



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 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 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'**.

To achieve this PNGCIR is now looking for recent graduates to fill up the vacancy post of the Volunteer Data Entry Officers.

Job Descriptions:

1. Entering of sixty (60) & above registration data per day.
2. Data entered must meet the required standards & conform to relevant legal requirements.
3. Maintain statistic of processed record & issues on registration & vetting for improvement.
4. Effective implementation & 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 (IT fields will be an advantage).
3. Must be familiar with provinces, districts, LLGs and wards in PNG.

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



4. Must be a computer literate and able to effectively use; Microsoft Office (MS Word, MS Excel, Power Point 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.

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

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: PNGID 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

