



**Revenue
Services
Lesotho**

Career Opportunities within the Revenue Services Lesotho

The Revenue Services Lesotho was established by an Act of Parliament in 2001 and became operational in 2003. The purpose of our existence is to **Positively impact Basotho’s livelihoods** by investing in our people and technology. The RSL has therefore put in place a three-year strategy for 2024 – 2027 themed “**Lesokoana**”.

Improved Employee experience, Value-driven Processes, Digitalization and Combined Assurance are our strategic pillars building up to the real RSL value. We are therefore known as one of the most professionally exciting and challenging employers in Lesotho.

The RSL is searching for experienced, passionate, energetic, and resilient Lesotho Citizens to occupy a **temporary** position of a Secretary (typist). The positions provide excellent career opportunities for suitable candidates who can make a difference to the dynamic RSL Team.

POSITION	SUMMARY OF PURPOSE	QUALIFICATIONS & EXPERIENCE
<p>1. Secretary (typist)</p>	<p>Responsible for coordination of disciplinary cases, type and generate recorded and typed disciplinary cases record.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> ➤ Coordinate mutually convenient dates for the hearing and communicate them to all parties concerned. ➤ Secure the venue for the disciplinary cases. ➤ Secure money for refreshments and lunch for all the parties concerned. 	<p>Diploma in Secretarial Studies/ Office Administration or any related qualification. Plus 1 years’ relevant working experience in minute taking or as a typist plus a minimum typing speed of 70 wpm.</p> <p style="text-align: center;">OR</p> <p>Certificate in secretarial studies/Office Administration or any related qualification. Plus 2 years’ experience relevant working experience in minute taking or as a typist plus a minimum typing speed of 70 wpm.</p>

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">➤ Prepare and generate a recorded and written record of proceedings for the attention of the Committee members.➤ within fifteen (15) working days of the conclusion of closing arguments.➤ Prepare and produce a written record of appeal cases.➤ Provide disciplinary cases report in line with HCM procedures timelines.➤ Minimum typing speed of 70 wpm. | |
|--|---|--|

How to apply: Interested candidates who meet the above criteria should submit their **Application Forms found on the RSL website** via email, indicating the name of the position they apply for in the 'Subject' area. Applications should be addressed to **Head Human Capital Management, Revenue Services Lesotho** and sent to the following email address; recruitment@rsl.org.ls.

Please note that hard copy applications and applications not in prescribed form will not be accepted. The deadline for applications is on (Friday 15 March 2024 @ 17:00hrs). **Incomplete or late applications will not be considered.** Only shortlisted candidates will be communicated to. If you are not contacted within three (3) weeks after the deadline, please consider application unsuccessful.

For a detailed job description for this position, please visit our website at: www.rsl.org.ls/opportunities/job_profiles