



## **ADVERTISEMENT INTRODUCTION**

The Government of Lesotho is looking for highly motivated professional local candidates to fill thirteen (13) positions of **Deputy Principal Secretaries** tenable in the following Government Ministries:

- i) Defence, National Security and Environment; (4 positions)
- ii) Justice, Law and Parliamentary Affairs; (1 Position)
- iii) Education and Training (1 Position)
- iv) Local Government, Chieftainship, Home Affairs & Police (1 Position)
- v) Foreign Affairs and International Relations; (1 Position)
- vi) Natural Resources; (1 Position)
- vii) Gender, Youth, Sports, Arts, Culture and Social Development; (2 Positions)
- viii) Public Service, Labour and Employment; (2 Positions)

## **MAIN PURPOSE OF THE JOB**

To provide strategic leadership and guidance in formulation and implementation of policies, procedures, guidelines, strategic rules and regulations in area of designation, management and technical support, to improve service delivery.

## **MAIN DUTIES**

1. Coordinates development and implementation of policies, legal frameworks, systems and guidelines.
2. Coordinates development of departmental strategy, work plans and oversees their implementation.
3. Oversees compliance to the established financial management policies, guidelines, procedures and systems.
4. Oversees compliance with the established procurement policies, rules and regulations.
5. Oversees management of the Department.
6. Participates in Executive management meetings.

## **JOB SPECIFICATION**

Masters Degree in Social Sciences plus at least 5 years working experience at Managerial level

**Or**

Postgraduate Diploma/Honours in Social Sciences plus 7 years working experience at a managerial level.

**Or**

First Degree in Social Sciences plus 10 years working experience at a managerial level

**Interested candidates are advised to request a detailed job description and specification from the Ministry of Public Service Labour and Employment before they apply.**

**Interested candidates should fill and submit GP 103 or GP 104(for serving officers) with certified copies of educational certificates (vetted by Council on Higher Education) and detailed CVs to HR Office , Public Service – Sun Gardens, Unit 2 on or before 14:00 pm on the 24<sup>th</sup> August 2023. The advert available on government website at [www.gov.ls](http://www.gov.ls)**