



MINISTRY OF HEALTH AND SOCIAL WELFARE

VACANCIES

BACKGROUND

The Government of Lesotho has received a grant from the Global Fund towards the cost of Global Fund for HIV/AIDS, Tuberculosis and Malaria Project and it is intended that part of the proceeds of this grant will be applied for procurement of the following vacancies.

1. Human Resources Officer (10 Positions)

Position: Human Resources Officer

Period of Service: Two (2) years Renewable

Responsible to: Manager Human Resources

Duties:

The officer is expected to supervise, implement HR plans, policies and activities for District Health Management Team (DHMT) within the Ministry of Health and Social Welfare.

Specific Duties:

1. Undertakes HR demands and Supply forecast
 - 1.1. Undertakes inventory on existing jobs, workforce and training policies, movements, structures and labour relations.
 - 1.2. Assess current plan, policies and priorities for implementation.
 - 1.3. Determines future HR needs based on inventory and plan areas.
2. Undertakes job analysis work studies, surveys
 - 2.1. Identifies job and areas that need analysis.
 - 2.2. Selects a sample for study analysis.
 - 2.3. States problems found in the area studied.
 - 2.4. Conducts job analysis and work duties.
 - 2.5. Writes jobs that require descriptions and review.
 - 2.6. Presents finding and recommendation for improvement to HR procedures and systems.
3. Handles Disciplinary cases, grievances, disputes welfare and safety of employees.
 - 3.1 Advises staff on code of conduct, terms of appointment and conditions of services.
 - 3.2 Creates awareness of health and safety standards and procedures.
 - 3.3 Attends to cases on disciplinary and grievances and counsels employees on personal /social problems that affect work.

- 3.4. Investigates accidents at workplace.
- 3.5 Organize employee's welfare services as prescribed by policies and procedures.

- 4. Administers training, development and Performance Management System
 - 4.1. Consolidate the Ministerial work plans
 - 4.2. Prepares the ministerial training plans
 - 4.3. Ascertains timely of performance appraisal forms
 - 4.4. Organizes workshop, conference, seminars and keeps contact with training institute.
 - 4.5. Assess validity of claims on annual increments and awards based on performance.
- 5. Oversees the recruitment, utilization and supervision of the Ministerial Staff.
 - 5.1 Oversees maintenance of HR information and prepare management reports (staff complement /staff profiles).
 - 5.2 Prepare Documentation for Preliminary candidates.
 - 5.3 Collaborates with Heads of Sections to select candidates for pre-interview.
 - 5.4 Prepares the shortlist out of pre-interviews results for onwards transmission.
 - 5.6 Implement Public Service Commission decisions.
 - 5.7 Allocates jobs and monitors performance.

Qualifications, Skills and Experience

- Preferably BA Degree in Human Resources Management or any of the following related Social Sciences: BA Public Administration or BCom Management or BA Management plus two years relevant work experience.

Other Necessary skills and Competencies

- Experience in procedure and report writing
- Proven supervision skills
- Computer competence including use of different spreadsheet
- Ability to work with minimal supervision
- Interpretation of Public Service Regulations

2. Driver (34 Positions)

Position: **Driver**

Period of Service: **Two years** Renewable

Responsible to :Administrative Secretary

Attributes: The applicants should be a law abiding, respecting and clean Mosotho with two years experience as a driver. They should be prepared to work long hours, over weekends and holidays whenever necessary.

Under the general supervision of Administrative Secretary, the **Driver** shall:

MAIN DUTIES

1. To deliver and collect messages and documentation as requested by office in order to support efficient daily operations of the office.
2. To assist in the production of documents and photocopying when required.
3. To assist administrative Secretary with registering and dispatching of letters/documents.
4. To transport Procurement Unit staff in a safe and efficient manner at all times, through strict adherence with specified driver schedule and timetables and all statutory driving regulations.
5. Check safety of vehicles on daily basis by checking tyres, fuel and faults that can be managed.
6. Update log books of vehicle on daily basis for proper recording of mileage and ensures that all journey are properly authorized.
7. Secure vehicles' equipment and ensure that the vehicle is securely parked with locking devices at all times.
8. Ensure that the vehicle assigned to him is regularly maintained and serviced.
9. Maintain an extremely high level of personal hygiene and appearance at all times, as well as maintain vehicle in an excellent state of cleanliness at all times.
10. Perform any other duties that may be assigned from time to time.

MINIMUM REQUIREMENTS

COSC with Pass in English

Minimum working experience: Three years as a licensed driver

3. TB/HIV Nurse (18)

Position: TB/HIV Nurse

Contract Duration: Two years Renewable

Responsible to: Senior Nursing Officer

JOB SUMMARY

The TB/HIV nurses will be responsible for strengthening the TB/HIV integration and Collaborative activities in the district, and more so at the hospital (TB diagnostic centre) where she/he will be based by supporting the TB Clinic, ART and PMTCT Clinics. He/she will be based in the TB clinic under supervision of the District TB/HIV coordinator.

SPECIFIC RESPONSIBILITIES INCLUDE:

➤ Supporting the TB Clinic to:

- Offer HTC to all TB patients (target > 80%)
- Offer CPT to all HIV positive TB patients (target > 80%)
- Apply WHO staging guidelines to adults and Children
- Initiate ARVs to all eligible HIV positive TB patients
- Promote prevention of the transmission of HIV among TB patients and TB suspects
- Record and report TB/HIV data in the TB register.
- Compile quarterly case finding and treatment outcome reports.
- Capacity building of staff to safely execute their task.

- **Manage ART /TB treatment and associated side effects**

➤ Supporting the ART/PMTCT CLINICS to:

- Screen PLWHA for TB and make sure those found to have TB are put on TB treatment.
- Promote isoniazid preventive therapy (IPT) and make sure those illegible are enrolled.
- Promote infection control measures in the clinics.
- Record and report TB/HIV data in the Pre-ART and ART registers
- Assist in compilation of required data/report.

