

JOB DESCRIPTION

POSITION TITLE:	Principal Registration and Authentication Officer
DIVISION:	National ID Division
MINISTRY:	Samoa Bureau of Statistics (SBS)
SALARY GRADE:	A16 - \$55,431 pa
POSITION CODE:	BS001047
LOCATION:	Government Building, Level 2.
RESPONSIBLE TO:	ACEO – National ID

Overview of the Ministry:

The Samoa Bureau of Statistics is the leader in providing relevant, quality statistics for the benefit of Samoa. SBS is also the leading agent in establishing National Digital Identity System which is known as a foundation system to uniquely identifying all citizens and long- term residents residing in Samoa and this system will support population count and vital statistics and civil registration. This will be achieved through its mission to help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships.

Manage Registrations and Authentication Services in a use of the National Digital ID System to ensure that they are in line with the SBS-National Digital ID Strategic and Implementation Plan 2020 -2023 and the Bureaus Strategic Goals and Objectives.

Purpose of the position:

The purpose of this position is to develop registry strategies and abroad approach for data collection including the initial mass registration and continuous registration of eligible persons. This position is also responsible for developing authentication strategies of how to provide authentication services to our customers with the use of both physical id and digital id against National Digital ID System (NDIDS).

Key relationships:

Responsible to: ACEO – ACEO NID

Responsible for: Senior Authentication Officer, Registration Officer

Functional relationships: Internal – Staff of SBS

External – Line Ministries and Central Agencies such as PSC and MOF.

Key Areas of Responsibility	Deliverables / Performance Expectations
Manage Registration Data (Databases)	<ul style="list-style-type: none"> Ensure the registration systems and procedures are complying with the rules and regulations set out by the National Digital Identification Act 2024 Ensure the public are aware and well inform of the process for registration of digital identification.

	<ul style="list-style-type: none"> • Organise and plan initial mass registration for the whole country. • Maintain registers of personal biographic and biometric errors, including e-signatures during registrations processes. • Provide data analysis activities to capture data requirements clearly, completely, and correctly while, at the same time, representing them in a formal and visual way through data models
Manage Authentication Services	<ul style="list-style-type: none"> • Ensure the authentication services systems and procedures are complying with rules and regulations set out by National Digital Identity Act 2024. • Work collaboratively with the Administration and Operation Unit to ensure the public and relying parties are aware and well inform of the process for all levels of authentication i.e. from physical authentication to digital authentication to additional factors • Work collaboratively with the System and Information Service Unit in any system modification especially the authentication portal and remote authentication with security factors for authentication services from time to time. • Preparing reports on authentication services, including activities, and status. • Organize and arrange trainings required for Key Stakeholders who have signed MOU with SBS on the use of authentication services.
Budgetary	<ul style="list-style-type: none"> • To assist in identifying priority budgetary requirements of the Division Annual Submission. • To ensure performance priority and budgetary provisions in line with policies and mandates. • To manage divisions finances such as savings for capital assets.
Capacity Building and ongoing coordination with other agencies	<ul style="list-style-type: none"> • Work collaboratively with Administration and Operation Unit in maintaining the active key stakeholders and monitor and regularly coordinate with Government Ministries, public bodies, civil societies and a private sectors with respect to the use of registration data for authentication services. • Identify training needs of the stakeholders and staff • Develop learning and development needs plan for the stakeholders and staff. • Conduct Training for the use of SDIN and authentication services. • Provide report on authorized users trainings and advice on the authentication credentials to be issued for each trainee.

		<ul style="list-style-type: none"> • Provide coaching and mentoring on the job for the stakeholders and staff to upgrade skill and improve work performance. • Initiate corrective action for behavior issues through dialogue and escalating to higher officer when necessary.
Performance Management		<ul style="list-style-type: none"> • Ensure the staff members performance is monitored and assess against identify performance indicators. • Ensure all performance plans and appraisals are completed on time and signed by respective staff member. • Ensure all aspects of performance are discussed thoroughly with staff members and identify together areas for improvements.
MERIT	Job Competencies	Descriptors
SKILLS ADN ABILITIES	Strategic Thinking	<ul style="list-style-type: none"> • Understand the divisions direction and sets tasks that are in line with the Bureaus strategic objectives and goals • Must be determined and passionate in meeting operational goals • Possesses a positive attitude towards changes due to the ever-changing environment
	Leadership	<ul style="list-style-type: none"> • Have and show ability to lead and manage planned targets to achieve organizational goals and objectives, by managing the unit's human resources effectively
	Building and sustaining relationships	<ul style="list-style-type: none"> • Must commits to clients service, builds and sustains relationships within the division and across the bureau • Fostering team work with stakeholders through information sharing • Must encourage and motivate employees through continuous learning and in-house activities to sustain morale
	Monitoring and Evaluation, Reporting skills	<ul style="list-style-type: none"> • Able to assess progress of performance targets set out in NDID Strategic and Implementation Plan. • Assess staff performance as per KRA's set under divisional plan.

	Proven hands on experience with system development and Programming Life Cycle	<ul style="list-style-type: none"> Experience with build-in systems (GitHub) and application and source control systems Excellent experience in programming language like C, C++, Java, Java Script, VB, VB-Script, .net framework, HTML5, CSS, and PHP. Be able to run queries and analyse data when required by SBS Management.
PERSONAL ATTRIBUTES	Integrity	<ul style="list-style-type: none"> Work and act in a professional manner in carrying out duties and responsibilities at all times Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times Must be a trustworthy individual
	Intellect and Judgment	<ul style="list-style-type: none"> Demonstrate good judgment in decision making in developing appropriate and concrete solutions Exhibits good analytical, statistical and conceptual skills and applying intellect and knowledge in identifying issues Identify and understand critical factors affecting the work environment and its impact on the division
	Commitment / Personal Drive	<ul style="list-style-type: none"> Willing to assist subordinates in setting and implementing divisional goals through coaching and knowledge sharing. Self-driven and work committed to achieve common purposes
	Creativity and Innovation	<ul style="list-style-type: none"> Developing innovative ideas/ methods on how to improve the quality management of all programming and scripting developments. Motive and encourage subordinates to formulate new ideas to improve on the NDID system.
EXPERIENCE & PAST WORK PERFORMANCE	<ul style="list-style-type: none"> Minimum of 3 years' relevant working experience 	<ul style="list-style-type: none"> Relevant experience at a Senior Level in Software Development and good knowledge NDID System and ID Card authentication Experience in mobile id and online authentications.



QUALIFICATIONS	Bachelor's degree in computer science or any related Valid Software Development Certification, postgraduate qualification on this field would be an advanced qualification.
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