

**MINISTRY OF COMMUNICATIONS, SCIENCE AND TECHNOLOGY EXTERNAL CIRCULAR
NOTICE NO. 1 OF 2020**

Ministry of Communication, Science and Technology

P. O. Box 36

MASERU 100

6th JULY 2020

CM/ CIR/ 30

**TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENTS
ALL DISTRICT ADMINISTRATORS**

**COPY: GOVERNMENT SECRETARY
SENIOR PRIVATE SECRETARY TO HIS MAJESTY
SENIOR PRIVATE SECRETARY TO THE PRIME MINISTER
CLERK OF THE NATIONAL ASSEMBLY
CLERK OF THE SENATE
ATTORNEY GENERAL
ACCOUNTANT GENERAL
AUDITOR GENERAL
OMBUDSMAN
DIRECTOR IEC
SECRETARY, PUBLIC SERVICE COMMISSION**

Applications are invited from suitably qualified local candidates for the following positions.

JOB DESCRIPTION (RE-ADVERTISE)

JOB TITLE : DIRECTOR GENERAL

GRADE : L

DEPARTMENT : LESOTHO BROADCASTING SERVICES

RESPONSIBLE TO : PRINCIPAL SECRETARY

NO OF POSITIONS : ONE (1)

JOB SUMMARY

Under the general supervision of the Principal Secretary, the Director- General of the Lesotho Broadcasting Service, Provides strategic direction for the department formulates and implements project, manages international broadcasting affairs, departmental budget and staff.

MAIN DUTIES

PROVISION OF STRATEGIC DIRECTION

Formulates and reviews business and operational strategies.

Initiates development and reviews Lesotho Broadcasting Service Policies, operational procedures and standards.

Facilitates implementation of Government policies and requirements.

FORMULATION AND IMPLEMENTATION OF PROJECTS.

Proposes new projects

Supervises the implementation of the projects

MANAGEMENT OF INTERNATIONAL BROADCASTING AFFAIRS

Initiates and maintains international strategic alliances.

Implements decisions reached in international fora.

Investigates setting and review of broadcasting services and products rates

Leadership and Strategic Direction

1.1. Develop and encourage a shared vision for the future direction, goals and priorities of the LNBS, aligned to the Ministry mission and vision in the context of the Broadcasting.

1.2. Prepare strategic and operational plans to achieve its strategic direction and goals.

1.3. Prepare an annual report.

1.4. Maintain and enhance the broadcasting reputation of LNBS.

1.5. Implement quality assurance and improvement procedures to enhance all aspects of broadcasting, including both permanent and contractual staff experience.

MANAGEMENT OF DEPARTMENTAL BUDGET

Prepare and submits capital and recurrent budget to the Ministry

Approves divisional work plans

Authorises and monitors expenditure.

Prepares project proposals to seek Funding.

MANAGEMENT AND SUPERVISION OF STAFF

Develops Human Resource plans and plans strategy.

Recommends appointments, transfers, promotions, training and development of staff.

Guides Director of Radio 1 Radio 2, Director Television, Director of Library and Chief Engineer.

Key Working Relationships

Responsible to the Principal Secretary.

MCST Departmental Heads.

SKILLS REQUIRED

- ✓ Knowledge of broadcasting Conversion and regulations

- ✓ Business Acumen
- ✓ Strategic leadership
- ✓ Appreciation of ICT's and other new technologies
- ✓ A good understanding of broadcasting systems and procedures
- ✓ Knowledge of Government rules and regulations.
- ✓ Organising and planning skills.
- ✓ Knowledge of Human Resources Management
- ✓ Knowledge of leadership and management principles,
- ✓ knowledge of financial management,
- ✓ knowledge of project management,
- ✓ Professional experience in Broadcasting policy,
- ✓ Solid written and verbal communication skills,
- ✓ Exceptional strategic planning skills,
- ✓ Outstanding interpersonal and teamwork skills,
Visionary leader with the ability to engage other on the team, ability to critically assess challenges and identify effective lasting

ATTRIBUTES

- ✓ Innovative
- ✓ Ability to work under pressure
- ✓ Approachable and proactive
- ✓ Confident to liaise all levels of management
- ✓ Excellent interpersonal skills
- ✓ Personally motivated and able to interact.

