



Radiation Protection Agency

POSITION	Driver x 1
REFERENCE NO.	FAHR03/26
DIVISION	Finance, Admin & HR
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> • Driving Agency vehicles for official duties and ensuring the safe transportation of staff, visitors, and authorized goods. • Delivering and collecting official documents, mail, parcels, and other items to and from designated destinations. • Maintaining vehicle logbooks and ensuring accurate recording of trips, fuel consumption, and mileage. • Conducting routine vehicle inspections and ensuring vehicles are kept clean, roadworthy, and properly maintained. • Reporting vehicle defects, accidents, and maintenance requirements promptly. • Assisting with the renewal of vehicle licences, insurance, and other statutory requirements. • Supporting logistical arrangements for meetings, workshops, inspections, and other Agency activities. • Assisting with the loading, unloading, and transportation of equipment and supplies as required. • Ensuring compliance with road traffic regulations and Agency transport policies. • Performing any other duties assigned from time to time. <u>Minimum Qualifications</u> • COSC/LGCSE or equivalent qualification. • A valid driver's licence with a clean driving record.	

Experience

- At least three (5) years of driving experience.
- Knowledge of road traffic laws and safe driving practices.
- Basic vehicle maintenance knowledge.
- Experience working in a government, statutory body, or corporate environment will be an added advantage.

Competencies and skills Requirements**Communication Skills**

- Ability to communicate effectively with staff, service providers, and external stakeholders.
- Basic written skills for maintaining vehicle records and completing routine documentation.
- Ability to read and write English

Interpersonal Skills

- Courteous and professional.
- Ability to work effectively with colleagues and members of the public.

Problem-Solving Skills

- Ability to identify and report vehicle-related issues promptly.
- Ability to respond appropriately to unforeseen travel and logistical challenges.

Other Attributes

- High level of integrity, reliability, and professionalism.
- Good time-management and organizational skills.
- Ability to maintain confidentiality when handling official documents and information.
- Willingness to work flexible hours when required.
- Physically fit and capable of undertaking messenger and logistical support duties.

Remuneration

An attractive remuneration package commensurate with qualifications, experience, and the Agency's approved salary structure will be offered to the successful candidate.

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;
- Certified copy of a driving licence.

All applications should be hand delivered or emailed 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