

**MINISTRY OF EDUCATION AND TRAINING EXTERNAL
CIRCULAR NOTICE No: 15 of 2023**

**P.O. BOX 47
MASERU 100**

25th AUGUST 2023

REF: ED/A/30

CC: ED/P/30



**TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENTS
ALL DISTRICT ADMINISTRATORS**

**COPY: SENIOR PRIVATE SECRETARY TO HIS MAJESTY
SENIOR PRIVATE SECRETARY TO THE PRIME MINISTER
ATTORNEY-GENERAL
GOVERNMENT SECRETARY
SECRETARY, PUBLIC SERVICE COMMISSION
SECRETARY, TEACHING SERVICE DEPARTMENT
CLERK TO THE NATIONAL ASSEMBLY
CLERK TO THE SENATE
OFFICE OF THE OMBUDSMAN
DIRECTOR OF ELECTIONS
ACCOUNTANT-GENERAL
AUDITOR-GENERAL**

Applications are invited from suitably qualified local candidates for the following positions tenable in the Ministry of Education and Training:

1. CHIEF EDUCATION OFFICER- SECONDARY, GRADE K, ONE (1) POSITION

JOB SUMMARY

The Chief Education Officer, Secondary Education is responsible to the Principal Secretary for the overall direction and management of the secondary education; she/he is a member of the senior management team of the Ministry and is expected to contribute to the formulation, development, monitoring implementation and review of policies and strategies of the Ministry.

MAIN DUTIES

1. ANNUAL WORK-PLANNING AND MANAGING PERFORMANCE

- 1.1 Facilitates development of and operational plan for the work of Secondary Inspectorate.
- 1.2 Solicits resources needed for execution of the operational plan.
- 1.3 Monitors implementation of the operational plan.
- 1.4 Facilitates development of individual workplans for Regional Inspectors.
- 1.5 Appraises the work of Regional Inspectors.
- 1.6 Produces reports on secondary schools' inspections.

2. POLICY AND STRATEGY FORMULATION

- 2.1 Identifies the need for and formulates policies and strategies for:
 - ✓ Provision of accessible, equitable, relevant and quality education
 - ✓ Establishment of Secondary Schools
 - ✓ Inspection and management of schools.
 - ✓ Managing emergencies
 - ✓ Maintaining good practices in Secondary Education Sub-Sector (Secondary Schools Code of Good Practices)
 - ✓ Relationship management between the Ministry and school proprietors
 - ✓ Effective communication with all stakeholders etc
- 2.2 Monitors implementation of policies and strategies developed in 2.1.
- 2.3 Evaluates the effectiveness of policies and strategies.
- 2.4 Reviews and updates policies and strategies to maintain their relevance.

3. PEOPLE MANAGEMENT

- 3.1 Assesses development needs for staff and facilitates capacity building.
- 3.2 Handles employee grievances.

3.3 Manages discipline.

4. Liaises with Chief Education Officers – Teaching Service, Tertiary, Primary, Curriculum and Assessment , training institutions on matters of mutual interest in secondary education.
5. Undertakes such other duties as may reasonably be allocated by the PS.

JOB SPECIFICATION

1. QUALIFICATIONS

Master's degree in Education Management and Administration plus five (5) years' experience in a senior position in education setting or education sector

OR

Masters of Arts plus a Professional Education qualification with six (6) years' experience in a senior position in education setting or education sector

OR

Bachelor's degree in Education/Bachelors Degree plus a Post graduate certificate in Education with seven (7) years' management experience in the education sector

The holder should have preferably held an administration's post for a period not less than five (5) years. The work requires extensive knowledge of management and administration. As a senior management officer, the holder should have a wide experience of supervising senior staff. Experience as a senior inspector will be an added advantage. She/he should be able to interpret government policies.

2. KNOWLEDGE, SKILLS AND ABILITIES

- Strategic leadership
- Personal leadership
- People leadership
- Public Sector leadership
- Team building
- Coordination
- Computer literacy
- Readiness to work after normal working hours and on weekends.
- Ability to work under pressure.