COMPETENCE

KNOWLEDGE AND SKILLS: EDUCATION AND TRAINING

Master's in Business Administration (MBA) Plus 10 years' work experience.

Master's degree in Social sciences from a recognized institution 10 years' work experience

Media studies or Journalism will be added advantage.

JOB DESCRIPTION

JOB TITLE : SENIOR PROCUREMENT OFFICER
GRADE : H
DEPARTMENT : ADMINISTRATION
NO. OF POSITIONS : ONE (1)
RESPONSIBLE TO : PROCUREMENT MANAGER

Purpose of the Role:

To manage effectively procurement of goods, works and services for use by the organization in accordance with existing Rules and Regulations.

Key tasks and responsibilities:

1.0 OVERALL ADMINISTRATION OF THE PROCUREMENT UNIT ACTIVITIES

- 1.1 Attends divisional meetings to review progress of planned operations of the Unit.
- 1.2 Ensures that procurement of goods, works and services is carried out in accordance with the approved Annual Procurement Plan to achieve value for money.
- 1.3 Submits monthly reports to the Procurement Manager on the activities of his/her sphere of procurement activity and responsibility to show progress on the action plan.
- 1.4 Finalizes and issues invitation to tender documents to facilitate evaluation process.
- 1.5 With the approval of the Procurement Manager, negotiates contracts, keeping within budgetary limitations to achieve value for money.
- 1.6 Finalizes contract documents and submits them to the Procurement Manager for approval.

1.0 MONITORING COMPLIANCE WITH PROCUREMENT LEGAL FRAMEWORK AND CORRUPTION CONTROL

- 1.1 Ensures that requisitions and associated documentation are correctly completed and signed by the correct signatories for controls.
- 1.2 Ensures that procurement is carried out in accordance with existing

- rules and regulations for transparency and accountability.
- 1.3 Implements measures to reduce fraud and corruption.
 - 1.4 Reports to the Procurement Manager any cases of suspected or confirmed fraud for appropriate measures to be taken.
 - 1.5 Supervises seeking of quotations as provided for in the Regulations for price and quality comparison.

2.0 IMPLEMENTATION OF STAFF DEVELOPMENT AND PERFORMANCE MONITORING POLICIES

- 2.1 Mentors staff in the Procurement Unit on Public Service Rules, Regulations, Financial Management, Accountability Act, and procurement regulations so that they are commonly understood and adhered to.
- 2.2 Ensures that Procurement Unit staff understands what is required of them in respect of their own Job Descriptions through induction for effectiveness.
- 2.3 Develops the Procurement Unit training plan for staff development and submits it to the Procurement Manager for approval.
- 2.4 Organizes training and provides coaching for the staff under his/her management control for improved performance.
- 2.5 Approves individual work-plans in respect of the staff under his/her management control for an effective performance management.
- 2.6 Approves specific individual teamwork assignments / performance objectives with the staff under his/her control in order to achieve the set objectives.

3.0 FACILITATION OF THE PROCURING PROCESS

- 3.1 Takes part in reviews of the ability of potential suppliers to meet the organization's requirements for design, performance, price and delivery, and provides input to the Government's Approved Suppliers List.
- 3.2 Develops and maintains an up to date database of prices of goods, works and services identified in the Annual Procurement Plan in order to have information at hand.
- 3.3 Collects information for the preparation of the Annual Procurement Plan as part of the budget approval process.
- 3.4 Ensures that a record is kept of all requisitions received and a register of actions taken on them.
- 3.5 Ensures that records of costs, deliveries and performance are kept and discusses defects with user divisions with a view to rectification by suppliers and other remedial actions.

4.0 DISPOSAL OF UNSERVICEBLE, OBSOLETE AND SURPLUS STORES/ASSET ITEMS

- 4.1 Gathers information and completes standardized disposal form for submission to Procurement Manager.
- 4.2 Coordinates the establishment of the evaluation committee in order to assess disposal bids.

Other Relevant Knowledge

- Knowledge of the Public Service Rules and Regulations.
- Knowledge of Financial and Procurement Regulations.

