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

**job description**

|  |  |
| --- | --- |
| **JOB TITLE:** | **Machine Operator- Card Personalisation** |
| **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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Department/Division Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date received in Human Resource Department Date Created/revised



**1. POSITION SUMMARY**

Reporting to the Manager, Card Production Services, the Machine Operator Card Personalisation is responsible for the accurate production of Identity (ID) cards at the NIRA.

**2. KEY OUTPUTS**

* ID cards produced
* Production deadlines met
* ID cards batched for storage or dispatch
* Equipment monitored

**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 services provided at the NIRA

Technical Professional Responsibilities

* Operates and maintains equipment to produces ID cards in accordance with production schedules
* Communicates resource requirements to the Manager
* Batches ID cards for distribution/ storage
* Inspects ID cards to ensure that quality standards are maintained

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**

* ID cards produced and production deadlines met according to established standards
* ID cards batched for storage or dispatch at the end of each production cycle
* Equipment monitored to ensured that cards are printed according to established quality standards

**5. AUTHORITY**

* N/A

**6. INTERNAL AND EXTERNAL CONTACTS**

Internal Contacts

* All staff

External Contacts

* N/A

**7. REQUIRED COMPETENCIES**

Core

* Good communication skills
* Excellent customer service skills
* Excellent organisational skills
* Excellent judgement, decision making and problem-solving skills
* Ability to consistently demonstrate integrity and sound business ethics in the execution of duties

Technical

* Ability to identify problems or malfunctions with equipment/ machinery
* Excellent ability to pay close attention to detail

**8. REQUIRED EDUCATION AND EXPERIENCE**

* Five CXC/GCE subjects inclusive of English and Mathematics/ Accounts

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

* Work will either be conducted is a factory/ warehouse setting. Moderate to heavy physical activity will be required such as lifting and standing for long periods.

**REMUNERATION**

Salary range: $ 1,711,060.00 p.a. - $ 2,301,185.00 p.a. - **Band 3**