

INTERNAL ADVERTISEMENT

The Government of Lesotho through the Lesotho Millennium Development Agency (LMDA) is looking for a highly qualified professional with specialised skills to support the Health Facilities Maintenance Programme. Interested and highly committed individuals are invited to apply for the following position on contract basis ending on the 31st March 2023.

HEAD - SOFT FACILITIES MANAGEMENT

❖ JOB SUMMARY:

The employee shall be responsible for maintenance and management services of Soft Health Facilities. The duties of the HSF include, programme contracts management and administration; contracts procurement and financial management; programme quality management (QA/QC); review and approval of programme designs; oversight and management of maintenance construction and construction supervision; and coordinate with Ministry of Health on a day-to-day basis to effectively manage smooth running of the program activities; Head Soft Facility is also responsible for participating in LMDA policy development and providing leadership for the section

❖ KEY PERFORMANCE AREAS

KPA 1: Program Contracts Management and Administration

KPA 2: Contracts Procurement and Financial Management

KPA 3: Program Quality Management (QA/QC)

KPA 4: Program Implementation Oversight (Maintenance Supervision)

KPA 5: Reporting and Technical Advice to COO

KPA 6: Policy Development

KPA 7: People Management & Development

❖ SUPERVISORY RESPONSIBILITIES

The employee is required to provide general guidance and oversight on planning and implementation of LMDA's Soft Facility management programme including contracts management and administration, supervision to more than five LMDA professional staff of project, and more than ten LMDA's Maintenance contractors.

❖ EDUCATION and/or EXPERIENCE

Advanced degree in administration or project management or equivalent; 10 years' experience in supervising service contracts; Demonstrated experience in Managing personnel, particularly in project environment within health sector; Five years' experience working on large and high-pressure demand project.

❖ COMPUTER SKILLS

Strong computer skills (Microsoft Officer, Internet, MS Project, statistical analysis packages and databases, particularly MS Access)

❖ CERTIFICATES, LICENSES, REGISTRATIONS

- Code B driving license with defensive driving certificate **are a must.**
- Registration as Project Management Professional is added advantage

Interested candidates should **hand-deliver** their application letters together with CVs, copies of certificates and transcripts on or before **Wednesday – 18th June 2021 at 12.00 noon**, to Lesotho Millennium Development Agency, 5th floor Post Office Building, Maseru. Applications should be signed for by submitters. Please note that only shortlisted candidates will be contacted.

