

MINISTRY OF WATER CIRCULAR NUMBER 2 OF
2019

**Ministry of Water
Private bag A440
Maseru 100
Tel: 27316864**

Ref: MW/CIR/1

01 APRIL 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 : **RURAL WATER SUPPLY**
JOB TITLE : **DIRECTOR**
GRADE : **J**
NO. OF POSITIONS : **ONE (1)**
RESPONSIBLE : **PRINCIPAL SECRETARY**

JOB SUMMARY

Under the general supervision of the Principal Secretary, the incumbent shall develop rural water supply policies, conduct strategic planning and development, monitor strategy implementation, report on departmental activities, approve the departmental budget and work plans as well as supervise departmental staff.

MAIN DUTIES

1.0 DEVELOPMENT OF RURAL WATER SUPPLY POLICIES:

- 1.1 Initiates policy issues in the delivery of water supplies, whenever need arises, to ensure efficiency (e.g. community contribution towards capital cost of projects to ensure ownership and sustainability).
- 1.2 Formulates policies governing the delivery of water supplies as need arises in order to expedite delivery of quality services.
- 1.3 Revises/Updates existing policies governing the delivery of water supplies as need arises to ensure that departmental objectives are consistent with community needs.
- 1.4 Recommends policy changes governing delivery of water supply to Ministry of Natural Resources (MNR) Headquarters, annually for notification.
- 1.5 Reviews and updates water supply and sanitation standards and guidelines in line with best practices.
- 1.6 Manages and monitors consultants and contractors engaged by the Department to ensure adherence to set standards and timely completion of projects.
- 1.7 Approves project feasibility studies and detailed designs to ensure quality of services in line with the set policy.

2.0 STRATEGIC PLANNING

- 2.1 Reviews the strategic plan of Rural Water Supply (RWS), annually, to harmonise departmental objectives with community needs
- 2.2 Approves departmental project proposals, as they come, to ensure that they are consistent with the overall strategic plan.
- 2.3 Revises/Designs the organization structure of RWS, annually to ensure that it is supportive of departmental objectives (i.e. the strategic plan).

3.0 STRATEGY DEVELOPMENT

- 3.1 Determines strategic action (including timing) of the department annually to expedite achievement of strategic objectives.
- 3.2 Monitors National Rural Water Sector developments annually to ensure that they are consistent with departmental/ministerial overall plan.
- 3.3 Identifies necessary resources required for the attainment of strategic goals and objectives, annually.
- 3.4 Communicates strategic actions/options to all stakeholders quarterly to solicit their participation and commitment thereto.

4.3 STRATEGY IMPLEMENTATION

- 4.1 Approves divisional activities/operational plans annually to ensure efficiency and compliance with the overall strategy.
- 4.2 Monitors divisional activities/operational plans quarterly to ensure efficiency and compliance with the overall strategy.
- 4.3 Conducts strategic analysis of the department annually to determine the impact of the departmental strategy on the overall environment (i.e. SWOT Analysis).

5.0 REPORTING OF DEPARTMENTAL ACTIVITIES

- 5.1 Collates and approves divisional progress reports, quarterly, to report on work progress at MNR Headquarters.

- 5.2 Submits the departmental report to MNR Headquarters annually to report on work progress.

6.0 SUPERVISION OF STAFF, BUDGETING AND PREPARATION OF WORKPLANS

- 6.1 Approves the individual work plans of departmental staff annually to ensure that they are in line with departmental objectives
- 6.2 Approves the performance of departmental staff, quarterly, to ensure that work is on schedule
- 6.3 Prepares own work plan, annually, to ensure that work is done.
- 6.4 Approves the annual departmental budget to ensure availability of resources.

7.0 KNOWLEDGE AND SKILLS

7.1 EDUCATION AND TRAINING

- 7.1.1 PhD in a water-related field
OR
- 7.1.2 A Masters Degree in Civil Engineering
OR
- 7.1.3 A Degree in Civil Engineering

7.2 EXPERIENCE

- 7.2.1 At least five (3) years' experience in senior management position with 7.1.1 above
- 7.2.2 At least seven (7) years' experience in senior management position with 7.1.2 above
- 7.2.3 At least ten (10) years' experience in senior management position with 7.1.2 above

7.3 OTHER NECESSARY SKILLS

- 7.3.1 Resource management skills
- 7.3.2 Knowledge of the laws governing the Public Service
- 7.3.3 Knowledge of the water resources laws and policies.
- 7.3.4 Knowledge of computers, including knowledge of computer modelling.
- 7.3.5 Extensive knowledge of all the GOL and Departmental procedures that govern the operation of the Rural Water Supply Sector.

7.3.6 Good understanding of the private sector and the realities of the rural communities.

8.0 RESPONSIBILITY

8.1 FOR THE WORK OF OTHERS

The Director is the overall manager of the Department and directly supervises the work of the Heads of Divisions and District Managers i.e.

- Five (5) Heads of Divisions
- Ten (10) District Managers
- Three (3) Director's Divisions e.g. PRO, Internal Auditor etc.

8.2 FOR GOVERNMENT FUNDS AND PROPERTY

The Director is the Chief Accounting Officer for the Department and accountable for the use of all funds and property of the department.

8.3 EFFECT OF ERRORS

Errors in the general management and reporting from the Department would have serious consequences for the rural water sector in Lesotho.

Consequences

- Misuse of resources, material, financial and human.
- Under production leading to failure to achieve full cover of rural population by set date.
- Failure to implement new strategy as laid out.
- Failure to fulfill bilateral agreements between the government of Lesotho and Cooperation Partners.

