

MINISTRY OF WATER CIRCULAR NUMBER 1 OF
2019

Ministry of Water
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Ref: MW/CIR/1

25 FEBRUARYTH 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 : COMMISSION OF WATER
JOB TITLE : PRINCIPAL WATER RESOURCES ENGINEER
GRADE : I
NO. OF POSITIONS : ONE (1)
RESPONSIBLE TO : COMMISSIONER OF WATER

JOB SUMMARY

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

1.0 MAIN DUTIES

1.1 WATER RESOURCES ASSESSMENT

- 1.1.1 Water Resources advisor on international, regional and local water resources issues.
- 1.1.2 Prepares and manages the financial resources of the Division
- 1.1.3 Coordinates issues relating to assessment of water resources locally, regionally and internationally.
- 1.1.4 Monitors and advises on activities relating to assessment of water resources.
- 1.1.5 Prepares the water resources management plans.

1.2 SUPPORT TO WATER DEVELOPMENT

- 1.2.1 Prepares water resources development plans.
- 1.2.2 Advice and monitoring on the Water Resources Development Projects.

1.3 SUPPORT TO WATER RELATED DEVELOPMENT ACTIVITIES

- 1.3.1 Oversees the activities of Water Resources section.
- 1.3.2 Develops policies, plans and strategies for assessment and development of water resources.

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

1.3.4 Supports the water sector institutions through facilitation of capacity strengthening where necessary.

1.4 ADMINISTRATION

1.4.1 Overall administration of Water Resources section.

1.4.2 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 Post graduate degree in Water Resources or Civil engineering OR

2.1.2 A degree and post graduate Diploma in the fields of Water resources or Civil engineering OR

2.1.3 A degree in Water resources or Civil engineering

2.2 EXPERIENCE

2.2.1 At least five (5) years experience with 2.1.1 above

2.2.2 At least seven (7) years experience with 2.1.2 above

2.2.3 At least ten (10) years experience with 2.1.3 above

2.3 OTHER NECESSARY SKILLS

2.3.1 Knowledge of the laws governing the Public Service employees.

2.3.2 Knowledge of the water resources laws and policies.

2.3.3 Knowledge of computers, including knowledge of computer modelling.

3.0 RESPONSIBILITY

3.1 The Principal Water Resources Engineer is the head of the Water Resources section responsible for coordination of all stakeholders on the matter of water assessment and development.

3.2 GOVERNMENT PROPERTY

It is the responsibility of the Principal Water Resources Engineer to prepare the budget for the water resources section and regulate the use of equipment for the proper operation of the section.

3.3 EFFECT OF ERRORS

It is the responsibility of the Principal Water Resources Engineer 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 Planning and Management
- Failure to advise on the drought and flood mitigation measures to be taken by Government.

3.4 FOR EFFECT OF SAFETY OF OTHERS

The Principal Water Resources Engineer as the head of his/her section is responsible for the safety of other people that work under him/her.

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

4.0 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The Principal Water Resources Engineer makes decisions that affect the water resources management of Lesotho.

4.2 PROBLEM SOLVING

The Principal Water Resources Engineer is expected to intervene whenever a problem arises concerning water resources in the country. The problems beyond the Principal Water Resources Engineer's authority are referred to the Commissioner of Water.

4.3 SUPERVISION RECEIVED

The Principal Water Resources Engineer receives supervision on Government Policy issues/changes through the Commissioner of Water.

4.4 DEXTERITY

The Principal Water Resources 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 Water Resources Engineer.

4.5 CONTACTS

The Principal Water Resources Engineer is required to contact with:

- Commissioner of Water.
- Water Sector Institutions
- Non-governmental Organizations.
- Consultants.
- The General Public in the water resource management issues.

5.0 EFFORTS

5.1 MENTAL EFFORT

The Principal Water Resources 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 Section.

5.2 PHYSICAL EFFORT

The Principal Water Resources Engineer is expected to pay attention to the general expectations of the section to ensure that the section produces the required outputs.

5.3 EMOTIONAL EFFORT

The Principal Water Resources 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 facilitating assessment and development of water resources country wide under different and sometimes harsh weather conditions.

6.2 HAZARD

The Principal Water Resources Engineer is expected to visit hazardous areas involving water flood and drought stricken areas.

DEPARTMENT : COMMISSION OF WATER
JOB TITLE : SENIOR ENVIRONMENTAL OFFICER
GRADE : H
NO. OF POSITIONS : ONE (1)
RESPONSIBLE TO : PRINCIPAL ENVIRONMENT OFFICER

JOB SUMMARY

To assist in the coordination of up keeping of environmental quality in relation to water resources management and development, and in the preparation of the information tools and production of the necessary remedies to the degraded water environment.