➤ Identify and address systems challenges that affect the provision of quality care, such as:

- **Patient flow;**
- **Tracking defaulters;**
- **Referral systems; and**
- **Record-keeping systems**
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➤ Communication

- Regular and timely communication with relevant department:
 - Laboratory management
 - ARV stock management
 - OI stock management
 - TB drug stock management
 - TB/HIV patient referral mechanisms
 - MCH/TB patient referral mechanisms
 - Arrange and coordinate meetings between TB and ART clinics.
- **General Policies Procedures and Practices**
 - To comply with all national policies, guidelines, procedures and practices and to be responsible for keeping up to date with any changes of these.
 - **Ethics**
 - To practice, maintain and observe professional conduct in accordance with Lesotho Nursing Council.
 - **Working conditions**
 - The incumbent will be working in a number of settings including clinic and community settings. She or He will work in unfavourable conditions such as working overtime and in hard to reach areas.
 - **Supervision**
 - Supervises and monitor junior staff in the facilities in relation to TB/HIV activities.
 - **Job Specifications**
 - Diploma in General Nursing and Midwifery Plus more than 2 years working experience
 - Registration with the Lesotho Nursing Council (LNC)

4. Data Collector (65 Positions)

Position: Data Collector

Contract Duration: Two (2) years Renewable

Responsible to: District Health Information Officer

Under the general supervision of the DHIO at the District the Data Collector will capture health data in line with prescribed formats and soft ware. Supervise collection of health data from all district facilities. Maintain an inventory of reporting institutions and expected reports. Order and distribute HMIS stationery

1. Capture health data in line with prescribed formats and soft ware

- Routine data from monthly returns is captured
- Data verification is implemented
- Database is certified and transferred to DHIO every second Friday of the month.

2. supervise collection of health data from all district facilities

- An inventory of all GOL, CHAL and private health institutions in the districts
- List of facilities that reported against expected reports every month
- District supervision on health data recording
- Reports from non reporting facilities

3. Order and distribute HMIS stationery

- District budget for HMIS stationery
- Adequate stock of HMIS stationery at district level
- Adequate stock of HMIS stationery at all facilities.

Performance Indicators

- Number of due statistical reports timely received
- Percentage of the monthly returns not capture electronically by the end the month
- Completeness of reports
- Number of facilities visited
- No of planned supervision visits accomplished

Competencies:

Knowledge

- COSC with at least pass in Mathematics and English
- Computer literacy will be an added advantage.

Skills

- Working knowledge in MS Windows is an advantage
- Arithmetic skills
- Data processing skills

Attributes

- Pay attention to details, Self motivated and Honest

5. HIV Testing Counselor (8 Positions)

- Under supervision of senior counselor
- Provide both pre-test, rapid testing and post testing counselling and follow up Clients or Patients
- Support People living openly with HIV/AIDS and ensure their involvement in HIV/AIDS issues
- Assist in the formation of the support groups for People living with HIV/AIDS
- Ensure the provision of materials for infected and affected such as home based care kits
- Consolidate the district HIV/AIDS reports
- Be able to refer issues that need further management of HIV/AIDS
- Follow national policy guidelines and protocols on HIV Testing and counseling
- To keep confidential information and records
- Work in collaboration with Hospitals teams and other stakeholders in dealing with HIV/AIDS issues
- Carry out community mobilization
- Do HTC Advocacy and awareness
- Compile and submit monthly, quarterly and annual reports

Qualifications

- Degree in Counselling or Pastoral Care
- Training in HIV Testing and Counselling

6. Assistant HIV Counsellor (13 Positions)

- Under supervision of HIV Testing Counsellor
- Keep confidential reports of Clients
- Carry out the pre-test, rapid testing for HIV anti-body and post test counseling and follow up
- To support people infected and affected with HIV/AIDS
- To compile monthly, quarterly and annual reports
- Provide both pre-test and post test counselling to clients
- To refer clients for further management of their conditions to districts hospitals
- Follow national policy, guidelines protocols on counseling
- Carry out community mobilization
- Do HTC Advocacy and awareness
- Supervise community Counsellors
- To train community on HIV/AIDS issues

Qualifications

- Diploma in counselling or pastoral counselling
- Training in HIV Testing and Counselling

7 Community Counselling Assistant (14)

- Trusted by the Community
- Commitment and passion for the infected and affected with the HIV/AIDS
- Comfortable with sexuality issues
- Able to read and write
- Carry out both pre-testing and post and supportive counseling at the community level
- Keep records of client served
- Advise on nutrition, drugs, adherence positive living with HIV/AIDS
- Carry out referral for further management of HIV/AIDS Clients/Patients
- Willing to work overtime
- Keep confidential reports of the Client
- Carry out rapid testing for HIV/Antibody
- Based in Community
- Have a non judgment attitude towards clients
- Assist in the establishment of support groups
- Community education
- Awareness raising

Qualifications

- COSC
- Training in HIV Testing and Counselling

8. Procurement Officer (TB) (NDSO)

Position: Procurement Officer (TB)

Contract Duration: Two (2) years Renewable

Responsible to: Procurement Coordinator

Minimum Qualifications	Diploma/Certificate in Laboratory Sciences. Qualification with any of CIPSS certificate will give a competitive advantage.
Experience	Two years or more of service in any of the Medical Science Laboratory within the Country.

1.0 Summary of the Job Description:

The Procurement Officer is responsible for processing the orders and the contracts already made with the Suppliers who have the contracts for the supply of Health Sector Goods related to TB and funded by any of the Donors to the Lesotho Government. The officer will further liaise with the relevant Human Resource Officers within the Organization in order to ensure that the Health Sector Goods for the management of TB, funded by the Donors, are properly captured and delivered to the end users.

