

**MINISTRY OF INFORMATION, COMMUNICATIONS, SCIENCE,
TECHNOLOGY AND INNOVATION EXTERNAL CIRCULAR NO.1 OF 2025**

P. O. Box 36

MASERU 100

02nd JANUARY 2025

CM/ CIR/ 30

**TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENTS
ALL DISTRICT ADMINISTRATORS**

**COPY: GOVERNMENT SECRETARY
SENIOR PRIVATE SECRETARY TO HIS MAJESTY
SENIOR PRIVATE SECRETARY TO THE PRIME MINISTER
CLERK OF THE NATIONAL ASSEMBLY
CLERK OF THE SENATE
ATTORNEY GENERAL
ACCOUNTANT GENERAL
AUDITOR GENERAL
OMBUDSMAN
DIRECTOR IEC
SECRETARY, PUBLIC SERVICE COMMISSION**

Applications are invited from suitably qualified local candidates for the following positions:

JOB DESCRIPTION

JOB TITLE : CHIEF INFORMATION SECURITY OFFICER
GRADE : K
NO. OF POSITIONS : ONE (1)
DEPARTMENT : INFORMATION COMMUNICATIONS TECHNOLOGY
RESPONSIBLE TO : ICT DIRECTOR GENERAL

Job purpose

Assist ICT Director General to set strategic direction for the information security framework nationwide. Manage an organization's cybersecurity strategy and its implementation to ensure that digital systems, services and assets are adequately secure and protected. Manage and implement the security architecture IT Governance, Risk management & compliance security operations and incident response. Carry out functions delegated to him/her by the ICT Director General.

Key functions

- Defines, maintains and communicates the cybersecurity vision, strategy, policies and procedures. Manages the implementation of the cybersecurity policy across the organization. Assures information exchange with external authorities and professional bodies
- Define, implement, communicate and maintain cybersecurity goals, requirements, strategies, policies, aligned with the business strategy to support the organizational objectives
- Prepare and present cybersecurity vision, strategies and policies for approval by the senior management of the organization and ensure their execution
- Supervise the application and improvement of the Information Security Management System (ISMS)

- Educate senior management about cybersecurity risks, threats and their impact to the organization
- Ensure the senior management approves the cybersecurity risks of the organization
- Develop cybersecurity plans
- Develop relationships with cybersecurity-related authorities and communities
- Report cybersecurity incidents, risks, findings to the senior management
- Monitor advancement in cybersecurity
- Secure resources to implement the cybersecurity strategy
- Negotiate the cybersecurity budget with the senior management
- Ensure the organization's resiliency to cyber incidents
- Manage continuous capacity building within the organization
- Review, plan and allocate appropriate cybersecurity resources

Qualifications

Must have Master's Degree in Information Security or Information Security Certification from a recognized institution. Must have certification in Risk management or IT governance course. The incumbent must have a minimum of 8 years' experience 2 of which must have served at ICT Director level in Lesotho Government or equivalent level of experience in a reputable organization.

Or

Must have Bachelor's Degree in Information Security or Information Security Certification from a recognized Institution. Must have certification in Risk management or IT governance course. The incumbent must have a minimum of 10 years' experience 2 of which must have served at ICT Director level in Lesotho Government or equivalent level of experience in a reputable organization.

Competences

- Technical Competences
- Technology Trend Monitoring
- Information Security Strategy Development
- Risk Management
- Information Security Management
- IS-Governance
- Behavioral competences
- Innovativeness
- Teamwork, leadership, and Networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective

JOB TITLE : CHIEF LIBRARIAN
GRADE : I
NO. OF POSITIONS : ONE (1)
DEPARTMENT : LIBRARY AND ARCHIVES
RESPONSIBLE TO : DIRECTOR LIBRARY AND ARCHIVES

JOB SUMMARY

Under the general supervision of the Director Library the incumbent is responsible for the management of library and archives services, through supervision of collection development and maintenance of information sources.