1.0 MAIN DUTIES

1.1 WATER RESOURCES ASSESSMENT

- 1.1.1 Monitors the water related environmental data, and information in Lesotho.
- 1.1.2 Maintains all the water related environmental data and information in Lesotho by the supervision of the technical staff of the environmental section.
- 1.1.3 Keeps records of all existing and planned water resources and other development plans in terms of how they affect the water environment.
- 1.1.4 Liaises with section stakeholders on environmental water resources assessment matters.
- 1.1.5 Participates in development of water policy, plans and strategies for the sector.

1.2 SUPPORT TO WATER DEVELOPMENT

- 1.2.1 Preparation of the information tools regarding the status of the water environmental degradation and plans that may cause such.
- 1.2.2 Liaises with the Water Development Institutions, Governmental, Parastatal and Private Sector, Non-Governmental Organizations on water resources development in terms of their environmental effects.
- 1.2.3 Facilitates production of the necessary remedies to the degraded water environment.

1.2.4 Participates in the national environmental fora.

1.3 ADMINISTRATION OF THE SECTION

1.3.1 Manages sectional staff and the equipment.

1.3.2 Assists Principal Environment Officer in running the section.

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

2.1.1 Post graduate degree in environmental training with emphasis to the water environment.

2.1.2 A degree and post graduate Diploma in the fields of environment with emphasis to the water environment.

2.1.3 A degree in environmental training with emphasis to the water environment.

2.2 EXPERIENCE

2.2.1 At least four (4) years experience with 2.1.3 above

2.2.2 At least six (6) years experience with 2.1.2 above.

2.2.3 At least eight (8) years experience with 2.1.1 above.

2.3 OTHER NECESSARY SKILLS

2.3.1 Knowledge of the laws governing the Public Service employees.

2.3.2 Knowledge of the water environmental and other related laws and policies.

2.3.3 Knowledge of computers.

3.0 RESPONSIBILITY

3.1 The Senior Environmental 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 Senior Environmental Officer to assist in the preparation of the budget for the environment section and in controlling the use of resources for the proper operation of the section.

3.3 EFFECT OF ERRORS

It is the responsibility of the Senior Environmental 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 environment duties.
- Failure to advise on the environmental degradation and water pollution for mitigation measures to be taken by Government.

3.4 FOR EFFECT OF SAFETY OF OTHERS

The Senior Environmental Officer supervises the Technical staff who are directly under him/her, and therefore bears the following safety responsibility to them.

- Protection against harsh weather conditions.
- Protection against hazardous environment.

4.0 COMPLEXITY

4.1 AUTHORITY FOR DECISION MAKING

The Senior Environmental Officer makes decisions that affect the water resources environment.

4.2 PROBLEM SOLVING

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

4.3 SUPERVISION RECEIVED

The Senior Environmental Officer receives supervision on government policy issues/changes through the Principal Environment Officer or head of section.

4.4 DEXTERITY

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

4.5 CONTACTS

The Senior Environmental Officer is required to contact with:

- Head of Environment Section of the department of Water Commission
- Non-governmental Organizations
- Consultants
- Ministry departments
- The General Public in the water related environmental matters

5.0 EFFORTS

5.1 MENTAL EFFORT

The Senior Environmental 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 Environmental 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 Environmental 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/structures at different extremes of weather conditions.

6.2 HAZARD

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

DEPARTMENT : RURAL WATER SUPPLY
JOB TITLE : SENIOR ENGINEER
GRADE : H
NUMBER OF POSTS : ONE (1)
RESPONSIBLE TO : DIRECTOR

JOB SUMMARY

The Senior Engineer is responsible for the development and management of districts according to the principles of subsidiary and decentralization of the Department of Rural Water Supply (DRWS). The incumbent shall ensure efficient running of the key processes in the districts and work closely with all staff in order to enhance the performance of the districts.

The incumbent shall coach Engineers and the teams on the activities and projects and participate in the problems/solutions processes of the districts. He/she is directly accountable to the Director. The incumbent is also responsible for staff performance appraisal and is part of the Department's Senior Management team.

1.0. MAIN DUTIES

- 1.1. Prepare tender documents for contracts services.
- 1.2. Tender, award and administer construction and maintenance contracts.
- 1.3. Responsible for yearly review of contract conditions and recommend amendments where required.
- 1.4. Analyse implementation costs for different types of systems and prepare statistics over per capita costs.
- 1.5. Analyse and review feasibility and design guidelines according to realistic costs.
- 1.6. Analyse monitoring reports on operation and maintenance and technical aspects of functioning of systems in relation to design guidelines for hand pumps, diesel, solar and electrical pumping systems and gravity systems.
- 1.7. Based on reports define the required actions to correct design problems related to maintenance and repair.