2.0 List of Duties and Responsibilities.

- 2.1 Solicit quotations from the Suppliers in connection with international and / or National Shopping methods of procurement on products without Bidders or not tendered for.
- 2.2 Assist during the evaluation process of the received quotations for selecting the appropriate supplier.
- 2.3 Fill in the requisition forms and prepare purchase orders to commence contractual relationship with the selected supplier.
- 2.4 Safe-keep all the documents leading to the award of the contract and as well as the signed contracts for the purpose of the post review and auditing.
- 2.5 Update the purchase order register and contract register to ensure that all necessary information is properly recorded.
- 2.6 Make regular follow up with the Suppliers; report on the delivery status in effort to ensure that supplies are made in line with the contractual lead time.
- 2.7 Update and fill data required for the Suppliers Performance Management Tool.
- 2.8 Address Supplies Queries as raised by the Warehouse Department and report those within 48 hours to the Procurement Coordinator and the Procurement Manager.
- 2.9 Liaise with an appropriate Officer within the Global Fund Coordination Unit of the Ministry of Finance and Development Planning in obtaining the payment confirmation and ultimately ensure that they are send to the Suppliers and reported to the Procurement Coordinator.

- 2.10 Attend to any duties, strictly related to his/her duties that may be delegated by the Procurement Coordinator, the Procurement Manager or the General Manager of the Organization.
- 3.0 **Performance Standards.**
 - 3.1 Requisitions for Products not on Tender turned in to Purchase Orders in not more than 10 working days of Receipt of such requisitions.
 - 3.2 Necessary reports regarding the delivery status, status of queries, payments confirmations etc produced in line with the reporting requirements within the Organization.

9. Procurement Officer (NDSO) HIV/AIDS)

Position: Procurement Officer

Contract Duration: Two (2) years Renewable

Responsible to: Procurement Coordinator

Minimum Qualifications	Diploma in Pharmacy, Any Qualification in Commercial Studies at Diploma Level. Qualification with any of CIPPs certificate will give a competitive advantage.
Experience	Experience or specific qualification in Procurement Related Programs will give a competitive advantage

1.0 Summary of the Job Description:

The Procurement Officer is responsible for progressing the orders and the contracts already made with the Suppliers who have the contracts for the supply of Health Sector Goods related to HIV/AIDs and funded by any of the Donors to the Lesotho Government. The officer will further liaise with the relevant Human Resource Officers within the Organization in order to ensure that the Health Sector Goods funded by the Donors are properly captured and delivered to the end users.

4.0 List of Duties and Responsibilities.

- 4.1 Solicit quotations from the Suppliers in connection with international and / or National Shopping methods of procurement on products without Bidders or not tendered for.
- 4.2 Assist during the evaluation process of the received quotations for selecting the appropriate supplier.
- 4.3 Fill in the requisition forms and prepare purchase orders to commence contractual relationship with the selected supplier.
- 4.4 Safe-keep all the documents leading to the award of the contract and as well as the signed contracts for the purpose of the post review and auditing.
- 4.5 Update the purchase order register and contract register to ensure that all necessary information is properly recorded.
- 4.6 Make regular follow up with the Suppliers; report on the delivery status in effort to ensure that supplies are made in line with the contractual lead time.
- 4.7 Update and fill data required for the Suppliers Performance Management Tool.
- 4.8 Address Supplies Queries as raised by the Warehouse Department and report those within 48 hours to the Procurement Coordinator and the Procurement Manager.
- 4.9 Liaise with an appropriate Officer within the Global Fund Coordination Unit of the Ministry of Finance and Development Planning in obtaining

the payment confirmation and ultimately ensure that they are send to the Suppliers and reported to the Procurement Coordinator.

- 4.10** Attend to any duties, strictly related to his/her duties that may be delegated by the Procurement Coordinator, the Procurement Manager or the General Manager of the Organization.

5.0 Performance Standards.

- 5.1** Requisitions for Products not on Tender turned in to Purchase Orders in not more than 10 working days of Receipt of such requisitions.
- 5.2** Necessary reports regarding the delivery status, status of queries, payments confirmations etc produced in line with the reporting requirements within the Organization.

10 Stores Keeper (2) (NDSO)

Position: Store Keeper

Contract Duration: Two (2) years Renewable

Responsible to: Suppliers Coordinator

Minimum Qualification	C.O.S.C with Pass in English and Mathematics
Experience	A minimum of two years of working in stores.

1.0 Summary of the Job Description:

The Stores Keeper is responsible for picking, packing and cartoning the products prior to their delivery to the Customers.

6.0 List of Duties.

- 6.1 Pick, pack and cartons the products according to the Customers demanding the products.
- 6.2 Label the cartons of the products according to the details of the Customers demanding the products.
- 6.3 Ensure that the cartons have the following on the their labels;
 - 6.3.1 Name of the Customer.
 - 6.3.2 The reference number (invoice number).
 - 6.3.3 The appropriate number of the carton.
- 6.4 Fill and update the stocks records according the correct transactions records of the day.
- 6.5 Participate fully in stock counts of the products as will be instructed from time to time by the Supplies Officer and the Coordinator.
- 6.6 Attend to queries/inquiries about the products delivered to NDSO Customers.
- 6.7 Do any other duties (job related) that may be assigned from time to time.

7.0 Performance Standards.

- 7.1 Products packed and ready for delivery within 48 hours of being picked from the warehouse.
- 7.2 Errors related to packing, cartons and invoice referencing kept to a maximum of five per quarter.

11. SENIOR TUTOR - GENERAL NURSING (8 NHTC & 3 CHAL)

Position: Senior Tutor- General Nursing

Institution: National Health Training College and CHAL

Contract Duration: Two (2) years Renewable

Responsible to: Deputy Director Academic

SUMMARY OF DUTIES:

Under the general supervision of the Deputy Director Academic, the incumbent is responsible for all academic responsibilities related to General Nursing Program.

