



Radiation Protection Agency

POSITION	Executive Assistant x 1
REFERENCE NO.	CE01/26
DIVISION	Chief Executive
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> • Provides secretarial and administrative support services to the Chief Executive Officer. • Manages office schedules, appointments, meetings and travel arrangements. • Receives, records, and distributes incoming and outgoing correspondence. • Maintains proper filing systems (manual and electronic) in line with regulatory standards. • Handling confidential information with discretion and professionalism. • Assisting with general office administration and coordination of tasks. • Undertake reception duties. • Performs any other duties that may be assigned from time to time. <u>Minimum Qualifications</u> • Diploma in Office Administration, or any related field. <u>Experience</u> • At least 5 years relevant experience in secretarial or administrative services preferably within a public sector or a regulatory institution. <u>Skills Requirements</u> • Proficiency in Microsoft Office applications. • Excellent communication skills. • Proficiency in English language. • Strong organizational, time management and multitasking skills.	

- Interpersonal skills.

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.

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 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