



## **NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY**

### **CAREER OPPORTUNITIES**

The National Identification and Registration Authority (NIRA) was established by The Registration of Persons Act 2015 to harmonize and consolidate the law on registration of persons, to provide for registration of individuals; to establish a National Registration and Identification Register; to provide for the issue of national identification cards and aliens identification cards; to register births, deaths and adoption orders and issue the relevant certificates.

NIRA invites applications from suitably qualified candidates to fill the following positions:

**Reference: NIRA/HR/DLBS/06-18**

**Position: Director Legal/Board Secretary**

**Reports to: Executive Director**

#### **Job Overview:**

Provide the authority with legal counsel, guidance and representation and co-ordinate the affairs of the Board.

#### **Key Result Areas:**

- 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.

**Person Specifications:**

- Minimum qualifications: A Bachelor's degree with Honours in Law with a Post Graduate Diploma in Legal Practice from the Law Development Centre (LDC) or an institution recognized by the Uganda Law Council.
- Masters degree in law or Membership of the Institute of Chartered Secretaries and Administrators (ICSA) is a must
- Minimum experience: At least 10 years experience in a reputable Public or Private organization five (5) of which should be at senior management level
- An enrolled advocate of at least ten (10) years standing with a valid Practicing Certificate
- Critical thinking and problem solving skills
- Strong Team building skills with ability to lead and motivate teams
- Excellent communication and negotiation skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment to drive results
- Flexibility to react effectively to unforeseen circumstances
- IT/Computer Literate.

**Reference: NIRA/HR/ICT/06-18**

**Position: Director ICT**

**Reports to: Executive Director**

**Job Overview:**

Provide leadership for designing, developing and implementing IT initiatives and systems that create enable the Authority to deliver its mandate and meet the needs and expectations of its clients.

## **Key Result Areas:**

- 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.

## **Person Specifications:**

- Minimum qualification: A Bachelor's Degree with Honours in Computer Science, Information Technology, Information Systems, Engineering, Mathematics, Physics or a related field.
- A Master's Degree in Computer Science, Information Technology, Information Systems or related field is a must.
- Recognized professional ICT certifications will be added advantage.
- Minimum experience: At least ten (10) years' experience in management of IT infrastructure services with a reputable public or private organization of which five (5) years should have been at senior management level.

- Experience in computer operations, system development & implementation, IT infrastructure, security, compliance, strategic planning and budgetary responsibility.
- Ability to effectively prioritize and execute tasks in a high-pressure environment to drive results.
- Flexibility to react effectively to unforeseen circumstances
- Analytical skills, Critical thinking and problem solving skills
- Strong Team building skills with ability to lead and motivate teams
- Excellent communication and negotiation skills

**Reference: NIRA/HR/RO/06-18**

**Position: Risk Officer**

**Reports to: Head Planning & Strategy**

**Job Overview:**

Provide support in the development and implementation of the Authority's Risk Management function including assessing and developing the Authority's risk profile and risk management framework.

**Key Result Areas:**

- Creating an integrated risk management framework for the Authority
- Assessing risks of the Authority and developing plans to mitigate these risks
- Monitoring progress of risks mitigation initiatives and making appropriate recommendations
- Creating and disseminating risk measures, analysis and reports
- Preparing reports to Senior Management on the Authority's' risk status and proposing appropriate risk mitigation actions
- Supporting other departments to continuously identify, monitor and mitigate risks
- Working with the Head Planning to sensitize staff and other key stakeholder's on Risk and Risk related programs/activities.

## **Person Specifications:**

- Minimum qualification: A bachelor's Degree with Honours in Business Administration, Accounting, Finance or Equivalent. Master's degree is an added advantage
- At least three (3) years experience working in risk or related field
- Knowledge and experience in risk identification and management frameworks
- High proficiency in MS suite in particular, spreadsheets and ability to analyze large volumes of data. Qualification in data collection and analysis is an added advantage.
- Well developed skills in system auditing
- Strong analytical, investigative and problem solving skills
- Excellent written and oral communication skills

## **APPLICATION PROCEDURE:**

Interested persons should submit an application, detailed curriculum vitae (CV), copies of academic and professional certificates/ testimonials addressed to the Executive Director – NIRA at the HR Office - NIRA Headquarters, Kololo Ceremonial Grounds or submit soft copies of the above documents to [careers@nira.go.ug](mailto:careers@nira.go.ug) clearly indicating the reference and position you are applying for.

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 22<sup>nd</sup> June 2018.** Office opening hours are 8.00am to 5.00pm, Monday to Friday. 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.*