8.4 FOR THE EFFECT OF SAFETY OF OTHERS

This factor is not particularly relevant. The Director carries normal managerial responsibility for people working under him.

9.0 COMPLEXITY

9.1 AUTHORITY FOR DECISION MAKING

The Director has authority to make decisions that affect the

Department and the rural water sector as a whole. He is expected to act independently.

9.2 PROBLEM SOLVING

The Director is expected to solve, or arrange for the solution of all issues concerning the Department and between the Department and other partners. He is expected to the Ministry only with problems that are genuinely beyond his authority.

9.3 SUPERVISION RECEIVED

The Director works independently.

9.4 DEXTERITY

The Director must possess good communication skills and be able to represent the Department towards cooperation partners and government officials.

9.5 CONTACTS

The Director is required to contact with:

- Central government up to senior level officials and cabinet.
- Cooperation Partners
- NGO's
- Consultants, Suppliers and Contractors
- The General Public

10.0 EFFORT

10.1 MENTAL EFFORT

The work requires significant mental effort. A major part of the job involves management and problem solving. He will need to be able to take initiative for developing policies and strategies for the Department's activities.

10.2 PHYSICAL EFFORT

This factor is considered minimal

10.3 EMOTIONAL EFFORT

The Director must be well balanced, able to negotiate with various partners and act under stress.

11.0 WORKING CONDITIONS

11.1 UNFAVOURABLE CONDITIONS

This factor is considered minimal, however, the incumbent may travel extensively to rural areas and work beyond normal working hours.

11.2 HAZARDS

This factor is considered minimal.

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

JOB SUMMARY

The incumbent will be part of the team responsible for the collection of raw groundwater data. The duties entail collecting and analysing groundwater resources data and information from monitoring points. The duties will be carried out under the supervision of the Principal Technical Officer in the Groundwater Division of the Department of Water Affairs. The specific duties and Job specifications are as follows.

1.0 MAIN DUTIES

- 1.1 Assists in water resources monitoring operations.
- 1.2 Conducts surveys, pumping tests, constructs and maintains water resources monitoring structures.
- 1.3 Collects and analyses water resources data and information from monitoring points.
- 1.4 Supervises Technical Officers.
- 1.5 Supervise drilling of Boreholes and record all necessary data during drilling.
- 1.6 Inspects regularly installed work

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

Diploma in Water and Environment Engineering, Diploma in Building Technology or Equivalent.

OR

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

2.2 OTHER NECESSARY SKILLS

- 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.

4.4 DEXTERITY

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

4.5 CONTACTS

The Senior Technical Officer is required to 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

5.1 MENTAL 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 is expected to visit hazardous areas involving flood, drought and pollution stricken areas.

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

- Diploma in Construction Management or Diploma in Building Technology. Experience in bricklaying and plastering will be an added advantage.

OR

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

2.1. OTHER RELEVANT KNOWLEDGE AND SKILLS

- Thorough 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.

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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:

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

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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

5.1 MENTAL 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

DEPARTMENT : **RURAL WATER SUPPLY**
JOB TITLE : **DRIVER (RE-ADVERTISEMENT)**
GRADE : **C**
NO. OF POSITIONS : **ONE**
RESPONSIBLE TO : **ASSISTANT ADMIN OFFICER**

JOB SUMMARY:

Under the general supervision of the Assistant Administration Officer the incumbent is responsible for checking the vehicles condition and cleanliness, maintaining the log book and transporting of staff and delivering documents.

MAIN DUTIES:

1.0 CHECKING THE VEHICLE CONDITION AND CLEANLINESS

- 1.1 Maintains the vehicle's operating conditions and its cleanliness both interior and exterior.
- 1.2 Checks engine oil, water, petrol, lights, mirrors, tyres and speedometer before beginning each journey to ensure that the vehicle is in good condition.
- 1.3 Checks on regular basis that anti-theft devices are operative all the time.
- 1.4 Reports any defects detected on the vehicle and takes the vehicle for service.

2.0 MAINTENANCE OF THE LOG BOOK AND TRANSPORT REQUISITION FORM

- 2.1 Records mileage readings before and after completion of a journey, in the log book.
- 2.2 Checks on regular basis requests of transport.

3.0 TRANSPORTATION OF STAFF, SAFELY AND DELIVERY OF DOCUMENTS

2.3 Assists staff when entering and leaving the vehicle to ensure their safety.

2.4 Transports staff in accordance with specifications of the transport requisition form.

4.0 RELIABILITY AND EFFICIENCY IN THE WORK PLACE

2.5 Avails him/herself at all times as dictated by work

2.6 Observes and adheres to officers' schedule as may be directed.

5.0 JOB SPECIFICATION

- Atleast C.O.S.C/GCE **plus** three years related work experience.
- Should be in possession of a valid **Heavy Duty Driver's license**.
- Passing of driving assessment test

6.0. RESPONSIBILITY

The incumbent will be responsible for ensuring safekeeping of vehicle tools and the vehicle itself.

7.0 COMPLEXITY

The incumbent takes orders from the District Engineer and other senior officials with the concern of the District Engineer.

8.0 EFFORT

Must be mentally and physically stable.

6.0. WORKING CONDITIONS


- Should be prepared to travel long distances both within and outside the country.
- Can be stationed anywhere with the country.
- Travel after normal working hours and on weekends.
- Be prepared to work under unfavorable working conditions especially in the mountain areas.

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: 30 April, 2019


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E.M. LESOMA (MR)
Principal Secretary
Ministry of Water.