MAIN DUTIES

1. FORMULATION AND / REVIEW OF LIBRARY AND ARCHIVES POLICIES, SYSTEMS AND LEGAL FRAMEWORK

- 1.1 Initiates formulation and / review of policies, regulations and procedures.
- 1.2 Conducts research to improve policies, systems and legal frameworks.
- 1.3 Drafts proposals for changes on the policies and systems.

2. COORDINATES IMPLEMENTATION OF LIBRARY AND ARCHIVES POLICIES, SYSTEMS AND LEGAL FRAMEWORK

- 2.1 Initiates development of policy guidelines, procedures, standards and regulations to guide implementation.
- 2.2 Designs monitoring and evaluation tools.
- 2.3 Monitors and evaluates implementation of policies, systems and legal frameworks.
- 2.4 Maintain and strengthen communication between the library and archives and their stakeholders.

3. MANAGEMENT OF THE LIBRARY AND ARCHIVE'S FUNCTION

- 3.1 Appraises and Selects publications for the library and archives collection.

- 3.2 Facilitates for acquisition of information sources.
- 3.3 Oversees cataloguing and classification, re-packaging, shelving of information sources, documentation of archival collection.
- 3.4 Manages circulation of information sources.
- 3.5 Recommends weeding / disposition of information sources.
- 3.6 Recommends approval for issuance of standard serial number /international book number and compliance certificates.
- 3.7 Administers development and implementation of a legal deposit system.
- 3.8 Provides guidance and advice on conservation and preservation of information sources.
- 3.9 Controls and administers public records.

4. PROVIDES STRATEGIC DIRECTION

- 4.1 Facilitates development of the departmental annual operational plan.
- 4.2 Monitor and evaluates progress on implementation of plans and programmes.
- 4.3 Conducts performance appraisals for staff.
- 4.4 Coordinates development of annual budget for the department.
- 4.5 Consolidates departmental reports.

5. MANAGES INSTITUTIONAL RELATIONS/ AFFILIATIONS

- 5.1 Initiates exchange programmes and ideas on an ongoing basis and expand knowledge on library and archives services.
- 5.2 Creates bilateral affiliation with other libraries and archives and related organizations annually to enhance services.
- 5.3 Creates a union catalogue to enhance an effective information resource sharing.
- 5.4 Facilitate establishment of local information centres to promote accessibility of the National Library and Archives services.

- 5.5 Organizes sensitization programmes that support the goals and objectives of the library and archives.
- 5.6 Facilitates payment of national, regional and international membership dues for continued recognition and to sustain benefits in respect of the National library.

JOB SPECIFICATION

- Masters Degree in Library and Information Science/ Archival Studies/ Records Management/Knowledge Management plus two (2) years' experience as a Senior Librarian or any other related disciplines.

OR

- Honours/Postgraduate Diploma in Library and Information Science/ Archival Studies/ Records Management/Knowledge Management plus three (3) years' experience as Senior Librarian or any other related disciplines.

OR

- Bachelors Degree in Library and Information Science/Archival Studies/ Records Management/Knowledge Management plus four (4) years working as Senior Librarian or any other related disciplines.

KNOWLEDGE AND SKILLS

- Passing of an assessment test
- Ability to lead, manage and adapt to change effectively
- Understanding of the framework for library and archive service.
- Strong technical knowledge of Integrated Library and Archive Systems and Microsoft Office.
- Excellent oral and written communication skills
- Proven organizational, analytical and project management skills
- Understands and acts in accordance with the professional values and ethics of library and archive service
- Demonstrated aptitude for creative problem solving
- Active commitment to personal growth and lifelong learning

RESPONSIBILITY

Supervision

As Head of library and archives, the incumbent takes full responsibility for performance of all staff.

Property

The incumbent is responsible for safekeeping of all equipment and general collection of the library and archives.

