

**MINISTRY OF COMMUNICATIONS, SCIENCE AND TECHNOLOGY**  
**INTERNAL CIRCULAR NOTICE NO. 10 OF 2021**

**Ministry of Communication, Science and Technology**  
**P. O. Box 36**  
**MASERU 100**

**2<sup>nd</sup> DECEMBER 2021**

**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**

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Applications are invited from Eligible Qualified Basotho Candidates for the following positions:

**JOB DESCRIPTION**

**Ministry : Communications Science and Technology**  
**Department : Information Communications Technology**  
**Job Title : Director General ICT ( 3 years contract)**  
**Responsible To : Principal Secretary**  
**Grade : L**  
**No of Positions : One(1)**

## **JOB SUMMARY**

To provide strategic direction and management of government network infrastructure and e-Government initiatives.

## **MAIN DUTIES**

### **1. Technical Responsibilities**

- Provide guidance on Technology architecture and infrastructure design activities.
- Ensure data hosting facilities are operating accordingly to set standards and procedures.
- Initiate and guide national ICT policy planning and monitoring activities.
- Initiate and guide development, implementation, and periodic review of the government wide ICT strategy.
- Ensure adherence by Ministries to networking, security and other technology related standards

### **2. Administrative Responsibilities**

- Prepare and manage the department budget.
- Provide oversight on the procurement of hardware and software and services of the Ministry.
- Provide oversight on an ICT projects for the Lesotho Government Data Network.
- Liaison with external agencies like Telco providers, ICT vendors to understand their capabilities and capacities for supporting government ICT initiatives.
- Manage and Coordinate all activities of the Department.

### **3. Management Responsibilities:**

- Develop and monitor implementation of divisional plans.
- Manpower planning and allocation of responsibilities/duties to the personnel of the Department ICT.

- Ensure planning and coordination of training for the departments personnel is in accordance with the mandate.

### **JOB SPECIFICATION**

MSc. In Computer Science or related field, with at least eight (8) years' experience in IT management. Training in ITIL or related framework and experience in Projects and Contract management for medium-large scale projects will be an added advantage.

OR

Post Graduate Diploma in Computer Science or related field, with at least Ten (10) years' experience in IT management. Training in ITIL or related framework and experience in Projects and Contract management for medium-large scale projects will be an added advantage.

### **RESPONSIBILITY AND INITIATIVE**

- Ability to prioritize and work on own initiative when required.

### **LEADERSHIP**

- Ability to lead teams in strategic planning and innovative organizational development.
- Ability to motivate and lead teams for effective performance.
- Supervisory skills.

### **INTERPERSON SKILLS**

- 1) Self- motivated, confident, dynamic and professional-able to work accurately, under pressure to tight deadlines and high standards with minimum supervisor
- 2) Ability to communicate effectively at all levels with internal and external stakeholders.
- 3) Able to demonstrate a customer focused approach.
- 4) Able to demonstrate a track record of the meeting.
- 5) Project planning and management.
- 6) Team work and builder

**MINISTRY** : **MINISTRY OF COMMUNICATIONS, SCIENCE AND TECHNOLOGY**  
**DEPARTMENT** : **POSTAL SERVICES**  
**JOB TITLE** : **ASSISTANT FINANCE MANAGER**  
**GRADE** : **H**  
**NO. OF POSITIONS** : **ONE (1)**  
**REPORTS TO** : **FINANCE MANAGER**

### **MAIN PURPOSE OF THE JOB**

Under the general supervision of Finance Manager, the incumbent is responsible for facilitating revenue collection and prompt payment for goods received and services rendered

### **MAIN DUTIES**

#### **1.0 To facilitate implementation of Financial laws, policies, guidelines, systems procedures and standards**

- 1.1 Interprets financial laws, policies, guidelines, systems, procedures and standards
- 1.2 Trains accounting staff on financial laws, policies, guidelines, systems, procedures and standards
- 1.3 Compiles the training report
- 1.4 Evaluates the effectiveness of training

#### **2.0 To review payment vouchers against set procedures and standards**

- 2.1 Reviews supporting documents to confirm completeness
- 2.2 Confirms payment is charged to correct vote
- 2.3 Posts and submits examined vouchers to an authorizing officer

#### **3.0 To facilitate management of official receipts**

- 3.1 Monitors use of receipts
- 3.2 Accounts for receipts

#### **4.0 To provide custody and control of accountable documents**

- 4.1 Implements set standards and procedures for safeguarding accountable documents
- 4.2 Controls usage of accountable documents
- 4.3 Maintains stock levels and distributes accountable documents