MAIN DUTIES:

1. DEVELOPS AND REVIEWS THE CURRICULUM CONTENT FOR GENERAL NURSING PROGRAM
 1. Conducts needs assessment pertaining to General Nursing Curriculum
 2. Collects the relevant educational materials on the latest developments pertaining to the areas of interest.
 3. Identifies and selects the appropriate specialists and stakeholders and commission them to provide technical support.
 4. Develops and reviews the General Nursing curricula documents.
 5. Submits the draft-document to the appropriate stakeholders and accreditation bodies for approval
 6. Participates in the development and review of curriculum in other departments
2. IMPLEMENTS THE CURRICULUM
 - Selects course outlines for relevant year of study
 - Identify appropriate course content for the particular year of study
 - Prepares the teaching/lecture notes and teaching aids.
 - Develops Time Tables
 - Selects the appropriate method of teaching.
 - Carries out the actual teaching of both classroom and clinical teaching of the assigned courses in the General Nursing Program, and record the content covered in the subject register.
 - Coordinates clinical experiences with relevant officers in charge
 - Collaborates with resource persons having relevant expertise necessary in the General Nursing Program
 - Assesses and evaluates learning of the relevant group of students.
 - Designs questions for tests, assignments, presentations, tutorials and practical
 - Designs marking guides for tests, assignments, presentations, tutorials and practical
 - Records the marks of tests, assignments, presentations, tutorials and practical obtained by the individual students.
 - Demonstrates procedures relevant to General Nursing

- Ensures that each student carries out return demonstrations with the minimum competence level required
- Conducts remedial sessions for students with low marks where necessary.
- Facilitates exchange of ideas with other lecturers or knowledgeable persons.
- Develops and circulates Annual Academic Work plans for General Nursing Program.
- Sets both final and supplementary examination question papers including their marking guides.
- Marks both the final and supplementary examination papers.
- Participates in compilation and processing of both final supplementary and final examination results.

3. PROMOTES ACADEMIC GROWTH OF STUDENTS

- Exposes and introduces students to research process.
- Cultivates critical thinking and problem solving skills to the appropriate level of students.
- Facilitates and supervises the individual students' research projects.
- Facilitates publication of the research reports and replication of the research studies.
- Provides guidance and counselling for students and refer where necessary.

4. ADMINISTERS AND MANAGES THE JUNIOR ACADEMIC STAFF IN THE GENERAL NURSING PROGRAM,

- Facilitates recruitment of new students and appointment of the External Examiners (Moderators)
- Assigns the curriculum content to different lecturers.
- Monitors the implementation of the curriculum by the lecturers.
- Evaluates and appraises Lecturers and keeps records
- Prepares the General Nursing Program quarterly and annual reports and submits them to the office of Dean, Department of Nursing
- Holds General Nursing Program meetings
- Identifies areas of need for continuing education in the General Nursing Program.
- Recommends staff development to the Academic Council
- Holds membership in the College Committees as and when necessary.
- Promotes and facilitates General Nursing Program growth and development to meet local, regional and international standards.
- Supervises the work of lecturers

5. ENGAGES IN RESEARCH STUDIES AND COMMUNITY-BASED SERVICES

- Identifies Health related Research areas relevant to general nursing
- Conducts Research in areas of interest so as to bring about changes and make academic improvements.
- Conforms to the standards and requirements set by the Research Committee of the Institution.

- Publishes the research results.
- Motivates lecturers to continuously engage in Research activities
- Engages in Sabbatical activities regionally and internationally.
- Participates in the inter-departmental, inter-college, and inter-university research committees locally, regionally, and internationally.

KNOWLEDGE AND SKILLS:

The incumbent must have knowledge, skills and experience appropriate for efficient teaching in the General Nursing Program.

RESPONSIBILITIES:

1. FOR WORK OF OTHERS

The incumbent provides management and leadership support to colleagues and students, and assumes responsibility for any inadequate or substandard performance within the General Nursing Program.

2. FOR PROPERTY

The incumbent will be the custodian of all the public assets entrusted to him/her for effective and efficient teaching of students.

3. FOR EFFECT OF ERRORS

The incumbent is responsible for the work-related errors resulting in failure to achieve the Program goals and objectives.

CONTACTS:

The incumbent will be in constant contact with the following officers/people while executing the office responsibilities:

- The students, program, departmental staff and general colleagues
- The Heads of Programs
- The Heads of Departments
- Deputy Director Academic
- The public and other stakeholders

EFFORT:

1. MENTAL EFFORT

The job requires the incumbent to be emotionally stable, have good listening skills and also possesses positive leadership attributes.

2. PHYSICAL EFFORT

The job requires minimal physical effort.

3. EMOTIONAL EFFORT

The job requires the incumbent to be emotionally stable and objective.

EDUCATION AND EXPERIENCE:

A Masters Degree in Nursing Sciences or an Equivalent with a minimum of three (3) years of teaching, or clinical experience. A qualification in Education is a requirement

OR

A Bachelors Degree Nursing Education or an Equivalent with a minimum of five (5) years teaching, or clinical experience.

PhD is an added advantage.

