

 Revenue Services Lesotho	Career Opportunities within the Revenue Services Lesotho	
	<p>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”.</p> <p>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.</p>	<p>The RSL is searching for experienced, passionate, energetic, and resilient Lesotho Citizens to occupy the position below. The position provides excellent career opportunities for suitable candidates who can make a difference to the dynamic RSL Team through contribution towards revenue services in Lesotho.</p>
TEMPORARY ASSIGNMENT OF 3 MONTHS DURATION		
POSITION	SUMMARY OF PURPOSE	QUALIFICATIONS & EXPERIENCE
1. RSL Academy Administrator (1)	<p>Responsible for provision of logistical and administrative support in the implementation of training and in the delivery of the Cadet Programme.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> ➤ Facilitate end of training and post training evaluations and analyse feedback; ➤ Work closely with e-Learning Instructors/Trainers to facilitate training implementation; ➤ Schedule participants for training; ➤ Undertake logistics and admin activities for the Cadet Programme; ➤ Work closely with the Cadet Programme service provider for planning and execution of activities; ➤ Facilitate enrolment of participants into the Cadet Programme; ➤ Organise and plan delivery of Cadet Programme events. 	<p>Degree in Business Administration / Business Management or Related qualification.</p> <p>Plus Two (2) years' experience in Office Administration or Business Management or similar role.</p> <p>OR Diploma in Business Administration / Business Management or Related Qualification.</p> <p>Plus Three (3) years experience in Office Administration or Business Management or similar role. <i>*Qualification/Experience in Events Management will be an added advantage*</i></p>

How to apply: Interested candidates who meet the above criteria should submit **Application Forms found on the RSL website** via email, **indicating the name of the position they apply for in the ‘Subject’ area. The name of the position should be indicated as it appears in the Advert.** 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 forms will not be accepted. The deadline for applications is on Monday, the 08th September 2025 at 17:00hrs. **Incomplete or late applications will not be considered.**

Application Form, visit our website at [www.rsl.org.ls/opportunities/New Job Application Form](http://www.rsl.org.ls/opportunities/New%20Job%20Application%20Form) (Go to the last page, it's at the bottom)