

MINISTRY OF WATER CIRCULAR NUMBER 4 OF **2019**

Ministry of Water
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25 OCTOBER 2019

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

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

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

DEPARTMENT : DEPARTMENT OF WATER AFFAIRS
DIVISION : WATER RESOURCES (MASERU)
JOB TITLE : PRINCIPAL ENGINEER
NO. OF POSITIONS : ONE (1)
GRADE : I
RESPONSIBLE TO : DIRECTOR

JOB SUMMARY

The Principal Engineer is responsible for the administration of the Water Resources division under the supervision of the Director. Coordinates duties related to water resources assessment, development and management. Advises the Director on water resources issues and maintains linkages with other stakeholders.

1.0 MAIN DUTIES

1.1 WATER RESOURCES ASSESSMENT

- 1.1.1 Overall administration of Water Resources Division.
- 1.1.2 Water Resources advisor on international, regional and local water resources issues.
- 1.1.3 Prepares and manages the financial resources of the Division
- 1.1.4 Monitors water resources developments and advances internationally, regionally and locally.
- 1.1.5 Advises and monitors water Resources Development Projects on issues related to water resources.
- 1.1.6 Prepares the water resources management plans.

1.2 SUPPORT TO WATER DEVELOPMENT

- 1.2.1 Oversees the activities of Water Resources division
- 1.2.2 Prepares water resources management plans
- 1.2.3 Advice and monitoring on the water Resources Development Projects.

1.3 SUPPORT TO WATER RELATED DEVELOPMENT ACTIVITIES

1.3.1 Supplies consultants in the Water Science and Engineering projects by all information/data related to water resources.

1.3.2 Supports research activities related to water resources including academic research.

1.4 ADMINISTRATION

1.4.1 Manages divisional staff and the equipment through the Heads of section.

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

2.1.1 A Master's degree in Hydrology or Groundwater (hydrogeology) or Water Resources PLUS minimum of three (3) years' experience in the field of Hydrology or Groundwater or Water resources.

OR

2.1.2 Degree in Hydrology or Groundwater (hydrogeology) or Water Resources PLUS minimum of five (5) years' experience in the field of Hydrology or Groundwater or Water resources.

2.2 OTHER NECESSARY SKILLS

2.2.1 Knowledge of the laws governing the Public Service employees.

2.2.2 Knowledge of the water resources laws and policies.

3.0 RESPONSIBILITY

3.1 The principal engineer is the supervisor of the Heads of section and appraises them in the performance management system.

- The IMS Head of section
- The projects Head of section
- The Wetlands Head of section

3.2 GOVERNMENT PROPERTY

It is the responsibility of the principal engineer to prepare the budget for the water resources division and regulate the use of equipment for the proper operation of the division.

3.3 EFFECT OF ERRORS

It is the responsibility of the principal engineer to minimize errors in the general operation of the Division. The consequences of errors would lead to:

- Misuse of resources such as, material and human
- Under performance leading to failure to achieve the Water Resources planning and Management
- Failure to advice on the drought and flood mitigation measures to be taken by Government.

3.4 FOR EFFECT OF SAFETY OF OTHERS

The principal engineer supervises the Heads of section who are directly under him/her. The Heads of section carryout field work which needs protective measures while at a particular work.

- Protection against cold in a winter season.
- Protection against the machinery/accessories.

4.0 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The principal engineer makes decisions that affect the water resources management of Lesotho.

4.2 PROBLEM SOLVING

The principal engineer is expected to intervene whenever a problem arises within the Division, be it administrative or technical. The problems beyond the principal engineer's authority are referred to the director.

4.3 SUPERVISION RECEIVED

The principal engineer receives supervision on Government Policy issues/changes through the Director.

4.4 DEXTERITY

The principal engineer must possess good communication skills to enable him/her to represent Lesotho in the water resources fora. Minimum physical work is performed by the principal engineer.

4.5 CONTACTS

The principal engineer is required to contact with:

- Director of the department of water affairs.
- Non-governmental Organizations.
- Consultants.
- The General Public in the water resource management issues.

5.0 EFFORTS

5.1 MENTAL EFFORT

The principal engineer's work pressure requires strong mental effort which involves translation of Government Policy into technical operations to achieve expected results per the objectives of the Division.

5.2 PHYSICAL EFFORT

The principal engineer is expected to pay attention to the general expectations of the Division through monitoring of performance of heads of section.

