



**PNG CIVIL AND IDENTITY REGISTRY
OFFICE OF THE REGISTRAR GENERAL**

PUBLIC NOTICE

Job Vacancies

Organization: **PNG Civil and Identity Registry**

Location: **ORO PROVINCE**

The Papua New Guinea Civil and Identity Registry (PNGCIR) administers civil and identity registration for citizens and nationals of other nations living in Papua New Guinea. The overarching aim of the PNG Civil and Identity Registry (PNGCIR) is to achieve a complete civil and identity registration system for the country that can provide:

- i. All members of public with foundation identity documents through which they can claim their civil and human rights, including access to services;
- ii. The government with individual identification records needed for governance; and
- iii. The government with a national source of vital statistics

The NID Project is part and partial of the drive to register citizens in implementing the **Sustainable Development Goal (SDG) Target 16.9** which says **'By 2030, provide legal identity for all, including birth registration'**.

To achieve this PNGCIR is now looking for recent graduates to fill up the post of the following Vacancies.

1. Mobile Registration Officers
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JOB DESCRIPTION

Mobile Registration Officers

1. Doing pre-registration with persons who want to register (applicant).
 2. Vet all filled registration forms.
 3. Scan all filled registration forms.
 4. For biometric, take facial photo and finger prints using Mobile Enrolment Kit.
 5. Doing control listing for collected data
 6. Export Data from MEU's to Hard drive
 7. Transfer/Upload raw data from MEU's to main CIRS system in Port Moresby.
 8. Follow up with Team Leader for Clients query using Control Listing
 9. Recapture of unqualified photos using the control listing
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SELECTION CRITERIA/REQUIREMENTS

1. Must have a Degree/Advance Diploma/Diploma in recognized University/College (IT fields will be an Advantage)
2. Must be a resident of Popondetta
3. Computer literacy and familiarity with various computer programs
4. Must be a very good team player and of sober habits
5. Must be familiar with provinces, districts, LLGs and wards in PNG.
6. Must be in good health and physically fit.
7. Must be between the ages of 20 -30 years.
8. Must provide your current police clearance.
9. Must provide your current medical certificate
10. Must be able to work late and on weekends.

Interested applicants; please submit your application with certified copies of your certificates in a PDF to: recruitment@pngcir.gov.pg

Attention to:	Closing Date: 1600 hours 03rd October, 2021
Human Resources PNG Civil and Identity Registry PO Box 470 Vision City National Capital District	Authorized by: Noel MOBIHA Acting Registrar General