

MINISTRY OF EDUCATION AND TRAINING EXTERNAL CIRCULAR
NOTICE

NO. 17 OF 2019

P.O. BOX 47
MASERU 100

1st JULY, 2019

REF: EDfA/30

CC: ED/P/90

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 **COMM**
SECRETARY, TEACHING SERVICE COMMISSION
CLERK TO THE NATIONAL ASSEMBLY
CLERK TO SENATE
OFFICE OF OMBUDSMAN
DIRECTOR OF ELECTIONS
ACCOUNTANT GENERAL
AUDITOR-GENERAL

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

1. POSITION SUBJECT SPECIALIST - BUSINESS EDUCATIONS GRADE
- M256,920.00 P.A) - 1tCDC

JOB SUMMARY

Under the supervision of the relevant Learning Area Manager the incumbent is responsible for the design, development, production and dissemination of curriculum packages including teaching and learning materials for primary and secondary levels; carry out educational research; disseminate curriculum reforms

and undertake inservice programs; liaise with relevant stakeholders and institutions nationally and internationally on matters relating to curriculum.

MAIN DUTIES:

1. Design and develop curricular in the relevant subject or Learning Area in the appropriate level at ECCD, basic and secondary education.

- a. Carry out needs/ situational analysis.
- b. Identify and recommend panel members for the concerned subject.
- c. Lead and direct subject or Learning Area panel discussions on curriculum design and development process.
- d. Draw scope and sequence chart.
- e. Carry out comparative analysis of curriculum from different countries for benchmarking.
- f. Develop Learning Outcomes, Learning Experiences, Assessment criteria and Teacher's Guides for the concerned subject or Learning Area in different educational levels.
- g. Advise on appropriate teaching and learning methodologies.
- h. Advise on appropriate teaching and learning periods for the Subject or Learning Area.
- i. Advise on minimum attainment targets to determine standards for learner progression from one level to another.

2. Prepare instructional materials

- a. Draw textbooks technical specification and evaluation tool.
- b. Design and select relevant instructional materials in support of the curriculum for appropriate Learning Area.
- c. Design and develop supplementary materials.
- d. Advise on the design, planning, development and implementation of scheme and record of work, lesson plans and time-tabling.

3. Carry out pilot testing of curriculum and instructional materials in schools,

- a. Design and develop training manuals for pilot schools.
- b. Train Senior Education Officers, Education Officers, District Resource Teachers, pilot schools' teachers and principals on curriculum reform.
- c. Embark on follow-up schools' visits in order to assist pilot school teachers and monitor the pilot process.
- d. Solicit feedback that will inform revision of the trial materials.
- e. Produce pilot testing reports.

- f. Undertake educational research in support of curriculum activities.
- 4. Carry out dissemination and in-service activities related to the revised and new curriculum as well as instructional materials.
 - a. Train national trainers on curriculum reform.
 - b. Support national trainers during the nationwide (wholesale curriculum dissemination)-
 - c. Train personnel from relevant stakeholder institutions on curriculum reforms.
- 5. Collaborate and liaise with other institutions **nationally** and internationally on matters pertaining to curriculum
 - a. Undertake consultancy on curriculum and instructional materials' development.
 - b. Collaborate other relevant stakeholders on in-service programs in curricular related matters-
 - c. Collaborate with ECoL in designing assessment packages.
 - d. Collaborate with teacher-training institutions in the development and dissemination of curriculum reforms-
 - e. Collaborate with Non-Governmental Organizations in advocating curriculum reforms and other emerging issues.
 - f. Collaborate with Development Partners to support curriculum reforms.
 - g. Liaise with other curriculum institutions in matters relating to curriculum reforms.
 - h. Liaise with subjects' organizations and relevant clubs in matters relating to curriculum.

QUALIFICATIONS:

- e Master's Degree in Education, specialisation in a relevant subject (Accounting/ Commerce/Business Studies) plus three (3) years teaching experience.

OR

- Honours/ Postgraduate Diploma in Education, specialisation in a relevant subject (Accounting/Commerce/Business Studies) plus four (4) years teaching experience.

OR

- e Degree in Education, specialisation in a relevant subject (Accounting/ Commerce/ Business Studies) plus five (5) years teaching experience.

