



**Kingdom of Lesotho**

**MINISTRY OF WATER  
LESOTHO LOWLANDS WATER DEVELOPMENT PROJECT PHASE 2**

**Date: 11 November 2019**

**VACANCY ANNOUNCEMENT**

**BACKGROUND INFORMATION**

The Government of Lesotho, through the Ministry of Water, is the process of establishing a Project Implementation Unit (PIU) to oversee implementation of the Lesotho Lowlands Water Development Project Phase 2 (LLWDP II). The main objective of LLWDP II is to provide access to water supply and sanitation services, and improve reliability and sustainability of water supply in Zones 2&3 (Hlotse and Maputsoe) in the North of Lesotho, and Zones 6&7 (Mafeteng and Mohale's Hoek) in the South.

The Project has the following vacancies:

**1. OFFICE ASSISTANT**

**JOB SUMMARY**

The incumbent is responsible for ensuring cleanliness of the working space and safety of cleaning equipment.

**OVERALL DUTIES AND RESPONSIBILITIES**

**1.0 MAINTAIN OFFICE CLEANLINESS**

- 1.1 Sweeps thoroughly all offices and corridors allocated to you to ensure their cleanliness on daily basis.
- 1.2 Dusts all office furniture and office equipment as well as walls and windows to ensure tidiness.
- 1.3 Washes windows and other office dishes as and when required.
- 1.4 Empties all waste baskets twice a day, in the morning and afternoon, and when necessary to avoid accumulation of waste
- 1.5 Cleans both male and female toilets daily to keep them tidy.

**2.0 ORGANISE BOARD ROOM FOR MEETINGS**

- 2.1 Ensure cleanliness of meeting room (boardroom) on daily basis.
- 2.2 Ascertain that the meeting room is warm in winter and cool in summer depending on equipment used in the room.
- 2.3 Prepares refreshments as and when meetings are held.
- 2.4 Washes dishes after meeting.

**3.0 SAFE KEEPING OF ALL CLEANING MATERIALS**

- 3.1 Ensures that all cleaning materials allocated to you are kept safe.

3.2 Collects cleaning materials from Procurement unit every time when needed.

3.3 Ascertain that the protective clothing is used properly and are kept safely after work.

## **JOB SPECIFICATION**

- At least Standard 7 Certificate
- Experience in office cleaning
- Must be mentally and physically fit

## **2. RECEPTIONIST**

## **JOB SUMMARY**

The incumbent is responsible for answering telephones, receiving clients and other visitors and for ensuring office security.

## **OVERALL DUTIES AND RESPONSIBILITIES**

### **1. OFFICE ADMINISTRATION**

- 1.1 Answer, screen, and forward telephone calls
- 1.2 Greet walk-in customers and other visitors and escort them to specific destinations
- 1.3 Contribute to the security of the office by helping to monitor visitors' access
- 1.4 Obtain or transmits information or documents using a computer, mail, or a fax machine
- 1.5 Perform other administrative support tasks, such as keeping appointment calendars
- 1.6 Copy, file, and maintain documents and records
- 1.7 Process and prepare travel vouchers or other documents

### **2. OFFICE SECURITY**

- 2.1 Close windows and locks the entire office suite and activates the alarm system to prevent loss and theft.
- 2.2 Locks in all classified correspondence and documents to prevent unauthorized access.
- 2.3 Switches off heating/cooling system on vacation of office to prevent accidental fire occurrences.
- 2.4 Posts security procedures in order to facilitate adherence to security.

## **JOB SPECIFICATION**

- Certificate in Business or Office Administration plus at least 7 years relevant work experience.

## **Terms of the Assignment and Duration**

Successful candidates shall be engaged on a full-time basis for maximum period of sixty (60) months, with initial term of two (2) years renewable based on acceptable performance.

## **Submission of Applications**

All applications accompanied by a detailed CV and certified copies of educational certificates should be emailed to [nkhotha@gmail.com](mailto:nkhotha@gmail.com) or hand delivered to the address below **on or before Friday the 22<sup>nd</sup> November 2019 at 15:00hrs.**

Lesotho lowlands Development Project-Phase II

House No. 1, Tona-Kholo Road

Maseru West,

Maseru

For further details, contact the Human Resource and Admin Manager at +266 62555667

**Disclaimer: Only shortlisted candidates will be contacted**