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

**job description**

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| **JOB TITLE:** | **Corporate Secretary** |
| **DIVISION:** | **Corporate Secretariat** |
| **DEPARTMENT:** | **Corporate Secretariat** |
| **LOCATION:** |  |
| **REPORTS TO:** | DIRECTLY: Board Chairman  INDIRECTLY: |
| **MANAGES:** | DIRECTLY:, Administrative Officer  INDIRECTLY: Governance Records Officer  Committee Support Officer |

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 Corporate Secretary serves as the principal advisor to the Board of Directors on governance matters and ensures the effective administration of Board activities in alignment with the National Identification and Registration Act (NIRA) and other applicable laws and regulations. The role also involves managing a small secretariat of three persons, ensuring the efficient operation of the Board and its committees, maintaining accurate records, and providing administrative support.

The Corporate Secretary serves as the primary liaison between the Board of Directors and the executive management of the National Identification and Registration Authority (NIRA). The role involves ensuring compliance with legal and regulatory requirements, providing administrative and governance support to the Board, and managing the efficient functioning of the Secretariat.

**Key Responsibilities**

**1. Governance and Board Support**

* Organise and manage all Board meetings, committee meetings, and general and ad hoc meetings, including scheduling, agenda preparation, and distribution of meeting materials.
* Record and maintain accurate minutes of Board meetings and ensure timely distribution to relevant stakeholders.
* Advise the Board and senior management on corporate governance best practices and ensure compliance with the National Identification and Registration Act and other applicable laws and regulations.
* Monitor the implementation of Board decisions, ensuring follow-up on assigned actions.
* Provide the Board with guidance on procedural matters in the conduct of Board meetings.
* Ensures the Board operates in compliance with the National Identification and Registration Act, corporate governance principles and other legal frameworks
* Operates as an active partner with Authority members to ensure the Authority’s effectiveness and good governance, acting both as an advisor- ensuring policy and intent are manifested correctly and as a resource to provide relevant trends and information.
* Coordinates the payment of fees to the Authority and its committee members, ensuring proper payment records are maintained and that they comply with approved guidelines.

**2. Legal and Compliance Duties**

* Ensure the Authority’s adherence to statutory and regulatory requirements, including timely filings with relevant government agencies.
* Maintain a register of Board members, including appointment dates, terms of office, and contact details, in compliance with the National Identification and Registration Act.
* Advise the Board and executive team on potential legal risks or compliance issues.
* Develops and maintains systems and procedures for the maintenance and upkeep of company records, ensuring they are accurate, filed, indexed, current, protected and accessible per the legal and compliance requirements

**3. Secretariat Management**

* Oversee the Secretariat, ensuring the efficient management of resources and staff (three persons).
* Delegate tasks and provide Secretariat staff leadership, guidance, and performance management.
* Develop and implement procedures for preparing and maintaining the agenda and minutes, compiling and distributing the Authority’s preparatory papers, minutes, briefing material, meeting agendas, notification, correspondence management, and other administrative duties.
* Ensure confidentiality and security of sensitive information managed by the Secretariat.
* Organises and maintains an annual timetable and diary of key meetings for the Authority and its committees.
* Attends all Authority meetings

**4. Communication and Reporting**

* Act as the central point of communication between the Board, executive management, and external stakeholders.
* Draft and circulate reports, resolutions, and official correspondence as required by the Board or the Chairperson.
* Liaise with government officials, partners, and stakeholders to facilitate the Board’s work.
* Prepares reports on outstanding agenda items and takes all necessary action to ensure that the information is provided in a timely manner for the Authority’s members to consider.

**5. Strategic and Operational Support**

* Support the Board in strategic planning and policy formulation, ensuring alignment with NIRA’s goals and objectives.
* Conduct research and prepare briefing documents on issues to be addressed by the Board.

**6. Authority**

* Exercises Authority conferred by the Chairman of the Authority
* Recommend changes to operating strategies as deemed necessary.
* Represent the NIRA on corporate matters
* Supervise and assign tasks to Secretariat staff.
* Represent the Secretariat in meetings with internal and external stakeholders.
* Advise the Board on compliance and governance matters.

**Performance Standards**

* Timely and accurate preparation of Board agendas, meeting minutes, and reports.
* The Board and its committees operate in compliance with the National Identification and Registration Act and other relevant laws, regulations, and policies.
* Effective management of the Secretariat staff and resources.
* Positive feedback from Board members regarding governance and administrative support.
* Policies and procedures related to corporate governance developed and implemented.
* Communication on the Authority’s matters is prepared within the required timeline.
* Administrative operations are executed and maintained within established guidelines.
* All research conducted is thorough and consistent with established research methods and practices.
* All Authority filings of annual reports and other relevant reports are accurate and submitted within the established timeframes.

**Required Competencies**

**Core Competencies**

* Excellent written and oral communication skills.
* Strong organizational and time management abilities.
* High level of confidentiality and integrity.
* Strong leadership and interpersonal skills.
* Excellent judgement, decision-making and problem-solving skills
* Excellent customer service skills
* Integrity

**Technical Competencies**

* Knowledge of corporate governance principles and practices.
* Excellent understanding of the National Identification and Registration Act, The Registration of Births and Deaths Act, The Marriage Act, the Record Office Act and other relevant legal frameworks and regulatory requirements.
* Proficiency in Microsoft Office Suite and Board management software.
* Knowledge and ability to interpret legal and regulatory requirements.
* Ability to prepare reports, formulate positions on issues, articulate opinions concisely convey necessary information and make and defend recommendations.

**Minimum Required Education and Experience**

* **Education**:
  + Bachelor’s degree in law, Business Administration, Public Administration, or a related field.
  + Professional certification in Corporate Governance, Company Secretarial Practice, or equivalent would be an asset.
* **Experience**:
  + Minimum of five (5) years in a corporate secretarial role or similar position, preferably within the public sector.
  + Demonstrated experience in developing policy, procedures, corporate governance practices, and conducting research.
  + Experience in managing small teams and working with Boards of Directors.

**Special Conditions Associated with the Job**

* May be required to work beyond regular working hours to meet deadlines.
* Will need to handle sensitive and confidential information.

**REMUNERATION**

Salary range: $ 5,198,035.00 p.a. - $ 6,990,779.00 p.a. - **Band 8**