KNOWLEDGE, AFD ABILITIES

- Knowledge of curriculum theory;
- Must have acquired skills on curriculum development and evaluation;
- Should have basic teacher training skills;
- Basic skills In the relevant subject;

-Ability to establish basic effective communication among teachers;

-Emotional stability and persuasiveness;

-Demonstrate resourcefulness, initiative and good judgment;

-Good practical knowledge of computer skills.

2. POSITION SUBJECT SPECIALIST-FRENCH, GRADE **H(M216,084.00**
M256,920.00 P.A) - NCDC

JOB SUMMARY

Under the supervision of the relevant Learning Area Manager the incumbent is responsible for the design, development, production and dissemination of curriculum packages including teaching and learning materials-for primary and secondary levels; carry out educational research; disseminate curriculum reforms and undertake inservice programs; liaise with relevant stakeholders and institutions nationally and internationally on matters relating to curriculum.

MAIN DUTIES:

1. Design and develop curricular in the relevant subject or Learning Area in the appropriate level at ECCDS basic and secondary education.
 - a. Carry out needs/ situationed analysis.
 - b. Identify and recommend panel members for the concerned subject.
 - c. Lead and direct subject or Learning Area panel discussions on curriculum design and development process.
 - d. Draw scope and sequence chart.
 - e. Carry out comparative analysis of curriculum from different countries for benchmarking.
 - f. Develop Learning Outcomes, Learning Experiences, Assessment criteria and Teacher's Guides for the concerned subject or Learning Area in different educational levels.
 - g. Advise on appropriate teaching and learning methodologies-
 1. Advise on appropriate teaching and learning periods for the Subject or Learning Area.
 - j. Advise on minimum attainment targets to determine standards for learner progression from one level to another.
2. Prepare instructional materials
 - a. Draw textbooks technical specification and evaluation tool.
 - b. Design and select relevant instructional materials in support of the curriculum for appropriate Learning Area.
 - c. Design and develop supplementary materials.
 - d. Advise on the design, planning, development and implementation of scheme and record of work? lesson plans and time-tabling.

3. Carry out pilot testing of curriculum and instructional materials in schools.
 - a. Design and develop training manuals for pilot schools.
 - b. Train Senior Education Officers, Education Officers, District Resource Teachers, pilot schools' teachers and principals on curriculum reform-
 - c. Embark on follow-up schools' visits in order to assist pilot school teachers and monitor the pilot process.
 - d. Solicit feedback that will inform revision of the trial materials.
 - e. Produce pilot testing reports.
 - f. Undertake educational research in support of curriculum activities.
4. Carry out **dissemination** and in-service activities related to the revised and new curriculum as well as instructional materials.
 - a. Train national trainers on curriculum reform.
 - b. Support national trainers during the nationwide [wholesale curriculum dissemination.
- c. Train personnel from relevant stakeholder institutions on curriculum reforms.
5. Collaborate and liaise with other institutions nationally and internationally on matters pertaining to curriculum
 - a. Undertake consultancy on curriculum and instructional materials' development.
 - b. Collaborate with other relevant stakeholders on in-service programs in curricular related matters.
 - c. Collaborate with BCoL in designing assessment packages.
 - d. Collaborate with teacher-training institutions in the development and dissemination of curriculum reforms.
 - e. Collaborate with Non-Governmental Organizations in advocating curriculum reforms and other **emerging** issues.
 - f. Collaborate with Development Partners to support curriculum reforms.
 - g. Liaise with other curriculum institutions in matters relating to curriculum reforms.
 - h. Liaise with subjects' organizations and relevant clubs in matters relating to curriculum.

QUALIFICATIONS:

- Master's Degree in Education, specialisation in a relevant subject (French) PLUS DELF/DALF with two (2) years teaching experience.

OR

- Honours/ Postgraduate Diploma in Education, specialisation in a relevant subject (French) PLUS DELF/DALF with three (3) years teaching experience.

OR

- Degree in Education, specialisation in a relevant subject (French) PLUS DELF/DALF plus four (4) years teaching experience.

3. pos1T10N SUBJECT SPECIALIST - SPECIAL EDUCATION, GRADE **H**
(M216, OS4.00 - M2S6, 920.00 P.A) - NCDC

JOB SUMMARY

Under the supervision of the relevant Learning Area Manager the incumbent is responsible for the design, development, production and dissemination of curriculum packages including teaching and learning materials for primary and secondary levels; carry out educational research; disseminate curriculum reforms and undertake inservice programs; liaise with relevant stakeholders and institutions nationally and internationally on matters relating to curriculum.