Core Competencies:

Ability to understand and implement the Regulations, the Procurement Manual, the Procurement Process Operating Instructions and other instructions and guidance as may be issued from time to time.

- Ability to understand and interpret generally accepted procurement standards and procedures/ stock procedures and control.
- Ability to write reports in order to inform decision-making.
- Ability to understand procurement and project related risk and how to manage it.
- Ability to use relevant software packages (Pastel-V6, Power Point, MS Office, Word and Excel).
- Ability to identify trends and to bring to the attention of the Procurement Manager their potential for future for development.
- Ability to understand and handle figures.
- Ability to make informed decisions readily and confidently.
- Ability to use judgment in taking action and applying corrective measures when the situation demands.
- Ability to identify and solve problems.
- Ability or potential to focus on and achieve the standards of service that meet the highest expectations of user divisions.
- Ability to act in accordance with generally accepted accounting standards and principles.
- Ability to work with others and share experiences and solutions.
- Ability to appreciate people's developmental needs and to effectively implement and support development initiatives.
- Ability to keep a team informed on matters arising.
- Ability to successfully assign appropriate tasks or activities to subordinates.

- Ability to influence the way others work and be confident enough to liaise with all levels of management.
- Ability to work with others harnessing different skills, experience or perspective to achieve shared commitment to solutions and work assignments/targets.
- Ability to exercise objectivity, and give direction and role clarity in stimulating others to perform towards productivity and achievement of corporate goals.

RESPONSIBILITY

For the work of others

The task requires responsibility for ensuring that policy guidelines and procedures are adhered to.

For resources controlled

The task requires great responsibility for control of expenditure and maintenance of a database of government assets.

For safety of others

This factor is minimal but must be taken into consideration in the case of, for example, site visits and visits to firms' premises.

For effect of errors

The task requires considerable concentration, accurate calculations and firm enforcement of relevant legislation, instructions and guidance.

COMPLEXITY

Decision making

The task requires proven ability to make decisions concerning the day to day activities of the Procurement Unit as well as approving annual work plans for the Unit's staff.

Problem solving

The task requires proven skills and ability to solve problems or to seek guidance from the Procurement Manager or other senior staff as appropriate. The incumbent must be able to handle or seek guidance on a range of procurement related and other problems. The incumbent must be able to deal effectively, and in accordance with the Regulations, with queries, complaints and appeals from

the business community. There is also a requirement to handle and solve, or to seek guidance, on the problems of staff within his/her management control.

Supervision received

The incumbent is accountable to the Procurement Manager and is guided by the Lesotho constitution, Public Service Act and associated regulations and the Public Procurement Regulations 2007.

Change management

The task requires a proven ability to champion, inspire and deliver change and continuous improvement in a results focused environment.

Knowledge management

The incumbent is to ensure that knowledge and information is recorded, shared, and utilized to the benefit of all.

Dexterity

The incumbent will require dexterity in the understanding and handling of figures.

Mental effort

The job requires very high mental effort in respect of the complexities of modern-day procurement, when handling and analyzing figures, and in terms of conflict prevention and resolution.

Physical effort

This is considered minimal.

Emotional effort

The job requires the incumbent to prevent and, if necessary resolve work-related problems amongst those staff members in his/her management control as well as the business community and the public. The incumbent must recognize when he/she needs to seek advice from the Procurement Manager or other senior staff as appropriate.

Hazards

This is considered minimal.

JOB SPECIFICATION

Education and Experience

Master's degree in Business Administration /Management, with at least (4) years' experience in procurement work at the level of Procurement Officer plus CIPS Advanced Diploma in Purchasing and Supply.

OR

Bachelor of Arts in Business & Entrepreneurship with at least (2) years' experience in procurement work at the level of Procurement Officer. plus CIPS Advanced Diploma in Purchasing and Supply.

Membership of any relevant professional body in procurement and supply chain management shall be an added advantage.

JOB DESCRIPTION

TITLE : **PROCUREMENT OFFICER**

GRADE : **G**

NUMBER OF POSITIONS : **ONE (1)**

RESPONSIBLE TO : **SENIOR PROCUREMENT OFFICER**

DEPARTMENT : **ADMINIISTRATION**

Purpose of the Role:

To implement policies relating to the procurement of goods, works and services for use by the organization.

