



EXTERNAL ADVERTISEMENT

The Lesotho College of Education (LCE) invites applications from suitably qualified Basotho nationals for the following positions, tenable at Maseru campus. Interested persons may access additional information from the Human Resources Office.

This post is being re-advertised externally to widen the pool of candidates. All internal candidates who have already applied previously need not re apply. Thank you.

1. DIRECTOR: PLANNING, PARTNERSHIPS & PROJECTS (1)

Duration

A Three (3) Year fixed-term contract (Renewable once, based on performance).

Job summary

Under the general supervision of the Rector, the Director Planning, Partnerships and Projects is responsible for the strategic and annual planning process, monitoring and evaluation (M&E), provision of quarterly and annual reports summarising key findings, highlights and insights on progress against plans and objectives, the maintenance and sustenance of partnerships and collaborations, consultancy advancement and resource mobilisation, as well as the management of projects.

Main duties

- i. Oversees and coordinates the College's strategic and annual planning processes;

- ii. Facilitates the institutional planning processes assigned to him/her in line with research and national priorities;
- iii. Follows up on the development of institutional long-range plans,
- iv. Coordinates monitoring and evaluation (M&E) processes;
- v. Advances and leads the execution of consultancy assignments and associated resource mobilisation initiatives,
- vi. Develop and implement performance tracking measures to facilitate continuous monitoring of allocation of resources, progress against strategic plans, inform reporting and decision-making, advise on the implementation of corrective actions, and to mitigate emerging issues.
- vii. Coordinates the College's partnerships, collaborations, and projects with other institutions in line with the College's strategic initiatives and priorities;
- viii. Engages in the development, review and monitoring of policies and memoranda of understanding (MoUs) pertaining to collaborations, partnerships and projects;
- ix. Assists the office of quality assurance (QA) to plan for continuous self-evaluation/assessment and M&E by departments/units or sections;
- x. Prepares and submits periodic reports as required by the College;

Education and Experience

- i. A Ph.D. in Monitoring & Evaluation, Business Administration or any relevant field of study plus, a minimum experience of three (3) years at managerial level. Evidence of working with external development partners will be an added advantage.

OR

- ii. A Masters' degree in Monitoring & Evaluation, Business Administration or any relevant field of study plus, a minimum experience of five (5) years at managerial level. Evidence of working with external development partners will be an added advantage.

Knowledge and Skills

- i. Sound knowledge of strategic planning.

- ii. Project management skills.
- iii. Monitoring & Evaluation capability
- iv. Ability to communicate effectively.
- v. Good supervisory skills.
- vi. Highly motivated and ability to work under pressure.
- vii. High level of integrity and reliability.
- viii. Interpersonal and Influencing skills
- ix. Data analysis skills.

2. ACCOUNTANT REVENUE (1)

(Permanent position)

Job summary

Under the general supervision of the Senior Financial Accountant, the Accountant (Revenue) is responsible for ensuring that all revenues of the College are collected on a timely basis and prudently. They will ensure that input lists prepared for revenues collected are correct and that the right revenue accounts will be credited and to safe custody of controlled documents.

Main duties

- i. Ensures that all revenue for the College is collected.
- ii. Supervises the revenue cashiers.
- iii. Reconciles cashiers' daily deposits to daily revenue collections.
- iv. Reconciles students' fees received and number of students registered.
- v. Prepares the monthly bank reconciliation.
- vi. Prepares daily input list to be made into the general ledger.
- vii. Maintains a debtor's ledger and facilitates collection from debtors.
- viii. Assists the Senior Financial Accountant in the preparation of monthly management accounts and the annual Financial Statements.
- ix. Prepares a register of all College revenue-generating sections.
- x. Analyses data regarding cash flow, assets, expenses and sales
- xi. Keeps records of revenue collecting individuals, agencies and donors.

- xii. Maintains cashbook.
- xiii. Maintains custody of official receipts and documents in a manner that will prevent access by unauthorized persons.
- xiv. Ensures that all cash not deposited into the bank account is kept safely under lock and key.
- xv. Engage in other duties as delegated by the bursar from time to time.

Knowledge and skills

- i. Strong organisational and time management skills, and demonstrated ability to meet deadlines.
- ii. High attention to detail.
- iii. Strong cross-functional communication/people skills.
- iv. Excellent analytical skills.
- v. Ability to work within a team.

Education and Experience

- i. Must possess a Bachelor of Commerce in Financial Management (Hons.)
- ii. CIMA qualifications will be an added advantage
- iii. Must have experience in handling books of prime entry and maintenance of cashbook for a minimum of five (5) years.
- iv. Must have the initiative to ensure that the debts of the Institution are timeously collected.
- v. Must have supervisory skills.
- vi. Must also have a certificate in at least one of the Financial Management Packages e.g. PASTEL, ACCPAC.

3. GRADE 1 TEACHER - PRIMARY SCHOOL (1)

Duration: Two year fixed-term contract (Renewable once, based on performance).

Job Summary

Under the general supervision of the Head of Department (HOD) responsible for Early Childhood Care and Development, the Grade 1 Teacher shall manage the Grade 1 class and implement the child care and curriculum.

Main Duties and Responsibilities

- i. Curriculum Implementation:**
 - a. Implement the Grade 1 curriculum in accordance with established directives and guidelines.
- ii. Instructional Planning:**
 - a. Develop and provide quarterly schemes of work and age-appropriate daily lesson plans.
- iii. Teaching Methods and Assessment:**
 - a. Use effective teaching methods and varied instructional materials.
 - b. Assess developmental needs of children, incorporating individual learning, physical, and emotional needs.
- iv. Progress Monitoring and Reporting:**
 - a. Maintain accurate and timely educational assessment progress portfolios for all assigned children.
 - b. Keep attendance records and maintain appropriate teacher-student ratios.
- v. Classroom Environment:**
 - a. Ensure a safe, clean, and healthy classroom environment, adhering to applicable standards.
 - b. Set and enforce rules and limits for effective classroom management.
- vi. Communication and Support:**
- vii. Communicate frequently and respectfully with children, encouraging positive self-image, individuality, independence, and creative expression.

Knowledge, Skills and Attributes

- i. Ability to communicate in Sesotho and English.
- ii. Ability to work under minimum supervision.

- iii. Must have demonstrable soft-skills for childcare.
- iv. Must have good childcare skills and compassion for children of all social backgrounds.
- v. Must have good interpersonal skills;
- vi. Must be literate in Information and Communications Technologies.

Education and Experience

- i. Diploma in Education (Primary), or an Equivalent Qualification in Primary teaching plus at least three (3) years' experience teaching in Early Years grades;

OR

- ii. Diploma in Education plus at least five (5) years experience teaching in Early Years Grades.

NB

An application letter duly signed and accompanied by a Curriculum Vitae with the names and contact details of three (3) referees, certified copies of subjects and symbols, diploma or degree certificates conferred, a certified copy of Identity Document, with the position being applied for clearly stated, should reach the Human Resources Office no later than 4:30 pm, local time, on Friday 19th January 2024. Applications may be handed in physically or sent to careers@lce.ac.ls and should be addressed to:

The Secretary
Staff Appointments and Promotions Committee (SAPC)
Lesotho College of Education
P.O. Box 1393
Maseru 100

NOTE

- 1. Incomplete applications will not be considered.
- 2. Only short-listed candidates shall receive formal communication.

DISCLAIMER: The College reserves the right to appoint or not appoint any of the applicants.