



Radiation Protection Agency

POSITION	Authorisation Officer x 1
REFERENCE NO.	AUT01/26
DIVISION	Authorisation
LOCATION	Maseru
The Radiation Protection Agency (RPA) is a statutory body responsible for regulating the safe use of ionizing radiation to protect people and the environment from harmful effects of ionizing radiation in Lesotho. <u>Key Responsibilities</u> • Review, verify, and assess submitted applications for completeness. • Support preparation of correspondence with applicants and stakeholders. • Liaise with applicants, internal departments, and external bodies to clarify requirements and provide updates. • Conduct a review and assessment on submitted applications. • Prepare authorization reports and summaries on risks and compliance issues. • Assist in filing, organizing and maintaining accurate and secure records of authorization decisions and supporting documentation. • Help update and manage the authorization database. • Assist in other regulatory functions. • Ensure all authorizations adhere to legal, regulatory, and internal policy frameworks. • Perform any other duties assigned from time to time. <u>Minimum Qualifications</u> • BSc. Degree with physics and/or chemistry, Health Physics • Postgraduate Education Course in Radiation Protection (PGEC) will be an added advantage <u>Experience</u> At least 3 years experience in radiation related field • Basic knowledge of radiation safety principles and regulatory frameworks. • Basic understanding of detection mechanisms and radiation protection measures. • Experience in regulatory activities is an added advantage.	

Skills Requirements

- **Communications Skills: Written Skills** - Able to write analytical and technical reports.
Oral Skills - Able to communicate effectively.
- **Interpersonal Skills:** The incumbent must be able to interact and strategize with others.
- **Problem Solving:** The incumbent must be able to identify problems, brainstorm and analyse answers and implement best solutions.
- **Computer literate:** The incumbent must be able to use a computer.

Other Attributes:**Integrity:**

The incumbent must be honest and have strong moral principles.

Professionalism:

Perform duties diligently, adheres to professional standards, and maintains a positive work ethic.

Safety Culture

Promotes and supports a work environment where safety, security, and compliance are prioritized. Understands and follows established safety procedures and encourages safe practices among colleagues.

Transparency

Communicates openly and honestly, shares information appropriately, and supports accountability in decision-making and organizational processes.

Confidentiality:

Handles sensitive, personal, and organizational information with discretion and ensures that such information is protected from unauthorized disclosure.

Consistency:

Demonstrates reliability in performance and decision-making, ensuring predictable and equitable outcomes.

Remuneration

The successful candidate will be offered a competitive package in accordance with the Agency's terms and conditions of service

Employment type

Permanent and pensionable terms

Information required from candidates

- Signed application letters stating the position;
- Applicants should **quote** the reference number of the post applied for;
- Provide CV's (including telephone and e-mail contact details) and certified copies of educational certificates and transcripts;
- Certified copy of an Identity Document.

All applications should be hand delivered or e-mailed to recruitment@rpa.org.ls and addressed to:

Human Resource Manager
Radiation Protection Agency
P.O. Box 13686
Old LNDC Building, 4th Floor

The closing date for receipt of applications is **3rd July 2026 at 4:30 p.m.**
Only shortlisted candidates will be contacted.

NB. ALL THE ATTACHMENTS (APPLICATION LETTER, CV, CERTIFICATES, & ID) SHOULD BE EMAILED IN PDF FORMAT