Safety of others

The incumbent provides subordinates with protective clothing for safety measures as they encounter a lot of dust when shelving library materials

Effect of errors

The incumbent is responsible for all errors encountered in the management and provision of library and archival services.

COMPLEXITY

Authority for Decision-Making

The incumbent has authority for decision making.

CONTACTS

The incumbent makes regular contacts with members of the public, historians, publishers, suppliers of goods and services International Organizations, Professional Associations and other libraries, when carrying out day-to-day duties.

WORKING CONDITIONS

Hazards

There are no hazards in this job.

JOB TITLE : HEAD OF NEWS
GRADE : I
NO. OF POSITIONS : ONE (1)
DEPARTMENT : LTV
RESPONSIBLE TO : DIRECTOR OPERATIONS

JOB SUMMARY

Under the supervision of the Director Operations, Head of News is responsible for management, supervision and control of the newsroom and financial matters.

MAIN DUTIES

1. MANAGEMENT OF THE NEWSROOM

- Monitor news to ensure quality control
- Guide the editor for the smooth running of the Newsroom
- Hold meetings with the Editor to be updated on news coverage daily
- Subscribe to news agencies to get news material
- Define and maintain ethical and editorial aspect of stories
- Schedule meetings with clients.
- Undertakes, lead and manage the planning of story submission times

2. PRESENTATIONAL DUTIES

- Participate in news conferences, meetings, workshops and seminars to acquire new techniques and contacts for efficiency.
- Participate in news organization seminars on news ideas and policies

3. MANAGEMENT OF DEPARTMENTAL BUDGET

- Consolidate annual objectives and submit them to Director Operations for approval and to provide direction for the Newsroom

- Actively participate in the preparation and submission for the annual budget for inclusion in the ministerial budget to secure funds
- Participates in the preparation and advice the Director Operations regarding approval of sectional workplans to ensure that they are in line with departmental objectives
- Monitor departmental expenditure to ensure adherence to financial regulations and procedures and to guard against overspending
- Prepare requisitions for the Newsroom
- Prepare the tender notice of jobs to be carried out in the section

4. MANAGEMENT OF NEWSROOM STAFF

- Participate in the development of human resource plans to enable effective staffing of the department and advises of the Director Operations on shortages and other needs
- Assign and allocate responsibilities and duties to Section Heads and periodically monitor their performance
- Approve sectional training plans to facilitate purposeful and systematic training
- Periodically evaluate performance of staff under his/her supervision

5. PERFORM ANY OTHER RELATED DUTIES THAT MAY BE ASSIGNED DUE TO DEMAND OF THE SERVICE

KNOWLEDGE AND SKILLS

EDUCATION AND TRAINING

Master's degree in journalism/media studies/communication with at least three (3) of satisfactory service as either Editor or Sub Editor

OR

Postgraduate qualification in journalism/media studies/communication with three (4) years' experience of satisfactory service as either Editor or Sub Editor

OR

A Bachelor of journalism/media studies/communication or any Social Science Degree/Humanities and six (6) years' experience as Editor/Producer or Reporter in the TV Newsroom

RESPONSIBILITY

For Work of Others

The job holder is required to supervise the Editor and the Sub Editor

For Property (Equipment, Material and Finance)

The job places on the incumbent responsibility to ensure that equipment and materials are in a safe custody, for example locking the newsroom where computers, telex, fax and news materials are kept

For effect of Errors

- The incumbent is responsible for the errors committed while communication the instructions to cover events which could result in no news being broadcast and loss of listenership
- The incumbent is responsible for errors that may be committed while editing stories for broadcast that may lead to misinformation
- The incumbent is responsible for errors that may be committed while collecting, translating, writing and reading news

COMPLEXITY

Authority of decision-making

The incumbent has the authority to make decisions on the newsworthiness of the material

Problem Solving

The incumbent may occasionally have to clarify what assignments he/she gave to the Editor and the Sub Editors

The incumbent may occasionally have to mediate between conflicting subordinates

SUPERVISION RECEIVED

- The job holder is expected to work independently and report to the Director Operations on a weekly basis