Key tasks and responsibilities:

1.0 ADMINISTRATION OF THE PROCUREMENT UNIT ACTIVITIES

- 1.1 Implements procurement in line with the Regulations, the Procurement Manual, the Procurement Process Operating Instructions and other instructions and guidance as may be issued from time to time.
- 1.2 Consolidates procurement documents so that procurement of goods, works and services is carried out according to the terms and conditions set out in the Annual Procurement Plan to achieve value for money.
- 1.3 Carries out the day to day administration of the Procurement Unit for effective running of the Unit.

2.0 IMPLEMENTATION OF PROCUREMENT LEGAL FRAMEWORK AND CORRUPTION CONTROL MEASURES.

- 2.1 Makes necessary checks and avail information pertaining to procurement transactions in order to reduce fraud and corruption.
- 2.2 Reports to the Senior Procurement Officer any cases of suspected or confirmed fraud for appropriate action to be taken.
- 2.3 Carries out an initial scrutiny of requisitions received by the Procurement Unit to ensure that they are completed and signed correctly.
- 2.4 Liaises with user divisions to rectify any errors or omissions and refers to the Senior Procurement Officer any issues he/she is unable to resolve.

3.0 DISPOSAL OF UNSERVICEBLE, OBSOLETE AND SURPLUS STORES/ASSET ITEMS

- 3.1 Coordinates the establishment of the Inspection team for processing the disposal of stores/assets.
- 3.2 Assesses the condition of the stores/assets and set reserve values together with the Inspection team to determine their disposability.
- 3.3 Prepares report of the condition of the store/assets and proposed reserve prices to achieve value for money.

4.0 FACILITATION OF THE PROCURING PROCESS

- 4.1 Prepares the initial draft of the invitation to tender documents including the draft contract and submits these to the Senior Procurement Officer for approval and issue.
- 4.2 Ensures that invitations to tender packages are complete and issued at the same time to all potential tenderers for fairness.

- 4.3 Prepares advertisements and notices of contract award for the Government's Contracts Bulletin and ensures these are submitted in accordance with the timescales laid down in the Regulations.
- 4.4 Ensures that any appeal to the Procurement Unit against procurement decisions is brought immediately to the attention of senior management so that it may be handled within the timescale laid down in the Regulations.

5.0 SUPERVISION OF JUNIOR STAFF AND STORES OPERATIONS

- 5.1 Counter-checks stock invoices before they are forwarded for payment for accuracy.
- 5.2 Maintains file records of stock prices, suppliers list, specifications, catalogues and other information for accountability.
- 5.3 Obtains quotations for goods and services after approval for procurement has been obtained for price comparison.
- 5.4 Supervises junior staff and monitors stocks and turnover of items and acts accordingly to manage the situation effectively.
- 5.5 Supervises the input of data into the inventory module systems by ensuring that all transactions are correctly posted on daily basis, and arranges periodic stocktaking.
- 5.6 Conducts periodic checks of stores to ensure that stocks are well placed and tallying with information on the bin and ledger cards.
- 5.7 Provides adequate security and ensures that physical facilities comply with relevant legislation, safety codes and other instructions and guidance.
- 5.8 Ensures that staff under his/her management control is aware of the health and safety considerations relating to their activity.

Other Relevant Knowledge

Knowledge of the Public Service Rules and Regulations.

Knowledge of Financial and Procurement Regulations.

RESPONSIBILITY

For the work of others

The task requires responsibility for ensuring that policy guidelines and procedures are adhered to.

For resources controlled

The task requires great responsibility for control of expenditure and maintenance of a database of government assets.

For safety of others

This factor is minimal but must be taken into consideration in the case of,

COMPLEXITY

Decision-making

The task requires proven ability to make decisions concerning the day-to-day activities of the Procurement Unit and the tasks and responsibilities of the incumbent.

Problem solving

The task requires proven skills and ability to solve problems and complaints from, amongst others, user divisions and the business community. The incumbent must be able to handle, or seek guidance on, a range of procurement related and other problems.