MAIN DUTIES:

1. Design and develop curriculum in the relevant subject or Learning Area in the appropriate level at ECCD, basic and secondary education.
 - a. Carry out needs/ situational analysis.
 - b. Identify and recommend panel members for the concerned subject.
 - c. Lead and direct subject or Learning Area panel discussions on curriculum design and development process.
 - d. Draw scope and sequence chart.
 - e. Carry out comparative analysis of curriculum from different countries for benchmarking.
 - f. Develop Learning Outcomes, Learning Experiences, Assessment criteria and Teacher's Guides for the concerned subject or Learning Area in different educational levels.
 - g. Advise on appropriate teaching and learning methodologies.
 - h. Advise on appropriate teaching and learning periods for the Subject or Learning
 - i. Advise on minimum attainment targets to determine standards for learner progression from one level to another.
2. Prepare instructional materials
 - a. Draw textbooks technical specification and evaluation tool.
 - b. Design and select relevant instructional materials in support of the curriculum for appropriate Learning Area.

- c. Design and develop supplementary materials. d. Advise on the design, planning, development and implementation of scheme and record of work, lesson plans and time-tabling.
- 3. Carry out pilot testing of curriculum and instructional materials in schools.
 - a. Design and develop training manuals for pilot schools.
 - b. Train Senior Education Officers, Education Officers, District Resource Teachers, pilot schools' teachers and principals on curriculum reform.
 - c. Embark on follow-up schools' visits in order to assist pilot school teachers and monitor the pilot process.
 - d. Solicit feedback that will inform revision of the trial materials.
 - e. Produce pilot testing reports.
- 4. Carry out dissemination and in-service activities related to the revised and new curriculum as well as instructional materials.
 - a. Train national trainers on curriculum reform.
 - b. Support national trainers during the nationwide/wholesale curriculum dissemination.
 - c. Train personnel from relevant stakeholder institutions on curriculum reforms.
- 5. Collaborate and liaise with other institutions nationally and internationally on matters pertaining to curriculum
 - a. Undertake consultancy on curriculum and instructional materials' development.
 - b. Collaborate with other relevant stakeholders on in-service programs in curricular related matters-
 - c. Collaborate with ECoL in designing assessment packages.
 - d. Collaborate with teacher-training institutions in the development and dissemination of curriculum reforms.
 - e. Collaborate with Non-Governmental Organizations in advocating curriculum reforms and other emerging issues.
 - f. Collaborate with Development Partners to support curriculum reforms.
 - g. Liaise with other curriculum institutions in matters relating to curriculum reforms.
 - h. Liaise With subjects' organizations and relevant clubs in matters relating to curriculum.

QUALIFICATIONS:

- e Master's Degree in Education, specialisation in a relevant subject (Special Education) plus two (2) years teaching experience and 3 (three) years' experience in Sign Language interpreting.

OR

- Honours/ Postgraduate Diploma in Education, specialisation in a relevant subject (Special Education) plus three (3) years teaching experience and three (3) years experience Sign Language interpreting.

OR

e Degree in Education, specialisation in a relevant subject (Special Education) plus four (4) years teaching experience and 3 (three) years' experience in Sign Language interpreting. KNOWLEDGE, SELLS A-WD ABILITIES

-Knowledge of curriculum theory;

-Must have acquired skills on curriculum development and evaluation;-

Should have basic teacher training skills;

-Basic skills in the relevant subject;

Ability to establish basic effective communication among teachers; -

Emotional stability and persuasiveness;

-Demonstrate resourcefulness, initiative and good judgment;

-Good practical knowledge of computer skills.

4. POSITION SUBJECT SPECIALIST - **SCIENCE, GRADE H** (M216,084.00
M256,920.00 P.k) - r€cDc

JOB stmnvARY

Under the supervision of the relevant Learning Area Manager the incumbent is responsible for the design, development, production and dissemination of curriculum packages including teaching and learning materials for primary and secondary levels; carry out educational research; disseminate curriculum reforms and undertake inservice programs; liaise with relevant stakeholders and institutions nationally and internationally on matters relating to curriculum.

