

MINISTRY OF EDUCATION AND TRAINING EXTERNAL CIRCULAR NOTICE

No: 12 of 2019

P.O. BOX 47

MASERU 100

20th MARCH, 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**

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

- 1. DEPARTMENT: UNESCOM (MASERU)
POSITION: SECRETARY GENERAL
GRADE: J (M332, 496.00 – M385, 728.00 P./A)**

JOB SUMMARY

Responsible to Principal Secretary, the incumbent shall provide strategic direction, contribute to the ratification and oversee the implementation of UNESCO policies and conventions, liaise with national stakeholders, UNESCO, the permanent delegation of Lesotho to UNESCO and relevant UN agencies, represent the National Commission nationally and internationally; allocate sectional budgets; report to the relevant stakeholders and advise the Minister responsible for the National Commission on all issues pertaining to UNESCO.

MAIN DUTIES

- 1. Provision of strategic direction for the National Commission to effectively achieve the mandate of UNESCOM by:**
 - Acting as Secretary of the Commission and advising on UNESCO's biennial priorities;
 - Developing and sharing operational plans of UNESCOM with relevant stakeholders;
 - Developing performance indicators towards achieving set goals
 - Representing Lesotho and advocating for her priorities and needs at UNESCO meetings to ensure inclusion in the organisation's programming.
- 2. Contribution to the ratification and oversee the implementation of international conventions and policies (agreements) by:**
 - Disseminating conventions to relevant stakeholders to familiarises them with expectations thereof;
 - Facilitating ratification to ensure compliance, domestication and implementation of such conventions;
- 3. Liaising with the national stakeholders, UNESCO, permanent delegation and relevant UN agencies;**
 - Acting as a link between UNESCO, the permanent delegation, national stakeholders and relevant UN agencies;
 - Overseeing the implementation of the UNESCO Programme in Lesotho
 - Disseminating information about the activities of UNESCO nationally and internationally.
- 4. Representation of the Lesotho National Commission for UNESCO nationally and internationally through:**

- Attending national and international meeting on behalf of the national commission and especially the UNESCO's General Conference including preparing for its delegation, briefs and interventions to the Conference.
- Participating actively in the drafting of UNESCO's biennial Programme and budget at national, regional and international levels;
- Participating in the standard-setting work of UNESCO and in the drafting and adoption of international legal instrument's in the Organisation's fields of competence;
- Monitoring the use of UNESCO's name and logo at national level.

5. Management of resources of Lesotho National Commission for UNESCO to achieve UNESCO mandate by:

- Preparing budget estimates of the commission accordingly;
- Overseeing the account for the proper utilization of the funds of UNESCO and of the Government of Lesotho through proper structure of the Ministry
- Assisting in the prioritization of Participation Programme Proposals and of other proposals submitted to other funding programmes of UNESCO

6. Supervision of the work of programme coordinators for efficiency; and of other staff as and when necessary by;

- Supervising activities of staff in all programme areas which include informing locals about opportunities for funding and the facilitation of submission of project proposals for UNESCO funding.
- Supervising the preparation and development of biennium reports
- Assessing the performance of programme coordinators and other staff annually
- Providing direction and leadership regarding programme interventions;
- Identifying development needs of programme coordinators and where necessary develop capacity building programmes to address identified needs;

7. Reporting to relevant authorities through:

- Producing reports for the commission, UNESCO and other relevant stakeholders
- Submitting financial reports accordingly.

JOB SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Master's degree plus three (3) years in any field of competence of UNESCO (Education, Sciences, Culture and Communicate and Information)
- Three (3) years' experience in a managerial position.

OR

- Bachelor's degree plus 10 years' experience in any field of competence of UNESCO (Education, Sciences, Culture and Communicate and Information)
- Five (5) years' experience in a managerial position.

KNOWLEDGE, SKILLS AND ABILITIES

- Good knowledge of UNESCO's mandate and the role and functions of the National Commission for UNESCO
- Clear grasp of UNESCO functions and activities.
- Good knowledge of international relations.
- Knowledge of Public Service Rules and Regulations
- Ability to communicate effectively with the diverse range of stakeholders both nationally and internationally.
- Good organisational, communication and public speaking skills
- People management and teamwork skills
- Good command of spoken as well as written English and ability to communicate and interact with colleagues nationally and internationally.
- The ability to use new information and communication technologies will be an added advantage.

