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

**job description**

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| **JOB TITLE:** | **Inventory Officer – Card Production Services** |
| **DIVISION:** | **Identity Management** |
| **DEPARTMENT:** | **Identity Management** |
| **LOCATION:** |  |
| **REPORTS TO:** | DIRECTLY: Manager, Card Production Services  INDIRECTLY: Senior Director Card Production and Vetting Services |
| **MANAGES:** | DIRECTLY: N/A  INDIRECTLY: N/A |

This document will be used as a management tool and specifically will 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



**1. POSITION SUMMARY**

Reporting to the Manager, Card Production Services, the Inventory Officer is responsible for coordinating all activities related to the maintenance and dispatch of Identification (ID) Cards and associated resources at the NIRA.

**2. KEY OUTPUTS**

* Reports and operational plans produced and delivered
* Assets/ goods secured
* Inventory records maintained
* Delivery records maintained
* Stock counts undertaken

**3. KEY RESPONSIBILITY AREAS**

Management/Administrative Responsibilities

* Prepares weekly, monthly and quarterly reports and submits to the Manager
* Keeps abreast of trends and changes in global issues and recommends their implementation where necessary to improve the quality of procurement services provided at the NIRA

Technical Professional Responsibilities

* Assumes custody of all inventory in storage
* Receives and checks ID cards/ card production materials/ equipment supplied
* Updates and maintains inventory records and updates the Manager as required to replenish stock
* Implements an adequate warehouse management system to manage the storage, supply and dispatch of cards and materials
* Arranges the delivery of ID cards across all locations
* Ensures that security of the store is not compromised by the entry of unauthorised persons or other breaches of the rules applying to the store’s operations
* Reports all unauthorised removal and movement of items in storage
* Maintains records of the removal and movement of inventory
* Processes all requisitions
* Undertakes stock counts

Human Resource Responsibilities

* Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the NIRA

Other Duties

* Performs other related duties consistent with the category, nature, function and objectives of the Job.

**4. PERFORMANCE STANDARDS**

* Reports produced according to established standards
* Inventory secured according to established standards
* Inventory records maintained in an efficient manner
* Delivery records maintained and recorded in an efficient manner
* Stock counts undertaken as often as stipulated

**5. AUTHORITY**

* Exercise authority conferred by the Manager, Card Production Services
* Recommend changes to operating strategies as deemed necessary
* Bar unauthorised personnel from entering or accessing secured storage locations

**6. INTERNAL AND EXTERNAL CONTACTS**

Internal Contacts

* All Department Heads

External Contacts

* Suppliers – Goods & Services
* Ministry of Finance

**7. REQUIRED COMPETENCIES**

Core

* Excellent oral and writing communication skills
* Excellent interpersonal skills
* Strong ICT orientation in a technologically enabled environment
* Excellent judgement, decision making and problem-solving skills
* Ability to work under pressure and meet tight deadlines
* Excellent team building skills
* Excellent planning and organisation skills
* Excellent customer service skills
* Ability to consistently demonstrate integrity and sound business ethics in the execution of duties

Technical

* Knowledge of supply chain techniques

**8. REQUIRED EDUCATION AND EXPERIENCE**

* Five CXC subjects inclusive of English and Mathematics/ Accounting
* Proficiency in Microsoft Office Suite

**9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

* Work will either be conducted in an office and training environment outfitted with standard office and training equipment utilising specialised software, as well as teaching and learning tools. The environment requires on-going interactions with staff in a virtual or physical environment. He/ She may be required to lift and transport goods from time to time.

**REMUNERATION**

Salary range: $ 2,190,302.00 p.a. - $ 2,945,712.00 p.a. - **Band 4**