



## **LESOTHO COLLEGE OF EDUCATION**

### **VACANCY**

#### **EXTERNAL ADVERTISEMENT**

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The Lesotho College of Education (LCE) invites applications from suitably qualified candidates for the following position tenable at the Maseru campus. Additional details about the position can be obtained from the Human Resources Office located at the Administration Building, LCE Maseru campus, or by visiting [www.lce.ac.ls](http://www.lce.ac.ls).

**POSITION: BUSINESS PROJECTS COORDINATOR**

**DURATION: ONE (1) YEAR FIXED TERM CONTRACT**

**STATION: MASERU CAMPUS (1)**

#### **Job Summary**

Reporting to the Deputy Rector Administration, the Business Projects Coordinator (BPC) is responsible for the effective management and coordination of all College business projects. This role ensures that each project operates efficiently, meets financial targets, and complies with institutional policies. The BPC acts as the central point of contact between project teams, finance, and other stakeholders, and is accountable for operational success and continuous improvement across all assigned business units. Furthermore, the BPC is responsible for the direction and management of the business units and marketing operations, and promotion of the products, services, and brand.

#### **Main duties**

##### **Strategic Planning**

1. Lead monitoring, evaluation, accountability and learning (MEAL) activities in Projects and reports on projects performance against strategic goals, identifying areas for improvement.
2. Develop business plans, budgets and marketing plans to meet the profit margin targets.
3. Plan and implement new, diversified projects to expand on existing markets and tap into new markets.

**Project Management**

1. Supervise and support project staff, including recruitment, training, scheduling, and performance evaluation.
2. Oversee daily operations of all college business projects, ensuring efficiency and profitability.
3. Develop, implement, and monitor project schedules, budgets, and performance metrics.
4. Coordinate procurement, inventory management, and supply chain activities for all business units.

**Stakeholder Engagement**

1. Develop and implement a communication plan with stakeholders.

**Marketing Management**

1. Regularly conduct market research and data analysis to identify opportunities for growth, efficiency, and service improvement including new markets, growth areas, trends, customers, partnerships, products and services or new ways of reaching existing markets.

**Financial & Resources Management**

1. Prepare financial reports, manage budgets, and ensure accurate record-keeping.
2. Identify and implement process improvements and cost-saving initiatives to address operational issues and resolve problems as they arise

**Policy Development, Systems, and Control**

1. Develop and implement administrative policies and systems that enhance operational efficiency.
2. Ensure compliance with institutional policies, national legislation, and best practices in administration.

**Qualifications and experience**

1. Master's Degree in Business Administration, Business Management or related fields.
2. Degree in Business Administration or Business Management or related fields

**Experience: Masters level:**

1. At least 2 years proven experience in strategic planning, project management and/or coordination, business operations, monitoring & evaluation, and similar administrative roles.
2. Experience in financial management and reporting is highly desirable.
3. Prior experience in retail, hospitality, agriculture, or related sectors will be an advantage.

**Experience: Degree level:**

1. At least 5 years proven experience in strategic planning, project management and/or coordination, business operations, monitoring & evaluation, and similar administrative roles.

2. Experience in financial management and reporting is highly desirable.
3. Prior experience in retail, hospitality, agriculture, or related sectors will be an advantage

**Competencies**

1. Leadership and Communication
2. Planning and Problem-Solving
3. Project Management
4. Marketing
5. Entrepreneurial & Financial Acumen
6. Procurement and inventory management
7. Customer Service

**Personal attributes**

1. Proactive and detail-oriented
2. Ethical and trustworthy
3. Results-driven and accountable
4. Innovative and open to new ideas
5. Resilient and able to handle challenges

**TO APPLY**

Applicants are required to submit their applications through the online application system, available on the College's website at [www.lce.ac.ls](http://www.lce.ac.ls). Please upload your curriculum vitae (CV), scanned certified copies of educational certificates, transcripts, and identification documents in PDF format by **2<sup>nd</sup> July, 2025**.

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

**NB:**

- Incomplete application packages will not be considered.
- Only short-listed candidates will receive formal communication.
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