CONTACTS

- The job requires the incumbent to make contacts with:
- Director Operations to get assignment s
- Editor to give assignments
- Members of other department and sections when discussing job related issues
- Members of other ministries, districts, organizations and the public about disseminating information

EFFORT

Mental Effort

The job requires minimal effort

Emotional Effort

The job holder has to work under pressure especially when news material is late for editing and reading. Occasionally the incumbent has to deal with politically or otherwise motivated requests for broadcast of events not in compliance with professional ethics and code of conduct of news broadcast

WORKING CONDICTIONS

Unfavorable Conditions

The job holder also has to work beyond normal working hours

HAZARDS

Minimal

JOB TITLE : SYSTEM SUPPORT OFFICER (DOCUMENTALIST)

GRADE : G

NO. OF POSITIONS : ONE (1)

DEPARTMENT : ICT

RESPONSIBLE TO : DEVELOPMENT SUPERVISOR OR IT MANAGER

Job Purpose

The Government Website is an indispensable tool to connect Basotho, the diaspora, and the international community coupled with keeping them updated and informed about the general state of affairs.

Key Functions (Responsibilities and Duties)

For this reason, the department of ICT is inviting applications to fill the vacant post of the Systems Support Officer (Previously known as Documentalist).

- Oversee and manage the posting and development of the content for the website.
- Ensure that the content aligns with the government policies and the objectives set out in the National Development Instruments.
- Provide a window through which international investors peep through to seize investment opportunities available in Lesotho, thus making a website to serve as a vehicle through which Foreign Direct Investment (FDI) can flow into the country.
- Ensure that the website is further a platform on which costs of doing business can be significantly reduced, for through a mere click of a button, one can access vital information on government services. This can significantly enhance the efficiency and effectiveness of government.
- Work closely with sister news gathering departments/agencies to develop engaging content that resonates with the target audience.
- Help drive government brand and enhance stakeholder engagement.
- Ensure and deliver valuable and reliable information to targeted audiences.

QUALIFICATIONS AND EXPERIENCE

The suitable applicant should possess the following, in order to be considered:

A Bachelor's Degree in Social Sciences, preferably International Relations, Economic Studies, or Development Studies from any reputable local or international university.

A 3–5-year experience in a newsroom environment, as a news reporter or news editor with a grasp of news gathering and dissemination. An experience in Website Content Management will be an advantage.

A relevant exposure and experience in Public Relations or Marketing

An understanding of how government functions (spheres of government) and the National Development Instruments (NSDP II) and an interest into the regional (SADC), political, economic, and social dynamics will be an added advantage.

Technical Competences

- Ability to use the computer, basic Information and Communication appreciation.
- Ability to plan, organise and lead.
- Understanding and appreciation of international protocols

Behavioural Competences

- Teamwork, leadership
- Effective Communication
- Accountability
- Innovativeness
- Flexibility

JOB DESCRIPTION

JOB TITLE: SYSTEM SUPPORT OFFICER

GRADE: G

RESPONSIBLE TO: RELEVANT ADMINISTRATOR

JOB PURPOSE:

To provide technical support on institution systems and their services.

Key Functions:

1. Providing routine support to Ministry staff on LAN, WAN and other ICT issues
2. Provide Support in monitoring the use of internal data and voice communication facilities (equipment and software)
3. Maintaining the systems integrity and providing user guidance.
4. Providing support on development and implementation of applications.
5. Upgrades of systems and related operating system issues
6. Carrying out startup and shutdown procedures
7. Administering user accounts, permissions, and access rights
8. Providing desk and on call support to end-users
9. Advising on access control for network users to support Confidentiality and integrity of the network Resources
10. Handling service requests and take part in recovery and restoration of a system to a correct state after a security incident

QUALIFICATIONS:

- Must have Bachelor's Degree in information technology or Computer Science from a recognized Institution and must have a minimum of (02) years working experience at the level of Assistant System Support or equivalent level of experience in Government or reputable organization.

