

<b>Job Title</b>	Enrolment Officer	<b>Duty Station</b>	Fort portal, Gulu,
<b>Employment type</b>	Full time	<b>Role balance guide</b>	<b>People:</b> 40% <b>Operations:</b> 25% <b>Technical:</b> 35%
<b>Role Purpose</b>	You are responsible for inputting, organizing, and cataloging applicants' data, as well as performing quality control checks, and ensuring that applicant data processing is completed in a timely manner. This is a very detail-oriented role involving many repetitive duties hence attention to detail is very important.		
<b>Reports To</b>	Facility Supervisor	<b>Supervises</b>	None
<b>Key External Relationships</b>	None		

### **Core Accountabilities**

#### **1. Undertake Live Scan Duties for applicants as follows:**

- i. Undertake live image scanning of all applicants consisting of: digital photograph, electronic fingerprint and electronic signature.
- ii. Correctly capture applicants images
- iii. Capture applicants' information on the Uganda Driving License system.

#### **2. Data Capture duties as follows:**

- i. Capture relevant application information from the application forms and other documents to the Uganda Driving License system.
- ii. Ensure that information captured on the Uganda Driving License system is correct and accurate.
- iii. Check for correctness of information captured before application submission.

#### **3. Quality Assurance duties:**

- Check for correctness of information on the drivers' licence produced.
- Check for consistency of licence before issuance
- Retain and return licences that do not meet the required quality standards.
- Re-order for licences that do not meet the required standards

#### **4. Permit issuance:**

- Ensure safe custody of license in your custody
- Ensure that applicants submit their temporally driving license before issuance of drivers license
- Ensure that applicants sign for driving license

### **Team Contribution**

- 1) Constructively contribute and collaborate with all project staff
- 2) Oversee the delivery of high quality outputs
- 3) Adhere to project processes and policies

### Values and Behaviour

- 1) Promote and role model appropriate behaviour to support Uganda Driving License System culture, performance and brand
- 2) Actively demonstrate the company values:
  - **Integrity:** We stand up for what is right
  - **Collaboration:** We are stronger together
  - **Empowerment:** We make a difference
  - **Action:** We focus on results

### Health, Safety and Wellbeing

- 1) Adhere to all health and safety policies and procedures of Uganda Driving License System and take all reasonable care that your actions or omissions do not impact on the health and safety of others in the project.

### Confidentiality

This position requires the highest level of confidentiality hence you will be required to sign a confidentiality and non-disclosure agreement.

***This job description defines the broad responsibilities of this position. You will be expected to develop a performance plan with specific details of performance goal, objectives and targets***

Person Specification		
Qualifications & Experience	Essential: <ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Excellent knowledge of MS Office operations</li> </ul>	Desirable: <ul style="list-style-type: none"> <li>• 1-2 years' experience in a relevant field.</li> <li>• Local language spoken in the area of operation</li> </ul>
	<b>Skills and attributes</b> <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills.</li> <li>• Good command of English.</li> <li>• Flexibility and adaptability in responding to change</li> <li>• Good analytical and problem solving skills.</li> <li>• </li> </ul>	
Other	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Preparedness to undergo a police check</li> <li>• Ability to work flexible hours.</li> </ul>	