

1. Ministry: Ministry of Justice		
2. Position Title: Registration Clerk within hospital	3. Salary Level: L18-15/14-12	4. Division: CRO
5. Reports To: Senior Registration clerk & Data Verifier	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. The incumbent is expected to be stationed within Tarawa Central Hospital and Betio Central Hospital to deliver CRO services.		

8. Position Overview	
9. Financial: nil	9. Legal: Cap 5 &54 (Ordinance
11. Internal Stakeholders: - CRO division, Social welfare division, Mothers/families, Sister's, Nursing Officer, Pediatric Doctors To be referred to Manager: - Amendment of registration or errors and other advises Without referral to Manager: - Filling the birth and death notification and direct entered into the database - Issuing out births and deaths certificate - Collect ID of qualified informant and mothers and enter into database as supporting	12. External Stakeholders: - MHMS- Statistics, Pediatric ward, Physiotherapy - AG's office - Patient/ Mother - National citizens

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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Updated all records into the online CR system and upload all required documents	
13. KEY ACCOUNTABILITIES<i>(Include linkage to KDP, MOP and Divisional Plan)</i> 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 <i>Divisional/Departmental/Unit Plan: To aim that by 2019 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</i>	
Work with Sister's & Nurses	- Attend to customers' inquiries for Births, Deaths registration - Searching of the registration record and in data bank for the vital event in question - Filling birth notification for new born babies occur within hospital and outside hospital - Filling death notification happens within hospitals - Report every birth and death into Civil Registration online system. - Issuing out copies of Births, Deaths certificates before the client discharges from hospital free of charge - Make filing copies of birth notification and upload them into the system - Attend to any other duties as directed by the Registrar

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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	11.1 PQR (Position Qualification Requirement): Form 6 or Form 5 Certificate with 1-year relevant work experience. 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 • System analysis Attributes

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