12. Senior Tutor - Midwifery (6)

Position: Senior Tutor Midwifery

Institution: National Health Training College

Contract Duration: Two (2) years Renewable

Responsible to: Deputy Director Academic

SUMMARY OF DUTIES:

Under the general supervision of the Deputy Director Academic, the incumbent is responsible for all academic responsibilities related to Midwifery

MAIN DUTIES:

2. DEVELOPS AND REVIEWS THE CURRICULUM CONTENT FOR MIDWIFERY PROGRAM
 7. Conducts needs assessment pertaining to Midwifery Curriculum
 8. Collects the relevant educational materials on the latest developments pertaining to the areas of interest.
 9. Identifies and selects the appropriate specialists and stakeholders and commission them to provide technical support.
 10. Develops and reviews the Midwifery curricula documents.
 11. Submits the draft-document to the appropriate stakeholders and accreditation bodies for approval
 12. Participates in the development and review of curriculum in other departments
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2. IMPLEMENTS THE CURRICULUM
 - Selects course outlines for relevant year of study
 - Identify appropriate course content for the particular year of study
 - Prepares the teaching/lecture notes and teaching aids.
 - Develops Time Tables
 - Selects the appropriate method of teaching.
 - Carries out the actual teaching of both classroom and clinical teaching of the assigned courses in the Midwifery Program, and record the content covered in the subject register.
 - Coordinates clinical experiences with relevant officers in charge
 - Collaborates with resource persons having relevant expertise necessary in the Midwifery Program
 - Assesses and evaluates learning of the relevant group of students.
 - Designs questions for tests, assignments, presentations, tutorials and practicals
 - Designs marking guides for tests, assignments, presentations, tutorials and practicals
 - Records the marks of tests, assignments, presentations, tutorials and practicals obtained by the individual students.

- Demonstrates procedures relevant to Midwifery
- Ensures that each student carries out return demonstrations with the minimum competence level required
- Conducts remedial sessions for students with low marks where necessary.
- Facilitates exchange of ideas with other lecturers or knowledgeable persons.
- Develops and circulates Annual Academic Work plans for Midwifery Program.
- Sets both final and supplementary examination question papers including their marking guides.
- Marks both the final and supplementary examination papers.
- Participates in compilation and processing of both final supplementary and final examination results.

3. PROMOTES ACADEMIC GROWTH OF STUDENTS

- Exposes and introduces students to research process.
- Cultivates critical thinking and problem solving skills to the appropriate level of students.
- Facilitates and supervises the individual students' research projects.
- Facilitates publication of the research reports and replication of the research studies.
- Provides guidance and counselling for students and refer where necessary.

5. ADMINISTERS AND MANAGES THE JUNIOR ACADEMIC STAFF IN THE MIDWIFERY PROGRAM,

- Facilitates recruitment of new students and appointment of the External Examiners (Moderators)
- Assigns the curriculum content to different lecturers.
- Monitors the implementation of the curriculum by the lecturers.
- Evaluates and appraises Lecturers and keeps records
- Prepares the Midwifery Program quarterly and annual reports and submits them to the office of Dean, Department of Nursing
- Holds Midwifery Program meetings
- Identifies areas of need for continuing education in the Midwifery Program.
- Recommends staff development to the Academic Council
- Holds membership in the College Committees as and when necessary.
- Promotes and facilitates Midwifery Program growth and development to meet local, regional and international standards.
- Supervises the work of lecturers

6. ENGAGES IN RESEARCH STUDIES AND COMMUNITY-BASED SERVICES

- Identifies Health related Research areas relevant to Midwifery.
- Conducts Research in areas of interest so as to bring about changes and make academic improvements.
- Conforms to the standards and requirements set by the Research Committee of the Institution.

- Publishes the research results.
- Motivates lecturers to continuously engage in Research activities
- Engages in Sabbatical activities regionally and internationally.
- Participates in the inter-departmental, inter-college, and inter-university research committees locally, regionally, and internationally.

KNOWLEDGE AND SKILLS:

The incumbent must have knowledge, skills and experience appropriate for efficient teaching in the Ophthalmic Program.

RESPONSIBILITIES:

1. FOR WORK OF OTHERS

The incumbent provides management and leadership support to colleagues and students, and assumes responsibility for any inadequate or substandard performance within the Midwifery Program.

2. FOR PROPERTY

The incumbent will be the custodian of all the public assets entrusted to him/her for effective and efficient teaching of students.

3. FOR EFFECT OF ERRORS

The incumbent is responsible for the work-related errors resulting in failure to achieve the Program goals and objectives.

CONTACTS:

The incumbent will be in constant contact with the following officers/people while executing the office responsibilities:

- The students, program, departmental staff and other colleagues
- The Heads of Programs
- The Heads of Departments
- The Dean, Nursing Department
- Deputy Director Academic
- The public and other stakeholders

EFFORT:

1. MENTAL EFFORT

The job requires the incumbent to be emotionally stable, have good listening skills and also possesses positive leadership attributes.

2. PHYSICAL EFFORT

The job requires minimal physical effort.

3. EMOTIONAL EFFORT

The job requires the incumbent to be emotionally stable and objective.

EDUCATION AND EXPERIENCE:

Masters degree in nursing sciences or an equivalent with three (3) years working experience (clinical/teaching)

OR

A bachelor's degree in Nursing Education or an equivalent with a minimum of five (5) years of experience in teaching and or clinical experience.

A qualification in Midwifery is a requirement.

13. Senior Tutor- Environmental Health (3)

Position: Senior Tutor- Environmental Health

Institution: National Health Training College

Contract Duration: Two (2) years Renewable

Responsible to: HOD, ALLIED HEALTH SCIENCES – NHTC

SUMMARY OF DUTIES:

Under the general supervision of the HOD of Allied Health Sciences, the incumbent is responsible for all academic responsibilities related to Environmental Health Programme.

MAIN DUTIES:

13. DEVELOPS AND REVIEWS THE CURRICULUM CONTENT FOR ENVIRONMENTAL HEALTH

- (i) Conducts needs assessment of Environmental Health Programme
- (ii) Collects the relevant educational materials on the latest developments pertaining to the areas of interest.
- (iii) Selects the appropriate specialists and stakeholders and commission them to provide technical support.
- (iv) Develops and reviews the Environmental Health curricula documents and participates in the development and review curricula in other programmes.
- (v) Facilitates presentation of the draft-document to the general stakeholders
- (vi) Forwards the draft-document to Director, NHTC.

