



EXTERNAL ADVERT

The Lesotho College of Education (LCE) invites applications from suitably qualified candidates for the following vacant positions in the Administration section. Interested persons may access additional information on the job from the Human Resource Office based at the Administration Building of the LCE Maseru campus.

MASERU AND THABA-TSEKA CAMPUSES

1. Position: Safety, Health & Environment (SHE) Officer (1) Maseru campus & (1) Thaba-Tseka campus

To coordinate and promote effective health, safety and environmental management across the Lesotho College of Education (LCE), ensuring that the College provides a safe, healthy and environmentally responsible working, teaching, learning and living environment. The incumbent is responsible for developing, implementing and monitoring occupational health and safety programmes; identifying and managing workplace hazards and risks; coordinating emergency preparedness and incident management; promoting staff and student health and safety awareness; and supporting environmentally sustainable practices and compliance with applicable legislation, regulations, institutional policies and standards. The position provides professional advice to Management on health, safety and environmental risks and supports the continuous improvement of the College's Safety, Health and Environment (SHE) management systems.

Responsibilities and Duties

- Identify, assess, and control workplace hazards and risks
- Investigate accidents and incidents, determine root causes, and implement corrective actions
- Ensure compliance with health and safety regulations, policies, and procedures.
- Conduct regular inspections and audits of the workplace to identify potential hazards
- Assist in developing and implementing emergency response plans and drills.

Job Specifications

- Degree in Occupational Health and Safety, Environmental Health, Environmental Management, Occupational Safety, Health and Safety Management or related field
- Experience:
 - ✓ 3 year's working relevant experience in health and safety, occupational safety, environmental management or a related field
 - ✓ Experience in conducting workplace inspections, risk assessments and incident investigations.
 - ✓ Experience in developing and implementing SHE policies, procedures and awareness programmes.

- ✓ Experience in environmental compliance, waste management and sustainability initiatives will be an added advantage.
- ✓ Experience in an educational institution, public sector organisation, construction environment or similarly complex organisation will be an advantage.

2. Position 2: Legal Services and Compliance Manager (1) Maseru campus

Job Purpose

Under the overall supervision of the Rector, to provide effective legal advisory, legal services, regulatory compliance and institutional governance support to the Lesotho College of Education (LCE), ensuring that the College conducts its operations in accordance with applicable laws, regulations, policies, contractual obligations, Council resolutions and established governance frameworks. The incumbent will be responsible for identifying and managing legal and compliance risks, providing timely legal advice to Management and relevant College structures, overseeing contracts and agreements, coordinating legal proceedings and disputes, and establishing and monitoring appropriate compliance systems across the College.

Responsibilities and Duties

- Draft, review, and negotiate contracts, MOUs, partnership agreements, and other legal documents.
- All legal documents protect the interests of the College and comply with applicable laws.
- Maintain an organized and secure contract management system.
- Represent or coordinate the representation of the College in legal proceedings, arbitration, and disciplinary matters.
- Liaise with external legal counsel and government legal bodies as required.
- Assist in the resolution of internal disputes including staff and student disciplinary issues.
- Conduct workshops and training sessions on legal compliance, institutional policies, and employee rights and obligations.
- Support the development of a culture of legal awareness and ethical conduct among staff and students.

Job Specifications

- A Master's degree or relevant postgraduate qualification: specialisation in Labour Law, Corporate Law

OR

- Bachelor of Laws (LLB) degree from a recognized institution;
- Professional Admission: must be admitted as an Advocate or Attorney (or local equivalent legal practitioner) and hold a current practicing certificate or registration with relevant national professional bodies.
- Experience:
 - ✓ Minimum of 5 years' of progressive legal practice or corporate in-house advisory
 - ✓ Prior working experience or familiarity with legal operations inside a college, university or public sector tertiary environment is highly preferred.
 - ✓ Labour relations: extensive practical background in managing workplace disputes, handling internal disciplinary / grievance hearings, and interfacing with labour unions or statutory conciliation / arbitration bodies.

- ✓ Contracts management: proven, high-level expertise in drafting, vetting, negotiating and closing complex commercial, procurement, research and academic partnership agreements from scratch.

3. Position 3: Senior College Nurse (1) Thaba-Tseka campus

Job Purpose

Under the overall supervision of the Deputy Director, the incumbent is responsible for supporting the College Nurse in delivering health care services, maintaining clinic operations, and promoting student and staff wellness.

