

The National University Of Lesotho



EXTERNAL VACANCY (RE-ADVERTISEMENT)

POST NO.	3585
FACULTY	CENTRAL ADMINISTRATION
LOCATION	NATIONAL UNIVERSITY OF LESOTHO

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 coupled with (7) years Administration working experience five (5) of which should be in Middle/Senior Management.

OR

- 2.2 Master`s degree in Administration or Management Sciences coupled with seven (5) years Administration working experience three (3) of which should be in Middle/Senior Management.

OR

- 2.3 Degree in Law coupled with seven (7) years Administration working experience five (5) of which should be in Middle/Senior Management.

OR

- 2.4 Proven experience in supervisory role in the higher education context will be an added advantage.

3. Remuneration:

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

4. Employment type:

Permanent and pensionable

5. 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 post number applied for.
- (c) Provide current CV's (including telephone, telefax and e-mail).
- (d) Provide **names** and **contact details** of **three (3)** professional referees from Lead Consultants, Project Managers and Employers (current or previous).
- (e) Comprehensive curriculum vitae, certified copies of educational certificates and transcripts.
- (f) Application letters should **bear** signatures.
- (g) Incomplete applications will not be considered.

Closing date for receiving full applications is **3rd July, 2019**.

Applications should be hand delivered or post to:

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.*