

Ministry of Water invites applications from suitably qualified local candidates for the following temporary positions:

Job Title: Office Assistant.

Salary: M96.54 per day

No. of positions: 24

Contract period: 6 months (not renewable)

JOB SUMMARY

The incumbent is responsible for the following.

- 1.1. Cleans offices, corridors and premises 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.
- 1.6. Ensures cleanliness of meeting room (boardroom) on daily basis.
- 1.7. Ascertain that the meeting room is warm in winter and cool in summer depending on equipment used in that room.
- 1.8. Prepares refreshments as and when meetings are held.
- 1.9. Ensures that all cleaning materials allocated to you are kept safe.
- 1.10. Ascertain that the protective clothing are used properly and are kept safely after work.

REQUIREMENTS

- Atleast STD 7.
- Must be mentally and physically fit

All applications together with educational certificates should be submitted to:

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

Closing date: 28 March, 2019