2. DISTRICT EDUCATION MANAGER, GRADE I, ONE (1) POSITION MOKHOTLONG

JOB SUMMARY

The incumbent shall work as the Head of the Education Sector in the district and will report to the Chief Education Officer – Primary, technically and the District Administrator, administratively. S/He will provide strategic leadership and be responsible for managing all education programs in the assigned district for compliance and adherence to education policies and national priorities. Specifically, the incumbent will be responsible for undertaking the following duties:

MAIN DUTIES

- 1. PERFORMANCE PLANNING**
 - 1.1 Develops the districts' operational plan in collaboration with other District Officers.
 - 1.2 Facilitates development of annual workplans and appraises the work of all Officers under his/her direct supervision.
 - 1.3 Manages and supervises the work of all District officers.
 - 1.5 Monitors implementation of the annual operational plan in the district.
 - 1.6 Evaluates results and produces annual reports.

- 2. FISCAL AND PHYSICAL RESOURCES MANAGEMENT**
 - 1.1 Assesses the need for fiscal and physical resources in the district.
 - 1.2 Prepares budget and facilitates acquisition of all resources.
 - 1.3 Monitors utilization of the district budget and other resources.
 - 1.4 Manages and facilitates maintenance of movable and immovable assets in the District Education Resource Centre.
 - 1.5 Advises on the need for disposal of equipment.

- 3. OVERSEEING MANAGEMENT OF EDUCATION AND EDUCATION FACILITIES IN THE DISTRICT**
 - 3.1 Monitors implementation and compliance with all the Ministry's policies in the district.
 - 3.2 Support various education programs in the district including Curriculum implementation, Quality Assurance, School Feeding, School Supply Unit, Early Childhood Care and Development, Non-Formal Education, Special Education and
 - 3.3 Notifies the Chief Education Officer on the establishment, upgrading, transfer of site and closure of education institutions.
 - 3.4 Disseminates information to and from the Ministry of Education to all stakeholders

4. FACILITATING ALL EDUCATION-RELATED ACTIVITIES IN THE DISTRICT

4.1 Represents the Ministry in all relevant forums in the district, for example:

- ✓ Covid-19 District Response Team
- ✓ District Immunization Steering Committee
- ✓ District Child Protection Team
- ✓ District Health Management Team
- ✓ District Disaster Management Team

4.2 Acts as the Ministry's focal person in the district.

4.3 The incumbent is the Chief Accounting Officer at district level.

4.4 Carries out other duties that may be assigned by the authorities of Local Government Services and of Ministry of Education and Training from time to time.

JOB SPECIFICATION

1. QUALIFICATIONS

Master's Degree in Education with Three (3) years' experience in an Educational Management position and three (3) years experience in school inspection or school support services.

OR

A Post-graduate Degree in Education plus at least five (5) years working experience in an Educational Management position and five (5) years experience in school inspection or school support services.

OR

Bachelor's Degree in Education/ Bachelor's Degree plus a Teacher's certificate and at least ten (10) years' experience as Education officer/Inspector and ten (10) years experience in inspection or school support services.

2. KNOWLEDGE, SKILLS AND ABILITIES

- Personal leadership
- People leadership
- Public Sector leadership
 - ✓ Experience in School Inspection, Instructional supervision of Educational management.
 - ✓ Familiarity with the Lesotho Public Service Rules and Regulations, and Financial Regulations.
 - ✓ A working knowledge of the Education Act and related regulations.

- ✓ Familiarity with the Performance Management System.
- Basic computer literacy.
- Readiness to travel and work in all parts of Lesotho.
- Good interpersonal, communicative and coordination skills.

3. INSPECTOR-COMPUTER STUDIES, GRADE H, ONE (1) POSITION

JOB SUMMARY

The post holder is answerable to the Regional Inspector and is responsible for inspection of education establishments; designing and delivering in-service training to teachers; providing professional advice on all aspects of educational provision and inspection of educational establishments. He/She is expected to play an active role in the development and dissemination of teaching and learning materials. The incumbent will be expected to undertake the following.