## **5.0 To facilitate collection and banking of revenue and trust monies**

- 5.1 Supervises the banking of revenue and trust monies collected
- 5.2 Posts collections into the system
- 5.3 Posts bank transfers to update cash account in the system
- 5.4 Compiles monthly reports on collections against budget

## **6.0 To reconcile revenue bank accounts**

- 6.1 Obtains bank statements
- 6.2 Matches bank statements to deposit slips
- 6.3 Matches posted transactions to bank statement
- 6.4 Posts adjustments in the system to correct errors
- 6.5 Produces reconciliation reports

## **7.0 To prepare financial statements and reports**

- 7.1 Compiles monthly, quarterly and annual financial statements and reports then submits for review

## **8.0 To supervise staff**

- 8.1 Formulates and implement sectional annual operational plan.
- 8.2 Coordinates development of individual work plans
- 8.3 Monitors implementation of sectional operational plan
- 7.4 Conducts annual performance appraisals on individual supervisees to assess their performance against the set standards and to identify training and development needs
- 8.5 Coordinates training of accounting staff
- 8.6 Compiles sectional budget
- 8.7 Supervises staff to ensure that work is done according to plan
- 8.8 Disciplines staff under his/her supervision

## **JOB SPECIFICATIONS**

### **Education and Training**

Chartered Accounting/Master's Degree in Accounting plus 2 years working experience in the accounting and finance environment

**OR**

Honours/Postgraduate Diploma in Accounting/Finance/Financial Management plus 4 years working experience in the accounting and finance environment

**OR**

Bachelor's Degree in Accounting/General Accounting/CIPFA Advanced Diploma plus 4 years working experience in the accounting and finance environment

**OR**

Bachelor's Degree in Business Administration/CIS plus CIPFA Certificate and 5 years working experience in the accounting and finance environment

**NB: Membership with a recognized Accounting or Finance Professional Body will be an added advantage**

### **Other Relevant Knowledge**

- Knowledge of Public Sector Accounting is an added advantage.
- Familiarity with the Public Finance and Accountability Act 2011 and related regulations is an added advantage.
- Knowledge of Generally Accepted Accounting Practice, especially the International Public Sector Accounting Standards or International Financial Reporting Standards, is essential.
- Computer literacy is a must.
- Familiarity with IFMIS operations or any computerized accounting system is an added advantage.

### **Personal Competencies**

- Ability to work with colleagues from varying backgrounds.
- Strong analytical, problem solving and conceptual skills.

- Solution and results focused.
- Ability to work under pressure and deliver results within strict deadlines.
- Attention to details and time conscious.

### **Other competencies**

Applicants must pass a competency assessment test.

### **JOB DESCRIPTION**

**MINISTRY : MINISTRY OF COMMUNICATIONS, SCIENCE AND TECHNOLOGY**

**DEPARTMENT : ADMINISTRATION**

**JOB TITLE : EXECUTIVE SECRETARY**

**GRADE : F**

**RESPONSIBLE TO: PRINCIPAL SECRETARY**

### **JOB SUMMARY**

Under the supervision of the Principal Secretary, the Executive Secretary is responsible for production and distribution of documents, mail processing and records keeping; office management, organization of official meetings, conferences and official entertainment; organization of official trips and visits; office security, supervision of secretarial staff and dissemination of information in order to provide an effective administrative support.

### **MAIN DUTIES**

#### **1.0 PRODUCTION AND DISTRIBUTION OF DOCUMENTS**

- 1.1 Type's correspondence and documents to put written communication into a legible presentation.
- 1.2 Seals classified documents to accord office secrecy.
- 1.3 Takes and transcribes dictation to a legible presentation to cut down on senior executive's drafting time.
- 1.4 Photocopies documents to enable wide distribution.

- 1.5 Binds reports and other documents and distributes them as necessary for information.

## **2.0 MAIL PROCESSING AND RECORDS KEEPING**

- 2.1 Receives and records in-coming mail and forwards it to the Senior Executive to enable necessary action.
- 2.2 Registers out-going mail and instructs messenger on delivery/postage for record and appropriate dispatch.
- 2.3 Receives and transmits electronic messages as necessary to facilitate communication with outside persons and organizations.
- 2.4 Maintains a record system and files correspondence for access to information and reference.
- 2.5 Annotates mail to facilitate monitoring of action taken by appropriate officers to control the flow of documents into the Senior Executive's office.
- 2.6 Annotates as necessary to indicate the urgency and/or importance of certain portions that require immediate attention.
- 2.7 Prepares a routing slip as necessary to facilitate immediate action.
- 2.8 Operates a reminder system for the Senior Executive to enable timely and relevant action.