Supervision received

The incumbent is accountable to the Senior Procurement Officer and is guided by the Lesotho constitution, Public Service Act and associated regulations and the Public Procurement Regulations 2007.

Change management

The task requires a proven ability to champion, inspire and deliver change and continuous improvement in a results focused environment.

Knowledge management

The incumbent is to ensure that knowledge and information is recorded, shared, and utilized to the benefit of all.

This is considered minimal.

Emotional effort

The job requires the incumbent to prevent and, if necessary resolve work-related problems amongst those staff members in his/her management control as well as the business community and the public. The incumbent must recognize when he/she needs to seek advice from the Senior Procurement Officer or other senior staff as appropriate.

Unfavorable working conditions

This is considered minimal.

Hazards

This is considered minimal. However, there are potential hazards in a stores environment and the incumbent must be aware of these hazards and take the appropriate action to minimize risk to his/her self and to others.

JOB SPECIFICATIONS

Education and Experience

Master's degree in Business Administration/Management, Public Administration and Economics.

OR

Bachelor's degree in Business Administration/Management, Public Administration and Economics plus **CIPS Foundation Diploma** /Bachelor of Arts in Business and Entrepreneurship/ Advanced Certificate with at least 2 years working experience in public procurement at the level of Assistant Procurement Officer.

JOB DESCRIPTION

JOB TITTLE : **RESEARCH OFFICER**
GRADE : **G**
NO. OF POSITIONS : **ONE (1)**
DEPARTMENT : **SCIENCE AND TECHNOLOGY**
RESPONSIBLE TO : **SENIOR RESEARCH OFFICER**

JOB SUMMARY

Under the general supervision of the Senior Research Officer on Natural Science, the Research Officer will undertake the coordination of all Science, Technology and Information sectors across the board. He/She will report the achievements, the challenges and any innovative developments on monthly basis or whenever needs arises.

MAIN DUTIES

1.1 Laisse with Ministerial/Institutional Officers of other Departments, Ministries and Institutions on Natural Sciences Research Programmes and Science, Technology and Innovation at large.

- 1.2 Participates in relevant committees of the envisaged Commission for Science and Technology and Monitoring and Evaluating the research, development and innovation work and Programmes.
- 1.3 Prepares of briefs for the Senior Research Officer on matters relating to Natural Sciences, Technology and Innovation including research Programmes.
- 1.4 Supervises collection of data for the preparation of the directory of Science and Technological institutions on Natural Science research and Technological Innovations at large.
- 1.5 Facilitates and Coordinates the Incubation programme in close partnership with the Institutions of Higher Learning and any research bodies in order to assist to turn the Scientific and research products into real tangible and valuable goods, mainly to upscale Private Sector for advanced Entrepreneurship for socio economic development.
- 1.6 Research and develops the processes and systems used to derive socio – economic benefits from nuclear energy and radiation.
- 1.7 Applies proactive principal and theory of nuclear Science to solve problems concerned with release, control and utilization of nuclear energy and nuclear waste disposal.
- 1.8 Inspects operations, maintenance of nuclear, and radiation sources to ensure they meet safety standards.

JOB SPECIFICATION

Master’s Degree in Physics, any research publication and experience in nuclear physics will be an added advantage

OR

BSc. Honours Degree in Physics, a major in nuclear physics will be an added advantage plus (2) years relevant experience.

JOB DESCRIPTION

MINISTRY : COMMUNICATIONS, SCIENCE & TECHNOLOGY

DEPERTMENT : BROADCASTING

JOB TITTLE : EDITOR

GRADE : G

JOB SUMMARY

Under the supervision of the Head of News/Director, the editor is responsible for management, supervision and control of the Newsroom. This includes among others, preparing for news coverage, assigning and monitoring reporters' work and editing their stories.

MAIN DUTIES

1. MANAGEMENT OF THE NEWSROOM

1.1 To plan for and prepare schedules and rosters for news coverage

1.2 To allocate assignments to reporters

1.3 To edit their stories before broadcast for quality

1.4 To monitor news bulletins and broadcasts to ensure quality control

1.5 To hold daily meetings with reporters for updates on news coverage.

1.6 To participate in news conferences, meetings, workshops and seminars on behalf of the Head of News in order to acquire new techniques and contacts.