MAIN DUTIES

1. INSPECTION OF EDUCATION ESTABLISHMENT AND PERFORMANCE

- 1.1 Identifies and arranges for the dissemination of information on the code of good practice in respect of, management, administration, teaching and learning etc. in education establishment.
- 1.2 Inspects education establishments in respect of their general and financial management and administration.
- 1.3 Sets computer studies' performance standards.
- 1.4 Monitors the implementation of the computer studies curricula and assess effectiveness of teaching and learning.
- 1.5 Where discrepancies are identified, develops performance improvement plans.
- 1.6 Provides Professional advice on the establishment, expansion etc of all classifications of schools.
- 1.7 Prepares quarterly and annual reports on schools' inspections and other activities.
- 1.8 Advises the Ministry on matters relating to Computer education teacher supply forecasting.
- 1.9 Develops assessment and examination procedures in liaison with ECOL, analyses performance in examinations, advises the Ministry accordingly.

2. DEVELOPMENT OF COMPUTER EDUCATION CURRICULA AND TEACHING

AND LEARNING MATERIALS DEVELOPMENT

- 2.1 Contributes to the on-going development of the Computer Education curricula and other policies of the education service and develops qualitative and quantitative indicators of performance.
- 2.2 Identifies aspects of the Computer Studies curriculum in which there is a need for teaching and learning materials and other resources to be developed and to arrange for appropriate action to be taken to effect development and production.
- 2.3 Assist in the development, production and dissemination of teaching and learning materials and other resources needed for Computer Studies.

3. CAPACITY BUILDING

- 3.1 Identifies staff development needs in respect of effective delivery of Computer Studies curricula and arrange for appropriate action.
- 3.2 Liaises with appropriate teacher training institutions in the design of pre-service and in-service Computer courses and monitor the effectiveness of such courses.
4. Contributes to the preparation of budget estimates for the inspectorate and to manage and administer specific budget allocations.
5. Carries out such duties as may from time to time be required by the relevant authority.

JOB SPECIFICATION

QUALIFICATIONS

Master's degree in Computer Science or Information Technology plus two (2) years' experience in Computer support and trouble shooting.

OR

Bachelor's Degree in Computer Science of Information Technology plus three (3) years' experience in Computer support and trouble shooting.

Experience in an Education setting will be an added advantage.

KNOWLEDGE, SKILLS AND ABILITIES

- Skills in developing teaching and learning materials, developing, and delivering staff development programs.
- Good qualities of leadership, communication, co-ordination, and co-operation.
- In-depth knowledge of IT systems and processes.
- Report writing skills.

4. CURRICULUM SPECIALIST- BIOLOGY, GRADE H, ONE (1) POSITION

JOB SUMMARY

Under the supervision of the relevant Learning Area Manager, the incumbent is responsible for the design, development, production and dissemination of curriculum packages including teaching and learning materials for primary and secondary levels; carry out educational research; disseminate curriculum reforms and undertake in-service programs; liaise with relevant stakeholders and institutions nationally and internationally on matters relating to curriculum.

MAIN DUTIES:

- 1. DESIGN AND DEVELOP CURRICULAR IN THE RELEVANT OR LEARNING AREA IN THE APPROPRIATE LEVEL AT ECCD, BASIC AND SECONDARY EDUCATION.**
 - 1.1 Carry out needs/ situational analysis.
 - 1.2 Set up a panel, convene meetings, lead, and direct subject or Learning Area panel discussions on curriculum design and development process.
 - 1.3 Draw scope and sequence chart.
 - 1.4 Carry out comparative analysis of curriculum from different countries for benchmarking.
 - 1.5 Develop Learning Outcomes, Learning Experiences, Assessment criteria and Teacher's Guides for the concerned subject or Learning Area in different educational levels.
 - 1.6 Advise on appropriate teaching and learning methodologies.
 - 1.7 Advise on appropriate teaching and learning periods for the Subject or Learning Area.
 - 1.8 Advise on minimum attainment targets to determine standards for learner progression from one level to another.