MAIN DUTIES:

1. Design and develop curricular in the relevant subject or Learning Area in the appropriate level at ECCDs basic and secondary education.

a. Carry out needs/situational analysis.

b- Identify and recommend panel members for the concerned subject.

c- Lead and direct subject or Learning Area panel discussions on curriculum design and development process.

d. Draw scope and sequence chart.

e. Carry out comparative analysis of curriculum from different countries for benchmarking.

f. Develop Learning Outcomes, Learning Experiences, Assessment criteria and Teacher's Guides for the concerned subject or Learning Area in different educational levels.

g. Advise appropriate teaching and Learning methodologies.

h. Advise on appropriate teaching and learning periods for the Subject or Learning Area.

i. Advise on minimum attainment targets to determine standards for learner progression from one level to another.

2. Prepare instructional materials

a. Draw textbooks technical specification and evaluation tool

b. Design and select relevant instructional materials in support of the curriculum for appropriate Learning Area.

c. Design and develop supplementary materials,

d. Advise on the design, planning, development and implementation of scheme and record of work, lesson plans and time-tabling.

3. Carry out pilot testing of curriculum and instructional materials schools.

a. Design and develop training manuals for pilot schools.

b. Train Senior Education Officers, Education Officers, District Resource Teachers, pilot schools' teachers and principals on curriculum reform.

c. Embark on follow-up schools' visits in order to assist pilot school teachers and monitor the pilot process-

d. Solicit feedback that will inform revision of the trial materials.

e. Produce pilot testing reports.

f. Undertake educational research in support of curriculum activities.

4. Carry dissemination and in-service activities related to the revised curriculum as well as instructional materials.

a. Train national trainers on curriculum reform.

b. Support national trainers during the nationwide curriculum dissemination.

c. Train personnel from relevant stakeholder institutions on curriculum reforms.

5. Collaborate and liaise with other institutions nationally and internationally on matters pertaining to curriculum

a. Undertake consultancy on curriculum and instructional materials' development.

b. Collaborate with other relevant stakeholders on in-service programs in curricular related matters.

c. Collaborate with ECoL in designing assessment packages.

d. Collaborate with teacher-training institutions in the development and dissemination of curriculum reforms.

e- Collaborate with Non-Governmental Organizations in advocating curriculum reforms and other emerging issues.

f. Collaborate with Development Partners to support curriculum reforms.

g. Liaise with other curriculum institutions in matters relating to curriculum reforms.

h- Liaise with subjects' organizations and relevant clubs in matters relating to curriculum.

QUALIFICATIONS:

- Master's Degree in Education, specialisation in a relevant subject (Physics and any other Science subject plus three (3) years teaching experience.

OR

- Honours/ Postgraduate Diploma in Education, specialisation in a relevant subject (Physics and any other Science subject) plus four (4) years teaching experience.

OR

- Degree in Education, specialisation in a relevant subject (Physics and any other Science subject) plus five (5) years teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES -Knowledge
of curriculum theory;

- Must have acquired skills on curriculum development and evaluation;
- Should have basic teacher training skills;
- Basic in the relevant subject;
- Ability to establish basic effective communication among teachers;
- Emotional stability and persuasiveness;

5. POSITION : INSPECTOR - GRADE, H (2) POSITIONS (M216,084.00
M2S6,920.00 P.A) - DISTRICT MANAGEMENT

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.

6. posmow - PERSONAL SECRETARY, ONE (1) POST - GRADE (M101,604.00 M117,S2S.OOP-A) - TVD

JOB SUMMARY

Under the general supervision of the Director, the Personal Secretary is responsible for performing the duties in the area of administration production and distribution of documents, office administration, and preparation of meeting and official trips, office security and supervision of subordinate staff

MAIN DUTIES

1. TYPING, PRODUCTION AND DISTRIBUTION OF DOCUMENTS

1.1. Typing correspondence and documents to put communication into legible presentation.

1.2. Seals classified documents to accord office secrecy.

1.3. Takes and transcribes dictation to a legible presentation to cut down on the CEO's drafting time.

1.4. Photocopies documents to enable wide distribution.

- 1.5- Binds reports and other documents and distributes them as necessary for information.

