the authority and its customers

- Establishing responsive mechanisms for analyzing and addressing IT data requests and providing IT functions support that take into account, global best IT practices
- Contributing to the development and maintenance of functional Authority's Databases and ensure IT infrastructure stability and security
- Leading and managing the development and maintenance of the Authority's website and related systems
- Ensuring the identification of performance issues in the ICT systems and developing mitigating mechanisms and tools to ensure that the Authority's IT operations run smoothly
- Translating operational needs into system solutions making maximum use of available resources while ensuring long term supportability of infrastructure
- Leading and coordinating selection, installation, operation, support and maintenance of the infrastructure (operating systems, networks, telecommunication, hardware e.t.c)
- Protecting the Authority and its operations against IT Risk including, unauthorized access to information, data integrity problems, loss of processing capacity and poor/inefficient service levels.
- Working with other departments to conceptualize, develop and introduce technology based products and services.

Requirements:

Education/Qualifications:

- A Bachelor's Degree with Honours in Computer Science, ICT, Engineering, Physics, Mathematics or a related field
- A Master's Degree in ICT or related field is a must
- Recognized professional ICT certifications will be added advantage

Experience:

- At least ten (10) years' experience in management of IT infrastructure and services in a reputable public or private organization of which five (5) years should have been at senior management/supervisory level
- Experience in computer operations, system development & implementation, IT infrastructure, security, compliance, strategic planning and budgetary responsibility

Competencies:

- Leadership & Supervision: Analytical, problem solver and decision maker. Ability to unify, steer and teams towards achievement of results or a common objective
- Communication: ability to express oneself fully both verbally and in writing
- Team building: ability to garner support, develop teams, minimize conflict and handle team dynamics
- Managing performance: good understanding and experience in the basics of managing individual and team performance
- Flexibility and adaptability: ability to prioritize and perform effectively under pressure, in the face of setback and/or resistance and to unforeseen circumstances
- Innovation and Creativity: has insight and ability to conceive ideas and implement new things to respond to the changing needs of the Authority

Age: Below 55 years of age

Term: The contract is 5 years renewable only once after satisfactory performance.

Reference: NIRA/HR/DLBS/02-06-20

Position: Director Legal/Board Secretary

Reports to: Executive Director

Job Overview:

The Director Legal and Board Secretary will be responsible for providing the Authority with legal counsel, guidance and representation as well as co-ordinating the affairs of the Board.

Responsibilities:

- Providing legal advice to the Authority
- Ensuring that the Authority's operations are in compliance with the provisions of the Registration of Persons' Act and Regulations as well as other applicable Laws and guidelines
- Overseeing and monitoring progress of any legal proceedings including litigation and alternative dispute resolution
- Coordinating the business of the Board including scheduling meetings, notice of meetings and submission of documents for Board meetings in line with the approved Board Charter and related guidelines
- Taking minutes at Board Meetings, maintaining proper records of decisions of the board and a custodian of critical documentation of the Authority
- Being a key liaison between the Board and Management in order to support the efficient operations of the Authority
- Managing the performance and development of staff in the department in line with the Authority's objectives and overall mandate.

Requirements:

Education/Qualifications:

- A bachelor's degree with Honours in Law from a recognized institution
- A Masters Degree in Law or other relevant field is a must
- A Post Graduate Diploma in Legal Practice from the Law Development Centre (LDC) or an institution recognized by the Uganda Law Council
- Professional qualification of a Certified Chartered Secretary is a must

Experience:

- At least 10 years experience in a reputable Public or Private organization five (5) of which should be at senior management level.
- Capacity to competently appear before the Courts of Judicature
- A valid practicing certificate is an added advantage

Competences:

- Leadership & Supervision: Analytical, problem solver and decision maker. Ability to unify, steer and teams towards achievement of results or a common objective
- Communication: ability to express oneself fully both verbally and in writing
- Team building: ability to garner support, develop teams, minimize conflict and handle team dynamics
- Managing performance: good understanding and experience in the basics of managing individual and team performance
- Flexibility and adaptability: ability to prioritize and perform effectively under pressure, in the face of setback and/or resistance and to unforeseen circumstances
- Computer and Information Literacy: ability to use computers and related systems/technology in the execution of one's job role and related activities.

Age: Below 55 years of age

Term: The contract is 5 years renewable only once after satisfactory performance.

Reference: NIRA/HR/MDPP/03-06-20

Position: Manager Data Processing & Production

Reports to: Director, ICT

Job Overview:

The Manager Data Processing and Production is responsible for managing and supervising data processing and production function of the Authority including systems for the production, Quality Assurance, Warehousing and Dispatch of Identity cards. Ensuring that production meets output and quality targets as set, time schedules are in place for the different processes and adhered to, systems maintenance and compliance with workplace and other safety programs and procedures.

Responsibilities:

- Supervising the use and maintenance of the IT equipment (including the biometric data processing system) for verification and identification of physical characteristics of enrolled and registered persons
- Coordinating all technical aspects necessary for the effective identification of citizens and non-citizens
- Ensuring the production and Dispatch schedules and well as quality targets are in place and adhered to
- Conducting checks, research and surveys to determine realistic threats to the person identification system and processes, ensuring its security and preventing the misuse of data embedded in the biometric system
- Planning and implementing strategies for processing of registration data and production of the relevant identification documents using biometric systems to ensure timely delivery of services to the public
- Developing appropriate procedures and work methods to ensure that central verification and production of National Identity Cards work plans and processes are efficient and cost effective.
- Supervising staff in the assigned areas, staff health & safety, staff training and capacity building to ensure quality workflow and output at the different levels of data processing and card production
- Preparation and timely submission of relevant reports as may be required and to aid management decision making

Requirements:**Education/Qualifications:**

- A Bachelor's Degree with Honours in Statistics, ICT, Physics or a related field
- A Master's degree in any of the above or related fields is a must.
- Recognized professional certifications in any of the above or related field will be added advantage

Experience:

- At least seven (7) years' experience in management of data processing or data production functions with a reputable public or private organization with a minimum of three (3) years at a managerial level.
- Experience in production infrastructure planning and development is an added advantage
- Experience in production setting, business processes, quality control, health and safety, warehouse, , inventory and stewardship processes is an added advantage

Competences:

- Analytical thinking: keen attention to detail and ability to solve problems quickly and effectively
- Communication: ability to express oneself fully both verbally and in writing
- Team building: ability to garner support, develop teams, minimize conflict and handle team dynamics
- Managing performance: good understanding and experience in the basics of managing individual and team performance
- Flexibility and adaptability: ability to prioritize and perform effectively under pressure, in the face of setbacks and respond to unforeseen circumstances

Age: Below 55 years of age

Term: The contract is 5 years renewable only once after satisfactory performance.

APPLICATION PROCEDURE:

Interested persons should submit an application clearly indicating the position applied for and the job reference, detailed curriculum vitae (CV), copies of academic and professional certificates/ testimonials addressed to the Executive Director. The above documents should be submitted in soft copy careers@nira.go.ug Applications should include a daytime telephone contact of the applicant and names and contact details of at least three (3) referees.

Applications should reach the above address not later than **5.00pm on Friday 26th June 2020.** Applications received after the closing time and date shall not be considered.

NIRA is an equal opportunity employer.

Note:

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