

POSITION

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**".

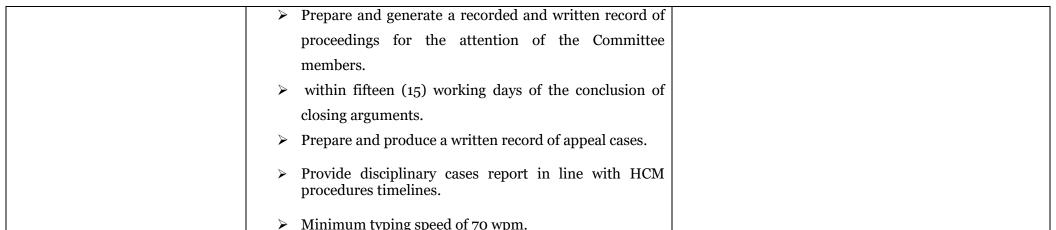
Improved Employee experience, Value-driven Processes, Digitalization and Combined Assurance are our strategic pillars building up to the real RSL value. We are therefore known as one of the most professionally exciting and challenging employers in Lesotho.

SUMMARY OF PURPOSE

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.

OUALIFICATIONS & EXPERIENCE

TOSITION	SCHWART OF TORIOSE	QUALIFICATIONS & EXTERICE
1. Secretary (typist)	Responsible for coordination of disciplinary cases, type and generate recorded and typed disciplinary cases record.	Diploma in Secretarial Studies/ Office Administration or any related qualification.
	Key Responsibilities:	Plus 1 years' relevant working experience in minute taking or as a typist plus a minimum typing speed of 70 wpm.
	Coordinate mutually convenient dates for the hearing	
	and communicate them to all parties concerned.	OR
	and communicate them to all parties concerned.Secure the venue for the disciplinary cases.	OR Certificate in secretarial studies/Office Administration or any
	_	



<u>How to apply:</u> 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; <u>recruitment@rsl.org.ls.</u>

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