

# **The National University Of Lesotho**



## **VACANCY**

<b>POST NO.</b>	<b>3585 – SENIOR ASSISTANT REGISTRAR (SAR)</b>
<b>DEPARTMENT</b>	<b>CENTRAL ADMINISTRATION</b>
<b>LOCATION</b>	<b>NATIONAL UNIVERSITY OF LESOTHO</b>

The National University of Lesotho invites applications from suitably qualified candidates for the position of Senior Assistant Registrar (SAR).

### **1. DUTIES AND RESPONSIBILITIES:**

- 1.1 Facilitates developing of policies as they relate to admissions, registration and Examinations.
- 1.2 Performs and monitors administrative activities, ensuring compliance with administrative procedures, policies, rules, regulations and statutes.
- 1.3 Reviews the efficiency of administrative procedures within the service unit and recommends improvements.
- 1.4 Services a variety of Boards, Committees and Commissions of the University as required at both the Faculty and Departmental levels by serving members with papers, taking minutes and taking action within stipulated time frames.
- 1.5 Services where and when necessary student support services including admissions, registration and examinations.
- 1.6 Handles Students enquiries and advises them on program and course selection.
- 1.7 Supports the work of the faculty/institute or any administrative unit in procuring, storing and providing records to relevant bodies of the University.

- 1.8 Assists the Dean in collecting reports from departments and disseminates all information to departments in a timely manner.
- 1.9 Assists in the development, management and monitoring of the budget.
- 1.10 Maintains confidentiality, security, and safety of office documents by establishing security procedures.
- 1.11 Manages physical and electronic records in collaboration with the relevant supervisors.
- 1.11 Supervises day to day activities of staff under his/her direct supervision in compliance with Human Resource policies and procedures.
- 1.12 Works with staff under his/her supervision to develop performance plans, provides ongoing coaching and feedback.
- 1.13 Follows up on all recruitment issues, ensuring that contract renewals at all levels are made in line with policies and procedures.
- 1.14 Assists in disciplinary processes as may be required in consultation with Human Resources.

## **2. MINIMUM QUALIFICATIONS AND REQUIREMENTS:**

- 2.1 Bachelor's degree in Administration or Management Sciences plus seven (7) years' related work experience
- OR
- 2.2 Master's degree in Administration or Management Sciences plus three (3) years' related work experience
- 2.3 **Proven experience in supervisory role in the higher education context will be an added advantage.**

## **RENUMERATION**

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

## **TYPE OF CONTRACT**

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

## **INFORMATION REQUIRED FROM CANDIDATES**

- (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 vitas, certified copies of educational certificates and transcripts.

*Applications should be addressed and sent to:*

**Director - Human Resources**

**National University of Lesotho**

**P.O. Roma 180**

**LESOTHO**

**OR**

emailed to [dhrr@nul.ls](mailto:dhrr@nul.ls)

**The closing date for receiving full applications for the position is 24th May, 2019.**

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

