



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

JOB TITLE	:	SPECIAL ASSISTANT
NO OF POSTS	:	ONE (1)
RESPONSIBLE TO	:	SNR SPECIAL ASSISTANT

CORE DESCRIPTION

Clean and supervise Special Assistants to ensure cleanliness at the workplace.

JOB RESPONSIBILITIES

- a) Cleans office premises including toilets, corridors, laundries, verandas, bathrooms and walls.
- b) Empties all dustbins every day.
- c) Prepares and serves tea or other refreshments as requested.
- d) Takes care of the OAG property allocated for his/her daily work.
- e) Alerts the supervisor of all areas in the offices that require repair/maintenance.
- f) Undertakes any other official errands outside the office as instructed by the supervisor.
- g) Check cleaning equipment condition and cleaning material stock level and make necessary recommend replacements.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

LGCE or COSC certificate or equivalent

BEHAVIORAL COMPETENCIES

- a) Good interpersonal skills.
- b) Ability to organize time and workload
- c) Teamwork
- d) Good communication skills
- e) Physical fitness and endurance
- f) Honesty
- g) Problem solving skills
- h) Attention to detail

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 **04th April 2025** at 5:00 pm, only shortlisted candidates will be contacted.