5.3 EMOTIONAL EFFORT

The principal engineer must have the quality to control the emotional expressions especially when dealing with supervisees, Public, and other contacts.

6.0 WORKING CONDITIONS

6.1 UNFAVOURABLE CONDITIONS

This involves random monitoring/checking of some of the Divisional field operations/structures at different extremes of weather conditions.

6.2 HAZARD

The principal engineer is expected to visit hazardous areas involving water flood and drought stricken areas.

MINISTRY/DEPARTMENT : **Ministry Of Water - DRWS**
JOB TITLE : **Principal Sociologist**
GRADE : **I**
RESPONSIBLE TO : **Director**

JOB SUMMARY

Under the supervision of Director, Department of Rural Water Supply (DRWS), the Principal Sociologist/Village Affairs Coordinator is responsible to plan and manage DRWS village Affairs Programme including support to Village Affairs Unit staff and DRWS Village Liaison Officers at district level.

MAIN DUTIES

1.0. DESIGN AND IMPLEMENTATION OF RESEARCH PROJECT

- 1.1. Identifies cases which raise issues/concerns with policy or practical implications related to community management of rural water supplies and study implications of such issues.
- 1.2. Analyses findings and propose practical solutions towards addressing such issues.
- 1.3. Develops terms of reference and guides the implementation of research projects related to community management, aftercare and functioning of rural water supplies.

2.0. DEVELOPMENT OF GUIDELINES AND MANNUALS

- 2.1. Monitors and evaluates the use of existing guidelines and manuals on community management of rural water supplies and inturn develops appropriate and suitable guidelines, manuals and specifications that address specific problems.
- 2.2. Develops training materials for Community Capacity Building for use by Village Affairs Officers (VAO's) and other stakeholders in community mobilization and community empowerment throughout the whole Rural Water Supply project life cycle.

3.0. STRATEGY DEVELOPMENT

- 3.1. Analyses social strategies at all levels of rural Water Supply projects implementation, operation and maintenance.
- 3.2. Proposes revision of such strategies to include community management, gender, hygiene and HIV/Aids issues in the implementation of rural water supplies.
- 3.3. Designs and documents a support strategy to be used by Village Affairs Officers (VAO's) for communities with completed projects (After Care Programme).
- 3.4. Designs and uses set of procedures for monitoring the status of completed projects and the degree of community involvement on the operation and maintenance of rural water projects.

4.0. COACHING AND MENTORING

- 4.1. Develops and implements training and caching programmes for Village Affairs Officers to implement the set concepts/strategies.
- 4.2. Establishes the necessary linkages and coordination with other governmental agencies and development programmes that are involved in the development of local structures and Community Capacity Building.

3.0. KNOWLEDGE AND SKILLS

3.1. Education and Training

- 3.1.1. Masters Degree in development Studies or any of Social Sciences with at least three (3) years working experience in Community Development.

OR

- 3.1.2. A Degree in Rural Sociology plus Diploma in Adult Education with at least five (5) years working experience in project planning, monitoring and evaluation.

4.0. PROBLEM SOLVING

- 4.1. The incumbent is responsible to provide counseling sessions if problems arise.

5.0. SUPERVISION RECEIVED

- 5.1. The incumbent is expected to work independently and report to the Director of the Department on weekly basis.

6.0. DEXTERITY

- 6.1. The factor is not applicable.

7.0. EFFORT

7.1. Mental Effort

- 7.1.1. The job requires average mental effort

8.0. RESPONSIBILITY

8.1. For Work of others

- 8.1.1. The job requires the incumbent to have supervisory skills in order to supervise the Village Affairs Officers quarterly on work processes and work progress.

DEPARTMENT : DEPARTMENT OF WATER AFFAIRS
DIVISION : GROUNDWATER
JOB TITLE : SENIOR HYDROGEOLOGIST
NO. OF POSITION : ONE (1)
GRADE : H
RESPONSIBLE TO : PRINCIPAL HYDROGEOLOGIST

JOB SUMMARY

The Senior Hydrogeologist duties include drawing draft activities for the Division and participating in research programs. Designs groundwater programs, monitors their implementation and supports duties related to groundwater development.