2. DEPARTMENT: DISTRICT MANAGEMENT (QACHA'S-NEK)

POSITION : DISTRICT EDUCATION MANAGER

GRADE : I (261,108.00 – 307,860.00 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.

3. DEPARTMENT: LESOTHO DISTANCE TEACHING CENTRE
POSITION: MANAGER – LEARNER SUPPORT
GRADE: I (M261108.00 – M307860.00)

JOB SUMMARY:

Under the supervision of the Director, the incumbent plans, facilitates, manages, administers coordinates, supervises and advises on learner support issues.

MAIN DUTIES:

1. Initiates Development of Sectional Plans and Budget For Achievement of Sectional Objectives.

- a) To draw plans and budget for the learner support section.
- b) To set objectives for the learner support section.
- c) To set performance standards and indicators for activities to be performed.
- d) To compile academic sectional plan and budget.

2. Facilitates Engagement and Training of Tutors for Quality Learner Support Services

- a) To draft job descriptions and specifications for suitable candidates.
- b) To prepare job contracts for Tutors.
- c) To draw guidelines for assessing tutor's work.
- d) To organize content of training programmes for the tutors.

3. Management of Student Information and Establishment of Admission Policy.

- a) To draw admission and registration procedures
- b) To assess and approve content of student guide book.
- c) To schedule registration and examination dates.
- d) To establish and maintain student information data base.

4. To Facilitate Establishment of Study Centers and Monitor Conduct of Tutorial Sessions to Increase Access to Education.

- a) To approve proposals on establishment of new study centers.
- b) To propose minimal infrastructural facilities for study centers.
- c) To recommend appropriate technology in respect of Geographical location of study centers.
- d) To determine number of face to face tutorials to be conducted
- e) To review reports on face to face tutorials and initiate changes where necessary.

5. Administration of Learner Support Counseling Services to ODL Learners to Promote Interactive Learning.

- a) To draw guidelines for pre, on and post counseling sessions
- b) To approve proposal for counseling strategies E.g., Group or individual sessions.

6. Coordination of Examinations Process and Evaluation of the Results.

- a) To set guidelines for evaluating eligibility of learners to sit for examinations.
- b) To schedule mock examinations.
- c) To facilitate registrations of learners for examinations.
- d) To evaluate, analyze examination results and their effect on the institution.

7. Supervision of Learner Support Staff for Quality Delivery of Services.

- a) Assesses and approves heads of sections individual work plans.
- b) Appraises heads of sections to determine performance.
- c) Continually assesses the training needs of the learner support staff.

8) Advises the Deputy Director – Academic on introduction and implementation of new ODL technologies.

Job Specification

Qualifications

Master's Degree in Open Distance Learning plus three (3) years working experience with Educational Institutions

OR

Master's Degree in Education plus four 4 years working experience with ODL Institutions at a Managerial Level

OR

A Bachelor's Degree in Education plus five (5) years working experience at managerial Level with ODL Institutions

KNOWLEDGE, SKILLS AND ABILITIES

- Counseling Skills
- Managerial Skills
- Communication and Interpersonal Skills
- ICT Appreciation
- Planning and Organizing Skills
- Liaising Skills
- Report Writing

4. DEPARTMENT: DISTRICT MANAGEMENT

JOB TITLE: INSPECTOR ONE (1)

GRADE: H (M216, 084.00 –M256, 920.00 P/A)

JOB SUMMARY

Under the general supervision of District Education Manager (DEM), the incumbent is responsible for undertaking inspection of Schools in the assigned district to ensure compliance with and adherence to Education policies. The incumbent will liaise and offer support to Schools' management. The incumbent will be answerable to the District Education Manager technically and the District Council Secretary administratively to undertake the following duties:-