2. OFFICE ADMINISTRATION

- 2.1. Receives and relays messages through a suitable medium to facilitate the taking of appropriate action.
- 2.2. Takes minutes during administrative meetings and distributes them to members for their record-
- 2.3. Maintains the CEO's official duty to facilitate timely and relevant actions-
- 2.4. Receives, records and passes incoming mail to the CEO to facilitate appropriate action-
- 2.5. Annotates mail as necessary to indicate the urgency and / or importance of certain portions that require immediate attention.
- 2.6. Prepares routing slips as necessary to facilitate immediate action.
- 2.7. Maintains a record system and files correspondence for access of information and reference.
- 2.8. Registers out-going mail and instructs messenger on delivery / postage for record and appropriate dispatch.
- 2.9. Receives visitors, attend to their queries and other officers as necessary to regulate and speed up the process of service delivery.
- 2.10. Checks office equipment in the CEO's office and own office and recommend service or- replacement to minimize worldw disruption.

3. OR TRIPS AND

- 3.1. Composes itinerant of business journeys for the CEO as assigned to enable successful travel.
- 3.2. Arranges entry visa, accommodation and transport for official guests to enable their successful stay and movements in the host country.
- 3.3. Advises the CEO to refrain from tour impost as appropriate for accountability of public funds.
- 3.4. Checks and confirms the validity of travel documents and certificates of inoculation of the CEO in order to ensure adherence to immigration and health requirements of host
- 3.5. country-
- 3.6. Arranges entry visas, accommodation and transport for official guests to enable their and movements.
- 3.7. Arranges appointments and leisure activities for official guests to ensure a hospitable visit.

4. ORGANISATION or OFFICIAL MEETINGS, CONFERENCE AND OFFICIAL

- Issues letters of invitation for meeting: and official entertainment and confirm attendance to facilitate participation and hosting logistics.
- 4.2- Organises refreshments for official meetings to promote good public relations.
- 4.3. Communicates the CEO's acceptance / decline of invitation in order to facilitate hosting logistics and to avoid disappointments.

- 4.4. Maintains an official guest list in order to adhere to protocol practices and to avoid errors of omission-

5. OFFICIAL SECURITY

- 5.1. Closes windows and locks the entire office suite and activates the alarm system to prevent loss and theft-
- 5.2. Locks in all classified correspondence and documents to prevent unauthorized access.
- 5.3. Switches off heating / cooling system on vacation of office to prevent accidental fire occurrences.
- 5.4. Posts security procedures in the CEO and own office in order to facilitate adherence to security.
- 5.5. Logs in the bios system of the computer to restrict access.

6. SUPERVISION or STAFF

- 6.1- Occasionally conducts induction for subordinate staff in the cadre to enable their adaption in their work.
- 6.2- Conducts in-house training for subordinate staff to ensure continuous.
- 6.3- May assign work to subordinate staff and checks progress to monitor flow and quality control.
- 6.4- Performs other duties that may be assigned due to the demand of the service.

JOB SECTICATION ENTRY REQUIREMENTS DIRECT ENTRY

Diploma in Secretarial studies from a recognised institution.

5 years experience in secretarial duties plus 50wpm Typing Speed

OR

Advance typing or typing speed of 50 wpm

10 years experience in secretarial duties and office procedures

Advanced word processing

7. POSITION - ASSISTANT TEACHER Two (2) POSTS GRADED D, i
16.00 -Msg, 284.00 P.A.) - TEACEn•tG DEPARTMENT.

JOB SUMMARY

Under the general supervision of the Principal Teacher Administrator, the incumbent will collaborate with Accounts section in relation to processing of remuneration and benefits of the teachers.

MAIN DUTIES

1. Undertakes in-depth screening and processing of terminal benefits for teachers.
2. Guides teachers in the filing of option forms, fills computation forms and proof reads completed forms before their submission to pensions.
3. Coordinates processing of pension/gratuity claims.
4. Provides advice and interpretation of Rules, Regulations and Policies of Education.

5. Maintains and strictly adheres to regular payment schedule and report to Principal Teachers Administrator of any discrepancies in the process-
6. Brings to notice to the Assistant Finance Officer (TSD ACCOUNTS SECTION) of all underpayments and overpayments.
7. Issues casualty returns regarding appointments, transfers, leave confirmation, retirements etc.
- g. Consults with manpower regarding approval of nominations and study leaves.
9. Maintains and updates progress reports of teachers on study leave.

