

The National University Of Lesotho



EXTERNAL VACANCY

POST NO.	0874
DEPARTMENT	SPECIAL EDUCATION NEEDS ASSISTANT
FACULTY	EDUCATION
LOCATION	NATIONAL UNIVERSITY OF LESOTHO

The National University of Lesotho invites applications from suitably qualified candidates for the position of Special Education Needs Assistant.

1.0 MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- The applicant must hold a Bachelor of Education in Special Education.
- Knowledge of Braille transcription, Orientation and Mobility Training, and Use of Information and Communication Technology (computer skills).
- Experience working with support of students with disabilities at school/institutional level is an added advantage.

2.0 DUTIES AND RESPONSIBILITIES:

A successful candidate will be expected to:

- Preliminary assessment of prospective students' special needs during the University application period and necessary recommendations thereof;
- Assistance in application processes;
- Orientation and mobility training;
- Assistance in registration processes;

- Adaptive services – text modification and adaptation into accessible formats;
- Facilitation of students’ use of assistive technology devices;
- Computer troubleshooting
- Braille transcription
- Advocacy

3.0 EMPLOYMENT TYPE:

Permanent and pensionable (Position open for locals only)

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 12th December, 2019.

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