MAIN DUTIES

1. Assists and advises District Education Manager in the management of education and training affairs of the District including schools administration, and curriculum and educational facilities provision.
2. Monitors the implementation of the curricula and other education policies through the inspection of educational establishments in relation to agreed indicators of performance, and develops plans to address challenges in the implementation of these policies.
3. Conducts an annual school inspection programme for the district or areas of assignment;
4. Inspects educational establishments in respect of their management and administration of curriculum provision, teaching and learning, school funds, facilities and other matters of staff and learner wellbeing, applying agreed criteria for assessment.
5. Advises the Ministry on matters relating to future needs in respect to supply of teachers, school facilities and teaching and learning materials.
6. Identifies and arranges for the dissemination amongst educational establishments of information and training about good practice in respect of management, administration, teaching and learning.
7. Develops and delivers training programs for school boards, principals, and teachers.
8. Conducts action research on educational issues in the designated area.

9. Contributes to the on-going development of curricula and other policies of the education service and development of quantitative and qualitative indicators of performance relating to these policies.
10. Identifies aspects of curriculum in which there is a need for teaching and learning materials and other resources to be developed and to arrange for appropriate action to be taken to effect their development and production.
11. Liaises with the relevant authorities in the development and administration of assessment and examination procedures, and analyses examination results to advise the Ministry on appropriate action.
12. Liaises with appropriate staff in teacher training institutions in the design and delivery of pre-service and in-service courses for teachers.
13. Prepares periodic reports on schools' inspections and related activities.

JOB SPECIFICATION

Master's Degree in Education **plus** two (2) years' teaching experience

OR

Bachelor's Degree in Education, with five (5) years' teaching experience.

OR

Bachelor's Degree in Arts with Post Graduate Diploma in Education with five (5) years teaching experience

OR

Bachelor's Degree in Education plus 5 years' experience working in the educational Institutions preferably as Itinerant Teacher.

The incumbent must have held a management position in an educational institution for at least three (3) years.

Knowledge, Skills and Abilities

- Skills in instructional supervision, communication and teaching
- A working knowledge of the Lesotho Educational Act No 2 of 2010, Teaching Service Regulations 2002 and School (supervision and Management) Regulations of 1988

- Good interpersonal and communicative skills
- Willingness to work in any part of Lesotho
- someone who can endure hardship for most of our schools are in the difficult hard to reach areas of this country.

5. DEPARTMENT: CENTRAL INSPECTORATE

POSITION : INSPECTOR – ENGLISH

GRADE : H (M216, 084.00 –M256, 920.00 P/A)

JOB SUMMARY

The post holder is answerable to the Regional Inspector for the provision of professional advice on all aspects of educational provision and inspection of educational establishment. She/he will inspect educational establishment, design and deliver in-service training to teachers. He/she is expected to play an active role in the development and dissemination of teaching and learning materials, as well as in the development of assessment and examinations. The incumbent will be expected to undertake the following duties:

MAIN DUTIES

1. Contributes to the on-going development of the English curricula and other policies of the education service and development of quantitative and qualitative indicators of performance relating to these policies;
2. Monitors the implementation of the English curricula and other policies of the education service through the inspection of educational establishment in relation to agreed indicators of performance, and develops plans to address challenges in the implementation of the policies;
3. Inspects educational establishment in respect of their management and administration, their English curriculum provision as a whole and effectiveness of teaching and learning, their management of funds, etc., in relation to agreed indicators of performance;
4. Identifies and arranges for the dissemination of information about good practice in respect of, for example, management, administration, teaching and learning amongst educational establishments;

5. Assists in the development, production and dissemination of teaching and learning materials and other resources;
6. Identifies aspects of the English Curricular in which there is a need for teaching and learning materials and other resources to be developed and to arrange for appropriate action to be taken to effect their development and production;
7. Identifies staffing development needs in respect of effective delivery of English Curricula and arranges for appropriate action;
8. Liaises with appropriate teacher training institutions in the design of pre-service and in-service English courses and monitor the effectiveness of such courses;
9. Advises the Ministry on matters relating to future needs in respect of teacher supply, building provision, especially English education needs, etc.;
10. Develops assessment and examination procedures in liaison with the ECOL and interpret analyses of examination performances to advise the Ministry on appropriate actions;
11. Contributes to the preparation of budget estimates for the inspectorate and to manage and administer specific budget allocation;
12. Provides professional advice on the establishment, expansion, etc. of all classifications of schools;
13. Prepares quarterly and annual reports on schools inspections and other activities;

