

Ref. No. NRB/2/16

18th May, 2021

FROM : THE CHIEF DIRECTOR, NATIONAL REGISTRATION BUREAU,
PRIVATE BAG B318, CAPITAL CITY, LILONGWE

TO : ALL DISTRICT COMMISSIONERS (DISTRICT REGISTRARS)

ATT: PRINCIPAL REGISTRATION OFFICERS - NRB

MASS OUTREACH NATIONAL IDENTITY CARD RENEWAL REGISTRATION ACTIVITIES

I write to inform you that the National Registration Bureau (NRB) under the Ministry of Homeland Security has received funding from Treasury to conduct Mass Outreach National Identity Card Renewal Registration across the country. The exercise is expected to run from May and December, 2021.

In order to implement the exercise, NRB intends to recruit 200 interns who will be deployed in all the 28 Districts, under the supervision of the District Registration Office (DRO), to conduct the registration. The number of interns per district will vary according to the size and demographics of a particular District. NRB expects the interns for this exercise to be local residents of the particular district applied in.

As regards to the recruitment process, NRB has designed the advert (find attached), which will be posted on the notice boards in all District Councils. Receipt of application letters will be done at NRB District Registration, and NRB Headquarters will finalize the process by selecting and communicating with the successful interns.

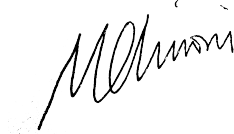
Considering the complexity of the exercise, officers from the DRO will have to extensively train, supervise and monitor the interns. In this case, DRO officers will conduct rotational supervision and monitoring visits throughout the entire registration exercise in order to improve on efficiency and effectiveness.

The actual registration exercise will be based at ward level in each constituency in a District. Meanwhile, the roll out plan for the exercise is being finalized and will be shared shortly.

As we await the finalization of the recruitment process of interns, NRB plans to immediately roll out the renewal process, using existing staff in some centres of the Districts. NRB will coordinate with DROs in order to come up with the exact centres, commencement date and duration.

As District Registrars, you will be central and are requested to mobilize two vehicles for the exercise. You will also be required to inform and prepare the DRO staff on the same.

Your cooperation on this matter is greatly appreciated.



Moses Chiwoni

**For: CHIEF DIRECTOR
NATIONAL REGISTRATION BUREAU**