2. MANAGEMENT OF DEPARTMENTAL BUDGET

2.1 Consolidate annual objectives and submits them to Head of News or Director for approval and to provide direction for the newsroom.

2.2 Actively participates in the preparation and submission of the annual budget for inclusion in ministerial budget in order to secure funds.

2.3 Participates in the preparation and advises the Head of News regarding approval of sectional work plans to ensure that they are in line with departmental objectives.

2.4 Monitors departmental expenditure to ensure adherence to financial regulations and

procedures and to guards against overspending.

2.5 To be responsible for security of property and all materials of the newsroom

2.6 Prepares requisitions for the newsroom.

2.7 Prepares tender notices of jobs to be carried out in the section.

3. MANAGEMENT OF NEWSROOM STAFF

3.1 Participates in the development of human resource plans to enable effective staffing of the department and advises the head of News on shortages and other needs.

3.2 Assigns and allocates responsibilities and duties to Reporters and periodically monitors their performance.

3.3 Approves Sectional training plans to facilitate purposeful and systematic training.

3.4 Periodically evaluates performance of staff under her/his supervision.

4. PERFORMS ANY OTHER RELATED DUTIES THAT MAY BE ASSIGNED DUE TO DEMAND OF THE SERVICE

RESPONSIBILITY

For Work of others

- The jobholder is required to supervise Reporters.

For property (Equipment, Material and Finance)

The job places on the incumbent responsibility to ensure that equipment and materials are in a safe custody, for example, locking the newsroom where computers, telex fax and news materials are kept.

For Effect Of Errors

- The incumbent is responsible for the errors committed while communicating the instructions to cover events which could result in no news being broadcast and loss of listenership.
- The incumbent is responsible for errors that may be committed while editing stories for broadcast that may lead to misinformation.
- The incumbent is responsible for errors that may be committed while collecting, translating, writing and reading news.

COMPLEXITY

Authority of decision-making

The incumbent has authority to make decisions on the newsworthiness of the material

Problem solving

The incumbent may occasionally have to clarify what assignments s/he gave to the reporters

The incumbent may occasionally have to mediate between conflicting subordinates

SUPERVISION RECEIVED

The job older is expected to work independently and report to the Head of News on a weekly.

CONTACTS

The job requires the incumbent to make contact with:

- Head of News to get assignments.
- Reporters to give assignments.
- Members of other departments and sections when discussing job related issues
- Members of other ministries, districts, organizations and the public about disseminating information

EFFORT

Mental Effort

The job requires careful review of assignments and news material all of which demand good eyesight and hearing coupled with maximum concentration and articulation.

Physical Effort

The job requires minimal effort

Emotional Effort

The jobholder work under pressure especially when news material is late for editing and reading. Occasionally, the incumbent has to deal with politically or otherwise motivated requests for broadcast of events not in compliance with professional ethics and code of conduct of news broadcast.

WORKING CONDITIONS

Unfavorable Conditions

The job holder also has to work beyond normal working hours.

HARZARDS

The job holder may be exposed to physical and verbal attacks, for example, when a coup de'tat takes place, the perpetrators often want to go to the Broadcasting Station to announce the takeover of government

JOB SPECIFICATION

- Bachelor of Journalism (BJourn) in the area of Broadcast Media/ Bachelor Degree in Media studies and two (2) years satisfactory service as either Senior Reporter or Sub-Editor.

OR

- Diploma in Mass Communications with a minimum of at least six (5) years, satisfactory experience as Sub-Editor or Senior Reporter

JOB DESCRIPTION

MINISTRY : COMMUNICATIONS, SCIENCE AND TECHNOLOGY

DEPARTMENT : ICT

JOB TITLE : SENIOR SYSTEM SUPPORT OFFICER

GRADE : G

MAIN DUTIES

- research on Information Technology (IT) products and make recommendations
- Supervises and guide Research Officers
- Prepare an implementation strategy for introducing new technologies
- Liaise with PC hardware and Software vendors
- Liaise with users to define IT needs
- Draw tender specifications

- Review tender responses and make recommendation
- Create and maintain standards for procurement, both administrative and technical
- Liaise with Senior System Support Officers to create and maintain IT technical Strategies

