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

**job description**

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| **JOB TITLE:** | Governance and Records 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 Governance and Records Officer is responsible for managing documentation, records management, statutory registers, and compliance tracking functions that support the work of the Authority (the Board) and its Committees. This role ensures the timely preparation of governance materials and the accurate maintenance of records in accordance with the National Identification and Registration Act (NIRA), Data Protection Act, and international governance best practices.

**Key Responsibilities**

**Governance Records & Registers**

* Maintain the statutory registers of directors and committees according to legal requirements.
* Keep a record of appointment dates, attendance, terms of office, and declarations of interest.
* Support the preparation and timely distribution of Board and Committee papers.

**Document & Records Management**

* Manage the Authority's digital and physical records in accordance with the Data Protection Act and internal policy.
* Index, file, archive, and efficiently retrieve meeting documents and correspondence.
* Maintain version control and ensure the integrity of documents.

**Meeting Logistics**

* Assist in compiling the annual schedule of meetings and ensure the timely dispatch of notices and documentation.
* Coordinate receipt of preparatory documents from relevant departments in time for dissemination.

**Compliance Tracking**

* Monitor follow-ups from Board/Committee meetings while tracking compliance with directives.
* Assist the Corporate Secretary with preparing governance reports and compliance updates.

**Other Duties**

* Perform any other related duties assigned by the Corporate Secretary.

**Performance Standards**

* All Board registers are current and compliant with statutory obligations.
* All meeting records are complete, securely maintained, and accessible when needed.
* Board packs are prepared and dispatched within established timelines.
* Action items and decisions are tracked and escalated appropriately.

**Required Competencies**

**Core Competencies**

* Detail-oriented and organised
* Professional discretion and confidentiality
* Sound judgment and reliability

**Technical Competencies**

* Knowledge of corporate governance principles and practices.
* Familiarity with the Data Protection Act and NIRA
* Familiarity with the Data Protection Act, 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.
* 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 public administration, records management, law, business, or a related field.
* Certification in records/information management or governance support would be an asset.

**Experience**:

* At least three years of experience in governance, board administration, or records management.

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