2. PREPARE INSTRUCTIONAL MATERIALS

- 2.1 Draw textbooks, technical specification and evaluation tool.
- 2.2 Design and select relevant instructional materials in support of the curriculum for appropriate Learning Area.
- 2.3 Design and develop supplementary materials.
- 2.4 Advise on the design, development and implementation of scheme and record of work, lesson plans and timetabling.

3. CARRY OUT PILOT TESTING OF CURRICULUM AND INSTRUCTIONAL MATERIALS IN SCHOOLS.

- 3.1 Design and develop training manuals for pilot schools.
- 3.2 Train District Education Managers, Inspectors, District Resource Teachers, pilot schools' teachers and principals on curriculum reform.
- 3.3 Embark on Follow-up schools' visits in order to assist pilot schoolteachers and monitor the pilot process.
- 3.4 Solicit feedback that will inform revision of the trial materials.
- 3.5 Produce pilot testing reports.
- 3.6 Undertake educational research in support of curriculum activities.

4. CARRY OUT DISSEMINATION AND IN-SERVICE ACTIVITIES RELATED TO THE REVISED AND NEW CURRICULUM AS WELL AS INSTRUCTIONAL MATERIALS.

- 4.1 Train national trainers on curriculum reform.
- 4.2 Support national trainers during the nationwide/wholesale curriculum dissemination.
- 4.3 Train personnel from relevant stakeholder institutions on curriculum reforms.

5. COLLABORATE AND LIAISE WITH OTHER INSTITUTIONS NATIONALLY AND INTERNATIONALLY ON MATTERS PERTAINING TO CURRICULUM

- 4.5 Undertake consultancy on curriculum and instructional materials' development.
- 4.6 Collaborate with other relevant stakeholders on in-service programs in curricular related matters.
- 4.7 Collaborate with ECoL in designing assessment packages.
- 4.8 Collaborate with teacher-training institutions in the development and dissemination of curriculum reforms.
- 5.6 Collaborate with Non-Government Organizations in advocating curriculum reforms and other emerging issues.

- 5.7 Collaborate with Development Partners to support curriculum reforms.
5.8 Liaise with other curriculum institutions in matters relating to curriculum reforms.
5.9 Liaise with subjects' organizations and relevant clubs in matters relating to curriculum.

JOB SPECIFICATIONS

1. QUALIFICATIONS:

Master's Degree in Education, specialization in a relevant subject (English) plus three (3) years teaching experience.

OR

Honours/ Postgraduate Diploma in Education, specialization in a relevant subject (English) plus four (4) years teaching experience.

OR

Degree in Education, specialization in a relevant subject (English) plus five (5) years teaching experience.

2. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of curriculum theory.
- Must have acquired skills on curriculum development and evaluation.
- Should have basic teacher training skills.
- Basic skills in the relevant subject.
- Ability to establish basic effective communication among teachers.
- Emotional stability and persuasiveness.
- Demonstrate resourcefulness, initiative and good judgment.
- Good practical knowledge of computer skills.

5. EDITOR, GRADE G, ONE (1) POSITION, LDTC

JOB SUMMARY

Under the general supervision of the Deputy Director - materials development, the incumbent plans, edits and structures learning material. S/he also manages copyright and duplication of learning materials. The incumbent also engages part-time writers, facilitates production and printing of literacy materials and supervises subordinate staff.

MAIN DUTIES

1. DEVELOPMENT OF SECTIONAL PLANS AND BUDGET FOR ACHIEVEMENT OF SECTIONAL OBJECTIVE

- 1.1 Draws operational plans and budget for Materials Development Unit.
- 1.2 Compiles budget for the Materials Development Unit.
- 1.3 Monitors implementation of the plan.
- 1.4 Compiles a performance report for the unit.

