

Job Title: **CAMERA OPERATOR AND CARD PRODUCER**
Basic Function: Process ID of new members and replacement on lost ID.
Reports to: Information Officer
Minimum Qualification: Computer Literate.

Specific Responsibilities:

- Assist new members in filling up the forms and answers inquiries
- Record and validate MMDR.
- Prepare tag for the picture taking
- Take picture for ID.
- Perform other function/duties assigned to him.