

1. Ministry: Ministry of Justice		
2. Position Title: Data Verifier	3. Salary Level: L12-11	4. Division: CRO
5. Reports To: Vital Statistician	6. Direct Reports: Registrar	
7. Primary Objective of the Position: Maintains database by entering and updating new information on vital events (Births, Deaths and Marriages) information.		

8. Position Overview	
9. Financial: > \$6,000 10. Computer set	10. Legal: Cap 5 &54 (Ordinance of the Laws of the Gilbert Islands for Births, Deaths, and Marriages Registration) Marriage ordinance, Native Divorce Ordinance
11. Internal Stakeholders: <ul style="list-style-type: none"> • ASWO and Clerks • National Statistics Office • Nurses To be referred to Manager: <ul style="list-style-type: none"> • Annual report on vital events • Double registration and missing events • Making amendment or correction into the database Without referral to Manager: <ul style="list-style-type: none"> • Data entry on vital events • Scan documents and print files when required 	12. External Stakeholders: <ul style="list-style-type: none"> • UNICEF • WHO- Statistics • Churches

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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- Comply with data integrity and security policies

13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA: KPA 5 Governance**
- **MOP Outcome: To enhance transparency, accountability equal opportunities including upholding the rule of law and access to justice inclusiveness in decision making process**
- **Divisional/Departmental/Unit Plan: To aim that by 2019 all Civil Registration services are accessible and 100% of all vital events are recorded and submitted in a timely manner to produce accurate and quality data which provides correct legal identity and can be used by government for planning services for today and tomorrow**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Quarterly Return 	<ul style="list-style-type: none"> • Send reminding letters to ASWO for overdue return • Monitoring report of ASWO on quarterly return 	<ul style="list-style-type: none"> • Required for staff morale
<ul style="list-style-type: none"> • Data Processing 	<ul style="list-style-type: none"> • Collecting data from Hospital, clinics and church and cross check with database • After reconcile, the missing information will entered into the databank. • Update databank through quarterly returns submitted by Outer islands including Line and Phoenix island • Work with the ASWO for incomplete information and missing events and reconcile the data. • Compiling, verifying accuracy and sorting information to prepare a source of data for entry by opening and sorting mail, verifying, logging receipt of data, obtaining missing data. 	<ul style="list-style-type: none"> • Needed to report quality data and work efficiency

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	<ul style="list-style-type: none"> • Maintaining accurate record of CRO office. 	
	<ul style="list-style-type: none"> • Apply data program techniques and procedures • Work in collaboration with Vital Statistician and RG to enhance the data processing 	
	<ul style="list-style-type: none"> • Scan worn out registers, birth notification and other relevant documents into the CRO system and save on e-copy • Make backup on this record for future references 	
	<ul style="list-style-type: none"> • Keep information confidential and respond to queries for information and access with relevant files • Comply with data integrity and Security policies • Ensure proper use of office equipment and report to RG for any malfunctions equipment • Other duties assigned from RG 	

10. Key Challenges	11. Selection Criteria
	<p>11.1 PQR (Position Qualification Requirement): Diploma in Computer skills with have knowledge in Math</p> <p>Education: Diploma Qualification in this field and other relevant field</p> <p>Experience: Experience in MS office and data programs familiarity with administrative duties, typing speed and accuracy, confidentiality and organization skills</p>

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	<p>Job Training: Data Entry and Verifier Prerequisite: nil</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Computer literate • Figure analyses • Management • • Data processing <p>Skills:</p> <ul style="list-style-type: none"> • Critical thinking • Service Oriented • Time management • Speaking, writing, listening • System analysis
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