2. EDITING OF CONTENT, LANGUAGE AND THE STRUCTURE TO ENSURE THAT MATERIALS POTRAY CLEAR COMMUNICATION TO LEARNERS.

- 2.1 Corrects grammar, spelling, punctuation marks, ambiguities, and language usage.
- 2.2 Re-organizes, clarifies, and improves content, maintaining conciseness.
- 2.3 Comments on characterization, setting, plot, theme of learning materials.
- 2.4 Checks reading levels.
- 2.5 Positions and rearranges visual elements accordingly.

3. MANAGEMENT OF COPYRIGHT AND DUPLICATION OF LEARNING MATERIAL.

- 3.1 Checks and clears copyright of material to be used in the publication.
- 3.2 Identifies potential problems, such as plagiarism, moral problems, defamation risks, etc. that could lead to litigation.
- 3.3 Proposes duplication of learning material to the Manager.

4. FACILITATION OF THE PRINTING AND PRODUCTION PROCESS FOR QUALITY FINAL MATERIALS.

- 4.1 Prepares preliminary pages, cover and mark up any end matter.
- 4.2 Prepares instructions for designers, illustrators, composer operators.

- 4.3 Prescribes printing specifications for the printer.
- 4.4 Monitors production schedules
- 4.5 Checks proof at each stage of production.

5. ENGAGEMENT AND COORDINATION OF PART-TIME WRITERS AND EDITORS FOR TIMELY PRODUCTION OF LEARNING MATERIALS.

- 5.1 Prepares and submits appropriate job descriptions for advertising part-time writers and part-time editors' posts.
- 5.2 Screens applications and prepares short lists.
- 5.3 Monitors and evaluates completion of part-time writers and editors' work according to specifications and deadlines.
- 5.4 Recommends payment of part-time writers and editors after completion of work.
- 5.5 Writes proposals for training needs of the part-time writers and editors.
- 5.6 Develops training schedules and programs.

6. PROVISION OF ADVICE TO THE MANAGER ON THE PRODUCTION OF LEARNING MATERIALS

- 6.1 Suggests modern technology used in the production and publication of learning materials.
- 6.2 Proposes new design and format of learning materials.
- 6.3 Compiles a progress report on performance.

7. SUPERVISION OF COURSE WRITERS FOR QUALITY DELIVERY OF SERVICES

- 7.1 Assesses and approves course writers individual work plans
- 7.2 Appraises course writers' performance.
- 7.3 Assesses the training needs of the course writers.

JOB SPECIFICATION

1. QUALIFICATIONS

Master of Education Plus 2 Years Experience as a Teacher

OR

Bachelor of Education Plus 3 Years Teaching and/or Teaching and Learning Materials Development

2. KNOWLEDGE, SKILLS AND ATTRIBUTES

- Passing of an assessment test
- Managerial skills
- Communication and interpersonal skills
- ICT appreciation
- Planning and organising skills
- Report writing skills

6. PERSONAL SECRETARY, GRADE E, ONE (1) POSITION

JOB SUMMARY

Under the supervision of Chief Education Officer-Curriculum and Assessment, the incumbent is responsible for performing the duties in assignment, production and distribution of documents, office administration, and preparation of meetings and official trips, and office security.

MAIN DUTIES

1. TYPING PRODUCTION AND DISTRIBUTION OF DOCUMENTS

- 1.1. Typing correspondence and documents to put communication into legible presentation.
- 1.2. Seals classified documents to accord office secrecy.
- 1.3. Takes and transcribes dictation to a legible presentation to cut down on the CEO-C&A's drafting time.
- 1.4. Photocopies documents to enable wide distribution.
- 1.5. Binds reports and other documents and distributes them as necessary for information.

2. OFFICE ADMINISTRATION

- 2.1. Receives and relays messages through a suitable medium to facilitate the taking of appropriate action.
- 2.2. Takes minutes during administrative meetings and distributes them to the members for their record.
- 2.3. Maintains the CEO-C&A's official duty to facilitate timely and relevant actions.
- 2.4. Receives, records, and passes incoming mail to the CEO-C&A to facilitate appropriate action.
- 2.5. Annotates mail as necessary to indicate the urgency and/ or importance of certain portions that require immediate attention.

