

**MINISTRY OF EDUCATION AND TRAINING EXTERNAL CIRCULAR NOTICE**

**No: 01 of 2019**

**P.O. BOX 47**

**MASERU 100**

**03<sup>rd</sup> JANUARY, 2019**

**REF: ED/A/30**

**CC: ED/P/30**

**TO: ALL PRINCIPAL SECRETARIES**

**ALL HEADS OF DEPARTMENTS**

**ALL DISTRICT ADMINISTRATORS**

**COPY: SENIOR PRIVATE SECRETARY TO HIS MAJESTY**

**SENIOR PRIVATE SECRETARY TO THE PRIME MINISTER**

**ATTORNEY-GENERAL**

**GOVERNMENT SECRETARY**

**SECRETARY, PUBLIC SERVICE COMMISSION**

**SECRETARY, TEACHING SERVICE DEPARTMENT**

**CLERK TO THE NATIONAL ASSEMBLY**

**CLERK TO THE SENATE**

**OFFICE OF THE OMBUDSMAN**

**DIRECTOR OF ELECTIONS**

**ACCOUNTANT-GENERAL**

**AUDITOR-GENERAL**

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**Applications are invited from suitably qualified local candidates for the following positions tenable in the Ministry of Education and Training:**

**1. DEPARTMENT: DISTRICT MANAGEMENT**  
**POSITION : DISTRICT EDUCATION MANAGER**  
**GRADE : I (M261 108.00 –M307860.00 p.a)**

### **JOB SUMMARY**

Under the supervision of Regional inspector (Inspectorate), the incumbent is responsible for undertaking inspection of primary schools in the assigned district for compliance and adherence of Education Policies as contained in the national curriculum. The incumbent will report to the District Administrator administratively and to the Regional Inspector technically. He/she is expected to manage the functions of Field Services in the assigned district. The incumbent will be responsible for undertaking the following duties:

#### **Main Duties**

1. Manages and supervises the work of the Inspectors, in the district of assignment.
2. Conducts the annual inspection program in a district and producing annual reports.
3. Manages and facilitates for the maintenance of movable and immovable assets in the District Education Resource Centre.
4. Advises the Regional inspector on the establishment, upgrading, transfer of site and closure of Educational Institutions in the district.
5. Advises the Teaching Service Commission on the promotion, and demotion of teachers in the district.
6. Assists the Examinations Council with the conduct of P.S.L.E. National Examinations.
7. Ensures the implementation and compliance with all M.O.E.T. policies in the district.
8. Represents the Ministry in all relevant forums in the district.
9. Prepares annual budget estimates for the Field Inspectorate department.

10. Implements performance management system of all education staff under his/her responsibility.
11. Carries out other duties that may be assigned by the authorities of Local Government Services and of Ministry of Education and Training from time to time.

## **JOB SPECIFICATION QUALIFICATIONS**

- Master's Degree in Education with two (2) years' experience in an Educational Management position  
**OR**
- A Post-graduate Degree in Education plus at least three (3) years working experience in an Educational Management position  
**OR**
- Bachelor's Degree in Education/ Bachelor's Degree plus a Teacher's certificate and at least five (5) years' experience as Education officer / Inspector.

## **Knowledge, Skills and Abilities**

- Experience in School Inspection, Instructional supervision of Educational management;
- Familiarity with the Lesotho Public Service Rules and Regulations, and Financial Regulations;
- A working knowledge of the Education Act and related regulations;
- Basic computer literacy;
- Familiarity with the Performance Management System;
- Readiness to travel and work in all parts of Lesotho;
- Good interpersonal, communicative and coordination skills.



**2. DEPARTMENT:**           **LESOTHO DISTANCE CENTRE**  
**POSITION:**               **EDITOR**  
**GRADE:**                 **G (M177192.00 – M210792.00 p.a)**

### **1. JOB SUMMARY**

Under the general supervision of the Deputy Director- Material Development, the incumbent plans, edits and structures, manages copyright and duplication of learning materials. The incumbent also engages part-time writers, facilitates production and printing of literacy materials and supervises subordinate staff.

### **2. MAIN DUTIES:**

#### **1) Development of sectional plans and budget for achievement of sectional objective.**

- 1.1** To draw plans and budget for materials development unit.
- 1.2** To set objectives for the material development unit.
- 1.3** To set performance standards and indicators for activities to be preformed.
- 1.4.** To compile plan and budget for the materials development unit.

#### **2) Edition of language and the structure to ensure that materials portray clear communication to learners.**

- 2.1** To correct grammar, spelling, punctuation marks, ambiguities and language usages.
- 2.2** To re-organise and clarify content
- 2.3** Edit the length and cut redundant material
- 2.4** To suggesting material to be added
- 2.5** To comment on characterization, setting, plot, theme of learning materials.
- 2.6** To check reading levels
- 2.7** To position and rearrange visual elements accourdingly.

#### **3) Management of copyright and duplication of learning material.**

**3.1** To check and clear copyright of material to be used in the publication.

**3.2** To identify potential legal problems, such as plagiarism moral problems, defamation risks, ETC

**3.3** To propose duplication of learning material to the manager.

**4) Facilitation of the printing and production process for quality final materials.**

**4.1** To prepare preliminary pages and cover, and mark up any end matter.

**4.2** To prepare instructions for designers, illustrators, composer operators.

**4.3** To prescribe printing specifications for the printer.

**4.4** To monitor production schedules

**4.5** To check proof at each stage of production

**5) Engagement and coordination of part-time writers and editors for timely production of leaning materials.**

**5.1** To prepare and submit appropriate job descriptions for advertising part-time writers and part-time editors' posts.

