

# **Government of Liberia National Identification Registry Capitol Hill, Monrovia**

## **1.0 Background**

The National Identification Registry (NIR) of the Government of Liberia seeks applications from qualified Liberians for the positions of **Executive Director and Deputy Executive Director for Technical Services**

The NIR is an autonomous agency of the Government, which was created by an Act of the National Legislature in 2011 with responsibility for, among other things, designing, establishing, maintaining and administering a National Biometric Identification System (NBIS) for all citizens and residents of the Republic of Liberia. The NIR is further mandated to design, establish and/or acquire the necessary technical infrastructures and procedures that will serve as a platform for the implementation of the NBIS. In addition, the NIR has legal responsibilities to collect, organize, store, secure and grant access to secure biometric data from individuals applying for National Biometric Identification cards.

In order to achieve the afore-mentioned objectives, the Board of Registrars of the National Identification Registry (NIR) is seeking qualified Liberian applicants to fill the following positions:

### **2.1 Executive Director**

**Job Title: Executive Director**

**Reporting to: Chairman of the Board**

**Duration: Fulltime**

**Starting Date: Upon appointment by Board of Registrars**

#### **Functions:**

- a. to ensure that all of the mandates, functions, operations and responsibilities of the NIR are successfully managed and carried out in order to achieve the purpose for which the Registry exists;
- b. to supervise senior administrative and technical staff of the NIR in carrying out their responsibilities in accordance with their respective terms of references, for maximum productivity; and

- c. to ensure that all directives, recommendations and assignments, given by the Board of Registrars, relative to the functions of the NIR are carried out in a timely and successful manner.

**Specific Duties:**

- ❖ Coordinate and supervise the implementation of all activities and programs of the NIR, including decisions and policies of the Board of Registrars;
- ❖ Prepare draft quarterly /annual work plans and budgets of the NIR and ensure their timely submission to the Board of Registrars for approval;
- ❖ Prepare draft quarterly /annual reports, including financial statements, of the NIR to be submitted to the Board of Registrars for approval;
- ❖ Supervise the work of the Deputy Executive Directors for Technical Services and Administration;
- ❖ Work with ministries, agencies, public corporations, and commissions of the Government of Liberia, as well as the private sector and donor agencies/institutions for mobilization of adequate funding, material and human resources for the effective implementation of the NIR's mandate;
- ❖ Oversee the human and institutional capacity development of the NIR;
- ❖ Design project proposals and grant requests for the NIR, as additional means of resource mobilization for the entity;
- ❖ As Secretary to the Board of Registrars, organize meetings in consultation with the Chairperson of the Board and prepare draft agenda, meeting minutes, reports, resolutions or other directives that may emanate from the Board meetings;
- ❖ Oversee the recruitment, capacitation, compensation, and motivation of a team of professional and trustworthy staff and consultants to manage the Registry;
- ❖ Commission annual internal audits of the NIR in consultation with the Board of Registrars; and
- ❖ Undertake and perform other necessary responsibilities and activities as may be determined by the Board of Registrars, for the successful operations of the NIR.

**Key Deliverables:**

- ❖ Submission of quarterly, annual and other periodic plans and reports to the Board of Registrars and the President and National Legislature through the chairman of the Board;
- ❖ Submission of other plans and reports as may be requested by the Board;
- ❖ Submission of project proposals to the BORs for its approval, to mobilize technical, financial and material resources from partners for the work of the NIR;
- ❖ Submission of internal audit reports to the Board;
- ❖ Submission of other necessary reports and/or documents to the Board upon its request.

**Qualifications:**

- ❖ Advanced degree (master's or higher) in Public Administration, Business Administration or related field;

- ❖ A minimum of 10 years of experience in senior level management or administration;
- ❖ At least 3 years of experience in managing large scale projects or programs;
- ❖ Proven leadership in the design, management, implementation, monitoring and evaluation of Government programs;
- ❖ Strong communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and communication technology;
- ❖ Proven ability to develop and communicate a common vision among diverse stakeholders and the ability to lead multidisciplinary teams;
- ❖ Ability to be tolerant to varying political, cultural, religious and social perspectives and opinions; and
- ❖ Must be a Liberian.

All Applications should be addressed to:

Chairman of the NIR Board of Registrars/  
Minister of Internal Affairs  
Capitol Hill  
Monrovia, Liberia

Deadline for submission of applications: July 24, 2015 at 4:00 pm.

Please submit applications along with resumes to the Office of the Minister of Internal Affairs.

## **2.2 Deputy Executive Director for Technical Services**

**Job Title: Deputy Executive Director for Technical Services**

**Reporting to: Executive Director**

**Duration: Fulltime**

**Starting Date: Upon appointment by Board of Registrars**

### **Functions:**

- a. To assist the Executive Director in ensuring that all technical and operational functions of the NIR are successfully managed in order to achieve the purpose for which the Registry exists;
- b. To ensure that all directives, recommendations and assignments relative to technical and operational functions of the NIR that are given by the Executive Director and by the Board of Registrars through the Executive Director are carried out successfully and timely;

### **Specific Duties:**

- ❖ Design guidelines and procedures for approval of the Executive Director and or the Board of Registrars that will lead to the successful implementation of the National Biometric Identification System; and ensure that such guidelines and procedures are efficiently managed;
- ❖ In consultation with the Executive Director, team up with the Deputy Executive Director for Administration (DEDA) and other senior managers in drafting quarterly and annual work plans of the NIR; and, upon approval by the Board of Registrars, work with the DEDA and other senior managers to ensure that such plans are successfully carried out;
- ❖ Design and implement a public awareness, sensitization and educational strategy to improve public understanding of the purpose and significance of the NIR and encourage the citizenry and residents of Liberia to participate in the National Biometric Identification processes;
- ❖ Design terms of references and supervise consultancies and works of technical and operational level;
- ❖ Work with the DEDA in the designing of capacity development programs for technical positions and ensure that such programs are successfully carried out so that the technical capacity of the NIR is adequate for the fulfillment of agency's mandate;
- ❖ Supervise senior technical staff and consultants of the NIR for maximum productivity;
- ❖ Work with the Executive Director in identifying the technical capacity development needs of the NIR;
- ❖ Assist the Executive Director in the preparation of quarterly, annual, and special reports of the NIR; and

- ❖ Undertake and perform other necessary responsibilities and activities for the successful operations of the NIR as may be assigned by the Executive Director or the Board of Registrars.

**Key Deliverables:**

- ❖ Submission of draft quarterly, annual and other reports to the Executive Director;
- ❖ Submission of quarterly, annual and other work plans to the ED; and
- ❖ Submission of other necessary reports and/or documents to the ED.

**Qualifications:**

- ❖ Master degree in Technology Management, Computer Science, Engineering or related field;
- ❖ At least 7 years of progressive experience in information and communication technology
- ❖ At least 3 years of experience in program management ;
- ❖ Proven experience in developing work plans, program budgets and project proposals;
- ❖ Ability to work in partnership with non-governmental organizations and other governmental agencies;
- ❖ Ability to tolerate varying political, cultural, religious and social perspectives and opinions; and
- ❖ Must be a Liberian.

All Applications should be addressed to:

Chairman of the NIR Board of Registrars/  
Minister of Internal Affairs  
Capitol Hill  
Monrovia, Liberia

Deadline for submission of applications: July 24, 2015 at 4:00 pm.

Please submit applications along with resumes to the Office of the Minister of Internal Affairs.