- 2.6. Prepares routing slips as necessary to facilitate immediate action.
- 2.7. Maintains a record system and files correspondence for access of information and reference.
- 2.8. Registers outgoing mail and instructs messenger on delivery / postage for record and appropriate dispatch.
- 2.9. Receives visitors, attend to their queries as necessary to regulate and speed up the process of service delivery.
- 2.10. Checks office equipment in the CEO-C&A's office and own office and recommend service or replacement to minimize workflow disruption.

3. ARRANGEMENT OF OFFICIAL TRIPS AND VISITS

- 3.1. Composes itinerary of business journeys for the CEO-C&A as assigned to enable successful travel.
- 3.2. Arranges entry visa, accommodation, and transport for official guests to enable their successful stay and movements in the host country.
- 3.3. Checks and confirms the validity of travel documents and certificates of inoculation of CEO-C&A to ensure adherence to immigration and health requirements of host country.
- 3.4. Arranges entry visas, accommodation, and transport for official guests to enable their stay and movements.
- 3.5. Arranges appointments and leisure activities for official guests to ensure hospitable visit.
- 3.6. Advises the CEO-C&A to retire tour imprest as appropriate for accountability of public funds.

4. ORGANISATION OF OFFICIAL MEETINGS, CONFERENCES AND OFFICIAL ENTERTAINMENT

- 4.1. Issues letters of invitation for meetings and official entertainment and confirm attendance to facilitate participation.
- 4.2. Organizes refreshments for official meetings to promote good public relations.
- 4.3. Communicates the CEO-C&A's acceptance /decline of invitations to meetings/ events.
- 4.4. Maintains an official guest list to adhere to protocol practices and to avoid errors of omission.

5. OFFICE SECURITY

- 5.1. Closes windows and locks the entire office suit and activates the alarm system to prevent loss and theft.
- 5.2. Locks in all classified correspondence and documents to prevent unauthorized access.

- 5.3. Switches off heating /cooling system on vacation of office to prevent accidental fire occurrences.
- 5.4. Posts security procedures in the CEO-C&A and own office to facilitate adherence to security.
- 5.5. Logs in the bios system of the computer to restrict access.

6. SUPERVISION OF STAFF

- 6.1. Occasionally conducts induction for subordinate staff in the cadre to enable their adaption in their work.
- 6.2. Conducts in-house training for subordinate staff.
- 6.3. May assign work to subordinate staff and checks progress to monitor flow and quality control
- 6.4. Perform any other duties that may be assigned due to the demand of the service.

JOB SPECIFICATION

1. QUALIFICATIONS

Diploma in Secretarial studies from a recognized institution.

5 years' experience in secretarial duties PLUS 50wpm Typing Speed.

OR

Advance typing or typing of 50 wpm

10 years' experience in secretarial duties and office procedures.

Advanced word processing.

2. KNOWLEDGE, SKILLS AND ATTRIBUTES

- MS Office Suite
- Customer care
- Attention to detail
- Honesty
- Patience

7. INSTRUCTOR (FASHION DESIGN) GRADE E, ONE (1) POSITION THABA-TSEKA (TTI)

JOB SUMMARY

Under the general supervision of Senior Trade Instructor, the incumbent is responsible for trade development, training of students both in classroom and in the workshop. She/He will conduct practicals in the workshop and theoretical lessons in the classroom in the field of his/her trade.

MAIN DUTIES

1. LESSON PLAN PREPARATION AND TRAINING

- 1.1 Organizes daily lessons plans.
- 1.2 Conducts lessons in the classroom on stipulated theoretical subjects e.g trade theory;
- 1.3 Supervises students to acquire basic labor skill in the workshop.
- 1.4 Demonstrates the appropriate practical methods of solving problems on site
- 1.5 Records daily in the logbook, the record of work done in the classroom.
- 1.6 Taking weekly stock list of students' tool boxes to determine loss or damage of tools.
- 1.7 Assists in the preparation of cost estimate for income generating projects and supervises students in their implementation.

