

The National University Of Lesotho



VACANCY

ADMINISTRATION

The National University of Lesotho invites applications from suitably qualified candidates for the following positions:

POSITION OF SECRETARY:

POST NUMBER: 1770

A secretary works closely with Senior Managerial or Directorial staff to provide secretarial and administrative support. She/he helps them to make the best use of their time dealing with routine tasks. Secretary acts as the first point of contact to both internal and external stakeholders that interact with the office served.

1. DUTIES AND RESPONSIBILITIES:

- Deals with incoming correspondence and emails, in particular identifying priority items of business for immediate attention, as well as sifting less urgent items of business for action elsewhere within the University Offices;
- Types documents, letters, reports, etc, including rapid production of drafts against deadlines; responding to routine correspondence and emails, and drafts responses where necessary;
- Design and preparation of PowerPoint presentations and spreadsheets;
- Manages electronic mail, including maintenance of email circulation lists;
- Organizes and files documentation;
- Manages the diary, including ensuring that necessary papers have been received and are available, and any necessary briefings arranged;
- Arranges meetings and visits;
- Serves as the first point of contact for visitors;
- Devises and maintains office systems, including data management and filing;
- Operates office equipment such as photocopier, fax machine and coordinates the servicing of equipment;
- Assists in the preparation of papers for the meetings and distributes them within specified times;
- Takes notes or dictation at meetings and provides general assistance during presentations;
- Manages phone calls, Screen phone calls, attends to phone enquiries and requests and handles them courteously and promptly;
- Sources and orders stationery, office equipment and refreshments;

- Makes travel arrangements by securing visas and booking accommodation;
- Liaises with internal and external stakeholders;
- Follows up with other departments and stakeholders to ensure that requests are carried out;
- Maintains positive relationship on behalf of the office;
- Maintains confidentiality at all times;

2. Minimum Qualifications and Requirements:

- Diploma in Secretarial Studies.
- Three (3) years Working Experience.

3. KNOWLEDGE, SKILLS & ABILITIES:

- 3.1 Excellent word processing skills (MS Word) and ability to work from hand-written copy;
- 3.2 Knowledge of using Email and World Wide Web, and of database, spreadsheet, and PowerPoint;
- 3.3 Attention to detail in working on reports, correspondence, including accurate typing and proof reading skills;
- 3.4 Ability to work on a variety of tasks at the same time, and to organize and prioritize own work, including photocopying with unpredictable volumes of work and busy periods;
- 3.5 Ability to acquire quickly the knowledge necessary to assess and prioritize demands of the office;
- 3.6 Ability to maintain an electronic dairy and arrange meetings, visits and travel;
- 3.7 Evidence of tact and discretion in dealing with confidential or sensitive matters;
- 3.8 Ability to deal effectively with a wide range of people, to work as part of a team, and to liaise with colleagues where work interests overlap;
- 3.9 An understanding of office filing systems and standard office equipment;
- 3.10 Excellent telephone etiquette and interpersonal skills;
- 3.11 Flexible approach, Self-Motivation, and resilience;

Remuneration:

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

Employment type:

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

Information Required from Candidates:

Applicants are to address the stated qualifications, experience and provide other relevant 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), three professional reference letters from Lead Consultants, Project Managers and Employers (current & Previous) and certified true copies of educational certificates. **To Whom It May Concern will NOT be accepted as references.**

Closing date for receiving full applications for the position above is 7th December, 2018.

Applications and references should be hand delivered to the address below on or before the stipulated closing date:

**Director - Human Resources,
National University of Lesotho,
P.O. Roma 180, Lesotho**

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