Or

- Master's degree in any of the above

COMPETENCIES:

Technical Competences

- Information Communication Technology
- Planning, Organizing, and coordinating

Behavioural competences

- Innovativeness
- Teamwork and Networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective
- Flexibility

JOB TITLE	: PROGRAMMES ASSISTANT
GRADE	: D
NO. OF POSITIONS	: ONE (1)
RESPONSIBLE TO	: PROGRAMME PRODUCER
DEPARTMENT	: BROADCASTING

JOB SUMMARY

Under the general supervision of the Programmes Officer, the Programmes Assistant is responsible for Radio Continuity Shifts, preparation of radio programmes production and presentation of the radio programmes.

MAIN DUTIES AND RESPONSIBILITIES

- Research topics and background information for items to be featured on the programme
- Plan and rehearse shows
- Write, understands and memories scripts
- Host radio programmes
- Conduct interviews and collect radio programmes material
- Liaise with other members of production and technical team
- Provides links between programmes
- Produce content for radio programmes

Skills Required:

- Strong on-air personality
- Sufficient knowledge in current trends
- Confidence
- Suitable voice for radio
- Good communication and public speaking skills (in both Sesotho and English)
- Research and interviewing skills
- Ability to work under pressure
- Conversant with social media

REPRESENTATIONAL DUTIES

- Liaising with media houses, international organization and TV stations.
- Attends workshops and conference on matters relating to production operations.

JOB SPECIFICATION

- Diploma in Journalism/ Media Studies/ Broadcasting or equivalent, previous experience will be added advantage.

RESPONSIBILITIES

For Work of Others

The job requires the incumbent to maintain smooth working relations with programme producers and librarians and Controller of Programmes.

For Property (Equipment, Materials and Finance)

The job places on the incumbent responsibility to ensure security and safety of the studio equipment, computers and recorded material in his or her custody.

For Effect of Errors

The incumbent is responsible for the errors committed by junior staff in the execution of their duties such as failure to observe safety and operational procedures, which could result in loss of property, equipment, data and software or failure to render the service.

For Safety of Others

The job places on the incumbent responsibility to enforce and ensure that proper safety and operational procedures are followed to ensure safety of personnel working under him/her.

COMPLEXITY

The incumbent has the authority to use own creativity to enhance the structure of the programmes.

PROBLEM SOLVING

The incumbent regularly solves problems that are directly related to radio production and programming.

SUPERVISION RECEIVED

The incumbent is expected to work independently under supervision by the programme producer and controller of programmes.

DEXTERITY

The job requires good eyesight, listening skills and mental capability to record programmes or produce live productions. It also requires the artistic resourcefulness of the individual.

CONTACTS

The job requires the incumbent to make contacts with:

- Programme producer, during production meetings and when seeking advice, guidance, and authority.

News personnel, programme personnel and engineering daily in the execution of duties.

- Other departments and sections for co-ordination of Ministry of Communications activities.
- Other utility organizations to discuss issues of mutual interest.
- At times with the public to explain and disseminate information regarding issues relevant to his/her department.

EFFORT

The job requires high mental effort.

Physical Effort

The job requires little physical effort.

Emotional Effort

Usually the incumbent will find himself/herself under immense pressure especially during news or live broadcasts.

WORKING CONDITIONS

Unfavourable Conditions

The incumbent may work under very cold conditions within the studios or away during field coverages.

HAZARDS

The job holder may be exposed to unprecedented attacks especially during elections or coups because of unsatisfactory electorates or stakeholders.

JOB TITLE : STUDIO OUTSIDE BROADCAST PERSONNEL

GRADE : D

NO. OF POSITIONS : ONE (1)
DEPARTMENT : BROADCASTING
RESPONSIBLE TO : PRODUCTION OFFICER

JOB SUMMARY

A Studio/Outside-Broadcast Personnel is responsible for recording television productions and broadcasting programmes from the studio and providing live national events from production locations.

