



## EXTERNAL VACANCY ANNOUNCEMENT

The Office of the Auditor-General (OAG) is an independent Supreme Audit Institution in Lesotho. It is responsible for promoting accountability, transparency, and value for money in the use of public funds by providing quality audit services to improve the economic, efficient and effective service delivery to the citizens of Lesotho. OAG achieves this through audits, and reports on the Government of Lesotho's Consolidated Fund and Public Stores, to provide an overall opinion on the accounts.

OAG invites applications from suitably qualified local candidates for the following position:

<b>JOB TITLE</b>	<b>:</b>	<b>PERSONAL ASSISTANT (PA)</b>
<b>NO OF POSTS</b>	<b>:</b>	<b>ONE (1)</b>
<b>RESPONSIBLE TO</b>	<b>:</b>	<b>DEPUTY AUDITOR-GENERAL</b>

### CORE DESCRIPTION

To provide day-to-day administrative and technical support to the Deputy Auditor-General (DAG).

### JOB RESPONSIBILITIES

- a) Handle DAG's confidential documents ensuring they remain secure.
- b) Examine draft documents submitted to DAG and recommend revision where necessary.
- c) Answer and screen telephone calls and respond to emails, messages, and other correspondence in DAG'S office.
- d) Schedule appointments and maintain an events calendar.
- e) Facilitate scheduled meetings/events and arrange for refreshments if required.
- f) Remind the DAG of important tasks and deadlines.
- g) Scan and fax documents and take notes when required.
- h) Devise and maintain DAG's office filing system.
- i) Control access to DAG's office.
- j) Book and arrange travel, transport, and accommodation for DAG.
- k) Prepare and submit budgetary needs of DAG's office to the Finance Office.

- l) Order DAG's office supplies and replacements.
- m) Receive DAG's visitors and attend to their requests.
- n) Observe best business practices and etiquette.

## **QUALIFICATIONS**

BCOM Accounting or General Accountant

### **KNOWLEDGE**

- a) In-depth knowledge of office management and basic accounting procedures.
- b) Stakeholder Engagement
- c) Internal Communication
- d) External Communication
- e) Communication Strategy
- f) Events Management
- g) IT Communications Systems
- h) Public Sector Protocol and Etiquette
- i) Office Administration

### **SKILLS**

- a) MS Office and English proficiency
- b) Outstanding organizational and time management skills
- c) Ability to multitask and prioritize daily workloads.
- d) Report Writing
- e) Business Acumen skills
- f) Planning and Organising skills
- g) Logical analytical ability
- h) Presentation skills
- i) Negotiation skills
- j) Project management skills
- k) Computer Literacy skills
- l) Stakeholder Engagement
- m) Communication skills
- n) Technologically advanced

### **BEHAVIOURAL COMPETENCIES**

- a) Confidentiality
- b) Creative/ Innovative
- c) Independent
- d) Energetic
- e) Relationship Building
- f) Respect
- g) Teamwork
- h) Ethical

- i) Integrity
- j) Professional

**Job Application Submission**

Applicants must submit a motivational letter, CV, certified educational certificates, transcripts, and ID to the Human Resources Office, Office of the Auditor-General, 4th Floor, Finance House, Maseru, Lesotho. The closing date for applications is **04<sup>th</sup> April 2025** at 5:00 pm, only shortlisted candidates will be contacted.