1.0 MAIN DUTIES

1.1 BUDGETING AND WORKPLANS FOR THE DIVISION

- 1.1.1 Draft field programs and compiles sectional plans from Hydrogeologists and produces a divisional work plan.
- 1.1.2 Assist the Principal Hydrogeologist in the management of financial resources of the Division.
- 1.1.3 Collects annual needs per section to compile a list of Divisional annual needs for compilation of a Groundwater Division annual budget and presents it to the Principal Hydrogeologist.
- 1.1.4 Collects the section's operational quarterly needs and prepares quarterly cash plans for the Groundwater Division.

1.2 SUPERVISION AND POLICY GUIDE

- 1.2.1 Receives policy issues from the Principal Hydrogeologist and translates it into technical work and supervises Hydrogeologists in its implementation.
- 1.2.2 Monitors groundwater activities, updates procedures and guidelines on groundwater resources.
- 1.2.3 Supervises Hydrogeologists and maintains all the equipment.

1.3 WATER RESOURCES ASSESSMENT

- 1.3.1 Coordinates groundwater data collection from private institutions (ie. Private drillers, consultants)
- 1.3.2 Supervises and coordinates the activities of the Hydrogeologists
- 1.3.3 Designs groundwater programmes and monitors their implementation

1.4 SUPPORT TO GROUNDWATER WATER DEVELOPMENT

- 1.4.1 Updates the inventory of all ground water resources of Lesotho.
- 1.4.2 Supervises and understudies groundwater Resources Development Projects.
- 1.4.3 Consolidates data from groundwater sections and supervises compilation of groundwater models.

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

- 2.1.1 Master's Degree in Hydrogeology or Water Resources or Hydrology

OR

- 2.1.2 Honors Degree in Hydrogeology or Water Resources or Hydrology plus at least two (2) year's experience in the field of Hydrogeology.

2.2 OTHER NECESSARY SKILLS

- 2.2.1 Knowledge of the laws governing the Public Service employees.
- 2.2.2 Knowledge of the water resources laws and policies.

3.0 RESPONSIBILITY

Overall administration of operations of Groundwater Division

3.1 GOVERNMENT PROPERTY

It is the responsibility of the senior Hydrogeologist to regulate the use of equipment for the proper operation of the division.

3.2 EFFECT OF ERRORS

It is the responsibility of the senior hydrogeologist to minimize errors in the general operation of the Division. The consequences of errors would lead to:

- Misuse of resources such as, material and human
- Under performance leading to failure to achieve the Water Resources planning and Management
- Failure to advice on the drought and rising water table measures to be taken by Government.

3.3 FOR EFFECT OF SAFETY OF OTHERS

The senior hydrogeologist supervises the hydrogeologists who are directly under him/her. The senior Hydrogeologist supervises field work that needs protective measures while at a particular work.

- Protection against cold in a winter season.
- Protection against the machinery/accessories.

4.0 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The senior hydrogeologist makes decisions that affect the ground water resources data collection and management.

4.2 PROBLEM SOLVING

The senior hydrogeologist is expected to intervene whenever a problem arises within the Division, be it administrative or technical. The problems beyond the Senior Hydrogeologist authority are referred to the Principal Hydrogeologist.

4.3 SUPERVISION RECEIVED

The Senior Hydrogeologist receives supervision on Government Policy issues/changes through the Principal Hydrogeologist.

4.4 DEXTERITY

The senior hydrogeologist must possess good communication skills to enable him/her to represent Lesotho in the ground water resources fora. Average physical work is performed by the Senior Hydrogeologist.

4.5 CONTACTS

The senior hydrogeologist is required to contact with:

- Non-governmental Organizations.
- Consultants.
- The General Public in the ground water resources management issues.

5.0 EFFORTS

5.1 MENTAL EFFORT

The senior hydrogeologist's work pressure requires strong mental effort which involves translation of Government Policy into technical operations to achieve expected results per the objectives of the Division.

5.2 PHYSICAL EFFORT

The senior hydrogeologist is expected to pay attention to the general expectations of the Division through monitoring of performance of hydrogeologists.

5.3 EMOTIONAL EFFORT

The senior hydrogeologist must have the quality to control the emotional expressions especially when dealing with supervisees, Public, and other contacts.

6.0 WORKING CONDITIONS

6.1 UNFAVOURABLE CONDITIONS

This involves random monitoring/checking of some of the Divisional field operations/structures at different extremes of weather conditions.

6.2 HAZARD

The senior hydrogeologist is expected to visit hazardous areas involving water logged and drought stricken areas.