MAIN DUTIES

- Studio recording and outside broadcasting
- Operate studio and OB Van cameras
- Design studio for different recordings
- Design lighting set for different recordings
- Manage audio for different recording set-ups
- Prepare studio for studio recordings including live news and current affairs programs
- Rig and unrig OB Van in all recording sites
- Operate character generator

REPRESENTIAL DUTIES

- Liaising with media houses, international organizations and TV stations
- Attend workshops on matters relating to production operations

SKILLS REQUIRED

- A good understanding of the language of the transmission
- Excellent visuals and aural awareness, excellent color vision and aesthetic abilities
- A good sense of rhythm to produce accurate and sensitive transitions and appreciate music
- Knowledge of the requirements of relevant Health and Safety procedures
- Ability to organize, multitask, solve problems, pay attention to detail, work as a team, excellent verbal communication and IT skills

EDUCATION

Associate degree in Broadcasting-Radio and Television/TV and Film Production

OR

Diploma in Computer Systems Engineering/Electronics Engineering/Graphics Designer or equivalent

RESPONSIBILITIES

For work of others

The job requires the incumbent to maintain smooth working relations with editors, news producers, programme producers and librarians

For Property (Equipment, Material and Finance)

The job places on the incumbent responsibility to ensure security and safety of the studio equipment, computers and tapes in his or her custody

For effect of errors

The incumbent is responsible for the errors committed by junior staff in the execution of their duties such as failure to observe safety and operational procedures, which could result in loss of property, equipment, data and software or failure to render the service

For safety of others

The job places on the incumbent responsibility to enforce and ensure that proper safety and operational procedures are followed to ensure safety of personnel working under him/her

Complexity

The incumbent has the authority to use own creativity to enhance the structure of the programmes

Problem solving

The incumbent regularly solves problems involving the field equipment and television production sets

Supervision received

The incumbent is expected to work independently under minimum supervision by the Camera Operator

Dexterity

The job requires good eyesight, listening skills and mental capability to record programmes or produce live production. It also requires the artistic resourcefulness of the individual

Contacts

The job requires the incumbent to make contacts with:

- Production Manager, during briefing sessions, reporting meetings and when seeking advice, guidance and authority
- News personnel, programme personnel and engineering daily in the execution of duties
- Other departments and sections for co-ordination of Ministry of Communications activities
- Other utility organizations to discuss issues of mutual interest
- Production director during briefing sessions for news and programme production

Effort

The job requires high mental effort

Physical effort

The job requires little physical effort

Emotional effort

Usually the incumbent will find himself/herself under immense pressure especially during news or live production

Working conditions

Unfavorable conditions

The incumbent may work under very cold conditions within the studio or away during field coverage

Hazards

The job holder may be exposed to unprecedented attacks especially during elections or coups because of unsatisfactory electorates or stakeholders

JOB TITLE : SWITCHBOARD OPERATOR
GRADE : C
NO. OF POSITIONS : ONE (1)
DEPARTMENT : SCIENCE AND TECHNOLOGY
RESPONSIBLE TO : ASSISTANT RESEARCH OFFICER

JOB SUMMARY

Switchboard Operator is the face of the Ministry since both the external and internal customers have to pass through the incumbent before going to other offices within the relative department. As a Switchboard Operator, the incumbent will be required to answer and transfer incoming calls and greet visitors.