JOB SPECIFICATION

QUALIFICATIONS

Master's Degree in Education with specialization in Languages (English and Sesotho)

Experience in a management post at government or school level for not less than three years;

OR

Bachelor's Degree in Education with specialization in Languages (English and Sesotho) plus five (5) years' experience in teaching these Languages

Experience in a management post at government or school level for not less than five (5) years

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of English;
- Proven ability in teaching and guiding of teachers;
- Skills in developing teaching learning materials, developing and delivering staff development programs;
- Good qualities of leadership, communication, co-ordination and co-operation;
- Computer literacy;
- Report writing skills.

6. DEPARTMENT: INSPECTORATE

POSITION: INSPECTOR MANAGEMENT

GRADE: H (M216 084.00 – 256 920.00 P/A)

JOB SUMMARY

Under the general supervision of the Regional Inspector, the incumbent is responsible for the efficient conduct and the operations of the Inspectorate. She/he is responsible for developing and implementing the annual inspection program in collaboration with other related departments. She/he will be expected to provide professional advice to the Chief Education Officer-Secondary (CEO-Secondary) on all matters relating to inspection of secondary schools, their curriculum, administration and management.

MAIN DUTIES

1. To co-ordinate the work of the Inspectorate in collaboration with Regional Inspector (Field) and Director TVD to implement and monitor policies of the Ministry.

2. To provide professional advice to the Chief Education Secondary(CEO-Secondary) and to other divisions on matters relating to teacher supply, school building, and special educational needs and Learner Care and support of adolescents and youth.
3. To monitor and report on the conduct and findings of the annual inspection program.
4. To make recommendations to school management boards and educational secretaries on action(s) required of them on issues arising from school inspections recommendations.
5. To review the performance of Inspectors in the Inspectorate and arrange for their appropriate support and professional development.
6. To develop and conduct induction and in-service programs for new and old members of the inspectorate.
7. To prepare the annual budget estimate and administer all funds allocated to support the operations of the inspectorate.
8. To oversee proper implementation to the Secondary Text Book Rental Scheme.
9. To support principals on the development of strategies to improve performance of the schools and their implementation.

JOB SPECIFICATION

QUALIFICATIONS

Master's Degree in Education plus five (5) years' experience as a manager in government or school level for a period of not less than five (5) years.

OR

Post graduate in Education management plus ten (10) years' experience as a manager in government or school level for a period not less than ten (10) years

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of management and administration
- Leadership, supervisory and Communication skills
- Co-ordination and Co-operative skills
- Ability to interpret government policies, rules and regulations
- Experience as senior inspector will be an added advantage
- Extensive knowledge and ability to interpret education Rules and Regulations.

**7. DEPARTMENT: THABA-TSEKA TECHNICAL INSTITUTION
(THABA-TSEKA)**

POSITION: CHIEF INSTRUCTOR

GRADE: H

SUPERVISOR: DIRECTOR -TTI

JOB SUMMARY

Under the supervision of the Director, The incumbent is responsible for managing and administering the entire Department as a whole. She/he is expected to play an active role in the development and dissemination of teaching and learning materials for both theory and practical subjects as well as participating in the development of assessment and examinations

JOB DESCRIPTION

- Facilitate the development of teaching materials and assessment in different programmes including administration of institutional Exams Committees.
- Conduct teaching within the institute including supervising and organizing theoretical and practical work for students.
- Supervise and manage the entire department, personnel and property in different programmes including performance of instructors and inspecting of teaching/learning practices and environment
- Contribute to the development of the curricula and other policies of the Technical and Vocational Education and Training.
- Contribute to the preparation of budget estimates for the department and manage and administer specific budget allocation.
- Prepare financial reports, inventory academic reports and other activities.
- Liaise with other departments and to assist them in all matters of common interest.
- Assist and monitor the development and implementation of the curricular and other policies of training within the institute.

