**the national identification and registration authority (nira)**

**job description**

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| **JOB TITLE:** | Committee Support Officer |
| **DIVISION:** | **Corporate Secretariat** |
| **DEPARTMENT:** | **Corporate Secretariat** |
| **LOCATION:** |  |
| **REPORTS TO:** | DIRECTLY: Corporate Secretary  INDIRECTLY: |
| **MANAGES:** | DIRECTLY: N/A  INDIRECTLY: N/A |

This document will be used as a management tool. It will specifically enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

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Employee Date

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Manager/Supervisor Date

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Head of Department/Division Date

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Date received in Human Resource Department Date Created/revised

**Job Purpose**

The Committee Support Officer provides direct administrative and secretariat support to the Authority's nine Committees. The role includes minute-taking, scheduling, and managing correspondence to ensure the effective functioning of each Committee and alignment with the Authority’s governance obligations.

**Key Responsibilities**

**Committee Coordination**

* Schedule all committee meetings in accordance with the Authority’s calendar.
* Liaise with Committee Chairs and members to confirm attendance and quorum.
* Support meeting room bookings and virtual/hybrid logistics.

**Minute-taking and Documentation**

* Attend committee meetings and prepare high-quality minutes within the agreed timeline.
* Draft resolutions and committee summary reports for submission to the Corporate Secretary.
* Support documentation for committee decision-making and follow-up.

**Action Tracking**

* Maintain logs of committee decisions and outstanding actions.
* Work with departments to ensure timely submission of follow-up documentation to the Secretariat.

**Communication**

* Dispatch notices, reminders, and official correspondence to committee members.
* Assist the Corporate Secretary in preparing committee-related inputs to Board reports.

**Other Duties**

* Perform other related tasks assigned by the Corporate Secretary.

**Performance Standards**

* Minutes are accurate, concise, and delivered within required timeframe.
* Meetings are effectively coordinated and supported.
* Action items and decisions are logged and escalated when needed.
* Committee communications are managed professionally and confidentially.

**Required Competencies**

**Core**

* Excellent interpersonal and communication skills
* Confidentiality and professionalism
* Ability to manage multiple committees and tasks

**Technical**

* Proficiency in formal minute-taking
* Understanding of governance meeting procedures
* Proficient in MS Word, Outlook, Teams or Zoom

**Minimum Education and Experience**

* Bachelor’s Degree in Public Administration, Business, Governance, or a related field
* 2–3 years’ experience supporting Board/Committee governance functions
* Formal training in minute-taking or governance support (an asset)

**Special Conditions**

* Must attend and document several evening or extended meetings per month
* May handle sensitive or legally significant content

**REMUNERATION**

Salary range: $ 2,803,771.00 p.a. - $3,770,761.00 p.a. – **Band 5**