MAIN DUTIES

- Operate a multi-line telephone switchboard in a professional and efficient manner
- Answer incoming calls promptly and transfer them to the appropriate department or person
- Take and relay messages accurately in a timely manner
- Welcome visitors in a courteous and professional manner and direct them to appropriate location or office
- Maintain a tidy and organized reception area
- Be the first to deal with customer grievances

JOB SPECIFICATION

COSC/LGCSE Certificate with a good pass in English plus Basic Computer Skills

JOB TITLE : DRIVER
GRADE : C

NO. OF POSITIONS : ONE (3)
DEPARTMENT : ADMINISTRATION
RESPONSIBLE TO : TRANSPORT OFFICER

JOB SUMMARY

Under the supervision of the Transport Officer, the incumbent is generally responsible for the driving and taking proper care of Government vehicles

MAIN DUTIES

- Driving and taking care of Government vehicles
- Maintenance of the logbook
- Maintenance and cleanliness of Government vehicles
- Advising the Transport Officer regarding the due dates of the vehicles service and,
- Reporting on any damage on the vehicle and losses of vehicle parts and other related incidents

JOB SPECIFICATION

COSC/LGCSE Certificate

A valid driver's license and Public

A minimum of five (5) driving experience, and have the

Ability to drive in all areas of the country and the neighboring countries

JOB DESCRIPTION

JOB TITLE : CLERICAL ASSISTANT

GRADE : B

RESPONSIBLE TO: REGISTRY SUPERVISOR

DEPARTMENT : ADMINISTRATION

MINISTRY : COMMUNICATIONS, SCIENCE AND TECHNOLOGY

JOB SUMMARY:

Under the general supervision of the Registry Supervisor, Clerical Assistant classifies, distributes, retrieves, and safeguards files and correspondence within the Ministry, also controls file movement.

MAIN DUTIES

1.0 Classification and filling

- 1.1** Receives and sorts incoming mail for circulation to divisional heads for information.
- 1.2** Main file index to keep record of all the Ministry's files for accurate filling.
- 1.3** Classifies incoming mail to determine relevant subject files for proper filling.
- 1.4** Registers incoming and outgoing mail for record purposes.
- 1.5** Allocates and marks folio numbers to relevant action officers for their attention.
- 1.6** Fills weeding and transfer record sheet to keep trace of Folio transferred to other files.
- 1.7** Dispatches outgoing mail for delivery to their destinations to ensure timely delivery.

2.0 File Movement Control

- 2.1** Maintains file movement cards to keep of all the distributed files to different action officer.
- 2.2** Examines transit ladders of files to ensure that action has been taken by relevant officer on all marked folios.
- 2.3** Keeps brings-up diaries to facilitate faster circulation of files between different action officers.

3.0 Safe keeping of files

3.1 Collects on daily basis at a close business all distributed files to ensure their safety.

3.2 Keeps proper record of all closed files for their safety and future use.

JOB SPECIFICATION

C.O.S.C with pass in English

OR

G.C.E with a pass in English plus 1 year experience in a related field

RESPONSIBILITY

Responsibility for property

The job places on the incumbent the responsibility to ensure that mail and files are kept safe.

For effect of errors

The incumbent is responsible for error that maybe committed while handling the mail e.g. misfiling and misplacement of files which could result in losing mail and delays in taking action.

Contacts

The work requires making regular contacts with heads of Departments, Secretaries and Colleagues about correspondence in the files. The incumbent is also expected to make follow ups with other Ministries and Private organizations.

EFFORT

Mental effort

The job requires careful concentration for the perusal and classification of the mail to avoid misfiling and improper direction of the mail.

Physical effort

The incumbent may occasionally have to carry files to different desk officers.

Emotional effort

The job involves dealing with officials who are occasionally impatient and desperate for the files and documents. The incumbent therefore has to be understanding, tolerant and tactful to such cases.

Applications should be made on the relevant forms of GP 104 for serving officers and GP 103 for job seekers duly accompanied by certified copies of educational certificates, transcripts, ID and Council on Higher Education (CHE) Certificate of verification should be hand delivered to:

The Human Resource Office

Ministry of Information, communication, Science, Technology and Innovation

3rd floor Moposo house

DEADLINE FOR SUBMISSION WILL BE ON THE 03rd FEBRUARY 2025



Kanono Ramashamole (Mr.) - Principal Secretary

Ministry of Information, Communication, Science, Technology and Innovation