JOBSPECIFICATIONS

Qualifications

- Diploma in Human Resource Management/Public Administration (Adult Education plus two (2) years working experience dealing with Teachers affairs.

Knowledge, Skills and Abilities

- Good inter-personal **skills**.
- Computer literacy is an added advantage.
- Knowledge of Public Service Rules and Regulations.
- Knowledge of Education Act and Education Rules and Regulations.

3. POSITION - LITERACY RESOURCE TEACHER, GRADED, (M76,1284.00AA.) - LDTC

JOB SUMMARY:

Under the supervision of the non-formal education trainer, the incumbent is **responsible** for organizing and facilitating learning groups through the learning posts.

MAIN DUTIES:

- a- Liaises with local authorities and communities for establishment of learning posts.
- b. Recruits new learners.
- c. Guides Learning Post Administrators (LPS) to organize learning groups.
- d. Guides LPS's activities on regular materials to LPA's.
- e. Checks LPS's activities on how to work through the workbooks.
- f. Acquires and distributes learning materials to LPS's.
- g. Administers and marks tests.

JOB SPECIFICATION:

- Diploma in Adult Education plus one (1) year as Assistant Literacy Resource Teacher.
- Diploma in Primary Education plus at least one (1) year as Assistant Literacy Resource Teacher

9. POSITION - DISPATCH SUPERVISOR, GRADE C (M47,9L6.00 - MS6,904e00
LDTC

JOB SUMMARY:

Under the general supervision of Manager - Learner Support. Dispatch Supervisor is responsible for arrival of goods, storage of purchased materials, storage of serviceable materials returned to stores and issue of material's from stores.

MAIN DUTIES:

1. ARRIVAL OF MATERIALS:

- a) Checks the supplier's delivery note to ensure that it matches the physical goods /materials.
- b) Matches the descriptions of materials against purchase order, specifications and other relevant documents to ensure that materials delivery are as requested.
- c) Acknowledges the receipt of goods and materials within a set time by signing and stamping delivery notes to facilitate payment.
- d) Captures the transactions into the system or on the manual records where applicable to indicate delivery status of source documents such as invoices, requisitions and purchase order.
- e) Receives the procurement requisition, duplicate purchase order and contracts from the procurement assistant before goods are delivered to ~~compare~~ goods received with goods received.

2. STORAGE OF PURCHASED MATERIALS:

- a) Receives purchased materials in physical stores and posts to a bin card to reflect ~~quantities of incoming~~ Inventory.
- b) Marks materials and provides identification to ease issuing and distribution-
- c) Checks stored materials held against bin card balances in order to avoid discrepancies.
- d) Updates, marks and shelves merchandise in proper storage areas to ensure safe and ~~efficient~~ storage.
- e) Opens and maintains a register where returned serviceable materials are recorded ~~when received to include to the existing inventory.~~
- f) Checks and confirms the item description and physical quantity for record keeping-
- g) Posts details of the received items on the Bin card to reflect quantity of returned ~~serviceable material.~~
- h) Marks items for identification to ease redistribution.

3. OF MATERIALS FROM STORES:

- a) ~~Opens store~~ Issue register to keep a record of issued items.
- b) Posts the issues in the stores ledger card to reflect status of the issued goods.
- c) Issues equipment, furniture, supplies and materials upon receipt of properly ~~completed and authorize requests.~~

5 DISTRZBVTEON or EDUCATIONAL MATERIALS:

a) Receives and keeps proper records of all printed and purchased workbooks and other educational materials.

Checks receipts to confirm payment before issuing workbooks to learners.

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c) Dispatches workbooks and educational materials to learners and tutors.

d) Distributes educational materials to the study centres.

e) Fills delivery notes to facilitate distribution of educational materials.

f) Assists the procurement assistant to keep proper records of available materials.

EDUCATION AND EXPERIENCE:

- COSC/LGCSE/ GCSE with 4 passes including English PLUS three (3) years working experience.

OR

- JC PLUS Advanced Certificate in purchasing and supply with six (6) years working experience in procurement/ inventory management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent Communication and Interpersonal skills
- Ability to serve people with respect and tolerance

Applications 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 31/07/2019



THABISO LEBESE (DR)
CIPALSECRETARY
MINISTRY OF EDUCATION

TRAINING