



EXTERNAL VACANCY ANNOUNCEMENT

The Supreme Audit Institution of Lesotho (SAI-L) is an independent 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. SAI-L 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.

SAI-L invites applications from suitably qualified local candidates for the following position:

JOB TITLE	:	RECEPTIONIST
NO. POSTS	:	1
RESPONSIBLE TO	:	RECORDS ASSISTANT

CORE DESCRIPTION

Under the direct supervision of the Records Officer, the Receptionist serves as the first point of contact for visitors and clients, ensuring a welcoming and professional environment.

JOB RESPONSIBILITIES

- a) Manages the central switchboard directing calls to appropriate Directorates.
- b) Answers incoming calls promptly, providing information or directing calls to appropriate staff.
- c) Physically binds audit reports and official documents ensuring they meet SAI's presentation standards before distribution.
- d) Check that reports are collated correctly and free of visible printing errors during binding.
- e) Acts as the primary assistant for the high- volume copier, helping staff clear jams and navigate complex printing settings.
- f) Monitors toner levels of the communal printer and report low levels to I.T before they run out, to prevent work stoppages.
- g) Coordinates with the procurement department to collect and restock printing paper ensuring that the printing station is fully equipped for daily operations
- h) Keeps the lobby and printing station organised and professional.
- i) Provides basic administrative support to Directorates.
- j) Handles inquiries and provide accurate information.

- k) Performs clerical duties such as filing, data entry, and maintaining office supplies.
- l) Addresses visitor inquiries and resolve issues as they arise, ensuring a positive experience.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Diploma in Business Management/ Administration or equivalent, plus 2 years' experience as a receptionist or in customer service role

COMPETENCIES

- i. Strong verbal and written communication abilities.
- ii. Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- iii. Familiarity with office equipment (printers, fax machines).
- iv. Attention to detail.
- v. Professional Appearance.
- vi. Confidentiality.
- vii. Communication skills.

JOB APPLICATION SUBMISSION

Interested applicants may visit the Office of the Auditor-General's website for detailed job descriptions at: www.auditorgeneral.org.ls

Applicants must submit a motivational letter, CV, certified copies of educational certificates, transcripts, and ID to the Human Resources Office, Supreme Audit Institution of Lesotho (SAI-L), 4th Floor, Finance House, Maseru, Lesotho. The closing date for applications is **24th FEBRUARY 2026** at 5:00 pm, only shortlisted candidates will be contacted.