

Lesotho Tourism Development Corporation

Lesotho Tourism Development Corporation invites applications from suitably qualified Basotho candidates for the following position:

Job Title : Administration Officer
Department : Finance and Administration
Reports to : Head Finance and Administration

PURPOSE OF THE JOB

The Administration Officer is responsible for the provision of administration and procurement support with the aim of ensuring the smooth running of the Corporation on a daily basis.

KEY TASKS AND RESPONSIBILITIES

- Assists Head Finance and Administration in developing departmental plans, procurement policies and procedures in line with the Corporate plan
- Prepares and maintains inventory budget and reorder levels
- Ensures that all office equipment and facilities are kept in good condition to allow smooth work operations of the Corporation
- Takes responsibility for the office maintenance and layout
- Ensures adequate provision, maintenance and efficient control of LTDC fleet
- Procures goods and services for the Corporation
- Ensures accurate and timely procurement of materials and equipment requirements
- Makes staff aware of buildings safety procedures and safe work practices
- Maintains and updates LTDC's inventory and assets records
- Supervises office assistants and drivers
- Liaises with the management and Head Finance and Administration to assess transport plans and requirements

EDUCATIONAL QUALIFICATIONS

A degree in Public Administration, Business Administration or related discipline in procurement and administration

Relevant Skills

- Must be computer literate
- Knowledge of accounting packages will be an added advantage (pastel evolution is also desirable)

Professional Experience

- At least 3 years relevant experience in administration and procurement.

Personal Attributes

- Ability to work as a team leader
- Excellent interpersonal skills
- Ability to work under extreme work pressure

Other requirements

- A valid driver's license is required

Submission of Applications

Applications accompanied by detailed CVs, names of two referees, certified copies of educational certificates and transcripts should be submitted to:

Manager Human Resources
Lesotho Tourism Development Corporation
Corner: Linare and Parliament Roads
P.O. Box 1378
Maseru 100

Tel No: +266 22312238

Fax No: +266 22310198

Deadline for submission of applications is Friday 16th July, 2010.

All applicants are to note that if they have not heard from the Corporation within two weeks of the closing date, they should please regard their applications as having been unsuccessful.