## **3.0 OFFICE MANAGEMENT**

- 3.1 Checks status of office equipment and furniture and recommends service/replacement as necessary to ensure continuity of services.
- 3.2 Arranges payment of associate membership and subscription to maintain affiliation with professional and keep abreast with developments.
- 3.3 Replies to correspondence of routine nature to alleviate pressure on the Senior Executives' workload.
- 3.4 Receives and gives messages to enable appropriate action.
- 3.5 Receives visitors, attends to their requests and refer their queries to other officers as necessary to regulate and speed up the process of service delivery.
- 3.6 Maintains Senior Executive's diary for appointments and meetings to enable effective time management.
- 3.7 Arranges documents on the Senior Executive's desk and shelves in order to keep the office properly organized.
- 3.8 Keeps office books and publications for record and reference.
- 3.9 Sends reminder notices regarding overdue books/publications for accountability and to enable wider circulation.



#### **4.0 ORGANIZATION OF OFFICIAL MEETING, CONFERENCES AND OFFICIAL ENTERTAINMENT.**

- 4.1 Arranges facilities for hosting of meetings, conferences, workshops, seminars and entertainment as assigned by Senior Executive to enable attendance and availability of essential requirements.
- 4.2 Issues letters of invitation for meetings, conferences and official entertainment and confirms attendance to facilitate participation and hosting logistics.
- 4.3 Organizes refreshments for official meetings to promote good public relations.
- 4.4 Communicates Senior Executive's acceptance/decline of invitation in order to facilitate hosting logistics and to avoid disappointments.
- 4.5 Maintains a list of official invitees to adhere to protocol practice and to avoid errors of omission.

#### **5.0 ORGANIZATIONS OF OFFICIAL TRIPS AND VISITS**

- 5.1 Informs the Transport Officer of the Senior Executive's planned trips to ensure availability of transport.
- 5.2 Composes itinerary of business journeys for the Senior Executive, and entourage as assigned to enable their successful travel.
- 5.3 Arranges entry visas, accommodation, and transport for the Senior Executive and entourage to successful stay and movement in the host country.
- 5.4 Advises Senior Executive to retire tour imprest as appropriate for accountability of public funds.
- 5.5 Checks and confirms the validity of travel documents and certificates of inoculation of a Senior Executive and entourage in order to ensure their adherence to immigration and health requirements of the host country.
- 5.6 Arranges entry visas, accommodation and transport for official guests to enable their stay and movement in the country.
- 5.7 Arranges appointment and leisure activities for official guests to enable a hospitable visit.
- 5.8 Provides official visitors with information on weather and places of interests e.g. tours, excursion and shopping to advise guests of the local conditions.

## **6.0 OFFICE SECURITY**

- 6.1 Closes windows and locks the entire office suite and activates the alarm system to prevent loss and theft.
- 6.2 Locks in all classified correspondence and documents to prevent unauthorized access.
- 6.3 Switches off heating/cooling system on vacation of office to prevent accidental fire occurrences.
- 6.4 Posts security procedures in Senior Executive's and own office in order to facilitate adherence to security.
- 6.5 Logs in the bios system of the computer to restrict access.

## **7.0 IMPROVEMENT OF SECRETARIAL SERVICES**

- 7.1 Sets quality control standards to ensure continuous improvement of service provision.
- 7.2 Identifies training needs for secretarial staff and makes recommendations to the training officers to facilitate provision of relevant training/service commensurate with set standards.
- 7.3 Identifies suitable office equipment and furniture to ensure production of quality required.

## **COMPENSABLE FACTORS**

### **Entry Requirements**

#### **Direct Entry**

Diploma in Secretarial Studies from a recognized institution.

Ten Years' experience in secretarial duties.

Speed of 60 wpm and Audio transcription.

Ten years' experience in secretarial duties and office procedures

Advanced Word Processing

**OR**

Typing speed of 60 wpm and shorthand speed of 100 wpm.

Ten years' experience in Secretarial duties and office procedures.

Advance Word Processing

### **In Service Entry**

By promotion of a serving Personal Secretary with:

Diploma in Secretarial Studies from a recognized institution

Five years experience in secretarial duties

Advanced Word processing

**OR**

Typing speed of 60 wpm and shorthand speed of 100 wpm

Five years' experience in Secretarial duties and office procedures

Advanced Word Processing

**OR**

Typing speed of 60 wpm and audio transcriptions

Five years' experience in secretarial duties and office procedures

Advanced Word Processing

**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 and certified educational certificates then addressed to:**

**The Human Resource Office  
Ministry of Communications, Science and Technology  
P. O. Box 36  
3<sup>rd</sup> Floor Moposo House  
Maseru - 100**

**The closing date for submission of applications is the 3<sup>rd</sup> January 2022.**

**'Mabataung Khalane (Mrs)  
Principal Secretary (ai)  
Ministry of Communications, Science and Technology**