

1. Ministry: Ministry of Justice			
2. Position Title: Registration Clerk		3. Salary Level: L18-15/14-12	4. Division: CRO
5. Reports To: Senior Registration clerk		6. Direct Reports: Registrar	
7. Primary Objective of the Position: To ensure that the CRO delivers its statutory duties in a timely and promptly manner to citizens through registration and issuing out of birth & death certificate. Attend to customers' inquiries regarding retrieval of civil registration records and Custody of Births, Deaths, and Marriages records.			

8. Position Overview	
9. Financial: nil	9. Legal: Cap 5 & 54 (Ordinance)
11. Internal Stakeholders: • CRO division, Ministry of Justice To be referred to Manager: • Amendment of registration or errors and other advises Without referral to Manager: • Issuing out births and deaths certificate • Update databank of births, deaths and marriages into online database and waiting for verification prior issuing the copy of the certificate.	12. External Stakeholders: • MHMS- Statistics, Pediatric ward, Physiotherapy • AG's office • Patient/ Mother • National citizens • Social Welfare division
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	

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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	Attend to any other duties as directed by the Registrar General	

10. Key Challenges	11. Selection Criteria
- Able to work after hours at times where services is needed by the government during Parliament session, census, or at times where assistance from public is needed - Manage to be part of Ministry's delegation to rural areas - Completing any other tasks assigned within office by supervisor(s).	11.1 PQR (Position Qualification Requirement): Form 6 OR Form 5 with 1 year relevant work experience or Form 7 certificate Education: Form 7 Experience: Job Training: nil Prerequisite: nil 11.2 Key Attributes (Personal Qualities): Knowledge - Computer literate - Figure analyst - Counselling Skills: - Critical thinking - Service Oriented - Time management - Speaking, writing, listening

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▪ **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 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 Results Area/ Major Responsibilities	Major Activities/Duties	Performance measures/ Outcomes
Customer Service on Birth, Death and Marriage Certificates.	• Attend to customers' inquiries for Births, Deaths & Marriages registration • Searching of the registration record in data bank for the vital event in question • Issuing out copies of Births, Deaths, Marriages certificate free of charge. • Make entries in the online database for births, deaths and marriages that happen outside hospital and in each respective religions. • Make filing on copies of birth and death notification • Printing of Births, Deaths, and Marriages certificates. • Put up Marriage Notice for 21 days and enter information into the database. • Uploading supporting evidence for Births, Deaths and Marriages into database. • Prepare marriage certificate forms to marriage officers for the solemnization of marriages in the church.	

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	• System analysis	
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