Roads Directorate, P.O. Box 194, Maseru 100, Lesotho
Tel: +266-22324191, Fax: +266-22310123

Job Title:	**Senior Administration Officer**	**Job Category:**	
Division:	Corporate Services	**Job Code/ Req#:**	
Location:	Mohale's Hoek	**Travel Required:**	
Level/Salary Range:		**Position Type[1]:**	Contract
HR Contact:		**Date posted:**	
Will Train Applicant(s):		**Posting Expires:**	
External posting URL:	[i.e.: http://www.rd.org.ls website address for this position]		
Internal posting URL:			

Relevant Information:

Closing Date is 12th December 2025 Submit in the HR Office and register your names.	PHYSICAL ADDRESS: Roads Directorate – Headquarter Opposite Browns Cash & Carry Supermarket Corner Senate and Lepoqo Rd, Industrial Area , Maseru

Job Description

Job Purpose:

To ensure day-to-day management of corporate administrative support function, office maintenance and cleanliness, office security, document management, transport, registry and messages centres.

Duties:

1. **General Administration:** Participates in the budget preparations and advice on specific items that he/she has noted to be needed for proper functioning of the section as well as taking consideration of general items needed by other user divisions or sections.
2. **Printing and Production** : Overseeing the cost effective printing and production of documentation across the RD.
3. **Office Health and Safety:** Ensuring the conducive, safe and healthy working environment within the entire RD.
4. **Reception and Telecommunication:** Ensuring the proper management of reception and telecommunication to promote the RD image and relevant flow of information to the RD clients and Staff
5. **Office Space, furniture and Equipment Allocation and Maintenance:** Ensuring the procurement, usage, maintenance and allocation of office furniture, equipment and office space for the entire RD to promote organizational business.
6. **Guest and Staff house Management and UP keeping:** Ensuring that all the guest and staff houses are well maintained and furnished.

[1] Position type is either: full-time, part-time, job share, contract, intern

7. **Housekeeping and Gardening**: Responsible for the cleanliness of offices, corridors, guest houses and surrounding to promote a healthy working environment and enhances employee performance.

8. **Security Provision:** Implements necessary measures to ensure security and safety at all times within RD premises for RD property, personnel and visitors.

9. **Fleet Management**: To develop and implement the cost effective transport management system to ensure the procurement, utilization, maintenance and disposal of the RD fleet.

10. **Events Management:** Coordination and management of all the relevant RD events in partnerships with any identified stakeholders affected by the event (s).

11. **Refreshments Management**: Develop and maintains a standardized guidelines for the procurement and usage of refreshment to various organizational activities.

12. **Loss of Property**: Administer the process of loss report and match the outcomes to the existing inventory to aid management decision.

13. **Registry Unit:** Ensure that proper systems of mail, information and communication channels used by the Registry Unit are being adhered to; and further attends to any challenges/ grievances on the part of service delivery.

14. **Staff Supervision**: Supervises staff that is in direct-line of reporting and ensures that their performance is to an acceptable standard and they are motivated to perform.

15. **Subordinates Staff:** Training and Development: Ensures that staff under his/ her supervisions is well equipped to perform and identifies through the Performance Management System the training and development interventions that will help uplift staff performance.

16. **Reports Production**: Ensures that reports are produced accordingly as part of performance management system and to aid management decision regarding the operations and needs of the section as well as for the whole organization.

Qualifications and Experience:

- Degree in Public/ Business Administration/ Human Resource Management or any related qualification in the Social Sciences plus a minimum of 4 years relevant working experience in the administrative roles or related functions

Skills:

- Good verbal and written communication; good negotiation skills; knowledge of the legal framework in which the government operates; performance management skills; knowledge of technical standards, project management and contract specifications; and financial management Computer knowledge is a must in MS Office, MS Project
- Good communication skills are required
- Good presentation skills