JOB SPECIFICATION

Bachelor's degree in computer science or Information Systems with at least Five (5) years' experience

JOB DESCRIPTION

JOB TITLE : **NETWORK AND OPERATION OFFICER**
GRADE : **G**
RESPONSIBLE TO : **SENIOR NETWORK AND OPERATIONS**
DEPARTMENT : **INFORMATION COMMUNICATION TECHNOLOGY**

JOB PURPOSE

Support and Administration of the LGDN

MAIN DUTIES

1. Technical Responsibilities:
 - 1.1 Assist in configuration, installation and maintenance of LGDN devices.
 - 1.2 Provide input in the development of technical standards for the LGDN.
 - 1.3 Assist in maintaining documentation, including network diagrams, procedures, and asset inventory for the LGDN.
 - 1.4 Assist in LGDN upgrades of the LGDN.

INTERPERSONAL SKILLS

1. Self-motivated, confident, able to work accurately with minimum of supervision.
2. Diagnostic, analytical and problem solving skills
3. Team worker.

4. JOB SPECIFICATION

B.Sc Computer Science or related field, with at least a minimum of Five(5) years of experience working in the same field.

JOB DESCRIPTION

JOB TITLE : PROCUREMENT ASSISTANT

GRADE : E

NO OF POSITIONS : ONE (1)

RESPONSIBLE TO : ASSISTANT PROCUREMENT OFFICER

DEPARTMENT : ADMINISTRATION

JOB PURPOSE

To provide the security of the stores premises and the items stored in them and to provide up to date information on stock availability.

MAIN DUTIES

- 1.1 Facilitates all deliveries and issues goods.
- 1.2 Take physical stock of goods from time to time with respect to the balance reflected by the ledger/ bin cards.
- 1.3 Records and reports stock , losses immediately to the Assistant Procurement officer
- 1.4 Is the physical custodian of the keys of the store.
- 1.5 Prevents unauthorized persons from entering the store and stockyards and maintains physical presences wherever the stores are open
- 1.6 Carries out proper housekeeping of stores, stoke yards, and maintain them in a clean and tidy state.
- 1.7 Notifies the assistant Procurement officer when stocks reach re-order level
- 1.8 Undertakes the stores bin and ledger cards and ensures that they reconcile with physical stock.

JOB SPECIFICATION

Education and Training

COSC plus certificate in Purchasing and Supply

Other relevant Knowledge
Knowledge of the Public Service Rules and Regulations
Knowledge of Financial and Procurement Regulations

JOB DESCRIPTION

JOB TITLE : MAIL CLERK
GRADE : E
NO. OF POSITIONS : TWO (2)
RESPONSIBLE TO : ASSISTANT CONTROLLER/POSTMASTER
DEPARTMENT : POSTAL SERVICES – MAFETENG & MASERU

JOB PURPOSE

To have timely processing of mail to reach its destination within a short specified period of time.

KEY PERFORMANCE OUTPUTS

- Process Mail circulation
- Guaranteed appropriate mail sorting
- Process transactions

RECEIVERS/CLIENT

Consumers
Postal Management

MAIN DUTIES

1.0 PROCESS MAIL CIRCULATION

- Process all incoming and outgoing mail
- Receive and enter mail matters in the appropriate bills and books
- Dispatch internal, international mails and parcels

2.0 GUARANTEE APPROPRIATE MAIL SORTING

- Sort letters on primary and secondary sorting frames.

- Sort letters for private bags and private boxes
- Report irregularities observed during mail sorting
- Forward unclaimed letters to Return letter Office (RLO)
- Check posted items for damages sustained in transit

Process unclaimed mail matter.

3.0 PROCESS TRANSACTIONS

- Credit and debit customers' accounts
- Record transactions and reconcile with cash balance
- Process receipts and payments of Money and Postal Orders.

4.0 PERFORM RETAIL DUTIES

4.1 Performs retail duties on rotational basis

PERFORMANCE INDICATORS

- Balanced books of accounts
- Increased revenue collection

SKILLS

- Computer appreciation
- Knowledge of accounting

ATTRIBUTES

- Ability to work under pressure
- Approachable and proactive
- Good customer care
- Excellent interpersonal skills
- Personally motivated and able to interact.

