

The National University Of Lesotho



VACANCY

The National University of Lesotho invites applications from suitably qualified candidates for the post listed below.

POST NO. 0460 - ADMINISTRATIVE ASSISTANT

FACULTY OF SOCIAL SCIENCES

JOB SUMMARY:

The Administrative Assistant provides administrative support to the varying administrative and academic units of the University. This is an entry point position for University administration.

DUTIES AND RESPONSIBILITIES:

Performs and monitor administrative activities, ensuring compliance with administrative procedures, policies, rules, regulations and statutes;

Review the efficiency of administrative procedure within the service unit and recommend improvements;

Services a variety of Boards, Committees and Commissions of the University as required;

Services where and when necessary student support services including admissions, registration and examinations;

Supports the work of the faculty/institute or any administrative unit in procuring, storing and providing records to relevant bodies of the University;

Maintains confidentiality, security, and safety of office documents;

Manages physical and electronic records in collaboration with the relevant supervisors;

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative functions necessary to support the operations of University;

Skill in the use of computers for maintaining data and for maintaining customer information, Word Processing and/or similar office activities;

Ability to prepare reports, memoranda and correspondence related work assignments;

Ability to determine the need to revise procedures and instructions and to draft changes;

Ability to assess situation accurately and to take prompt, effective action;

Ability to make arithmetic computations using fractions, decimals and percentages;

Ability to establish and maintain cooperative working relationships with others and to communicate effectively, both orally and in writing;

Ability to compare data from a variety of sources for accuracy and completeness, identify discrepancies and make corrections.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

A Bachelor's degree in Administration, Management Sciences, Law or any **related** field.

Remuneration:

The University offers salaries and other benefits commensurate with qualifications and experience.

Type of employment:

Permanent and pensionable

Information Required from Candidates:

Applicants are to address the stated qualifications and provide other information to assist the University to determine their suitability for the position. They should also quote the vacancy number of the post applied for, provide current CV's (including telephone, telefax and e-mail) plus certified copies of educational certificates, transcripts and three typed references. One of which must be from the current or previous employer. Incomplete applications will not be considered. Applicants should inform their referees to submit their references directly to the address below, before the stipulated closing date. References addressed "*TO WHOM IT MAY CONCERN*" will not be considered as references. Application letters and references should bear signatures and must be addressed to: Director - Human Resources, National University of Lesotho, P.O. Roma 180, Lesotho or emailed to thr@nul.ls

Closing date for receiving full applications for the position above is 19TH OCTOBER, 2018.

DISCLAIMER: *If you do not receive any response within three months after the closing date, you must consider your application unsuccessful.*