2. TRAINING EVALUATION

- 2.1 Prepares tests and progress evaluation.
- 2.2 Marks test and examination papers.
- 2.3 Records students test results/marks in the mark sheet.
- 2.4 Conducts extracurricular activities.

JOB SPECIFICATION

QUALIFICATIONS

Diploma in Fashion Design PLUS 1years's working experience

OR

National Craft Certificate in Fashion Design PLUS 2 years working experience.

A teacher's certificate will be an added advantage

KNOWLEDGE AND SKILLS

- Trade Instructor must have clear theoretical and practical knowledge of the basic fashion and design concepts.
- Ability to disseminate his/her professional technical knowledge to students.
- Skillfully construct/supervise a project which is related to his/her field of technical trade/profession.
- Ability to use the available human and material resources economically to suite the demand of training programme.
- Ensures the resourcefulness of TTI to the community and that the knowledge, skills ad types of behavior which are imparted are:-
 - In demand of the labor market
 - Suitable to long term employment
 - Supportive of individual initiative, cooperation and creativity amongst the students

8. HOME BASED TEACHER, GRADE D, ONE (1) POSITION

JOB SUMMARY

The holder of the position is responsible to the Manager Early Childhood Care and Development (ECCD). He /She is responsible for improving access and coverage of the ECCD programme by reaching out to the disadvantaged ECCD children through involvement and participation of their parents and communities. He /She will be based at district level under the supervision of District Education Manager (DEM) administratively.

MAIN DUTIES

1. PERFORMANCE MANAGEMENT

- 1.1 Develops an annual plan on the home-based program in collaboration with the DEM and ECCD Manager.
- 1.2 Monitors weekly activities with caregivers, parents, and communities.
- 1.3 Evaluates the effectiveness of the Home-Based Program.
- 1.4 Reviews the Home-Based Program to enhance its effectiveness
- 1.5 Write quarterly reports to the Manager ECCD on the progress made of the home-based programme.

2. DEVELOPS AND EXECUTES THE OUTREACH PROGRAM

- 2.1 Conducts awareness meetings to sensitize parents and communities about the importance of home-based program and their involvement and participation in the program.
- 2.2 Organizes and runs training workshops in collaboration with the DEM/ECCD department for caregivers, parents and communities and management committees.
- 2.3 Liaise with the National Teacher Trainer (NTT), collaborating partners and NGO's on all matters pertaining to the home-based programme.

JOB SPECIFICATION

1. QUALIFICATIONS

A certificate in Early childhood Education and at least two (2) years' experience working with children under the age of six (6) will be an added advantage.

2. KNOWLEDGE, SKILLS AND ABILITIES

- The work requires knowledge of, and experience in working with children below the age of six. The incumbent must have good communication skills,
- She/He must have ability to train adults and also relate well with them.
- The work also requires readiness to travel and work within remote areas of the country.

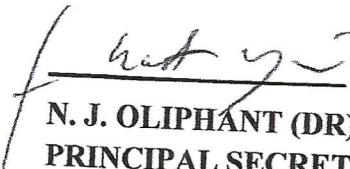
Applications on the relevant forms G.P. 104 for serving officers and G.P. 103 for job seekers duly accompanied by certified copies of educational certificates, ID, performance appraisal forms (for serving officers), transcripts, diplomas etc. must be addressed to

NOTE:

The Ministry of Education and Training operates in the ten districts of the country. Applicants should, therefore, be aware that they may be deployed in any of the ten districts.

**THE PRINCIPAL SECRETARY
MINISTRY OF EDUCATION AND TRAINING
P. O. BOX 47
MASERU – 100**

Not later than 22nd September 2023.


**N. J. OLIPHANT (DR)
PRINCIPAL SECRETARY
MINISTRY OF EDUCATION AND TRAINING**