JOB SPECIFICATION

Masters' Degree in Technical Education **PLUS** 1 year's workshop experience in Automotive/Motor Mechanics or Metalwork Technology

OR

Technical Degree in Education **PLUS** 2 year's workshop experience in Automotive/Motor Mechanics or Metalwork Technology

OR

National Diploma in Automotive/Motor Mechanics PLUS 3 year's workshop experience in Automotive/Motor Mechanics or Metalwork Technology

A teacher's certificate will be an added advantage

KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Ability to sustain a high standard of professionalism
- ❖ Ability to cooperate and relate with others
- ❖ Skills and ability to apply techniques to technical subject matter
- ❖ The work requires extensive knowledge and experience in teaching and guidance of subordinates
- ❖ Skills in developing teaching and learning materials, developing and delivery of staff development programmes and inspection of both theoretical lessons and practical including assessments and examinations.

8. DEPARTMENT: LESOTHO DISTANCE TEACHING CENTRE

POSITION: STUDENT ADVISOR

GRADE: G (M177192.00 –M210792.00 P/A)

1. JOB SUMMARY

Under the general supervision of the Deputy Director, the Student Advisor is in charge of the day to day running of the Student Advice Section. She/he supervises learner support services (administrative, academic and counseling) of the Student Advice Section in all centers

2. MAIN DUTIES

2.1 As head of Student Advice Section Plans and supervises ODL programmes for quality improvement:

- Manages learner support services
- Prepare ODL work plan and its implementation for effective performance of activities.
- Draw proposals for effective implementation

2.2 Coordinate and regulate other NFE -ODL centres on learner support services in the country through holding meetings and workshops.

2.3 Dissemination of information to ODL institutions regarding

learners recruitment in all district

- Publicize the ODL learner support services through pitsos, pamphlets and posters as well as radio.
- Hold orientations in all districts

2.4 Supervise enrolments of new and continuing learners

- Review enrolment forms, brochure, study guide and others
- Ensure that teaching and learning materials are distributed to tutors and learners

2.5 Manages records

- Make periodic records
- Ensure availability of yearly statistics

2.6 Supervision of examinations

- Recruit and train invigilators through workshops
- Allocate examinations material,
- Ensure security of examinations.
- Monitor examinations process

2.7 Liaise with ECoL regarding issues of final examinations.

2.8 Offer Training to Newly Recruited and Old Tutors

- Monitoring and coordinating all NFE study centres
- Hold workshops (one day orientation and thorough training on ODL practices).
- Monitoring Face to Face tutorials
- Process payments of tutors' claims.

2.9 Offering Psychosocial support

- Offer pre, during and post counselling, group and individual counselling of learners face to face and through radio. Offer pre, during and post counselling, group and individual counselling of learners face to face and through radio.

2.10 Offering learners support.

- Writing of learners references, attend to their queries answer questions and give guidance.

2.11 Preparation of annual budget and manage its implementation

2.12 Attend sectional heads meetings, workshops, seminars as well as

conferences on open and distance learning and also serves NCDC subject panels.

2.13 Prepare annual report

JOB SPECIFICATION

QUALIFICATION

A Master's Degree in Education (M.Ed.) plus 2 years working experience in an educational setting

OR

A Bachelor's Degrees in Education (B.Ed.) plus five years working experience in an open and distance learning institution

KNOWLEDGE, SKILLS AND ABILITIES

- S/He must be able to co-operate and relate with others
- S/He must be prepared to serve a target group varying both in age and educational background from about 11 years of age to over 50.
- S/He must be prepared to travel extensively and to spend extended periods on field work, sleeping overnight.
- Understand out-of- school learning.

9. DEPARTMENT: ADMINISTRATION

POSITION: SENIOR EXECUTIVE OFFICER

GRADE: E (M101, 604.00 – M117, 828.00 P.A)

JOB SUMMARY

The Senior Executive Officer is responsible to the Assistant Administration for overseeing the smooth and effective running of the Registry. She/he is responsible for ensuring that all records in the Registry are under safe custody.

MAIN DUTIES

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:

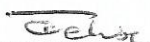
The Principal Secretary

Ministry of Education and Training

P. O. Box 47

Maseru – 100

Not later than, 19th April, 2019



PRINCIPAL SECRETARY