- 1.8. Identify cases which raise issues with policy or practical implications related to design and construction and identify issues needing to be researched.
- 1.9. Conduct research related to design and construction and document results in report.
- 1.10. Analyse functioning of water supply systems related to design and construction.
- 1.11. Revise and update existing guidelines and manuals related to design and construction.
- 1.12. Analyse monitoring reports on water consumption in communities and yield of sources.

2.1 KNOWLEDGE AND SKILLS

2.1.1 EDUCATION AND TRAINING

- 2.1.2 Post Graduate Degree in Civil Engineering plus at least four (4) years relevant experience
- 2.1.3 A Degree in Civil Engineering plus least six (6) years relevant experience
- 2.1.4 A Diploma in Civil Engineering plus least eight (8) years relevant experience

3.0 Knowledge and Skills

- 3.1 Project management - Experience in managing water resources
- 3.2 Computer literacy - in Microsoft Project, Excel, PowerPoint, Word, etc.
- 3.3 Understanding of Integrated Water Resources Management Principles.
- 3.4 Experience in running water related models.

4.0 Efforts

4.1 Mental Effort

- The incumbent's work pressure requires strong mental effort that involves making assessments on how the developed policies and strategies can be implemented by the Water Sector organizations.

4.2 Physical Effort

- The incumbent is required to have the capacity to work overtime in most cases.

4.3 Emotional Effort

- The incumbent must have the quality to control his/her emotional expressions especially when dealing with consultants and colleagues.

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 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

Through understanding of the technical and social aspects of Rural Water Supply projects implementation.

3.0. WORKING CONDITIONS

Can be stationed anywhere within the country.

DEPARTMENT : **WATER AFFAIRS**
JOB TITLE : **DRIVER**
GRADE : **C**
NO. OF POSITIONS : **ONE (1)**
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

- 3.1 Assists staff when entering and leaving the vehicle to ensure their safety.
- 3.2 Transports staff in accordance with specifications of the transport requisition form.

4.0 RELIABILITY AND EFFICIENCY IN THE WORK PLACE

- 4.1 Avails him/herself at all times as dictated by work
- 4.2 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.

6.0 COMPLEXITY

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

7.0 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.

DEPARTMENT : WATER AFFAIRS
DIVISION : HYDROLOGY
JOB TITLE : ASSISTANT HYDROLOGICAL TECHNICIAN
GRADE : B
NUMBER OF POSITIONS : ONE (1)
RESPONSIBLE TO : TECHNICAL OFFICER

JOB SUMMARY

The incumbent shall be part of the Department of Water Affairs Hydrology team responsible for the collection, processing, analyzing and archiving of raw hydro meteorological data. The duties entail taking two (2) gauge height readings per day from the gauge plates

1.0 MAIN DUTIES

- 1.1 Answers to the Hydrology Technical Officers
- 1.2 Collect river water levels twice a day, at 08:00 and 16:00 hours
- 1.3 Ensure that flood marks are marked during flood events when the gauge plates are submerged and could not be read.
- 1.4 Increase frequency of water level observations during major and flash floods events.
- 1.5 Collect precipitation at 08:00 hours on daily routine basis
- 1.6 Collect evaporation records at 08:00 hours and adjust evaporation pan water levels to ensure there is enough water in the evaporation pan for daily measurements.
- 1.7 Record daily atmospheric temperature, water temperature, pH and conductivity of water.
- 1.8 Ensure cleanliness at the surroundings of the station and clean the gauge plates to ensure that they are read with ease
- 1.9 Report any malfunctioning and/or vandalism to head office timely
- 1.10 Assists the Hydrology Technical Officer in conducting hydrological surveys, wading discharge measurements and installing equipment at your station of duty.

2.0 KNOWLEDGE AND SKILLS

2.1 EDUCATION AND TRAINING

- 2.1.1 COSC with a pass Science and Mathematics subjects
- 2.1.2 Certificate in any water related subjects
- 2.1.3 Class IV Hydrology certificate

3.0 **CONTACTS**

The incumbent Officer is required to be in contact with:

- The Hydrology Technical Officer as the supervisor.
- Regional Officers and District Administrators of your area of duty
- Other authorities, organizations and communities outside the Department of Water Affairs.

4.0 **WORKING CONDITIONS**

4.1 **UNFAVOURABLE CONDITIONS**

This involves random monitoring/checking of some field operations/structures at different weather conditions, and dealing with people of different characters.

4.2 **HAZARD**

The incumbent is expected to work with caution under hazardous conditions and mind the safety of others.

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: 28 March, 2019

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

