

The National University Of Lesotho



VACANCIES

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

DEPARTMENT OF STUDENT AFFAIRS:

POST OF 12 DESK OFFICERS

Minimum Qualifications and Requirements:

- JC Certificate (COSC will be an added advantage).
- 2 years working experience with students in an Institution of Higher Education.
- Age 35 -50.
- Preferably reside in not more than 5kilometres radius from Roma Campus.

Duties:

- Answerable to the Director Student Affairs.
- Keep a register of movements in and out of the halls of residence.
- Ensure that students produce Identification Cards when so required and that students appearing on the lists are rightful residents of the halls.
- Work hard in hand with Campus Services, Security Office, Student Welfare Officers, Wardens and Domestic Bursar.
- Work day and night shifts.
- Produce regular reports on incidents to the Director of Student Affairs.

Remuneration:

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

Employment type:

6 months non -renewable contracts

Information Required from Candidates:

Applicants are to address the stated qualifications and provide other 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) plus certified copies of **educational certificates, transcripts and three typed** references. One of which must be from the current or previous employer. Incomplete applications will not be considered. Applicants should inform their referees to submit their references directly to the address below, before the stipulated closing date. References addressed **"TO WHOM IT MAY CONCERN"** will not be considered as references. Application letters and references/testimonials should bear signatures and must be addressed to: **Director - Human Resources, National University of Lesotho, P.O. Roma 180, Lesotho** or emailed to thr@nul.ls

Closing date for receiving full application for the position is 24th August, 2018.
DISCLAIMER: *If you do not receive any response within three months after the closing date, you must consider your application unsuccessful.*