2. IMPLEMENTS THE REVISED CURRICULUM

- (i) Prepares the course outlines.
- (ii) Prepares the teaching/lecture notes and teaching aids.
- (iii) Develops Time Tables
- (iv) Selects the appropriate method of teaching.
- (v) Carries out the actual teaching of the specified Environmental Health topics and record the content covered.
- (vi) Assesses and evaluates learning of the relevant group of students.
- (vii) Records the marks of tests, assignments, presentations and practicals obtained by the individual students.
- (viii) Conducts remedial sessions where necessary.
- (ix) Facilitates exchange of ideas with other lecturers or knowledgeable persons.
- (x) Develops and sets the tests, presentations, assignments and final examination papers and marking scheme as well as the supplementary examination question papers.
- (xi) Marks tests, presentations, assignments and final examination papers.
- (xii) Participates in compilation and processing of final examination results.

3. PROMOTES ACADEMIC GROWTH OF STUDENTS

1. Exposes and introduces students to various types of research.
2. Cultivates critical thinking and problem solving to the appropriate level of students.
3. Identifies and prepares students' clinical visits
4. Liaise with other institutions which offer Environmental Health subjects
5. Provides guidance and counselling for students.
6. Facilitates participation of students in Environmental Health related National Events.

4. ADMINISTERS AND MANAGES THE STAFF AND STUDENTS IN THE DEPARTMENT

- (i) Facilitates recruitment and appointment of the External Examiners (Moderators)
- (ii) Identifies areas of need for continuing education and recommends areas of need for continuing education in Environmental Health Programme.
- (iii) Monitors the implementation of the curriculum by the lecturers.
- (iv) Evaluates and appraises Tutors and keeps records
- (v) Prepares the Departmental/Program quarterly and annual reports and submits them to the office of Director, NHTC.
- (vi) Holds Program meetings
- (vii) Recommends staff development to the Academic Council
- (viii) Holds membership in other Committees as and when necessary.
- (ix) Promotes and facilitates Departmental/Program growth and development to meet local, regional and international standards.

KNOWLEDGE AND SKILLS:

The incumbent must have knowledge and skills appropriate for efficient teaching of relevant disciplines.

RESPONSIBILITIES:

1. FOR WORK OF OTHERS

The incumbent provides management and leadership support to colleagues and students, and assumes responsibility for any inadequate or substandard performance within the Program.

2. FOR PROPERTY

The incumbent will be the custodian of all the public assets entrusted to him/her for effective and efficient teaching of students

3. FOR EFFECT OF ERRORS

The incumbent is responsible for the work-related errors resulting in failure to achieve the Departmental goals and objectives.

CONTACTS:

The incumbent will be in constant contact with the following officers/people while executing the office responsibilities:

- (a) The students and departmental staff and general colleagues
- (b) The Heads of Programs
- (c) The Heads of Departments
- (d) The Director
- (e) The public and other stakeholders

EFFORT:

1. MENTAL EFFORT

The job requires the incumbent to be psychologically prepared and also possess positive leadership attributes.

2. PHYSICAL EFFORT

The job requires minimal physical effort.

3. EMOTIONAL EFFORT

The job requires the incumbent to be emotionally stable and objective.

EDUCATION AND EXPERIENCE:

A Diploma in Environmental Health with a minimum of five (5) years of experience in clinical and/or lecturing/teaching. A basic Degree is an added advantage.

14. Senior Tutor – Biomedical Science (5)

Position: Senior Tutor- Biomedical Science

Institution: National Health Training College

Contract Duration: Two (2) years Renewable

Responsible to: Deputy Director Academic

SUMMARY OF DUTIES:

Under the general supervision of the Deputy Director Academic, the incumbent is responsible for all academic responsibilities related to relevant Biomedical Science.

MAIN DUTIES:

1. **DEVELOPS AND REVIEWS THE CURRICULUM FOR BIOMEDICAL SCIENCE**
 - i. Conducts needs assessment of Biomedical Science
 - ii. Collects the relevant educational materials on the latest developments pertaining to Biomedical Science.
 - iii. Selects the appropriate specialists and stakeholders and commission them to provide technical support.
 - iv. Develops and reviews Biomedical Science curricula documents.
 - v. Participates in development and review of curricular in other programs/departments
 - vi. Facilitates presentation of the draft-document to the appropriate stakeholders
 - vii. Forwards the draft-document of Biomedical Science curricular to Accreditation Bodies for approval i.e. the Academic Council, the Governing Board, the Faculty Board, and the Senate.

2. **IMPLEMENTS THE REVISED CURRICULUM**
 - i. Prepares the Biomedical Science course outlines for the particular year of study from the curricular.
 - ii. Prepares the teaching/lecture notes and teaching aids.
 - iii. Develops Time Tables.
 - iv. Selects the appropriate methods of teaching.
 - v. Carries out the actual teaching of the courses in specified Biomedical Science Disciplines [classroom and in-service training, theory and practical], and record the content covered.
 - vi. Assesses and evaluates learning of the relevant group of students.
 - vii. Records the marks of tests, assignments, presentations and practicals obtained by the individual students.
 - viii. Conducts remedial sessions where necessary [i.e., for students with low marks].
 - ix. Facilitates exchange of ideas with other lecturers or knowledgeable persons.
 - x. Assists in facilitating recruitment and appointment of the guest lecturers and External Examiners (Moderators).

- xi. Develops and circulates Annual Work plans for relevant Biomedical Science discipline.
- xii. Sets the final examination papers and marking scheme as well as the supplementary examination question papers.
- xiii. Marks final examination papers.
- xiv. Participates in compilation and processing of final and supplementary examination results (e.g., SIMS).

3. PROMOTES ACADEMIC GROWTH OF STUDENTS

- i. Exposes and introduces students to various types of research.
- ii. Cultivates critical thinking and problem solving to the appropriate level of students.
- iii. Facilitates and supervises the individual students' research projects.
- iv. Assists in publishing of students' research reports.
- v. Guides in publication of students' research studies.
- vi. Provides guidance and counselling for students and refers where necessary.