DEPARTMENT : WATER AFFAIRS
DIVISION : GROUND WATER
JOB TITLE : HYDROGEOLOGIST
GRADE : G
NO OF POSITIONS : ONE (1)
RESPONSIBLE TO : SENIOR HYDROGEOLOGIST

JOB SUMMARY

The incumbent will be part of the Team responsible to perform duties related to ground water resources Assessment, Development and Management. The duties will be carried out under the supervision of the Senior Hydrogeologist in the Ground Water Division of the Department of Water Affairs. The specific duties and Job specifications are as follows.

1.0 MAIN DUTIES

1.1 WATER RESOURCES ASSESSMENT

- 1.1.1 Groundwater resources assessment of Lesotho.
- 1.1.2 Captures all the hydrogeological data of Lesotho.
- 1.1.3 Designing hydrogeological monitoring network
- 1.1.4 Management of hydrogeological data bank
- 1.1.5 Development of hydrogeological models

1.2 SUPPORT TO WATER DEVELOPMENT

- 1.2.1 Keeps sectional inventory of ground water resources of Lesotho.
- 1.2.2 Advises and monitors ground water resources development Projects.

1.3 ADMINISTRATION OF THE SECTION

- 1.3.1 Manages junior staff and the equipment of the section.
- 1.3.2 Prepares Groundwater Division sectional Plans.

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

2.2

2.2.1 A Master's degree in Hydrogeology or Hydrology.

OR

2.2.2 Post Graduate Diploma in the fields of Hydrogeology or Hydrology.

OR

2.2.3 A Degree in the fields of Hydrogeology or Hydrology.

2.3 EXPERIENCE

2.1.2 At least (2) year's experience with 2.1.2 above

2.1.3 At least six (6) year's experience with 2.1.3 above.

2.2 OTHER NECESSARY SKILLS

2.2.2 Knowledge of the laws governing the Public Service employees.

2.2.3 Knowledge of the water resources laws and policies.

3 RESPONSIBILITY

3.1 The Hydro geologist can be the Head of any of the following sections:

- Survey
- Drilling
- Pumping Test
- Monitoring
- Data Base

3.2 GOVERNMENT PROPERTY

It is the responsibility of the Hydrogeologist to assist senior Hydrogeologist in supervising use of equipment for the proper operation of the division.

3.3 EFFECT OF ERRORS

It is the responsibility of the Hydrogeologist to minimize errors in the general operation of the section Division. The consequences of errors would lead to:

- Misuse of resources such as, material and human
- Under performance leading to failure to achieve the Water Resources planning and Management
- Failure to advice on the drought and rising water table measures to be taken by Government.

3.4 FOR EFFECT OF SAFETY OF OTHERS

The Hydrogeologist supervises the technical staff who are directly under him/her. The Hydrogeologist supervises field work that needs protective measures while at a particular work.

- Protection against cold in a winter season.
- Protection against the machinery/accessories.

4 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The Hydrogeologist has a direct authority over the junior staff in relation ground water resources data collection and management.

4.2 PROBLEM SOLVING

The Hydrogeologist is expected to intervene whenever a problem arises within the Section, be it administrative or technical. The problems beyond the Hydrogeologist authority are referred to the Senior Hydrogeologist.

4.3 SUPERVISION RECEIVED

The Hydrogeologist receives supervision on Government Policy issues/changes through the Senior Hydrogeologist.

4.4 DEXTERITY

The Hydrogeologist must possess good communication skills to enable him/her to represent the Division in the ground water resources fora.

4.5 CONTACTS

The Hydrogeologist is required to contact with:

- Heads of Sections of the Department of Water Affairs.
- Other Organizations outside the Department of Water Affairs.
- Consultants.

- The General Public in the ground water resources management issues.

5 EFFORTS

5.1 MENTAL EFFORT

The Hydrogeologist's work pressure requires strong mental effort which involves translation of Government Policy into technical operations to achieve expected results per the objectives of the Division.

5.2 PHYSICAL EFFORT

The Hydrogeologist is expected to be in a position to demonstrate and do the actual work of the Division of Groundwater.

5.3 EMOTIONAL EFFORT

The Hydrogeologist must have the quality to control the emotional expressions especially when dealing with supervisees, Public, and other contacts.

6 WORKING CONDITIONS

6.1 UNFAVOURABLE CONDITIONS

This involves random monitoring/checking of some of the Divisional field operations/structures at different weather conditions.