Responsibilities and Duties

- Assist in routine examinations, wound care, medication administration, and patient observation.
- Prepare and clean examination rooms and equipment
- Provide basic counseling and patient education under supervision.
- Escort or refer students to external health facilities as required.
- Support mental health and well-being initiatives
- Maintain up-to-date health records of students and staff.
- Monitor communicable diseases and report any outbreaks to the College Nurse and relevant authorities.
- Participate in wellness outreach and health education sessions.
- peer support to students on hygiene and nutrition matters

Job Specification

- Degree in Nursing
- Experience:
 - ✓ 5 years of primary healthcare services experience
- Registered with the Lesotho Nursing Council.
- Valid First Aid and CPR certification is an advantage

4. Position 4: Technical Officer (Electrician) (1) - Thaba-Tseka campus

Job Purpose

Under the overall supervision of the Chief Maintenance Officer, the incumbent is responsible for providing technical support, maintenance, and advice on an organization's systems and facilities. The role is responsible for the routine upkeep, repair, and safety of building structures, fixtures, plumbing, and basic electrical systems across all College buildings.

Duties and Responsibilities

- Perform repairs and installations of electrical systems, including lighting, outlets, data cabling, and low-voltage electronic systems.
- Read and interpret electrical diagrams and blueprints
- Inspect electrical systems to identify faults or hazards
- Test electrical systems using tools like voltmeters and ohmmeters
- Troubleshoot and resolve electrical and electronic issues, diagnosing problems and implementing timely solutions.
- Ensure electrical safety by conducting regular testing and implementing safety protocols.

- Maintain clear and concise communication with property manager, tenants, and other stakeholders regarding maintenance needs, repairs, and projects.
- Prepare accurate and timely reports on maintenance activities, project progress, and associated costs.
- Reduce maintenance-related downtime through preventative measures and efficient repairs across all trades.
- Improve stakeholder satisfaction with property facilities through prompt and effective maintenance services.
- Maintain detailed records of inspections, repairs, and preventive measures taken.
- Work with other construction professionals on projects.

Job Specification

- Diploma in Electrical Engineering or related field
- Must have a valid driver's license as may be required for travel between properties.
- Experience:
 - ✓ 3 years of hands-on experience in technical maintenance roles, preferably within the property management or construction industry.
- Experience in multiple trades (carpentry, plumbing, etc.) will be an added advantage.

5. Position 5: Driver (1) Maseru and Thaba-Tseka campus (1)

Job Purpose

Under the overall supervision of the Transport Officer, the Incumbent is responsible for driving College vehicles for official purposes, maintaining and ensuring the safety of vehicles, monitoring servicing and the safety of all property of the Lesotho College of Education (LCE) vehicles. The incumbent is accountable for any officer in charge of a trip and must ensure all tasks are performed safely and in accordance with College policies.

Duties and Responsibilities

- Ensure that vehicles are checked regularly for maintenance, including tire pressure, oil levels, and other necessary operational checks before and after trips.
- Always maintain a clean and neat appearance of the vehicles, both inside and outside, ensuring the vehicle is ready for use at any time.
- Take vehicles for regular service when required and report any mechanical issues or accidents promptly to the Transport Officer.
- Ensure that all vehicles are used safely, account for the safety of LCE vehicles, equipment, and property, and take full responsibility for their condition while in use.
- Safely drive LCE vehicles on official journeys, ensuring adherence to road safety and traffic regulations.
- Responsible for ensuring safe and timely arrival at all destinations and reporting them to the officer in charge of the trip.
- Follow all traffic rules, speed limits, and regulations, ensuring both personal and public safety while operating College vehicles.
- Be prepared to work during weekends, after hours, and on public holidays as necessary to meet the operational needs of the College.
- Respond to urgent or short-notice transport needs and assignments as directed by the Transport Officer.

Job Specification

- High School Certificate (such as JC, COSC, LGCSE, or equivalent qualification)
- Driving Licence: Valid Heavy Duty Driving Licence
- Permits: Valid Professional Driving Permit (PDP)
- Experience:
 - ✓ 8 years of proven professional experience driving heavy-duty vehicles (trucks or large institutional buses) preferably transporting students.
- Defensive driving course certificate is strongly preferred.
- Basic mechanical knowledge will be an added advantage

6. 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. Please upload your **curriculum vitae (CV), certified copies of educational certificates, transcripts, verification and/or evaluation certificate from Council on Higher Education (CHE) or Examinations Council of Lesotho (ECoL)** and certified copy **National ID** in PDF format by **2nd October 2026**.

7. Disclaimer

- Only applications that meet the minimum requirements will be considered
- Incomplete application packages will not be considered.
- Only short-listed candidates will be contacted.
- The College reserves the right to appoint or not appoint any of the applicants.
- Late applications will not be accepted.