



VACANCY

Post No. 0215

Senior Assistant Registrar, Academic

Central Administration

The National University of Lesotho invites applications from suitably qualified candidates for the position of Senior Assistant Registrar, Academic (SAR-Academic). Under the supervision of the Registrar, the SAR-Academic is the manager of the Academic Unit. SAR-Academic plays a crucial role in supporting the academic mission of the institution by ensuring the efficient operation of academic administrative processes and providing exceptional service to students, faculty, staff and other clients.

1. Key Performance Areas:

- 1.1 Facilitate the development and implementation of policies, and procedures on students' admissions, registration, examinations and records.
- 1.2 Facilitate the recruitment and training of staff in the Academic Office, manage their performance for an effective and efficient service department.
- 1.3 Ensure the efficiency of administrative and budgetary procedures within the service department.
- 1.4 Perform and monitor administrative activities, ensuring compliance with administrative procedures, policies, rules, regulations and statutes.
- 1.5 Service Boards, Committees and Commissions of the University as assigned.

- 1.6 Handle students' and clients' academic enquiries and advise them on programmes and course selection and issue other documents in terms of the University rules and regulations.
- 1.7 Support the work of faculties, institutes and other administrative units of the University in all academic activities.
- 1.8 Supervise the maintenance and organization of student records, ensuring compliance with institutional policies and regulatory requirements regarding student data and privacy.
- 1.9 Work closely with the University Management, faculties and relevant committees in the planning and implementation of all major academic activities, projects and events to ensure their success.
- 1.10 Facilitate the development and maintenance of the academic calendar.
- 1.11 Perform any other related duties that may be assigned from time to time.

2. Qualification and Experience:

- Master's degree in Administration, Management Sciences or Educational Administration plus five (5) years' relevant work experience.

Or

- A Bachelor's degree in Administration, Management Sciences or Educational Administration plus ten (10) years' relevant work experience.
- Proven experience in an administrative or supervisory position for at least three (3) years is essential.
- Experience in working in a higher education institution environment will be an added advantage.

3. Essential Skills:

- Problem-solving skills
- Planning and organizing skills
- Good communication and interpersonal skills
- Report writing skills
- Knowledge and experience in project management
- Knowledge and experience in risk management

- Information and communication technology skills
- Knowledge of the higher education legal and regulatory framework

Remuneration:

The University offers salaries and other benefits commensurate with qualifications and experience.

Employment type:

Permanent and pensionable or gratuitable performance contract.

Information Required from Candidates:

- Signed application letter, showing the number of the post applied for
- Detailed and current Curriculum Vitae
- Certified copies of educational certificates and transcripts
- Certified copy of a valid identification document
- A police clearance, not older than six (6) months;
- Names, contact numbers and email addresses of three referees (current or previous employers).

All applications should be e-mailed to **dhr@nul.ls** and addressed to:

The Director Human Resources
National University of Lesotho - Roma 180 Lesotho

The closing date for receiving full applications for the position is **22nd March, 2024**

DISCLAIMER: *Only short-listed candidates will be communicated to in writing within two months after the closing date. Applicants who are not written to must consider their applications unsuccessful.*