6.2 HAZARD

The Hydrogeologist is expected to work with caution under hazardous conditions.

DEPARTMENT : DEPARTMENT OF WATER AFFAIRS

DIVISION : WATER RESOURCES

JOB TITLE : CHIEF TECHNICAL OFFICER

NO. OF POSITIONS : ONE (1)

GRADE : G

RESPONSIBLE TO : SENIOR SYSTEMS ANALYST

JOB SUMMARY

To capture all the potential water resources records and maintain information on the water resources in the information management system (MIS) and to prepare the water resources information tools such as reports and bulletins.

1.0 MAIN DUTIES

1.1 WATER RESOURCES ASSESSMENT

- 1.1.1 Captures all the surface water, groundwater, wetlands and water quality data from the technical divisions of the department.
- 1.1.2 Maintains all the water resources data and information of Lesotho by the supervision of the technical staff of the Section of Water resources information management system.
- 1.1.3 Keeps records of all existing data and plans potential water resources development areas.

1.2 SUPPORT TO WATER DEVELOPMENT

- 1.2.1 Preparation of the water resources information tools such as reports, bulletins and the maps to advice on any water resources issues.

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

- 2.1.1 A Degree in the fields of Water Resources Management or Civil Engineering with computer skills and knowledge of the Geographic Information System (GIS).

- 2.1.2 A diploma in Water Resources Management or Civil Engineering with computer skills and knowledge of the Geographic Information System (GIS)

2.2 EXPERIENCE

- 2.2.2 At least two (2) years' experience with 2.1.1 above
2.2.3 At least five (5) years experience with 2.1.2 above.

2.3 OTHER NECESSARY SKILLS

- 2.3.2 Knowledge of the laws governing the Public Service employees.
2.3.3 Knowledge of the water resources laws and policies.

3 RESPONSIBILITY

- 3.1 The chief technical officer is the supervisor of the Technical staff and appraises them in the performance management system.

3.2 GOVERNMENT PROPERTY

It is the responsibility of the chief technical officer to regulate the use of equipment for the proper operation of the section.

3.3 EFFECT OF ERRORS

It is the responsibility of the Chief Technical Officer to minimize errors in the general operation of the Section. The consequences of errors would lead to:

- Misuse of resources such as, material and human.
- Under performance leading to failure to achieve the water resources information management
- Failure to advice on the drought, flood and pollution mitigation measures to be taken by Government.

3.4 FOR EFFECT OF SAFETY OF OTHERS

The Chief Technical Officer supervises the Technical staff who are directly under him/her. The Technical staff carryout field

work which needs protective measures while at a particular work.

4 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The Chief Technical Officer makes decisions that affect the water resources information management system.

4.2 PROBLEM SOLVING

The Chief Technical Officer is expected to intervene whenever a problem arises within the section, be it administrative or technical. The problems beyond the chief technical officer's authority are referred to the Senior Systems Analyst.

4.3 SUPERVISION RECEIVED

The Chief Technical Officer receives supervision on government policy issues/changes through the senior systems analyst.

4.4 DEXTERITY

The incumbent must possess good communication skills to enable him/her to represent the department in the water resources fora.

4.5 CONTACTS

The Chief Technical Officer is required to contact with:

- Non-governmental Organizations.
- Consultants.
- The General Public in the water resource data collection and management.

5 EFFORTS

5.1 MENTAL EFFORT

The Chief Technical Officer's work pressure requires strong mental effort which involves translation of government policy into technical operations to achieve expected results per the objectives of the Section.

5.2PHYSICAL EFFORT

The Chief Technical Officer is expected to pay attention to the general expectations of the Section through monitoring of performance of technical staff.

5.3EMOTIONAL EFFORT

The incumbent must have the quality to control the emotional expressions especially when dealing with supervisees, Public, and other contacts.

6 WORKING CONDITIONS

6.1UNFAVOURABLE CONDITIONS

The job involves random monitoring/checking of some of the Sectional operations at different extremes of weather conditions.

6.2HAZARD

The Chief Technical Officer is expected to visit hazardous areas involving flood, drought and pollution stricken areas.

