



PNG CIVIL AND IDENTITY REGISTRY
OFFICE OF THE REGISTRAR GENERAL

PUBLIC NOTICE

Organization: **PNG Civil and Identity Registry**
Locations: **National Capital District: 60 Positions**
Morobe: 40 Positions
Positions: **Volunteer Data Entry Officers**
Period of Engagement: **12 months**

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 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 a Special Purpose Vehicle (SPV) in the Civil Registrations and Vital Statistics (CRVS) that drives registration of citizens in implementing the **Sustainable Development Goal (SDG) Target 16.9** which says '**By 2030, provide legal identity for all, including birth registration**'.

NID Project Problem Statement

Currently there is a backlog of 350,000 NID Form 1 Registration Forms that need to be typed into the PNG Civil and Identity Registration System (CIRS) database. The number is growing every day due to increasing number of NID registrations that are coming out of the provinces and the limited number of data entry officers to process these. This also includes processing outstanding backlogs for 2019, 2020 and 2021.

Expected Outcome

To reduce this backlog PNGCIR is now looking for recent graduates and/or persons who have good typing speeds to fill the vacancy posts of the Volunteer Data Entry Officers for a period of one year (performance pending) at the **National Data Entry Centre in Waigani** and a **new Momase Data Entry Centre in Lae** that is being constructed.

PNGCIR is focused on achieving a turnaround time from registration to issuance of NID cards and birth certificates on a national average of less than 3 months by the end of this year and then finally to 10 working days by 2027.

Job Descriptions:

1. Being able to type accurately into CIRS database a minimum of sixty (60) completed NID registration forms per a working day or 600 per fortnight.
2. Data entered must meet the required standards and conform to relevant legal and technical requirements of PNGCIR.
3. Maintain statistics of processed record and issues on registration and vetting for improvement.
4. Effective implementation and maintain consistency in entering registration data.

Requirements:

1. Must have National Identity Documents (NID Card /Birth Certificate).
2. Must have a Degree/Advance Diploma/Diploma in recognized Universities/Colleges (Graduates in media, information and communication technology fields will be an advantage).
3. Must be familiar with provinces, districts, LLGs and wards in PNG.
4. Must be a computer literate and able to effectively use; Microsoft Office (MS Word, MS Excel, MS PowerPoint etc).
5. Have excellent written and verbal communication skills.
6. Must be between the ages of 20 -30 years.
7. Must provide your current police clearance.
8. Must provide your current medical certificate.
9. Must be in good health condition and physically fit.
10. Be an effective team player and ability to work late, long hours and on weekends.
11. Must be willing to accept a cultural change in a very discipline work space.
12. Have your own accommodation.

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

Attention:

Human Resources Manageress

PNG Civil and Identity Registry

PO Box 470,

Vision City

National Capital District

In Port Moresby you can also drop in your application forms at the PNGCIR Headquarters located on Kumul Avenue, NID Haus Waigani. In Lae drop off your application with the PNGCIR Office located opposite the Huon Gulf Hotel or off Milford Haven roundabout.

Authorized by: Noel Mobiha
Acting Registrar General

you are who you are

Postal Address: PNG Civil & Identity Registry, PO Box 470, **Vision City**, National Capital District, Papua New Guinea

Location: PNGNID Haus, Kumul Avenue, **Waigani**, Port Moresby, Papua New Guinea

Contacts: Landline: +675 313 3000 Ext - 7009 | Email: hr@pngcir.gov.pg | web: www.pngcir.gov

