

**APPENDIX 29: APPROVED AND COSTED ESTABLISHMENT ANALYSIS FOR THAE NATIONAL IDENTIFICATION
REGISTRATION AUTHORITY**

Table 3: Scenario 3a						
	Job Title	SCALE	Salary per month	No. of staff	Numbers in the Recruitment Plan	Total salary per year
1	ED	NIR-1	35,000,000	1	1	420,000,000
2	Director	NIR-2	17,500,000	4	4	840,000,000
3	Asst Director (Heads)	NIR-3	14,000,000	4	4	672,000,000
4	Manager	NIR-4	10,000,000	15	13	1,800,000,000
5	Supervisor	NIR-5	7,000,000	8	9	672,000,000
6	Officer	NIR-6	4,500,000	182	182	9,828,000,000
7	Asst Officer	NIR-7	2,800,000	270	387	9,072,000,000
8	Support Staff	NIR-8	1,100,000	127	127	1,676,400,000
TOTAL (excluding NSSF-10% and Gratuity-25%)				611	727	24,980,400,000
TOTAL including NSSF and Gratuity(1.35*Total Salary)						33,723,540,000
Budget Provision by MoFPED):						33,750,000,000
Buffer						26,460,000

RECRUITMENT PLAN FOR NIIRA							
	Position	Job Grade	Approved Numbers	2016 /17	2017/ 18	2018/19	2019/20
	EXECUTIVE DIRECTOR						
1	EXECUTIVE DIRECTOR	NIR-1	1	1			
	SUB TOTAL		1	1	0	0	0
	DIRECTORS						
1	DIRECTOR FINANCE & ADMIN	NIR-2	1	1			
2	BOARD SECRETARY / DIRECTOR LEGAL	NIR-2	1	1			
3	DIRECTOR REGISTRATION & OPERATIONS	NIR-2	1	1			
4	DIRECTOR ICT	NIR-2	1	1			
	SUB TOTAL		4	4	0	0	0
	ASSISTANT DIRECTORS						
1	HEAD-R HRM	NIR-3	1	1			
2	HEAD- PLANNING & RESEARCH	NIR-3	1	1			
3	HEAD- AUDIT	NIR-3	1	1			

4	HEAD- PROCUREMENT UNIT	NIR-3	1	1			
	SUB TOTAL		4	4	0	0	0
	MANAGERS						
1	MANAGER PR & CORPORATE AFFAIRS	NIR-4	1	1			
2	MANAGER FINANCE	NIR-4	1	1			
3	MANAGER ADMINISTRATION	NIR-4	1	1			
4	MANAGER SECURITY	NIR-4	1	1			
5	MANAGER LEGAL & ADVISORY	NIR-4	1	1			
6	MANAGER COMPLIANCE & ENFORCEMENT	NIR-4	1	1			
7	MANAGER REGISTRATION & OPERATIONS	NIR-4	1	1			
8	MANAGER DATA PROCESSING & PRODUCTION	NIR-4	1	1			
9	MANAGER INFORMATION MANAGEMENT SYSTEMS	NIR-4	1	1			
10	MANAGER CYBER SECURITY	NIR-4	1	1			
11	MANAGER HUMAN RESOURCE MANAGEMENT	NIR-4	1	1			
12	MANAGER STRATEGY & PLANNING	NIR-4	1	1			
13	MANAGER MONITORING & EVALUATION	NIR-4	1	1			
	SUB TOTAL		13	13	0	0	0

	SENIOR OFFICERS						
1	P.A / EXECUTIVE ASST TO THE E.D	NIR-5	2	2			
2	SENIOR PROCUREMENT OFFICER	NIR-5	1	1			
3	SENIOR ACCOUNTANT	NIR-5	1	1			
4	WAREHOUSE / STORES SUPERVISOR	NIR-5	3	1			
5	SENIOR REGISTRATION OFFICER BIRTH/DEATH	NIR-5	1	1			
6	SENIOR INTERNAL AUDITOR	NIR-5	2	1	1		
7	SENIOR REGISTRATION OFFICER GENERAL	NIR-5	1	1			
8	SENIOR REGISTRATION OFFICER I.D	NIR-5	1	1			
	SUB TOTAL		12	9	1		
	OFFICERS						
1	PUBLIC RELATIONS OFFICER	NIR-6	1	1			
2	CLIENT RELATIONS OFFICER	NIR-6	1	1			
3	COMMUNICATIONS& MEDIA OFFICER	NIR-6	1	0	1	1	
4	PROCUREMENT OFFICER	NIR-6	2	1	1		
5	ACCOUNTANT	NIR-6	1	1			