4. ADMINISTERS AND MANAGES JUNIOR STAFF IN THE BIOMEDICAL SCIENCE DEPARTMENT

- i. Assigns the curriculum content to different lecturers.
- ii. Monitors the implementation of the curriculum by the lecturers.
- iii. Evaluates and appraises Lecturers and keeps records.
- iv. Prepares the Program's quarterly and annual reports and submits them to the office of Head of Department.
- v. Attends Program's meetings.
- vi. Recommends staff development to the Academic Council and identifies areas of need for continuing education for the relevant discipline.
- vii. Holds membership in other Committees as and when necessary.
- viii. Promotes and facilitates Departmental/Program growth and development to meet local, regional and international standards.
- ix. Supervises guest or part-time lecturers.

5. ENGAGES IN RESEARCH STUDIES AND COMMUNITY-BASED SERVICES

- i. Identifies Health related Research areas.
- ii. Conducts Research in areas of interest so as to bring about changes and make academic improvements.
- iii. Conforms to the standards and requirements set by the Research Committee.
- iv. Publishes the research results.
- v. Motivates lecturers to continuously engage in Research activities.
- vi. Engages in Sabbatical activities regionally and internationally.
- vii. Participates in the inter-departmental, inter-college, and inter-university research committees locally, regionally, and internationally.

KNOWLEDGE AND SKILLS:

The incumbent must have knowledge and skills appropriate for efficient teaching of Biomedical Sciences [i.e., Medical Blood Transfusion, Medical Hematology, Medical Microbiology, Medical Chemical Pathology, Medical Cellular Pathology, Medical Immunology, Medical Biochemistry and Safety and Management.]

RESPONSIBILITIES:

1. FOR WORK OF OTHERS

The incumbent provides management and leadership support to colleagues and students, and assumes responsibility for any inadequate or substandard performance within the Program.

2. FOR PROPERTY

The incumbent will be the custodian of all the public assets entrusted to him/her for effective and efficient teaching of students.

3. FOR EFFECT OF ERRORS

The incumbent is responsible for the work-related errors resulting in failure to achieve the Departmental goals and objectives.

CONTACTS:

The incumbent will be in constant contact with the following officers/people while executing the office responsibilities:

- a. The Director
- b. The Deputy Director Academic
- c. The students and departmental staff and general colleagues
- d. The public and other stakeholders

EFFORT:

1. MENTAL EFFORT

The job requires the incumbent to be psychologically prepared and also possess positive leadership attributes.

2. PHYSICAL EFFORT

The job requires minimal physical effort.

3. EMOTIONAL EFFORT

The job requires the incumbent to be emotionally stable and objective.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree in Biomedical Science (MAJOR HAEMATOLOGY & BLOOD TRANSFUSION) or (MAJOR MEDICAL MICROBIOLOGY) with a minimum of five (5) years of experience in clinical and teaching. A Masters' degree is an added advantage.

15. Senior Tutor – Social Workers Programmes (2)

Position: Senior Tutor- Social Welfare

Institution: National Health Training College

Contract Duration: Two (2) years Renewable

Responsible to: Deputy Director Academic

SUMMARY OF DUTIES:

Under the general supervision of the Deputy Director Academic, the incumbent is responsible for all academic responsibilities related to Auxiliary Social Worker's program.

MAIN DUTIES:

3. DEVELOPS AND REVIEWS THE CURRICULUM CONTENT FOR AUXILIARY SOCIAL WORKER'S PROGRAM
 14. Conducts needs assessment pertaining to the Auxiliary Social Worker's curriculum
 15. Collects the relevant educational materials on the latest developments pertaining to the areas of interest.
 16. Identifies and selects the appropriate specialists and stakeholders and commission them to provide technical support.
 17. Develops and reviews the Auxiliary Social Worker curricula documents.
 18. Submits the draft-document to the appropriate stakeholders and accreditation bodies for approval
 19. Participates in the development and review of curriculum in other departments
2. IMPLEMENTS THE CURRICULUM
- Selects course outlines for relevant year of study
 - Identify appropriate course content for the particular year of study
 - Prepares the teaching/lecture notes and teaching aids.
 - Develops Time Tables
 - Selects the appropriate method of teaching.
 - Carries out the actual teaching of both classroom and field teaching of the assigned courses in the Auxiliary Social Worker's program, and record the content covered in the subject register.
 - Coordinates field experiences with relevant officers in charge
 - Collaborates with resource persons having relevant expertise necessary in the Auxiliary Social Worker's program
 - Assesses and evaluates learning of the relevant group of students.
 - Designs questions for tests, assignments, presentations, tutorials and practicals
 - Designs marking guides for tests, assignments, presentations, tutorials and practicals

- Records the marks of tests, assignments, presentations, tutorials and practicals obtained by the individual students.
- Demonstrates procedures relevant to Auxiliary Social Worker's.
- Ensures that each student carries out return demonstrations with the minimum competence level required
- Conducts remedial sessions for students with low marks where necessary.
- Facilitates exchange of ideas with other lecturers or knowledgeable persons.
- Develops and circulates Annual Academic Work plans for Auxiliary Social Worker's program.
- Sets both final and supplementary examination question papers including their marking guides.
- Marks both the final and supplementary examination papers.
- Participates in compilation and processing of both final supplementary and final examination results.

3. PROMOTES ACADEMIC GROWTH OF STUDENTS

- Exposes and introduces students to research process.
- Cultivates critical thinking and problem solving skills to the appropriate level of students.
- Facilitates and supervises the individual students' research projects.
- Facilitates publication of the research reports and replication of the research studies.
- Provides guidance and counselling for students and refer where necessary.