**5.2** To screen applications and prepare short lists

**5.3** To monitor and evaluate completion of part-time writers and editors' work according to specifications and deadlines.

**5.4** To recommend payment of part-time writers and editors after completion of work.

**5.5** To write proposals for training needs of the part-time writers and editors.

**5.6** To develop training schedules and programmes.

**6) Provision of advice to the manager on the production of learning materials.**

**6.1** To suggest modern technology used in the production and publication of learning materials.

**6.2** To propose new design and format of learning materials.

**6.3** To compile a progress report on performance.

**7) Supervision of course writers for quality delivery of services.**

**7.1** Assesses and approves course writers individual work plans

**7.2** Appraises course writers to determine performance

**7.3** Continually assesses the training needs of the course writers.

**JOB SPECIFICATION**

**QUALIFICATIONS**

Master of Education plus 2 years working experience in an opening distance learning institution.

Or

Bachelor of Education plus 5 years working experience in an opening distance learning institution and material development.

**3. DEPARTMENT : ADMINISTRATION**

**POSITION TITLE: FINANCE OFFICER ONE (1)**

**GRADE: G (M177 192.00 -210 792.00 P/A)**

**MAIN PURPOSE OF THE JOB**

Under the general supervision of the Assistant Finance Manager, the incumbent is responsible for revenue collection, banking of cash, prompt payment of suppliers of goods, services and works, keeping proper records for revenues, expenditures, assets and liabilities, and supervising subordinate accounting staff.

**MAIN DUTIES**

**1. To supervise payment process**

- 1.1 Checks supporting documents against the payment vouchers
- 1.2 Approves, print and sign payment voucher
- 1.3 Unholds the payment
- 1.4 Submits payment vouchers for examination
- 1.5 Distributes cheques

**2. To supervise and account for revenue and trust monies collected**



- 2.1 Receives and registers receipt books and revenue stamps
- 2.2 Issues receipt books and revenue stamps to revenue collectors
- 2.3 Checks that revenue collected corresponds with receipts issued
- 2.4 Accounts for cash collected and receipt books issued
- 2.6 Analyses revenue collected according to the denominations
- 2.6 Books revenue collected into the system
- 2.7 Keep proper record of all financial transactions related to, but not limited to, revenues, expenditures, assets and liabilities, under his/her responsibility
- 2.8 Issue acknowledgement receipts

### **3. To bank revenue collected**

- 3.1 Prepares collector's statement and deposit slips
- 3.2 Deposits collections in the bank
- 3.3 Accounts for deposits through bank confirmation slips

### **4. To supervise staff**

- 4.1 Implements sectional annual operational plan.
- 4.2 Ascertains implementation of individual work plans
- 4.3 Conducts annual performance appraisals on individual supervisees to assess their performance against the set standards and to identify training and development needs.
- 4.4 Organise training for accounting staff
- 4.5 Implements the budget
- 4.6 Disciplines staff under his/her supervision

## **JOB SPECIFICATIONS**

Chartered Accountant/Master of Commerce in Accounting/Master of Accounting/Master of Business Studies in Accounting) or recognized equivalent Masters accounting degree

Or

Bachelor of Commerce (Accounting), or Bachelor of Accounting, or recognized equivalent accounting degree

Plus

Three (3) years working experience in an accounting/finance related field

Or

General Accountant, or CIPFA Diploma, or recognized equivalent professional accounting qualification

Plus

Two (2) years working experience in an accounting/finance related field

Membership of a recognized professional body is an added advantage.

### **Other Relevant Knowledge**

- Familiarity with the Generally Accepted Accounting Practice (GAAP), especially the International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS), is essential
- Familiarity with the Integrated Financial Management and Information System (IFMIS) is an added advantage

- Knowledge of Public Service Act and Regulations is an added advantage
- Knowledge of Procurement Regulations, Treasury Regulations 2014 and Public Financial Management and Accountability Act 2011 is an added advantage
- Computer literacy is essential

#### **4. DEPARTMENT : ADMINISTRATION**

**POSITION TITLE : FINANCE ASSISTANT**

**GRADE : E (M101 604.00 – 117 828.00 P/A)**

#### **MAIN PURPOSE OF THE JOB**

Under the general supervision of the Assistant Finance Officer, the incumbent is responsible for collecting revenue and the trust monies, and prepare payments for suppliers of goods, services and works.

#### **MAIN DUTIES**

- 1. To collect revenue and trust monies**
  - 2.1 Receives revenue and trust monies
  - 2.2 Issues receipts for cash received
  - 2.3 Prepares collectors' statements

#### **JOB SPECIFICATION**

##### **Education and Training**

Certified Accounting Technician (CAT) or CIPFA Certificate, or equivalent recognized professional accounting qualification

##### **Plus**

One (1) year working experience

##### **OR**

Diploma in Business Studies with strong basis in accounting, or an equivalent recognized Diploma with a strong basis in accounting

##### **Plus**

Two (2) years working experience in an Accounting / Finance related field.



Applications on the relevant forms G.P. 104 for serving officers and G.P. 103 for job seekers duly accompanied by certified copies of educational certificates, performance appraisal forms (for serving officers), transcripts, diplomas etc. must be addressed to:

The Principal Secretary

Ministry of Education and Training

P. O. Box 47

Maseru - 100

Not later than, 30<sup>th</sup> January, 2019

  
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PRINCIPAL SECRETARY