6	ADMINISTRATIVE OFFICER	NIR-6	1	1		
7	TRANSPORT & LOGISTICS OFFICER	NIR-6	1	1		
8	RECORDS OFFICER	NIR-6	4	1	1	
9	SECURITY OFFICER	NIR-6	2	2		
10	LEGAL OFFICERS	NIR-6	2	4		
11	REGISTRY OFFICER / SUPERVISOR	NIR-6	1	1		
12	REGISTRATION OFFICERS	NIR-6	6	6	3	
13	CITIZENSHIP VERIFICATION OFFICER	NIR-6	2	2		
14	RO FIELD SUPPORT(6)	NIR-6	6	6		
15	DATA PROCESSING OFFICERS(18)	NIR-6	18	15	3	
16	DATA PRODUCTION OFFICER (6)	NIR-6	6	6		
17	ENGINEERS (2)	NIR-6	2	2		
18	DBA(1)	NIR-6	1	1		
19	SYSTEMS ADMINISTRATOR (1)	NIR-6	3	3		
20	NETWORK ADMINISTRATOR (1)	NIR-6	1	1		
21	DATA EXIM OFFICER(1)	NIR-6	1	1		
22	CYBER SECURITY OFFICER (1)	NIR-6	1	1		
23	HUMAN RESOURCE OFFICER (TALENT/ PERFORMANCE MANAGEMENT) (1)	NIR-6	1	0	1	

24	HUMAN RESOURCE OFFICER (PAYROLL/ EMPLOYEE RELATIONS) (2)	NIR-6	2	1	1		
25	HUMAN RESOURCE OFFICER(REGISTRY) (3)	NIR-6	3	1	2		
26	POLICY ANALYSIS, PLANNING & DEVELOPMENT OFFICER/BDO(1)	NIR-6	1	1			
27	RESEARCH& DOCUMENTATION OFFICER (2)	NIR-6	2	1	1		
28	M&E OFFICER (3)	NIR-6	3	1	2		
29	INTERNAL AUDITORS(2)	NIR-6	2	1	1		
30	REGISTRATION OFFICER(RO) DISTRICT (117)	NIR-6	117	117			
31	RISK OFFICER	NIR-6	1	1			
	SUB TOTAL		196	182	17	1	0
	ASSISTANT OFFICERS						
1	AROSUBCOUNTY (2*#S/C)	NIR-7	117	117			
2	I.T OFFICER(1*117	NIR-7	117	117			
3	ARO REGISTRATION OFFICER(1*117)	NIR-7	117	117	117		
5	ASSISTANT REGISTRY OFFICERS	NIR-7	3	3			
6	ASSISTANT REGISTRATION OFFICERS (9)	NIR-7	9	9			
7	ACCOUNTS ASSISTANT (2)	NIR-7	3	2			

8	ADMINISTRATIASSISTANT VE (4)	NIR-7	4	4			
9	DRIVERS (15 +117 = 132)	NIR-7	132	15	30	30	30
10	STORE KEEPER (3)	NIR-7	3	3			
	SUB TOTAL		505	387	147	30	30
	SUPPORT STAFF						
1	OFFICE ASSISTANT(10+117)	NIR-8	127	127			
	SUB TOTAL		127	127	0	0	0
	GRAND TOTAL		862	727	165	31	30
	Note: Total Recruitment by 2020/21 (There is a mismatch between the recommended Numbers and the Plan)				983		
	<u>Please Note the Following</u>						
1	<i>There is a mismatch between the recommended Numbers and the Plan (862 positions Vs 983positons)</i>						
2	<i>Total Recommended Numbers is 132 not 135</i>						
3	<i>Accounts Assistants on the structure are 3 not 2; At what stage is the plan going to recruit the third Accounts Assistant???</i>						
4	<i>Initial Recruitment for ARO in charge of sub counties is 117</i>						

5	<i>Legal Officers indicated on the structure are 2 and not 4???</i>
6	<i>What about the job Grades that are supposed to justify the difference in operational levels and salaries;</i>
	May be you could go with the proposal I have indicated;