6. ADMINISTERS AND MANAGES THE JUNIOR ACADEMIC STAFF IN THE AUXILIARY SOCIAL WORKER'S PROGRAM,

- Facilitates recruitment of new students and appointment of the External Examiners (Moderators)
- Assigns the curriculum content to different lecturers.
- Monitors the implementation of the curriculum by the lecturers.
- Evaluates and appraises Lecturers and keeps records
- Prepares the Auxiliary Social Worker's program quarterly and annual reports and submits them to the office of Rector
- Holds Auxiliary Social Worker's program meetings
- Identifies areas of need for continuing education in the Auxiliary Social Worker's program.
- Recommends staff development to the Academic Council
- Holds membership in the College Committees as and when necessary.
- Promotes and facilitates Auxiliary Social Worker's program growth and development to meet local, regional and international standards.
- Supervises the work of lecturers

7. ENGAGES IN RESEARCH STUDIES AND COMMUNITY-BASED SERVICES

- Identifies social work related Research in his/her areas of practice.
- Conducts Research in areas of interest so as to bring about changes and make academic improvements.
- Conforms to the standards and requirements set by the Research Committee of the Institution.
- Publishes the research results.
- Motivates lecturers to continuously engage in Research activities
- Engages in Sabbatical activities regionally and internationally.
- Participates in the inter-departmental, inter-college, and inter-university research committees locally, regionally, and internationally.

KNOWLEDGE AND SKILLS:

The incumbent must have knowledge, skills and experience appropriate for efficient teaching in the Auxiliary Social Worker's program.

RESPONSIBILITIES:

1. FOR WORK OF OTHERS

The incumbent provides management and leadership support to colleagues and students, and assumes responsibility for any inadequate or substandard performance within the Auxiliary Social Worker's program.

2. FOR PROPERTY

The incumbent will be the custodian of all the public assets entrusted to him/her for effective and efficient teaching of students.

3. FOR EFFECT OF ERRORS

The incumbent is responsible for the work-related errors resulting in failure to achieve the Program goals and objectives.

CONTACTS:

The incumbent will be in constant contact with the following officers/people while executing the office responsibilities:

- The students, program, departmental staff and other colleagues
- The Heads of Programs
- The Heads of Departments
- The Director, Social Welfare Department
- Deputy Director Academic

- The public and other stakeholders

EFFORT:

1. MENTAL EFFORT

The job requires the incumbent to be emotionally stable, have good listening skills and also possesses positive leadership attributes.

2. PHYSICAL EFFORT

The job requires minimal physical effort.

3. EMOTIONAL EFFORT

The job requires the incumbent to be emotionally stable and objective.

EDUCATION AND EXPERIENCE:

Masters degree in Social Work related discipline or an equivalent with three (3) years working experience (practice/teaching)

OR

A bachelor's degree in Social Work or an equivalent with a minimum of five (5) years of experience in teaching and or field experience.

A qualification in Social Work is a requirement.

16. Retired Health Care Workers (50 Positions)

Position: Retired Health Care Workers

Contract Duration: One (1) year Renewable

Responsible to: Senior Nursing Officer

The purpose of the positions

- To provide care in maintaining and developing a quality HIV Service
- To take responsibility for care and delivery of treatment
- To ensure that clients and their families are fully informed and supported by providing clinical and social support

Job Responsibilities

- Work within the clinical team to deliver HIV care, based on national guidelines to ensure standardized HIV services
- As part of clinical team, provide clinical advice and discuss issues relating to HIV Care and drug regimens, including concordance to treatments. Assess and interpret specialist acute and other Patient conditions based on a range of assessment tools and approaches, including history taking and examination. Take appropriate action as required.
- Recognise and act on signs symptoms of common conditions within the same patient/client
- To provide psychological support , advice and information to HIV positive individuals, their partners, carers and families.
- Work with the multidisciplinary team to develop and deliver appropriate care
- Assist in the provision of a comprehensive patient pathway both in chronic care and on HAART
- Be a visible point of contact for patients, visitors, relatives and staff acting as a resource for problems and able clearly present the patients/clients point of view to others. Receive and investigate any complaints received.
- Ensure that patients records and documentation are maintained and current
- Organize meetings to discuss patient management as required
- Participate in the development of evidence – based patient care policies and procedures. Develop and contribute to clinical guidelines and protocols where appropriate and ensure they are implemented.
- Assist with the identification and facilitation of clinical audits to promote clinical effectiveness as part of Directorate Clinical Government Framework

Ethics

- To practice maintain and observe professional conduct in accordance with Lesotho Nursing Council

Working Conditions

- The incumbent will be working in a number of settings including clinic and community settings. She or he will work in unfavorable conditions such as working overtime

Supervision

- Supervises junior staff on management of HIV and AIDS including proper documentation and reporting

Qualifications

- Diploma in general Nursing and midwifery
- Diploma in Primary Health Care or Community Health Nursing Sciences Or
- Degree in related field of nursing
- Registered with Lesotho Nursing Council (LNC)

Reporting

Nurse Clinicians will be part of HIV/IADS Directorate and they will report to Senior Nursing Officer

Skills and attributes

The incumbent shall have the following skills and attributes:

- Report writing skills in English language
- Computer literacy
- Good interpersonal relations

Remuneration:

The remuneration for these positions will be commensurate with the relevant qualifications and experience.

Submission:

Applicants are to submit a covering letter, detailed CV demonstrating the relevance of their qualification, experience to the terms of reference of the selected job and certified copies of certificates. The CV should include the following details; tel-fax and email address names and addresses of three references and send complete documentation to: The Procurement Manager, Ministry of Health & Social Welfare, Corner constitution and Linare Road, P.O.Box 514, Maseru 100, Lesotho. Tel: (266) 22-226037/22-326114. Fax: (266) 22-317493 email: lydiam@health.gov.ls

Applications must be received by hand or e-mail on or before **August 28, 2009** during office ours from 08:00 to 16:00hrs.

Applicants not contacted in two months from the closing date can assume that their application has not been successful.