MINISTRY : **MINISTRY OF WATER**
DEPARTMENT : **RURAL WATER SUPPLY**
JOB TITLE : **PRINCIPAL TECHNICAL OFFICER**
GRADE : **F**
RESPONSIBLE TO : **CHIEF TECHNICAL OFFICER/DISTRICT ENGINEER**

JOB SUMMARY

Under the supervision of Chief Technical Officer, the Principal Technical Officer is responsible for all field operations:

MAIN DUTIES

1.0. PLANNING THE ORGANISATION AND SUPERVISION OF CONSTRUCTION

- 1.1. Implement the planning, organizing and monitoring of the spring protection, borehole and rain water catchments construction activities according to the plans for the district.
- 1.2. Organizes material and transport from the district store.
- 1.3. Suggests modifications to design drawings site (plans) in consultation with Senior Technical Officer (STO).
- 1.4. In charge of the accounting of material delivered to the site and/or returned to the stores.
- 1.5. Compiles and submit progress reports to Headquarters through the Engineer.
- 1.6. Ensures that Masons get appropriate housing and locate a secure materials store in the village.
- 1.7. Suggests modifications to design drawing site (plans).
- 1.8. Ensures that Water Minders are trained by the foreman during the construction period.
- 1.9. Supervises the work of the Senior Technical Officer.

2.0. KNOWLEDGE AND EXPERIENCE

2.1. EDUCATION AND TRAINING

- Diploma in Civil Engineering or Architectural Technology and Building Technology plus at least three (3) years working experience in Engineering work.

OR

- Certificate in Bricklaying with DRWS Supervisors Course Certificate plus at least five (5) years' experience as Senior Technical Officer.

3.0. RESPONSIBLE

3.1. FOR WORK OF OTHERS

3.2. FOR PROPERTY

The incumbent is responsible for all material and equipment allocated to a project.

3.3. FOR EFFECT OF ERRORS

The Project Officer is held responsible for all aspects of the rural water project that are assigned to him/her.

3.4. FOR SAFETY OF OTHERS

The Project Officer has the responsibility to ensure that the staff of the project teams(s) is protected by adequate measures of safety at their work places/project sites.

4.0. COMPLEXITY

4.1. AUTHORITY FOR DECISION MAKING

The incumbent has the authority to make within the scope of a project all necessary decisions required to achieve an efficient and effective implementation.

4.2. PROBLEM SOLVING

The incumbent is responsible to independently attend to all the problems that can be resolved at the level of a project (team).

4.3. SUPERVISION RECEIVED

The incumbent is expected to work independently and report to the District Engineer on a weekly basis.

4.4. DEXTERITY

The factor is not applicable

5.0. CONTACTS

5.1. The job requires the incumbent to make contact with:

- All staff members of the project team(s) for consultation, instruction and daily guidance.
- The District Engineer on a weekly basis.
- The rural communities and their authorities in connection with the implementation of projects.
- The private sector involved in implementing the projects.

The job requires the incumbent to supervise Senior Technical Officers, the Masons and the Foreman.

6.0. EFFORT

6.1. MENTAL EFFORT

The job requires average mental effort.

6.2. PHYSICAL EFFORT

The job requires average physical effort.

6.3. EMOTIONAL EFFORT

The job requires maturity and team orientation to deal effectively with the project management tasks.

DEPARTMENT : RURAL WATER SUPPLY
POSITION TITLE : FINANCE ASSISTANT
GRADE : E
RESPONSIBLE TO : ASSISTANT FINANCE OFFICER

MAIN PURPOSE OF THE JOB

Under the general supervision of the Assistant Finance Officer, the incumbent is responsible for collecting revenue and trust monies, and prepare payments for suppliers of goods, services and works.

MAIN DUTIES

2. To collect revenue and trust monies

- 2.1 Receives revenue and trust monies
- 2.2 Issues receipts for cash received
- 2.3 Prepares collector's statements

JOB SPECIFICATIONS

Education and Training

Certified Accounting Technician (CAT) or equivalent recognized professional accounting qualification

Or

Diploma in Business Studies with strong bias in accounting, or an equivalent recognised diploma with strong bias in accounting

DEPARTMENT : **RURAL WATER SUPPLY**
JOB TITLE : **SENIOR TECHNICAL OFFICER**
GRADE : **E**
NUMBER OF POSTS : **ONE (1)**
RESPONSIBLE : **PRINCIPAL TECHNICAL OFFICER**

JOB SUMMARY

Under the supervision of Principal Technical Officer, the Senior Technical Officer is responsible for Construction and design of projects.

