



NATIONAL IDENTIFICATION AND REGISTRATION AUTHORITY

Career Opportunity

EXECUTIVE DIRECTOR

The National Identification and Registration Authority (NIRA), a new agency under the auspices of the Office of the Prime Minister, is conducting an extensive search for an Executive Director. The NIRA has the pioneering mandate to drive Jamaica's national identification and civil registration into the future. The inaugural Executive Director's role is a rewarding opportunity for an accomplished and visionary leader inspired by national development to deliver this transformation.

About NIRA:

The NIRA is responsible for overseeing Jamaica's civil registration and national identification systems, ensuring secure and accurate identification services to support national development. The Authority (akin to a Board of Directors comprising 9 members), with its statutory powers, executes its mandate within the provisions of the National Identification and Registration Act 2021, the Registration (Births and Deaths) Act, the Data Protection Act, and all other applicable laws and policies of the Government of Jamaica. The independence of the Authority is aptly described in the quote by the Most Honourable Andrew Holness, ON, PC, MP, Prime Minister of Jamaica, at the launch in May 2024: "This office is there to carry out a function of the State that continues regardless of who is the Government or what the political policies are. This is about the establishment, the protection and the utility of citizens' identity, citizens' records, and the civil registry within which these are entailed and protected."

About the Role:

The Executive Director is responsible and accountable for the day-to-day and strategic management, oversight and control of all operational and administrative functions of the Authority. The role holder ensures that the organisation produces the desired results in keeping with the provisions of the National Identification and Registration Act 2021, the Registration (Births and Deaths) Act, the Data Protection Act, and all other applicable laws and policies of the Government of Jamaica.

The Executive Director is responsible for operationalising NIRA, executing seamless organisational integration, and ensuring that the vision, mission, strategic and operational deliverables meet the highest performance standards. These include:

- **Leadership and Management:** Provide overall direction, supervision, and management of NIRA's activities and talent strategy to create a high-performing and sustainable organisation.
- **Policy Implementation:** Develop and implement policies, strategies, and operational procedures to operationalise NIRA and embed the required controls and accountability.
- **Service Delivery:** Ensure efficient and effective delivery of civil registration and identification services with the desired customer-oriented service culture.
- **Financial Management:** Oversee budgeting and financial management practices with keen attention to revenue generation and funding initiatives.

About the Role (cont'd):

- **Compliance:** Create a culture of compliance and ensure adherence to relevant laws, government regulations and guidelines (for administration, accountability management and procurement) and the National Identification and Registration Act 2021 and the Data Protection Act.
- **Public Engagement:** Develop and implement highly effective public awareness programmes and impeccably manage the Authority's public relations.
- **Risk Management:** Implement effective enterprise risk management programmes.
- **Technology and Innovation:** Lead the adoption of secure identification technologies, collaborating with other Ministries, Departments and Agencies to optimise resources and assure brilliant execution in a fast-paced environment.
- **Talent Development:** Align, manage and develop a high-performing team, ensuring continuous capability development, team engagement and staff well-being.

About the Person:

- Master's degree in Business Administration, Public Administration, or a related field.
- At least seven (7) years' progressive experience in management, including five (5) years at the senior management level within a comparable organisation/context (experience at the chief executive management level will be prioritised).
- Commercial experience leading and growing revenue streams.
- A track record of implementing strategic projects including developing new business models, innovative revenue streams, organisational design and or new technology.
- Excellent leadership and strategic planning abilities.
- Strong financial management and analytical skills with a growth mindset.
- Passionate about technology, learning, productivity and innovation.
- Highly developed communication and stakeholder relationship skills including advanced corporate communications and change management.
- Strong problem-solving and conflict management capabilities.

How to Apply & Timeline

- Applications should include a letter of interest and curriculum vitae and be forwarded in confidence to:
Confidential@greatpeoplesolutions.com by September 21, 2024 with the subject line "NIRA – Executive Director".
A pre-screening will be required in the process of shortlisting.

We thank all applicants for their interest; however, regret to advise that only shortlisted candidates will be contacted.