

The National University Of Lesotho



External Vacancy

POSITION	Personal Assistant
POST NO.	0231
DEPARTMENT/SECTION	Development Planning
RESPONSIBLE TO	Director Development Planning
LOCATION	National University of Lesotho (Roma)
QUALIFICATIONS	EDUCATIONAL BACKGROUND AND EXPERIENCE Diploma in Secretarial Studies

PURPOSE OF THE JOB

To provide administrative and secretarial support and the smooth running of the office.

JOB SUMMARY

1. Responsibility of the incumbent will include the following to; prepare for Academic Planning Committee (APC) and Quality Assurance Committee (QAC) meetings, to capture data and record proceedings and activities related to the Council on Higher Education (CHE), to manage communications and documents related to programme accreditation, type routine correspondence and attend to administrative activities.

MAIN DUTIES AND RESPONSIBILITIES

1. To Prepare for Academic (APC & QAC) Meetings

- 1.1 To type invitations to APC & QAC members
- 1.2 To record minutes of meetings of APC and QAC
- 1.3 To make reservation of an appropriate room
- 1.4 To make arrangement for refreshments
- 1.5 To type minutes from APC and QAC
- 1.6 To type action sheet from APC and QAC meetings

2. To Capture NUL Planning Data and Assist in Administration of CHE data

- 2.1 To assist in the administration of QA data for internal QA and CHE

- 2.2 To assist in the administration of data related to the University strategic plan
- 2.3 To capture data on spreadsheet and other tools on QA and Planning matters
- 2.4 To assist in the uploading of the CHE annual data and internal QA data
- 2.5 To document all accreditation and QA activities and proceedings

3. To manage communications related to University planning and QA activities

- 3.1 To type and manage routine communications on QA and APC matters
- 3.2 To act as Personal Assistant
- 3.3 To participate in Strategic Planning and QA projects
- 3.4 To ensure compliance with CHE standards
- 3.5 To attend to wellness programs
- 3.6 To operate office equipment
- 3.7 To make inputs in development of Strategic Plans and QA policies, guidelines and tools
- 3.8 To develop an annual work plan

KEY PERFORMANCE AREAS (KPA)

- 1. Documented records of academic planning and quality assurance proceedings
- 2. Developed annual plan
- 3. Developed monthly, quarterly and annual reports
- 4. Updated QA and APC data

KEY PERFORMANCE INDICATORS (KPI)

- 1. Availability of records management policy, guidelines and tools
- 2. Availability of annual operational plan
- 3. Availability of monthly, quarterly and annual reports
- 4. Updated human resource information system

3.0 TYPE OF CONTRACT

Permanent and pensionable/gratuitable for Locals and Contract for Non-Locals.

4.0 REMUNERATION:

The University offers competitive salaries.

5.0 OTHER INFORMATION

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

- (a) Application letters should state relevant qualifications and experience and provide other information that will assist the University to determine the candidate's suitability for the position.
- (b) Applicants should quote the vacancy number of the post applied for;
- (c) Provide current CV's (including telephone, telefax and e-mail).
- (d) Provide **names** and **contact details** of **three (3)** professional references from Lead Consultants, Project Managers and Employers (current or previous).
- (e) Comprehensive curriculum vitae, certified copies of educational certificates and transcripts.

Applications should be hand delivered OR post to:

The Director - Human Resources
National University of Lesotho
P.O. Roma 180 Lesotho
Southern Africa

The closing date for receiving full applications for the position is 14th November, 2019.

DISCLAIMER: Applicants who do not receive any response within three months after the closing date must consider their application unsuccessful.