JOB SPECIFICATION

Diploma in Business Management/ Public Administration plus 4 years' experience in a postal environment.

JOB DESCRIPTION

JOB TITLE : RETAIL CLERK

GRADE : E

**RESPONSIBLE TO : RETAIL SERVICES MANAGER/ASSITANT
/POSTMASTERS, ASSITANT POSTMASTERS**

NUMBER OF POSITIONS : THREE(3)

DEPARTMENT : POSTAL SERVICES

LOCATION : KHABO, MAPOTENG AND TEBANG

JOB PURPOSE

To have displayed retail products and service and coordinated postal transactions

KEY PERFORMANCE OUTPUTS

- Collected revenue
- Processed transactions

RECEIVERS/CLIENT

- Customers
- Postal Management

MAIN DUTIES

1. Collected Revenue

- Sell Postal products and services to members of the public
- Collects revenue on rentals of private bags and boxes, COD and other newly introduced retail services

2. Process and balance transactions

- Issue ordinary and telegraphic money and postal as per requirement of each customer.
- Cash postal orders, as per requirement of each customer.
- Records daily transactions into cash book reconciliation

- Balances books of accounts for retail services

3. Accept and deliver mail items

- Accepts incoming mail, registered items and parcels from customers
- Deliver outgoing mail items at the counter to the customers

4. Perform mail circulation duties

- Perform circulation branch duties on rotational basis

PERFFOMANCE INDICATORS

- Balance books of accounts
- Increased revenue collection

COMPETENCE

SKILLS

- Computer appreciation
- Increased of accounting

ATTRIBUTES

Ability to work under pressure

Innovative

Approachable and proactive

Good customer care

- Excellent interpersonal skills
- Personally motivated and able to interact
-

KNOWLEDGE;

Diploma in Business Management/Management plus two years' experience in a related field.

JOB DESCRIPTION

DEPARTMENT : **Administration**
TITLE : **Executive Officer**
GRADE : **D**
RESPONSIBLE TO : **Assistant Administration Officer**
LOCATION : **Maseru**

JOB SUMMARY:

MAIN DUTIES:

1. Keeping all registry records under safe custody;
2. Supervises the Assistant Executive Officer;
3. Ensures that correspondence action officers after main has been circulated and checked;
4. Ensures proper maintenance of files by ensuring that files are easily located.

SPECIFICATION

1. Diploma in Public Administration with 4 years' experience .
2. Diploma in Business studies with 4 years' experience .

JOB DESCRIPTION

POSITION TITLE : **DRIVER**
GRADE : **C**
NUMBER OF POSITION : **(2) TWO**
DEPARTMENT : **POSTAL SERVICES**
RESPONSIBLE TO : **PRINCIPAL ADMINISTRATIVE SECRETARY**

MAIN DUTIES

1. Drives Officers of the Ministry to all official duties.
2. Responsible for the proper care and maintenance of all vehicles.
3. Keeps the mileage in the logbook up to date.
4. Takes care of spare parts and tools e.g. spare wheels, jacks, spanners and all other tools.
5. Performs other duties according to the demand of the service.

JOB SPECIFICATION

C.O.S.C. (Form E) and a valid driver's license

Public driving permit plus Five (5) years satisfactory services as a driver

Knowledge of road traffic laws, rules and regulations.

Applications should be made on the relevant forms i.e. G. P. 103 for first appointment, G.P 104 for serving officers, accompanied by up-to-date correctly filled performance appraisal forms, certified document of National Identification-ID (not passports) and must be addressed to:

THE PRINCIPAL SECRETARY

MINISTRY OF COMMUNICATIONS, SCIENCE AND TECHNOLOGY

P. O. BOX 36

3rd FLOOR MOPOSO HOUSE

MASERU- 100

Or hand delivered to the Human Resource Office, Moposo House 3rd floor.

The closing date for submission of applications is the 2nd August 2020.

'Mabotle Damane (Ms.)

PRINCIPAL SECRETARY

MINISTRY OF COMMUNICATIONS, SCIENCE AND TECHNOLOGY