MAIN DUTIES

1.0 CONSTRUCTION AND DESIGN OF PROJECTS

- 1.1. Supervises all the construction work.
- 1.2. Assesses progress on site on a regular basis.
- 1.3. Conducts field research and attends weekly progress meeting.
- 1.4. Attends pre-construction meeting with District Engineer (DEs) and Contractors and pre-construction site meetings with all relevant actors.
- 1.5. During construction period.
 - 1.5.1. Inspects works during weekly site visits.
 - 1.5.2. Compiles monthly project progress reports.
 - 1.5.3. Issues site instructions for rectification purposes.
 - 1.5.4. Verifies claims for works done and prepares list of outstanding works and carries out commissioning with Contractor and Project Officer.

- 1.5.5. In conjunction with Project Officer (PO) and Community Liaison Officer (CLO) carries out final inspection of projects.
- 1.5.6. Inspects entire project for two (2) months prior to the end of the guarantee period, and lists required rectification work.
- 1.6. Responsible for advising on the technical feasibility and Technical implications of all projects at the design stage.
- 1.7. Inspects regularly installed work
- 1.8. Gauges springs and bore-hole.
- 1.9. Carryout chemicals and bacteriological water test.

2.0. KNOWLEDGE AND EXPERIENCE

Certificate in Bricklaying and Plastering **plus** three (3) years' experience as Technical Officer.

2.1 OTHER RELEVANT KNOWLEDGE AND SKILLS

- Through understanding of the technical and social aspects of Rural Water Supply projects implementation.
- Knowledge of the laws governing the Public Service employees.
- Knowledge of the water resources laws and policies.

3.0 RESPONSIBILITY

The Senior Technical Officer is the supervisor of the Technical staff and appraises them in the performance management system.

3.1 GOVERNMENT PROPERTY

It is the responsibility of the Senior Technical Officer to regulate the use of equipment for the proper operation of the section.

3.2 EFFECT OF ERRORS

It is the responsibility of the Senior Technical Officer to minimize errors in the general operation of the Section. The consequences of errors would lead to:

- Misuse of resources such as, material and human.
- Under performance leading to failure to achieve the water resources information management

- Failure to advice on the drought, flood and pollution mitigation measures to be taken by Government.

3.3 FOR EFFECT OF SAFETY OF OTHERS

The Senior Technical Officer supervises the Technical staff that is directly under him/her. The Technical staff carries out field work which needs protective measures while at a particular work.

4.0 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The Senior Technical Officer makes decisions that affect the water resources information management system.

4.2 PROBLEM SOLVING

The Senior Technical Officer is expected to intervene whenever a problem arises within the section, be it administrative or technical. The problems beyond the Senior Technical Officer's authority are referred to Principal Technical Officer.

4.3 SUPERVISION RECEIVED

The Senior Technical Officer receives supervision on government policy issues/changes through the Principal Technical Officer.

4.3DEXTERITY

The Senior Technical Officer must possess good communication skills to enable him/her to represent the department in the water resources fora.

4.4CONTACTS

The Senior Technical Officer is required to be contact with:

- Technical staff in the Department
- Non-governmental Organizations.
- Consultants.
- The General Public in the water resource data collection and management.

5.0 EFFORTS

5.1MENTAL EFFORT

The Senior Technical Officer's work pressure requires strong mental effort which involves translation of government policy into technical operations to achieve expected results per the objectives of the Section.

5.2 PHYSICAL EFFORT

The Senior Technical Officer is expected to pay attention to the general expectations of the Section through monitoring of performance of technical staff.

5.3 EMOTIONAL EFFORT

The Senior Technical Officer must have the quality to control the emotional expressions especially when dealing with supervisees, Public, and other contacts.

6.0 WORKING CONDITIONS

6.1 UNFAVOURABLE CONDITIONS

This involves random monitoring/checking of some of the Sectional operations at different extremes of weather conditions. Frequent field visits which include spending days at working sites anywhere in the country.

6.2 HAZARD


The Senior Technical Officer May be expected to visit hazardous areas involving flood and drought

All applications should be on relevant forms, GP 104 for serving officer and GP 103 for job seekers, accompanied by certified copies of educational certificates, marriage certificates for married women, transcripts, performance appraisals (for serving officers) and contact details.

Applications should be submitted to:

**The Human Resource Office
Ministry of Water
Christie House
2nd Floor
Maseru**

Closing date: 22 November, 2019

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**E.M. LESOMA (Mr.)
Principal Secretary
Ministry of Water.**